

CITY OF FARMINGTON PRECINCT INSTRUCTIONS

OPENING THE POLLS CHECKLIST

___ **REPORT TO WORK AT 6:00 A.M.**

___ **OATH OF OFFICE** - All Inspectors must **take** the oath.

___ **SIGNATURES REQUIRED FROM ALL INSPECTORS:**

- Election Inspectors' Preparation Certificate (front of Poll Book)
- Payroll Sheet
- Signature Labels for 3 Statement of Votes (Tally) Tapes (labels for six tapes if there are official Write-Ins)

___ **KEYS (2) – Fits both the Scanner and Touch Writer**

- vDrive and Ballot Bin (red tag)
- Tablet Dock (black tag)

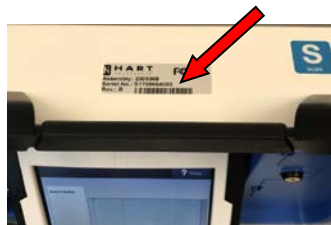
___ **POSITIONING THE EQUIPMENT**

Moving either the Scanner or Touch Writer – two inspectors should lift the Machine on it's stand, please do not slide it.

The **Touch Writer** should be positioned facing a wall.

___ **SEAL VERIFICATION**

Compare serial and seal numbers in poll book against Scanner and Touch Writer. **DO NOT BREAK SEALS**

A form titled 'CLERK'S PREPARATION CERTIFICATE FOR OPTICAL SCAN TABULATOR AND VOTER ASSIST TERMINAL'. It includes fields for 'Tabulator Serial No.', 'Terminal Serial No.', 'Inspector Seal No.', and 'Terminal Seal No.'. Below these fields is a section for 'ELECTION INSPECTORS' PREPARATION CERTIFICATE' with a checklist of items to be verified before opening the polls. The form is marked with 'X' in the 'Agreed' column and has a date field.

___ **SET UP SCANNER** (the scanner takes several minutes to power up due to security and data integrity checks the software performs).

1. Open the scanner case and remove the power brick and power cord from the storage compartment. Close the compartment and case.



NOTE: Key is not needed to open the storage compartment

2. Plug the Scanner power cord into the power brick and plug the power

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brick into the back of the Scanner (flat side up).

IMPORTANT: Do not plug the power brick into the AC power strip yet.



3. Open the Scanner case and push the lid brace to lock it into place.



4. Use key (black tag) to unlock the tablet, then unlatch and remove the tablet.



5. Seat the tablet in its cradle & tilt it back.



6. Lock the tablet in place with key.

IMPORTANT: The Scanner will not function unless the lock is engaged.



7. **PLUG THE POWER CORD** into AC power and press the **red** button on the back of the Scanner to power it on.



While you are waiting for the scanner to power on, perform the following actions:

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____ CHECK BALLOT BOX

Unlock and open the front door of the ballot box. Make certain it is empty and re-lock. The key may be hard to turn.



____ SEAL THE BALLOT BOX

A Republican and Democratic inspector will seal the empty tabulator ballot box prior to voting.

A blue pull-tite seal will be used on the front and back doors.

If the ballot box is opened during voting, it must be re-sealed with another pull-tite seal and recorded in the Remarks section of the Poll Book.



____ INSTALL THE SECRECY SCREENS



____ **SUPPLIES** (make sure you review where all supplies are stored in the bag)

____ **DISPLAY FLAG** (May be located inside or outside of building.)

VERIFY BALLOTS:

____ **OPEN BALLOT BOX AND VERIFY SEAL NUMBER** with seal number that was recorded on Receipt for Ballots.

____ **VERIFY NUMBER OF BALLOTS** with Receipt for Ballots and **verify that ALL Ballots are for this Precinct.**

*IF THE BALLOT NUMBERS DO NOT AGREE OR THE BALLOTS ARE NOT FOR YOUR PRECINCT, **CALL THE CLERK IMMEDIATELY.***

____ **REMOVE THE GREEN BALLOT CONTAINER CERTIFICATE** and place in **Green Transfer Bag**; place a new green **Ballot Container Certificate**

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on Ballot Box for use in sealing the Ballot Box at the end of the evening.

