DS200, EXPRESSVOTE AND TABLET TRAINING

JUNE 2019

ANGELINA COUNTY

INSTRUCTIONAL VIDEOS LOCATED AT THE END OF THE PRESENTATION

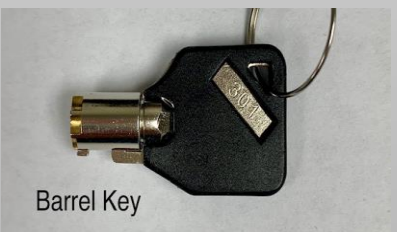# GETTING TO KNOW THE DS200

1 – REAR DOOR

2 – DISPLAY SCREEN

3 – ACCESS DOOR

4 – EMERGENCY AUXILIARY BIN

5 – MAIN BALLOT BIN

6 – BLUE TOTE

7 – LOCKING WHEELS

8 – DS200 LID

MEDIA STICK

Election Systems & Software 8GB
ITEM NUMBER: 2397

TYPES OF KEYS THAT WILL BE USED

Barrel Key

Flat Silver Key

INSIDE THE ACCESS DOOR

1 – POWER BUTTON
2 – CLOSE POLL BUTTON
3 – MEDIA STICK

#2 CLOSE POLL
#1 POWER
#3
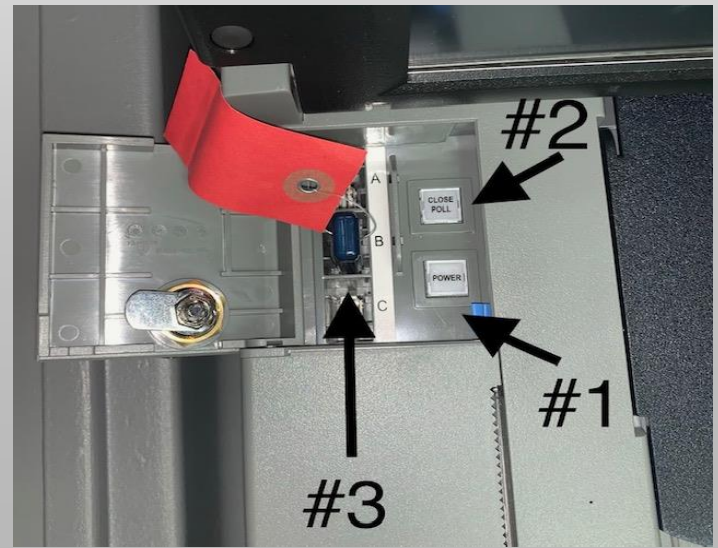
STEP BY STEP
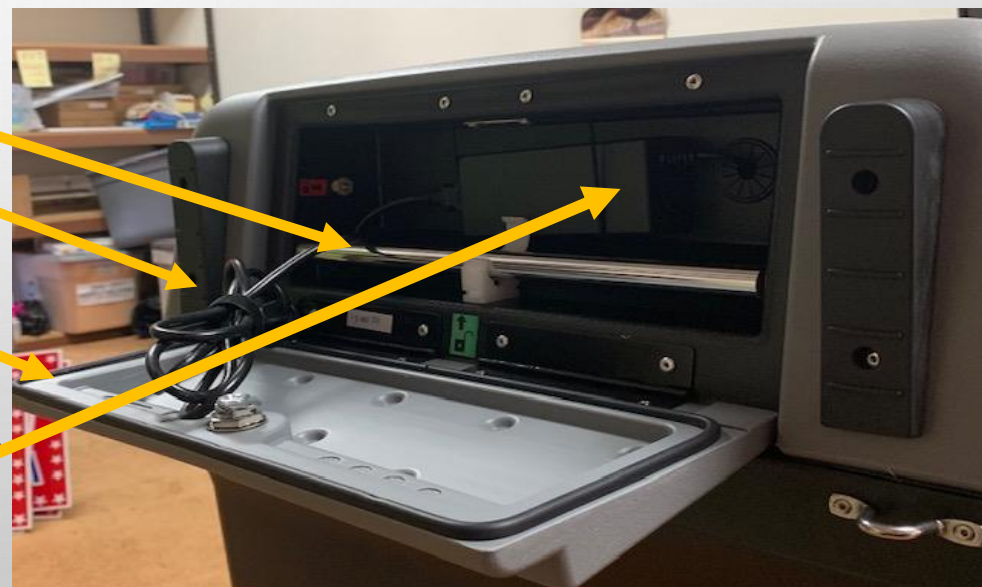## DS200 OPENING INSTRUCTIONS

1. POSITION THE DS200 CLOSE TO THE EXIT SO THE VOTER MAY DEPOSIT THEIR BALLOT WHEN DONE. DON'T FORGET TO **LOCK** THE WHEELS DOWN.

2. USE THE TO OPEN REAR DOOR.

3. MAKE SURE THE SILVER METAL BAR IS SITTING IN CRADLE

4. PULL THE POWER CORD OUT AND PLUG INTO A 110 POWER OUTLET

   - THE REAR DOOR IS TO REMAIN OPEN FOR VENTILATION DURING ELECTION DAY.

   - MAKE SURE THE ADAPTER IS CONNECTED PROPERLY INSIDE THE DS200.

   - MAKE SURE THE 110 POWER OUTLET IS WORKING

     - MAKE SURE YOUR POWERPACK HAS A GREEN LIGHT

CONTINUED DS200 OPENING INSTRUCTIONS

5. VERIFY THE EMERGENCY AUXILIARY & MAIN BALLOT COMPARTMENTS ARE EMPTY

   - CUT SEALS AND USE THE FLAT SILVER KEY TO UNLOCK/LOCK BOTH COMPARTMENTS.

   - ONCE, VERIFIED THAT THEY ARE EMPTY, NEW SEALS WILL BE APPLIED ON EACH COMPARTMENT.

   - NOTE: IN CASE OF AN EMERGENCY, IF THE DS200 IS NOT WORKING, OPEN THE EMERGENCY AUXILIARY COMPARTMENT AND LOWER SILVER FLAP TO INSERT BALLOTS UNTIL D2OO IS WORKING.

   REMEMBER TO OPEN YOUR BLUE BALLOT TOTE.

6. CLIP THE SEALS OFF THE DS200 LID USING YOUR WIRE CUTTERS.

CONTINUED DS200 OPENING INSTRUCTIONS

7. USE YOUR SILVER KEY AND UNLOCK THE DS200 LID.

   - THE LID HAS HYDRAULIC HINGES – **HANDLE WITH EASE**

       - GUIDE WITH ONE HAND WHILE OPENING

       - **PLEASE DO NOT FORCE THE LID TO OPEN OR CLOSE.**

       - PLACE LATCHES, IN UPWARDS POSITION.

8. INSERT   TO UNLOCK THE DISPLAY SCREEN

   - FLIP UP SCREEN AND THE DS200 WILL AUTOMATICALLY POWER UP.

   - **BE AWARE:** THIS WILL TAKE A MINUTE TO POWER UP.

   - IF THE DS200 DOES NOT AUTOMATICALLY POWER UP, UNLOCK THE ACCESS DOOR ON THE FRONT LEFT WITH THE BARREL KEY, AND PRESS THE POWER BUTTON. THIS WILL TAKE A MINUTE TO POWER UP. LOCK ACCESS DOOR.
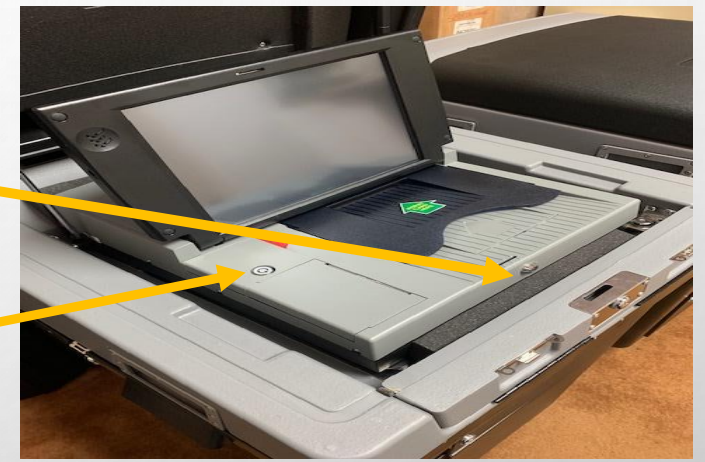
9. DISPLAY SCREEN WILL PROMPT YOU TO ENTER AN ELECTION CODE:

   - ELECTION CODE WILL BE PROVIDED ON YOUR OPEN/CLOSE INSTRUCTION FORM IN THE MEDIA STICK ZIPLOCK BAG.

