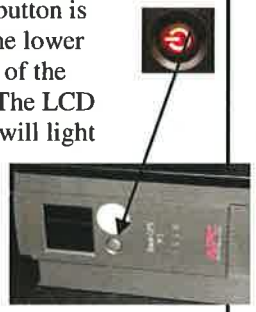
OPENING THE POLLS

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.
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.



Empty all the supplies out of the ballot box. Close the ballot box door by rotating the handle & pushing the handle down. Lock the door & remove the keys.

STEP 6:
An audible beeping tone begins sounding to prompt the Inspector to contact their security key (iButton) to the security key pad to verify the election files. Hold your security key against the metal pad labeled Security Key.

STEP 7:
The LCD touchscreen displays the message:
Key accepted, validating election files please wait.
The Administrative menu is displayed on the LCD screen.

STEP 8:
When the light is **GREEN**, from the LCD screen confirm that Ballots Cast is **Zero.** Open the polls by selecting the **OPEN POLL** option. Print the **Zero Report**.

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

STEP 9:
Confirm the information on the tape

Check
Date
Location
Ballots Cast (0)

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 machine is ready for voting.

*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.

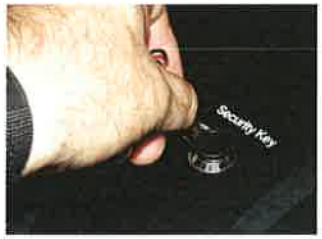
CLOSING THE POLLS

STEP 1:
THE POLLS ARE NOW CLOSING!

Cast Emergency/Abandoned Ballots (if used) in scanner prior to closing the machine.

If these ballots cannot Cast, return in the Unscanned Voted Ballots Envelope.

STEP 2:
Contact the security key (iButton) to the security keypad to enter the Administrative menu.



STEP 3:
Press the **CLOSE POLL** option.

The message "**Are you certain you wish to close polls?**" is displayed.
Press **YES**.

STEP 4:
The message "**Polls being closed please wait**" is displayed.
Two copies of the closing tape are printed.

The message "**Would you like to print more copies of this report?**" is displayed.
Press **NO**.

STEP 5:
Remove the Closing Tape from the ImageCast. Post one copy of the closing tape at the pollsite for public viewing.

Record the Total Voters & **Protective Counter** on the *Security Check List.

*If multiple districts are voting on the ImageCast, also record the **Ballot ID/Cast** for the Ballot Inventory Form.
Sign the tape & place in the red security pouch.

STEP 6:
Press the **POWER DOWN** button on the Administrative menu.

The message "**Are you certain you wish to shut down tabulator?**" is displayed. Press **YES**.

The message **Shutting Down** is displayed.

STEP 7:
When the LCD touch-screen goes black & the green status light turns off on the side of the ImageCast,

unplug the machine & secure the power cord in the storage clip. Unlock & open the ballot box door.
Power OFF the UPS by pressing the power button.

Make sure the indicator lights on the front of the scanner are off

STEP 8:
- Remove the Pollworker memory card & place in the red security pouch with the signed tapes

- **Seal the pouch & give to the courier immediately**
- Seal the Pollworker door with the dark green seal

STEP 9:
Complete the Security Check List & Ballot Inventory Form.
Inventory the BMD supplies on the check-off list & repack in the ballot box.

All ballots must be secured in the district or machine specific (if there are multiple machines) blue ballot bags.

Place any write-ins in the write-in folder & place on top of the voted ballots. Seal

STEP 10:
*Lock the ballot box, seal the door & repackage the ImageCast
*Collect all signs & voting equipment

*Seal in the Green Election Envelope:
- Security Check List
- Ballot Inventory Form
- Machine Keys
- Seals & seal clippers
- Courier Certificate
- Absentees (if any)

Place inside the Inspector Bag