PREPARING THE SCANNER FOR VOTING

ZERO REPORT SCREEN When powered up the Scanner should display the Print Zero Report screen. If a screen other than this one appears, call the Clerk's office.

A "Power-On Self Test Report" will print. No action to be taken.

Verify the following at bottom of screen:

- Date and Time are correct.
If the date/time is incorrect, make a note in the Remarks Section of the poll book.
- Scanner is running on AC power and the battery is connected (both should show green).
- Ballot count should read Zero.



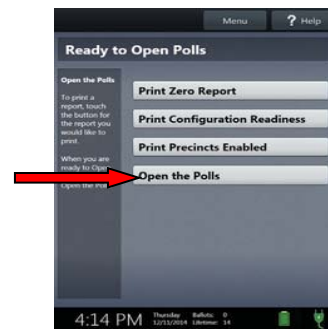
SELECT PRINT ZERO REPORT

On the report:

- Verify the ballot count total on the Zero report is ZERO.
- Verify that the polling place on the report is correct.



SELECT OPEN THE POLLS



OPENING THE POLLS

ENTER THE OPEN POLLS CODE
(Election date in mmddyy format)
and then press Accept. The Open Polls
report will print.

Roll up the ZEROES tape and attach a binder clip, leaving it in the scanner.



When the Scanner screen displays **Insert Ballot**, the device is ready to scan ballots.

You are now ready to receive voters.



PREPARE ELECTRONIC POLL BOOK

(See attached Electronic Poll Book Opening Instructions.)

PREPARE TOUCH WRITER:

SET UP THE BALLOT PRINTER

Find cable and power cord in zipper pouch of transport cart.

1. Plug the square end of the USB printer cable into the printer. (The flat end of the cord will be plugged into the Touch Writer)



2. Insert the printer power cord into the printer and the other end into a power strip.



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3. Ensure ballot printer tray is set up for ballot size.

Local Election (Short Ballot): check to make sure ballot paper is in tray.

State and Federal Elections (Long Ballot): Long ballots require adding an extended paper tray as follows:



1. Open paper tray door



2. Open flap to extend tray



3. Extend plastic paper guide



4. Slide extender under strip on extended tray

4. Press the switch on the bottom right side of the printer to power it on.
IMPORTANT: Make sure you have powered on the printer before you set up the Touch Writer and power it on.

SET UP THE TOUCH WRITER

1. Open the case and remove the power brick and power cord from the storage compartment. Close the compartment and case.



2. Plug the power cord into the power brick and then plug the power brick into the back of the Touch Writer (flat side up).



IMPORTANT: Do not plug the power brick into the AC power strip yet.

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3. Plug the flat end of the USB printer cable from the ballot printer into the back of the Touch Writer, with the notch facing up.



4. Open the Touch Writer case and lock the lid brace in place. Unlock, unlatch and remove the tablet.



5. Seat the Touch Writer tablet in its cradle, tilt it back, and lock it in place.



6. Plug power cord into AC power strip and press the red button on back to power it on.



Enter **Poll Worker Code**
(Election date in **mmddyy** format)
and press **Accept**



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The screen displays **Enter Access Code**.

Put up Secrecy Screens

The device is now ready for voters.

Discard tape that has been generated.



7. Installing Headphones

- Lift the Verity Access controller from its cradle.
- Plug the headphones into the headphone jack on the top **left** of the controller.



CHECK PRECINCT LAYOUT:

_____ Precinct must be set up to **protect the secrecy of the ballot**. Place the “Rejected Ballot” information sheet on or near the scanner ballot box.

_____ If necessary, plug in Voting Booths to provide **adequate lighting**. Tie a **black ink, medium ballpoint pen** in each Voting Booth and replace as necessary.

_____ **POST SAMPLE BALLOTS**, COMPLIANCE NOTICES, any PROPOSAL LANGUAGE and Braille instructions. Post all copies. Post as many copies of the Instructional Ballot as needed but post at least two copies.

FINALLY:

_____ **COMPLETE ELECTION INSPECTOR'S PREPARATION CERTIFICATE**
(Front of Poll Book)

_____ **NAME TAGS** (All Inspectors must wear name tags)

_____ **OPEN THE POLLS AT 7:00 A.M.** - Chair announces "Polls are open"