CONTINUED DS200 OPENING INSTRUCTIONS

10. A CONFIGURATION REPORT WILL AUTOMATICALLY PRINT.

- CHECK AND VERIFY THE FOLLOWING INFORMATION:

  - THE DATE
  - TIME
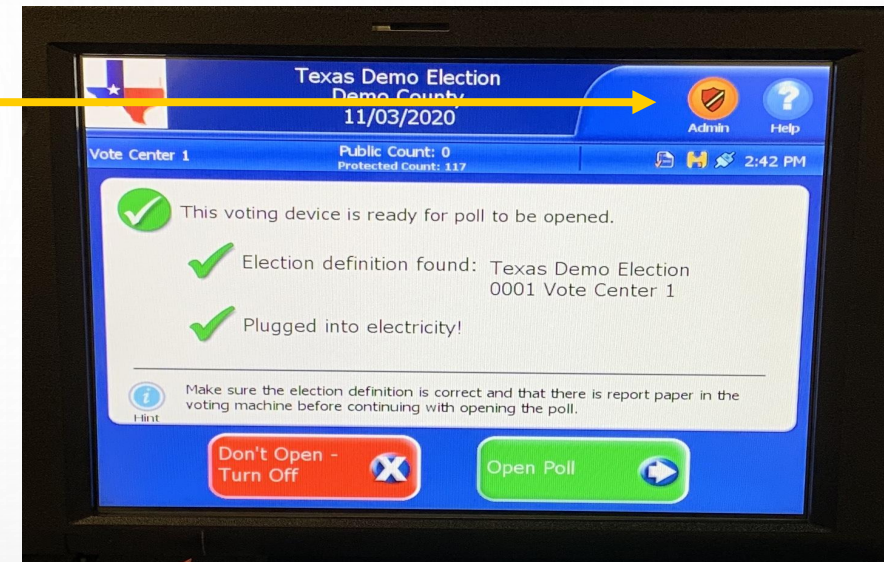 - ELECTION
  - POLL NAME
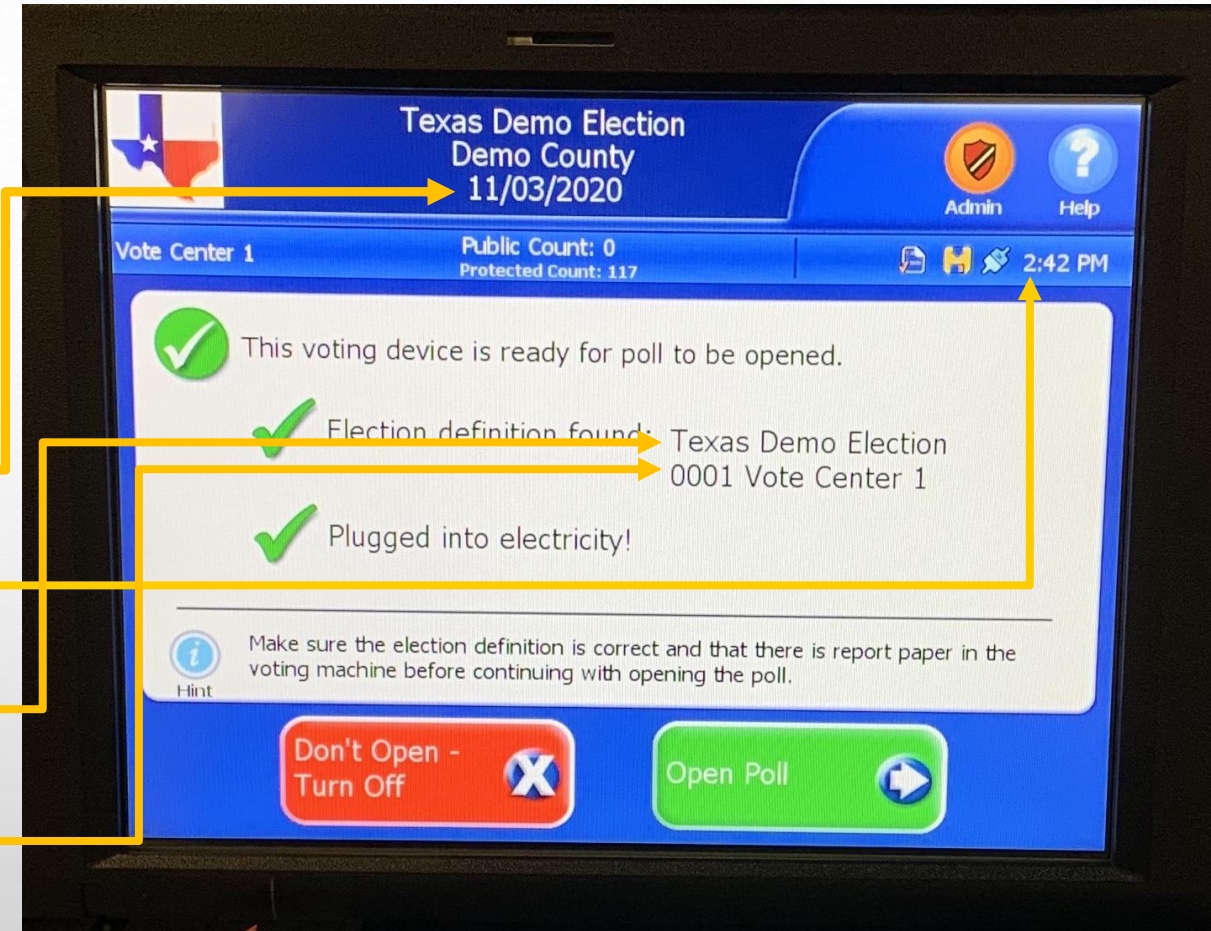
CONTINUED DS200 OPENING INSTRUCTIONS CHANGING DATE AND TIME

DO NOT ADJUST DATE/TIME, CALL THE JUDGES HOTLINE FIRST IF TIME IS OFF MORE THAN 5 MINUTES.

FOLLOW THESE STEPS:

1. SELECT ADMIN

2. SELECT LOGIN

3. ENTER PASSWORD (PROVIDED IN MEDIA STICK ZIPLOCK BAG)
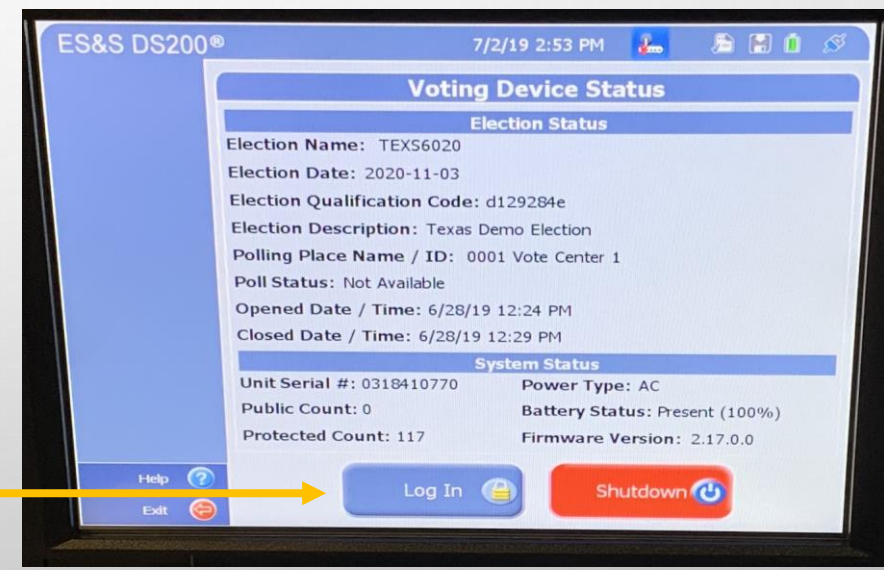
CONTINUED DS200 OPENING INSTRUCTIONS

11. MAKE SURE THE SCREEN SHOWS A **GREEN CHECK MARK** BY THE FOLLOWING STATEMENTS:

    "THIS VOTING DEVICE IS READY FOR POLL TO BE OPENED."

    "ELECTION DEFINITION FOUND:"

    "PLUGGED INTO ELECTRICITY!"

    ▪ MAKE SURE THE ELECTION IS CORRECT AND THAT THERE IS REPORT PAPER IN THE VOTING MACHINE BEFORE CONTINUING WITH OPENING THE POLL.

12. YOU CAN NOW **SELECT OPEN POLL**.

13. THE STATUS AND **2 ZERO TOTALS TAPES** WILL AUTOMATICALLY PRINT

    ▪ IF YOU HAVE ANY ISSUES WITH THESE REPORTS NOT PRINTING, **CALL** THE **JUDGES HOTLINE** AND WE WILL WALK YOU THROUGH THE REPORT OPTIONS TO PRINT ADDITIONAL REPORTS.

