

# OPENING THE POLLS

## STEP 4:

Deliver the Blue Ballot Bag(s) to the **correct district table**. Confirm Seal numbers on the Security Check List.



Lift the power cord from the storage clip & plug into a power source. An extension cord may be needed. Secure the cords with the floor mat.

## STEP 5:

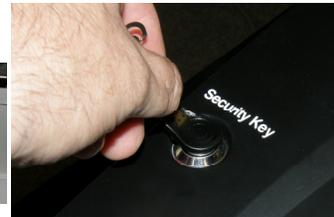
Turn the machine's power on by pressing the round POWER button for a count of 1. The power button is located in the lower right corner of the ballot box. The LCD on this box will light up to show power up activity.



Make sure the ballot box is empty. Lock the ballot box by rotating the handle & pushing the handle down. Lock the door & remove the keys.

## STEP 6:

An audible beeping tone will begin sounding to prompt the Inspector to insert the security key (iButton) on the security key pad to verify the election files.



Touch the iButton to the security key pad until the key is accepted.

## STEP 7:

The screen will request a Password:

12345678

Enter

The LCD touchscreen displays the message:

**Key accepted, validating election files please wait.**



The time & date is verified. Press yes if the time & date are correct.



## STEP 8:

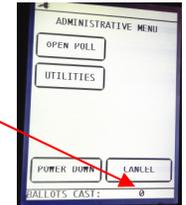
Following the checklist, the Administrative Menu is displayed.

Confirm the Ballots Cast is **Zero**.

Open the polls by selecting **OPEN POLL**. At the next screen select **Zero Report**.

**“Would you like to print more copies of this report?”** is displayed. Press **NO**.

Gently tear off the receipt tape, pulling it towards you.



## STEP 9:

Confirm the information on the tape

**Check**  
Date  
Location

**Verify**  
Candidate names

**Record on Security Report**

Total Scanned \_\_\_\_\_

Total Voters \_\_\_\_\_

Protective Counter \_\_\_\_\_

Sign the tape & place in the red security pouch.



## STEP 10:

**Place a yellow seal on the ballot box door to secure it for the duration of voting.**

The screen reads **System Ready**

\*Set-up the privacy screen for the scanner

\*Place the 'Wait Here' Sign 5' - 6' back from the ImageCast



## STEP 11:



- Set up the Pakflatt ballot marking booth in an area where the voters will have privacy. Place a small table or chair near the ImageCast to collect the privacy folder after voting the ballot.

## STEP 12:

Set up the BMD equipment; Connect the ATI (Audio Tactile Interface) to the ImageCast.

\*Connect the blue (or yellow) cable to the top of the ATI.

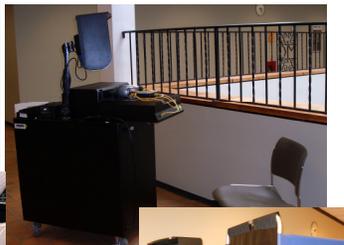
\*Plug the other end of the cable into the ATI port at the end of the BMD table.

\*Connect the headset to the ATI port below the blue arrows.



## STEP 13:

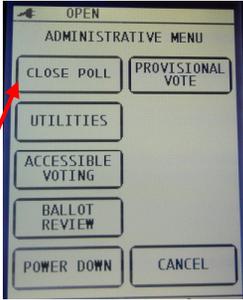
Arrange the BMD area with a chair & the monitor at a comfortable angle.



Setup the Scanner Station around the ballot scanner.



# CLOSING THE POLLS

<p><b>STEP 1:</b> <b>THE POLLS ARE NOW CLOSING!</b></p> <p>Cast Emergency/Abandoned Ballots (if used) in scanner prior to closing the machine.</p>  <p>If these ballots cannot Cast, return in the Unscanned Voted Ballots Envelope.</p>	<p><b>STEP 2:</b></p> <p>Touch the iButton to the security key pad &amp; hold until the Administrative Menu appears.</p>  <p>Press <b>CLOSE POLL</b></p>	<p><b>STEP 3:</b></p>  <p>The message <b>“Are you certain you wish to close polls?”</b> is displayed. Press <b>YES</b>. The message <b>“Polls being closed please wait”</b> is displayed.</p>	<p><b>STEP 4:</b></p> <p>Two copies of the closing tape are printed.</p> <p>The message <b>“Would you like to print more copies of this report?”</b> is displayed. Press <b>NO</b>.</p>  <p>Gently tear off the closing tape, pulling it towards you.</p>	<p><b>STEP 5:</b></p> <p>Post one copy of the tape at the pollsite for public viewing.</p>  <p>Record the Total Scanned, Total Voters &amp; <b>Protective Counter</b> on the *Security Check List.</p> <p>*If multiple districts are voting on the ImageCast, also record the <b>Ballot ID/Cast</b> for the Ballot Inventory Form.</p> <p><b>Sign the tape &amp; place in the red security pouch</b></p>
<p><b>STEP 6:</b></p> <p>Press the <b>POWER DOWN</b> button on the Administrative menu.</p>  <p>The message <b>“Are you certain you wish to shut down tabulator?”</b> is displayed. Press <b>YES</b>.</p>  <p>The message <b>Shutting Down</b> is displayed.</p>	<p><b>STEP 7:</b></p> <p>When the LCD touch-screen goes black &amp; the green status light turns off on the side of the ImageCast,</p>  <p>unplug the machine &amp; secure the power cord in the storage clip. Unlock &amp; open the ballot box door. Power OFF the UPS by pressing the power button.</p>  <p>Make sure the indicator lights on the front of the scanner are off.</p> 	<p><b>STEP 8:</b></p> <ul style="list-style-type: none"> <li>Remove the Pollworker memory card &amp; place in the red security pouch with the signed tapes</li> </ul>  <ul style="list-style-type: none"> <li>Seal the pouch &amp; give to the courier immediately</li> <li>Seal the Pollworker door with the dark green seal</li> </ul>	<p><b>STEP 9:</b></p> <p>Complete the Security Check List &amp; Ballot Inventory Form. Repack the BMD supplies, extension cord &amp; mat in the ballot box.</p> <p>All ballots must be secured in the district or machine specific blue ballot bags.</p>  <p>Place any write-ins in the write-in folder &amp; place on top of the voted ballots. Seal.</p>	<p><b>STEP 10:</b></p> <ul style="list-style-type: none"> <li>*Lock the ballot box, seal the door &amp; repackage the ImageCast</li> <li>*Collect all signs &amp; voting equipment</li> <li>*Seal in the Green Election Envelope:             <ul style="list-style-type: none"> <li>Security Check List</li> <li>Ballot Inventory Form</li> <li>Machine Keys</li> <li>Seals &amp; seal clippers</li> <li>Courier Certificate</li> <li>Absentees (if any)</li> </ul> </li> <li>Place inside the Inspector Bag</li> </ul> 