    ▪ **DO NOT PROCEED** TO THE NEXT STEP UNTIL YOU HAVE THE **ZERO TOTALS TAPES IN HAND.**
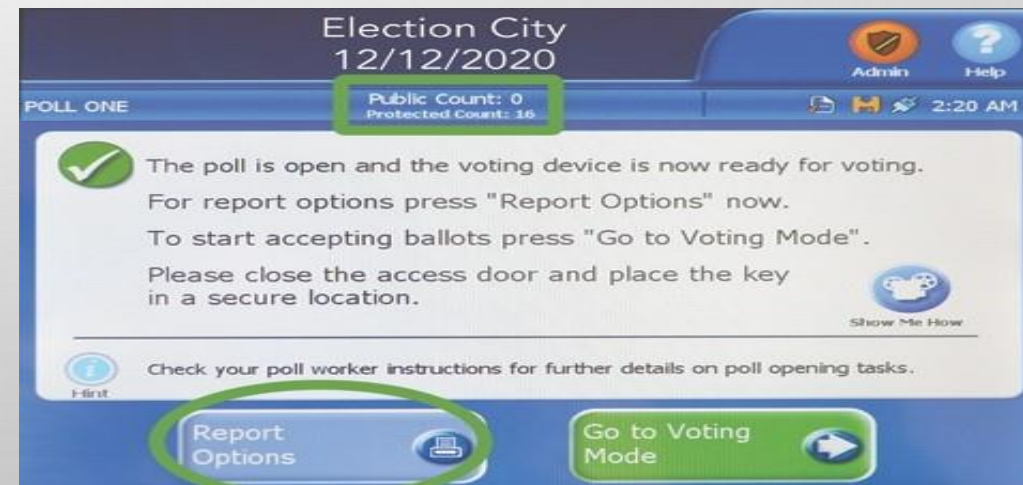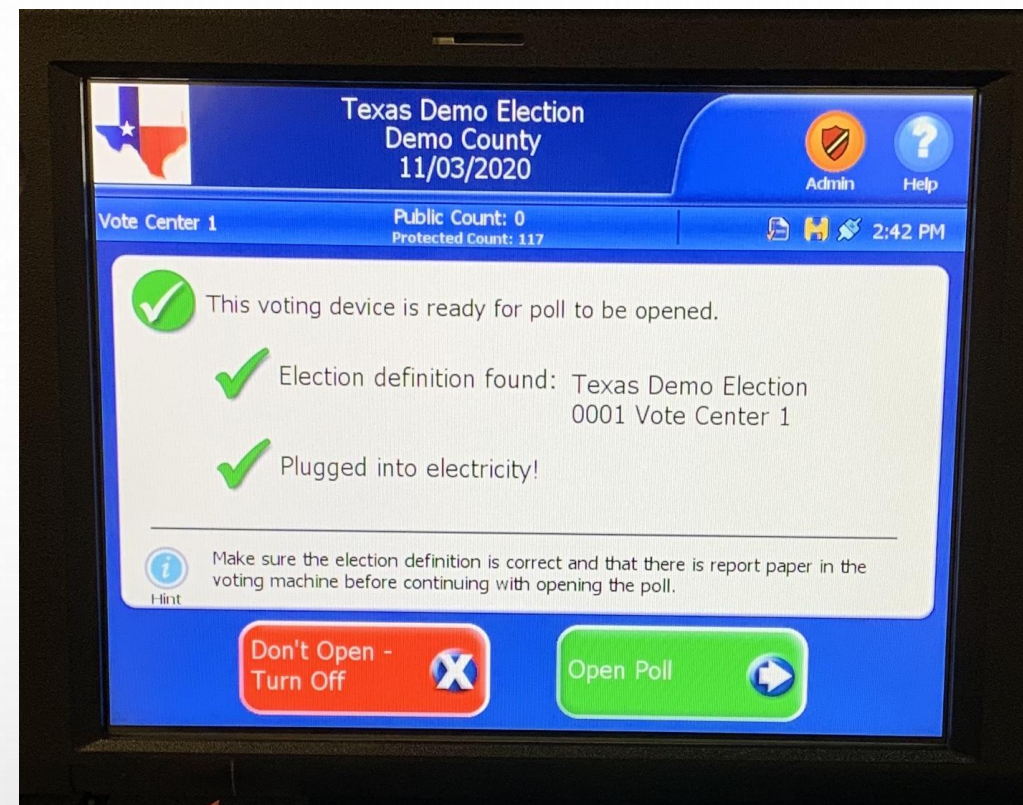
CONTINUED DS200 OPENING INSTRUCTIONS

14. VERIFY THAT THE PUBLIC COUNT IS ZERO.

   - IF IT IS NOT, **CALL** THE

     JUDGES HOTLINE IMMEDIATELY.

15. PRESS **GO TO VOTING MODE**.

16. THE DS200 IS READY TO SCAN BALLOTS
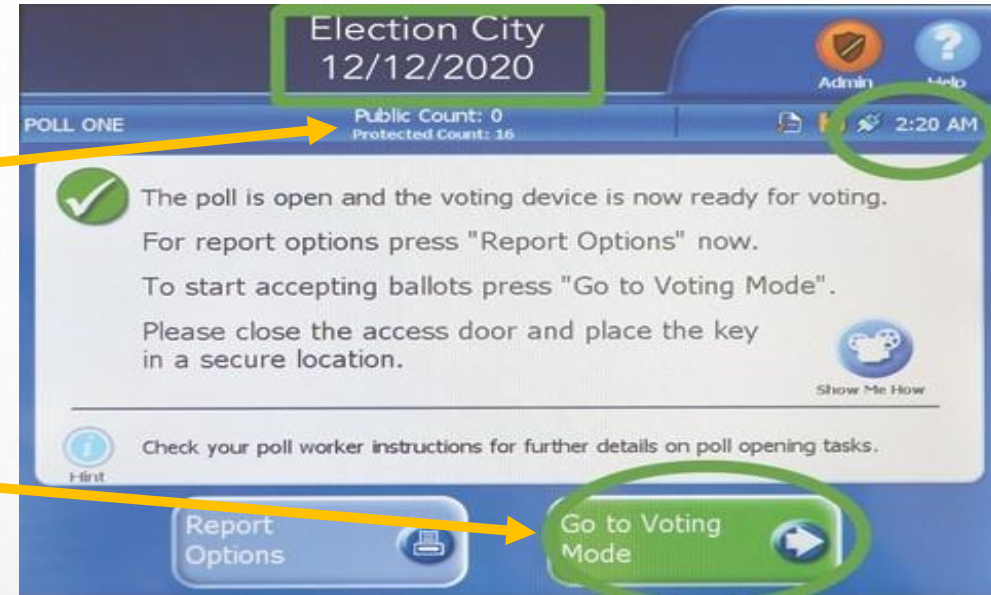
HAVE A GREAT ELECTION DAY!
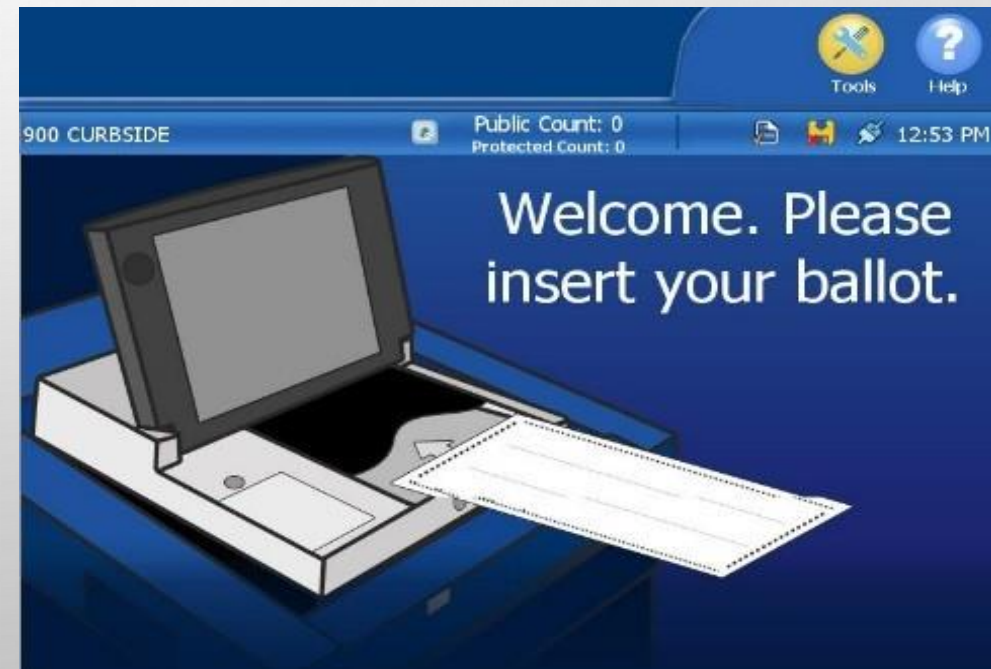
GETTING TO KNOW THE EXPRESSVOTE

1. ACCESS COMPARTMENT
2. POWER SOURCE INDICATOR
3. BATTERY STATUS INDICATOR
4. ACCESSIBILITY DEVISE PORT
5. HEADPHONE JACK
6. PAPER BALLOT FEED
7. TOUCH SCREEN
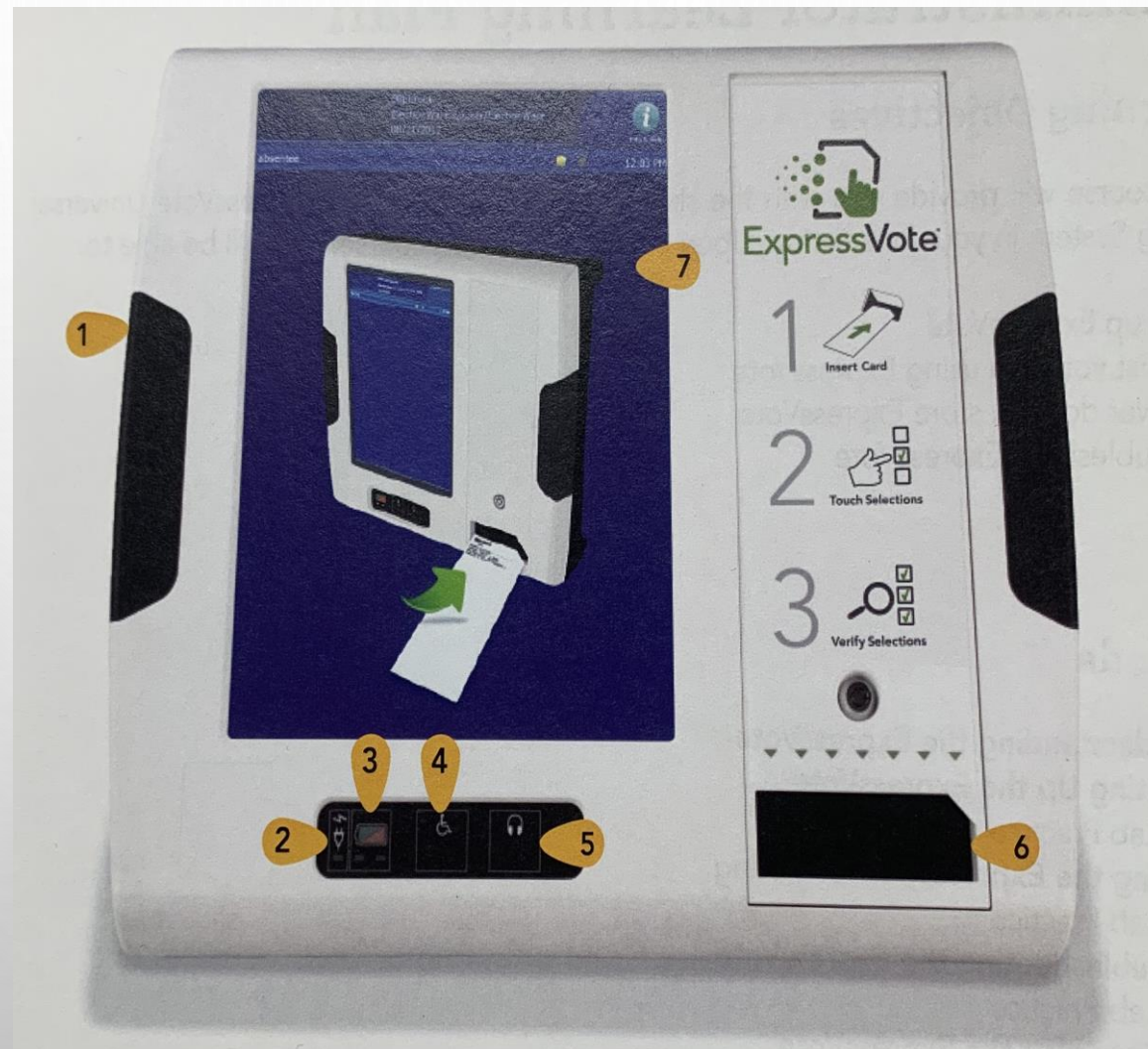
KEY TO USE ON EXPRESSVOTE

Barrel Key

GETTING TO KNOW THE EXPRESSVOTE

POWER PORT

POWER PLUG

END THAT PLUGS INTO POWER PORT FLAT SIDE UP.

SOFT SIDED CASE

STORAGE POCKET FOR POWER PLUG ONLY
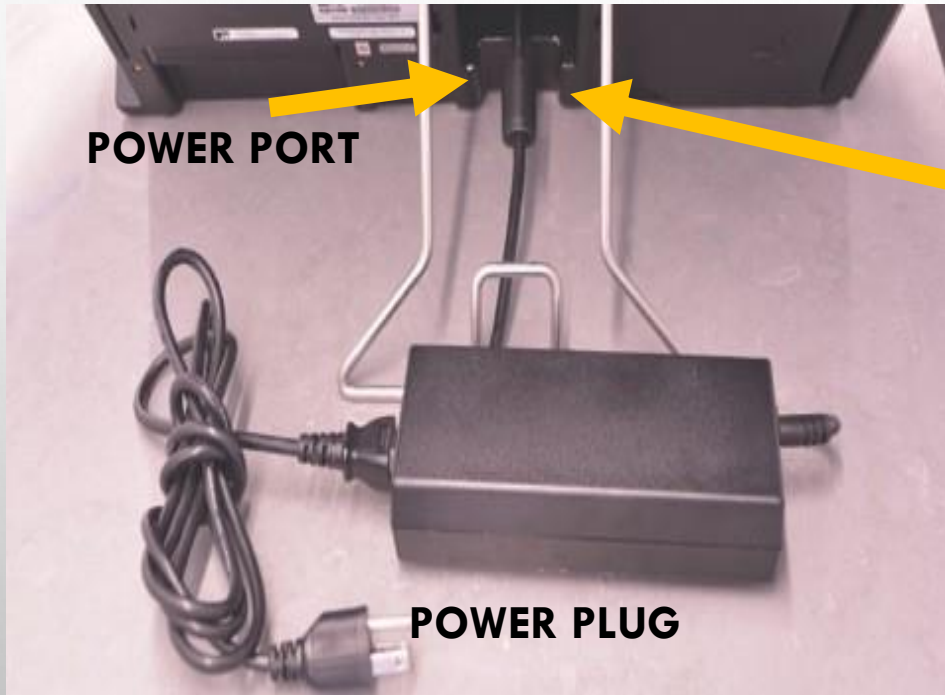
STEP BY STEP

OPENING EXPRESSVOTE INSTRUCTIONS

NOTE: KEEP EXPRESSVOTE BAG ON THE FLOOR WHILE UNPACKING ALL ITEMS.

1. PULL EXPRESSVOTE OUT OF BAG AND LAY FACEDOWN ON THE TABLE.
   - PULL THE METAL STAND OUT AND LEAVE AT A 45-DEGREE ANGLE.
   - PLUG THE POWER CORD INTO THE EXPRESSVOTE (FLAT SIDE WILL FACE UPWARDS)
   - PLUG THE OTHER END INTO THE 110 POWER OUTLET.
   - MAKE SURE YOUR POWER PACK ISN'T HANGING OFF THE TABLE
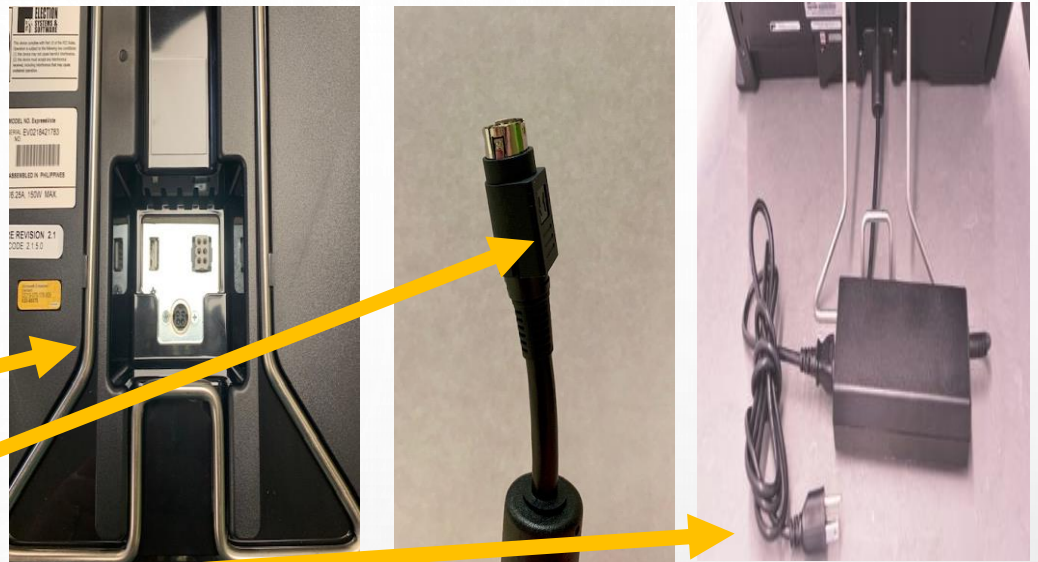
2. CUT THE SEAL WITH THE WIRE CUTTERS. USING THE OPEN THE LEFT SIDE ACCESS COMPARTMENT.

Barrel Key

3. PUSH THE POWER SWITCH TO THE **ON** POSITION
   - **NOTE:** THE SYSTEM STARTUP CAN TAKE SEVERAL MINUTES
   - CLOSE LEFT SIDE ACCESS COMPARTMENT AND APPLY PROPER SEAL.
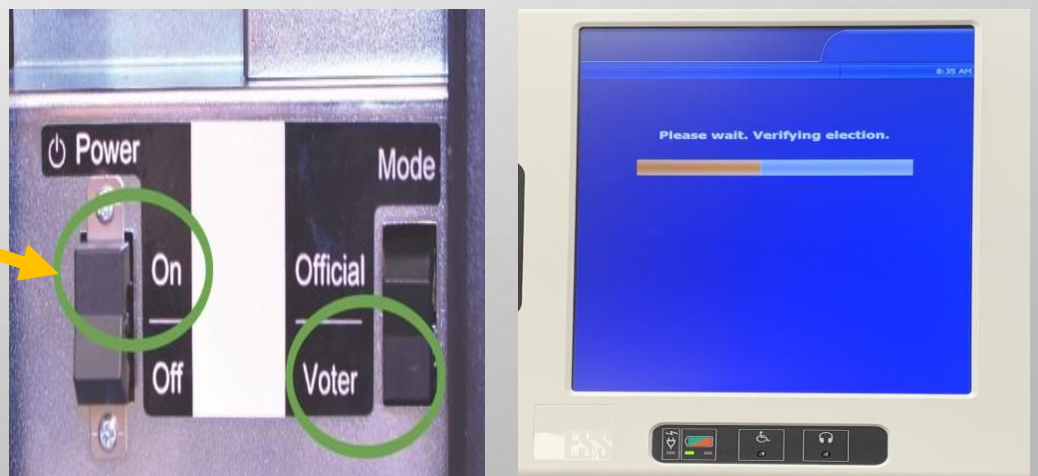
DON'T FORGET TO SET UP PRIVACY PANELS AROUND EXPRESSVOTES

GETTING TO KNOW THE EXPRESSVOTE

UP ARROW – MOVES THE CURSER UP THE SCREEN MENU.

BACK ARROW – MOVES TO THE PREVIOUS SCREEN.

SELECT – SELECTS THE VOTER'S CONTEST CHOICES.

FORWARD ARROW – ADVANCES TO NEXT SCREEN.

DOWN ARROW – MOVES THE CURSOR DOWN THE SCREEN MENU.

HOME – OPENS SCREEN WITH VOTING INSTRUCTIONS.

PAUSE – STOPS THE AUDIO MESSAGE MOMENTARILY; PRESS PAUSE AGAIN TO RESUME THE AUDIO.

SCREEN – DARKENS THE MONITOR FOR PRIVACY VIEWING; PRESS AGAIN TO RETURN TO NORMAL DISPLAY.

REPEAT – REPEATS THE LAST SPOKEN PHRASE OF THE AUDIO.

TEMPO – ADJUSTS THE AUDIO SPEED.

VOLUME – ADJUSTS THE AUDIO LEVEL.

4. FOR ACCESSIBLE VOTING HAVE YOUR HEADPHONES OUT & READY BY THE E-POLLBOOK CLERK

5. ENTER THE ELECTION CODE

   ▪ ELECTION CODE WILL BE PROVIDED ON YOUR OPEN/CLOSE INSTRUCTION FORM IN THE MEDIA STICK ZIPLOCK BAG.

6. ON THE **'READY FOR VOTING'** SCREEN:

   A. CONFIRM THE UNIT IS PLUGGED INTO AC POWER. WHEN PLUGGED IN, THE GREEN INDICATOR LIGHT WILL BE LIT ON THE BOTTOM LEFT SIDE.

   B. CONFIRM THE TIME, NAME & DATE OF THE ELECTION, AND POLL NAME.
      IF NOT ACCURATE PLEASE CALL THE JUDGES HOTLINE.

7. YOU MAY NOW **PRESS OK**
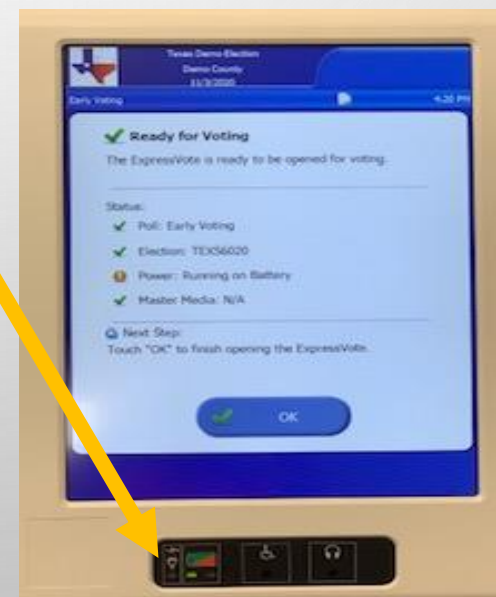
GETTING TO KNOW THE EXPRESSVOTE
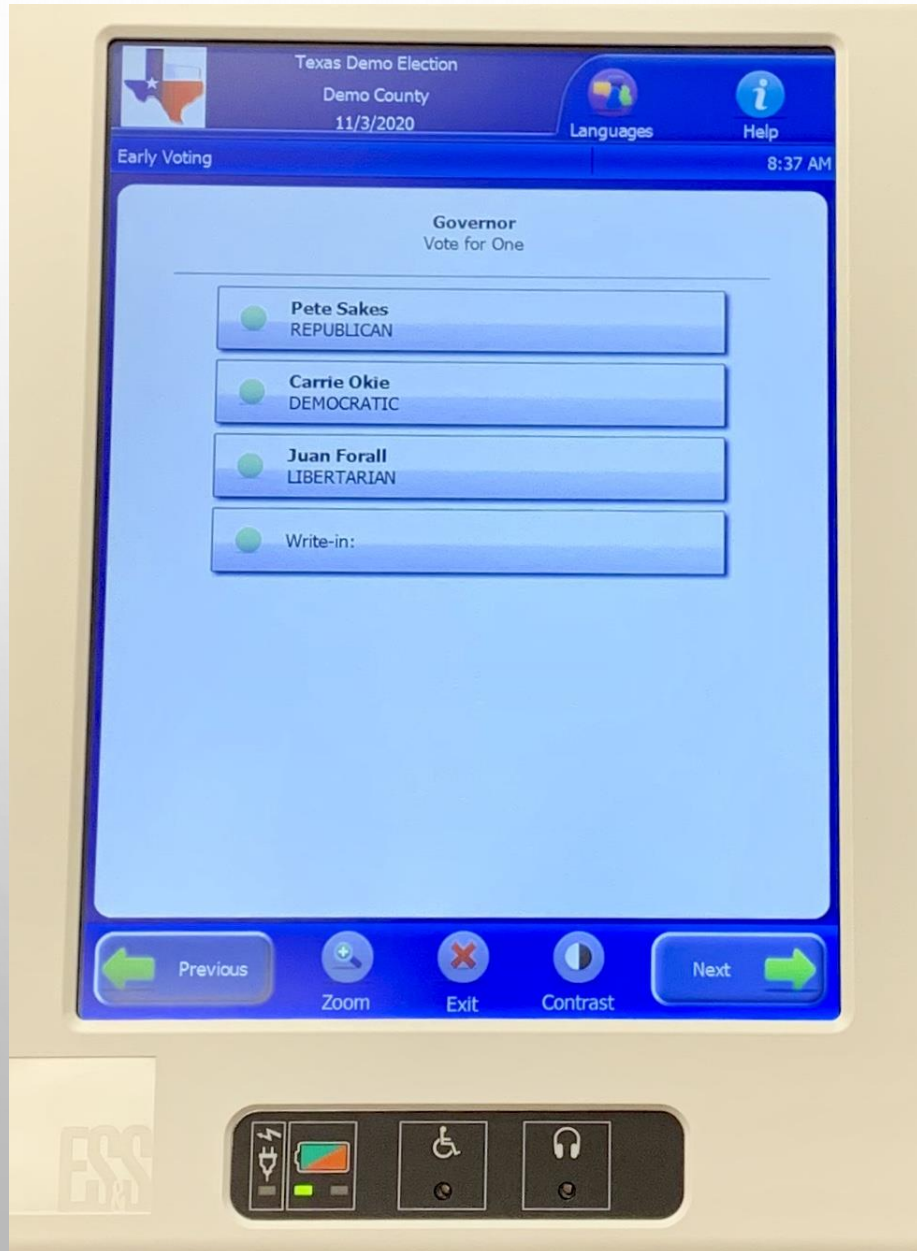
PREVIOUS — RETURNS TO PREVIOUS SCREEN

ZOOM — INCREASES AND DECREASES THE SIZE OF TEXT

EXIT — OPENS THE EXIT SCREEN

CONTRAST — CHANGES THE DISPLAY TO WHITE TEXT ON BLACK BACKGROUND

NEXT — ENTERS THE SELECTION AND OPENS THE NEXT SCREEN

LANGUAGES — CHANGES LANGUAGE TO ENGLISH TO SPANISH

i HELP - SUMMARY OF HOW TO USE THE EXPRESSVOTE TO EXIT, HIT NEXT

TROUBLESHOOTING THE EXPRESSVOTE
JAMMED ACTIVATION CARD

PROBLEM: THE CARD IS JAMMED INSIDE THE EXPRESSVOTE EQUIPMENT

CAUSE: THE MOST TYPICAL REASON FOR CARD JAMS ARE:

- THE CARD WAS INSERTED INCORRECTLY, OR

- THE EXPRESSVOTE ROLLERS ARE NOT FUNCTIONING PROPERLY

SOLUTION: OPEN THE SECURITY PANEL ON THE FRONT RIGHT SIDE OF THE EXPRESSVOTE. LOCATE THE CARD AND GENTLY PULL THE CARD OUT OF THE MACHINE. REMOVE THE CARD JAM BEING CAREFUL TO NOT RIP THE PAPER. CLOSE AND RE-LOCK THE SECURITY PANEL. FOLLOW PROCEDURES FOR SPOILING AND ISSUE A NEW CARD IF ACTIVATION CARD IS DAMAGED. IF YOU GET TO THIS POINT, **CALL THE JUDGES HOTLINE**.

IF YOU ARE UNABLE TO PULL THE CARD OUT MANUALLY, OPEN THE SECURITY COMPARTMENT ON THE LEFT SIDE OF THE MACHINE. CHANGE THE MODE SWITCH TO **OFFICIAL**. ONCE THE MAIN MENU APPEARS, PRESS THE **EJECT CARD** BUTTON. REMEMBER TO SWITCH BACK TO **VOTER** MODE WHEN CARD IS EJECTED.

TROUBLESHOOTING THE EXPRESSVOTE
IDLE ERROR MESSAGES

PROBLEM: AFTER SEVERAL MINUTES, THE FOLLOWING MESSAGE WILL APPEAR ON THE EXPRESSVOTE SCREEN:

"CONTINUE VOTING?

THERE HAS BEEN NO ACTIVITY FOR FIVE MINUTES.

NEXT STEP: TO CONTINUE VOTING, TOUCH '**PREVIOUS**'.

TO RECEIVE YOUR CARD WITHOUT PRINTED SELECTIONS, TOUCH 'EXIT'."

CAUSE: THIS ERROR MESSAGE APPEARS AFTER THE EXPRESSVOTE HAS BEEN IDLE, WITH A CARD INSERTED FOR 5 MINUTES.

SOLUTION: IF A VOTER IS STILL USING THE EXPRESSVOTE, THE POLL WORKER WILL NEED TO ADVISE THE VOTER TO TOUCH THE WORD **'PREVIOUS'** TO GO BACK TO THEIR BALLOT TO PROCEED TO MAKE THEIR SELECTIONS.

NOTE: THE OPTION TO GO BACK TO PREVIOUS SCREEN IN VOTER MODE ONLY EXISTS AFTER 5 MINUTES OF INACTIVITY. IF THE TERMINAL IS INACTIVE FOR ANOTHER 5 MINUTES, YOU WILL GET ANOTHER ERROR MESSAGE.
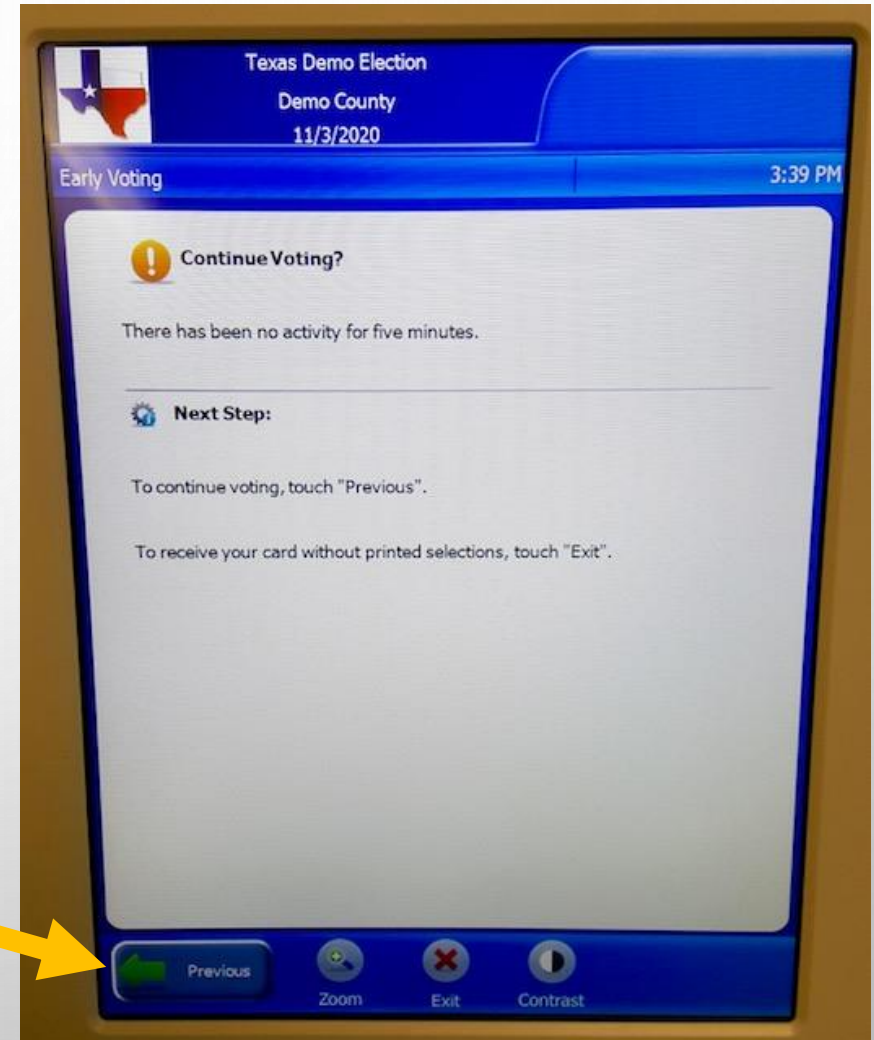
TROUBLESHOOTING THE EXPRESSVOTE
IDLE ERROR MESSAGES

PROBLEM: AFTER 10 MINUTES, THIS ERROR MESSAGE WILL APPEAR ON THE EXPRESSVOTE SCREEN:

"ALERT

"THE EXPRESSVOTE REQUIRES ATTENTION"

"NEXT STEPS:

"ASK AN ELECTION OFFICIAL FOR HELP"

CAUSE: THIS ERROR MESSAGE APPEARS AFTER THE EXPRESSVOTE HAS BEEN IDLE, WITH A CARD INSERTED FOR 10 MINUTES.

SOLUTION: IF A VOTER IS STILL USING THE EXPRESSVOTE, THE POLL WORKER WILL NEED TO OPEN THE LEFT ACCESS COMPARTMENT AND SWITCH THE MODE TO **OFFICIAL**. THE CARD CAN BE RETURNED TO THE VOTER AND BE REINSERTED. REINSERT THE CARD OR FOLLOW SPOILING PROCEDURES AND ISSUE A NEW CARD IF ACTIVATION CARD IS DAMAGED.

IF THE VOTER HAS LEFT THE POLLING PLACE, FOLLOW THE STEPS ABOVE TO RETRIEVE THE CARD AND FOLLOW THE SPOIL PROCEDURES.

WARNING: IF YOU SWITCH TO **OFFICIAL** MODE, TO EJECT CARD, YOU MUST SWITCH BACK TO **VOTER** MODE FOR VOTERS TO REINSERT THEIR ACTIVATION CARD TO MAKE THEIR SELECTIONS AND TO PRINT OUT THEIR BALLOT.
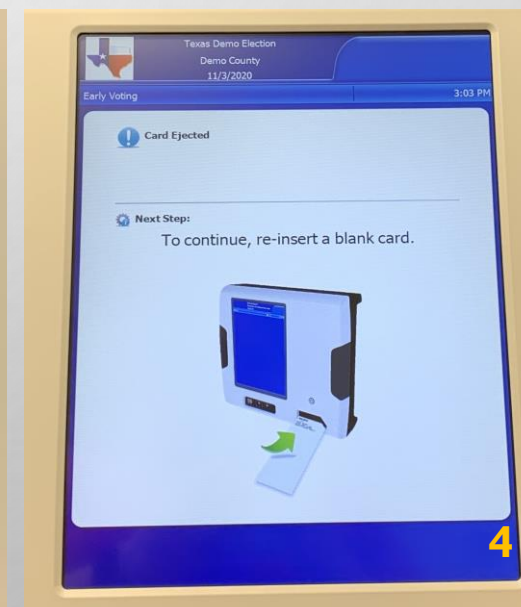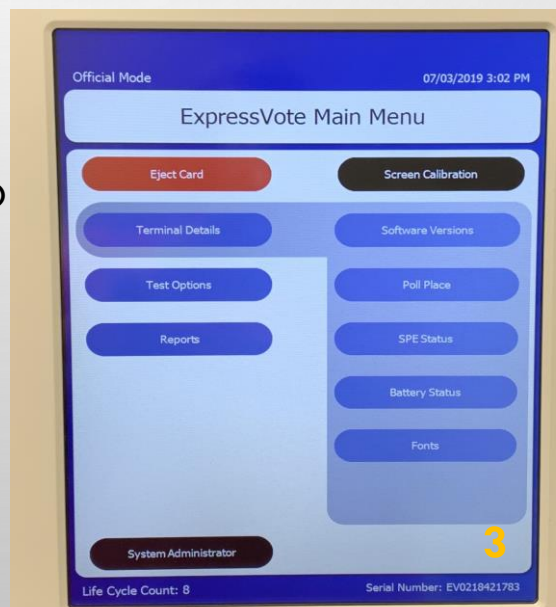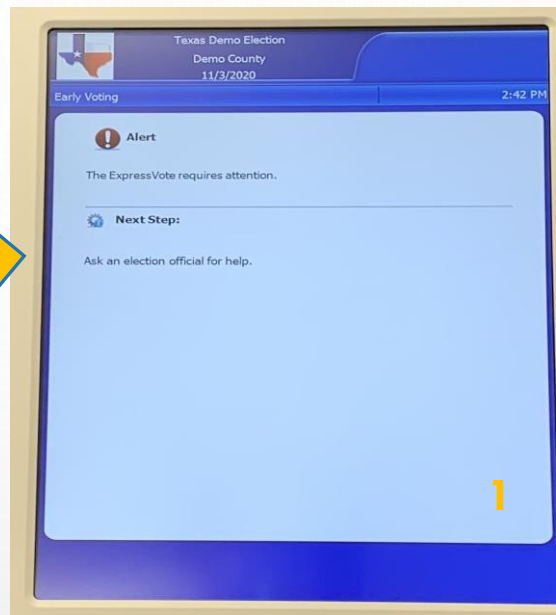
TROUBLESHOOTING THE EXPRESSVOTE
PROTECTING PRIVACY WHILE ASSISTING VOTERS

PROBLEM: AS A POLL WORKER I DON'T WANT TO INVADE THE VOTERS PRIVACY WHEN ANSWERING THEIR QUESTIONS.

SOLUTION: THE EXPRESSVOTE KEYPAD IS EQUIPPED WITH A PRIVACY KEY WHICH WILL TURN THE SCREEN BLACK WHEN VIEWING. THE DIAMOND SHAPED KEY AT THE TOP-RIGHT OF THE KEYPAD ALLOWS THE SCREEN NOT TO BE VIEWED WHILE ASSISTING VOTERS.

IF THE KEYPAD IS CONNECTED, THIS WILL PRESERVE THE PRIVACY FOR THE VOTERS WHO ARE USING ONLY THE AUDIO FEATURE TO SELECT THEIR VOTES OR FOR VOTERS WHO REQUEST ASSISTANCE FROM A POLL WORKER. POLL WORKERS CAN EASILY ACCESS THE BUTTON WHEN APPROACHING THE EXPRESSVOTE FROM BEHIND AS LONG AS THE KEYPAD IS CONNECTED.

MAKE SURE YOU TELL THE VOTER WHO IS USING THE VISUAL CARD TO PRESS THE BUTTON AGAIN TO RESUME MAKING THEIR SELECTIONS TO THEIR ACTIVATION CARD ON THE SCREEN.

EXPRESSVOTE & DS200 CURBSIDE ASSISTANCE

CURBSIDE ASSISTANCE WILL BE USING PAPER BALLOTS.

SIZE WILL BE DIFFERENT THAN THE REGULAR ACTIVATION CARD.

THE **JUDGE AND ASSISTANT** ARE REQUIRED TO GO OUT TO THE VOTER FOR CURBSIDE ASSISTANCE.

GATHER ALL REQUIRED INFORMATION TO VERIFY & PROCESS THE VOTER WITH THE E-POLLBOOK CLERK.

(SPECIAL INSTRUCTIONS WILL BE PROVIDED DURING THE CHECK IN PROCESS)
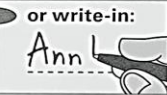
REMINDER: IF A VOTER BRINGS SOMEONE TO ASSIST THEM, THEY MUST SIGN THE OATH OF ASSISTANCE FORM.

ITEMS REQUIRED:

- COMBINATION FORM (SPECIFICALLY LABELED FOR CURBSIDE)
    - MAKE SURE THE VOTERS SIGNS THIS FORM.

- BLACK PEN

- PAPER BALLOT (MINIMUM OF 3 ARE REQUIRED TO PRESENT TO VOTER)

- CLIPBOARD

- MANILA JACKET (FOR BALLOT SECRECY)

EXPRESSVOTE & DS200 CURBSIDE ASSISTANCE

ONCE VOTER HAS COMPLETED MARKING THE PAPER BALLOT, THEY ARE TO INSERT THE VOTED BALLOT IN THE MANILA JACKET (FOR BALLOT SECRECY).

THE JUDGE AND ASSISTANT WILL PROCEED TO THE DS200 AND INSERT THE BALLOT FOR TABULATION.

IF VOTER IS UNCOMFORTABLE USING MANILA SECRECY JACKET, VOTER MAY INSERT BALLOT IN THE YELLOW CURBSIDE ASSISTANCE/PROVISIONAL BAG.

(IF CURBSIDE ASSISTANCE/PROVISIONAL BAG WAS USED FOR A CURBSIDE VOTER, THEIR BALLOT MUST BE INSERTED INTO THE DS200 BEFORE CLOSING THE POLLS AT END OF NIGHT.)

YOU WILL **NOT BALANCE** IF THIS PROCESS HAS NOT BEEN DONE!

HELPFUL HINTS

WHAT CAN I DO THE DAY BEFORE ELECTION DAY TO HELP MAKE ELECTION MORNING EASIER?

DS200

- POSITION DS200 CLOSE TO THE EXIT, SO VOTERS MAY DEPOSIT THEIR BALLOT AS THEY LEAVE.
    - DO NOT FORGET TO LOCK THE DS200 DOWN, SO IT DOES NOT MOVE

- VERIFY YOUR EMERGENCY AUXILIARY & MAIN BALLOT COMPARTMENTS
    - LOCK BOTH COMPARTMENTS BACK UP &
    - MAKE SURE ALL SEALS ARE APPLIED WHERE NEEDED

EXPRESSVOTE

- SET UP TABLES WHERE NEEDED

- POSITION EXPRESSVOTE ON TABLES

- SET UP PRIVACY SCREENS

E-POLLBOOKS AND EXPRESSVOTE PRINTER

- SET UP TABLE WHERE VOTERS NEED TO CHECK IN

- POSITION TABLET AND PRINTER ON TABLE

- PLACE YOUR PAPER POLLBOOK FOR EASY ACCESS

- PLACE YOUR HEADPHONES FOR EASY ACCESS

> **WE RECOMMEND YOU VERIFY ALL OUTLETS ARE OPERATIONAL AND HAVE ENOUGH EXTENTION CORDS TO PLUG ALL DEVICES IN.**
>
> **ALL VOTING EQUIPMENT WILL NOT DAISY CHAIN TO EACH OTHER ANYMORE**

GETTING TO KNOW
THE E-POLLBOOK

E-POLLBOOK SUITCASE

3. USB PORT

1. E-POLLBOOK
2. E-POLLBOOK STAND

4. STYLUS
5. POWER SOURCE TO E-POLLBOOK

GETTING TO KNOW THE E-POLLBOOK
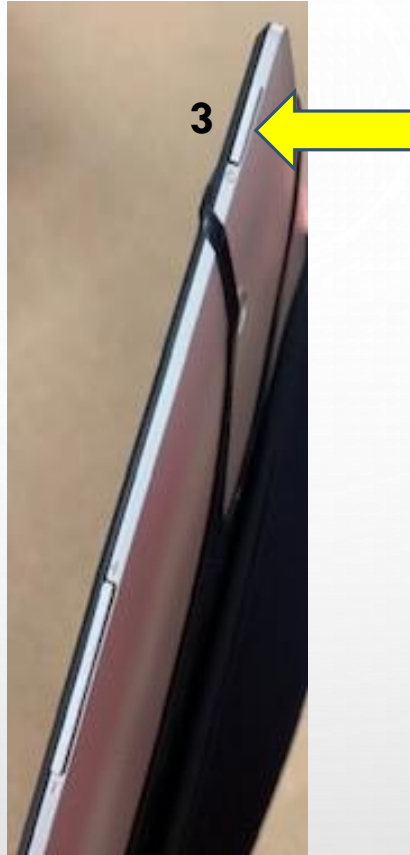
1. POWER CORD FOR E-POLLBOOK
2. POWER INLET ON STAND FOR POWER CORD
3. POWER BUTTON ON E-POLLBOOK

4. ACTIVATION CARD STORAGE BOX
5. ACTIVATION CARD

GETTING TO KNOW
THE EXPRESSVOTE PRINTER

1. EXPRESSVOTE PRINTER
2. POWER BUTTON
3. ACTIVATION CARD FEEDER
4. SWITCH TO OPEN PRINTER
5. POWER INLET ON PRINTER (REF. #8 POWER CORD)
6. USB PORT ON PRINTER (REF. #11 USB CORD)

7. POWER CORD TO PRINTER

8. POWER CORD TO INLET ON PRINTER

9. USB CORD TO CONNECT TO PRINTER TO E-POLLBOOK

10. USB TO EXPRESSVOTE STAND (REF. PAGE 39 #10)

11. USB TO EXPRESSVOTE PRINTER (REFERENCE. PAGE 39 #7)

STEP BY STEP
OPENING E-POLLBOOK INSTRUCTIONS

1. OPEN E-POLLBOOK CASE AND GET CONTENTS OUT

   ▪ TABLET

   ▪ STAND

   ▪ PLUG

   ▪ HEADPHONES

2. CONNECT POWER CORD TO BACK OF E-POLLBOOK STAND

3. TAKE POWER CORD AND PLUG INTO A 110 POWER OUTLET

OPENING E-POLLBOOK INSTRUCTIONS CONTINUED

4. SET E-POLLBOOK IN CRADLE OF STAND

5. PLUG POWER SOURCE INTO E-POLLBOOK

6. RETRIEVE EXPRESSVOTE PRINTER

OPENING E-POLLBOOK INSTRUCTIONS CONTINUED

7. PLUG POWER SOURCE INTO EXPRESSVOTE PRINTER

8. TAKE POWER CORD AND PLUG INTO A 110 POWER OUTLET
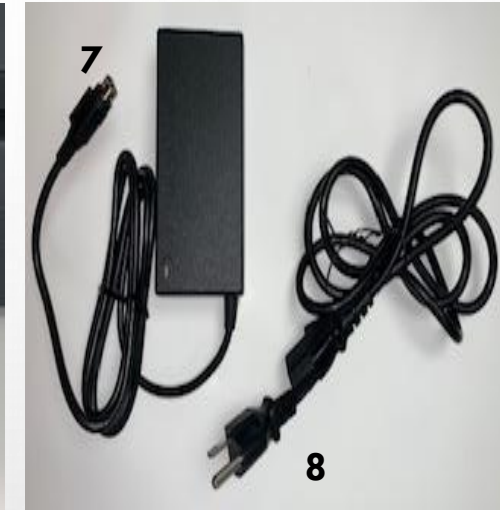
9. PLUG USB POWER SOURCE INTO EXPRESSVOTE PRINTER
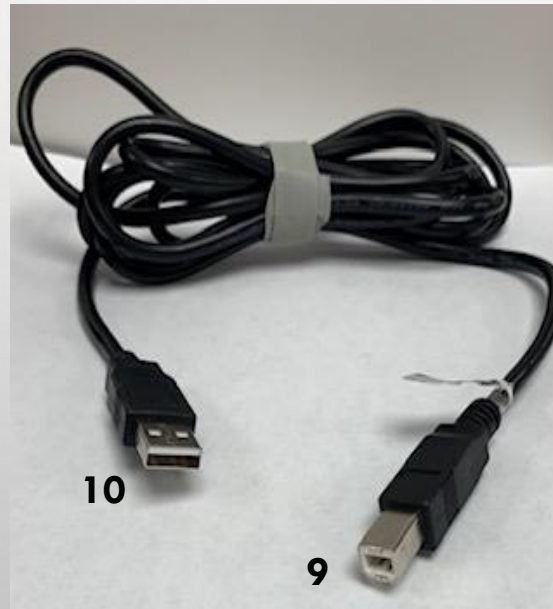
10. PLUG USB INTO USB PORT ON E-POLLBOOK STAND

OPENING E-POLLBOOK INSTRUCTIONS CONTINUED

11. TURN POWER BUTTON ON EXPRESSVOTE PRINTER

   ▪ PUSH BUTTON DOWN AND LET GO
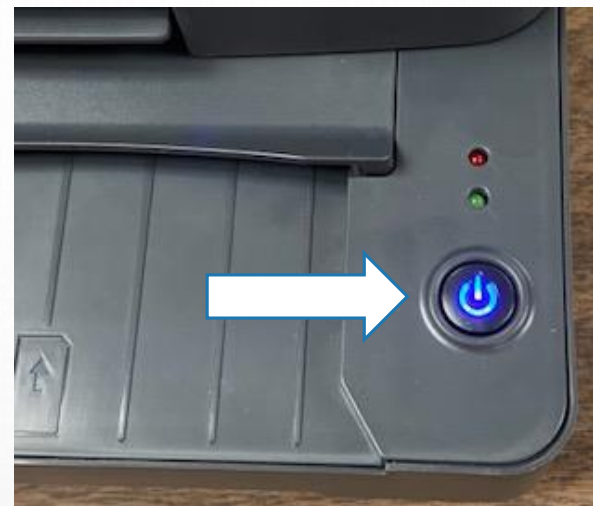
12. TURN POWER BUTTON ON E-POLLBOOK

   ▪ HOLD BUTTON DOWN FOR 5 SECONDS
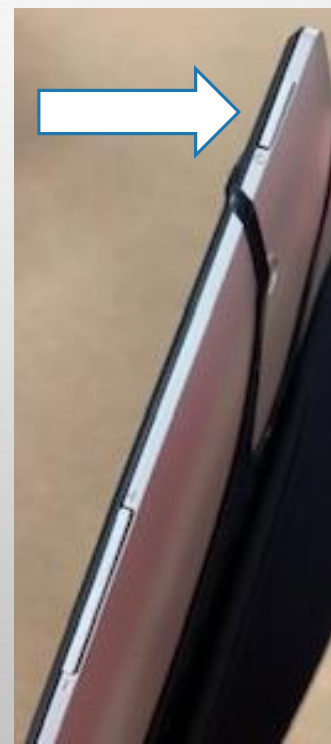
OPENING E-POLLBOOK INSTRUCTIONS CONTINUED

13. LAUNCH EXPRESSPOLL
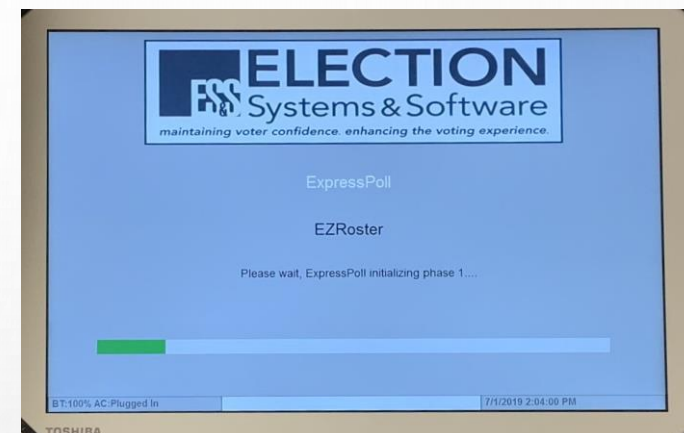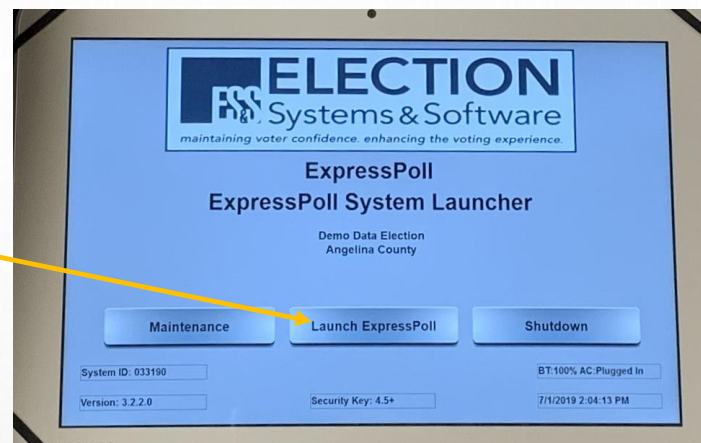
14. ENTER POLLING LOCATION

15. ENTER USER ID

16. ENTER PASSWORD

17. PRESS LOG IN
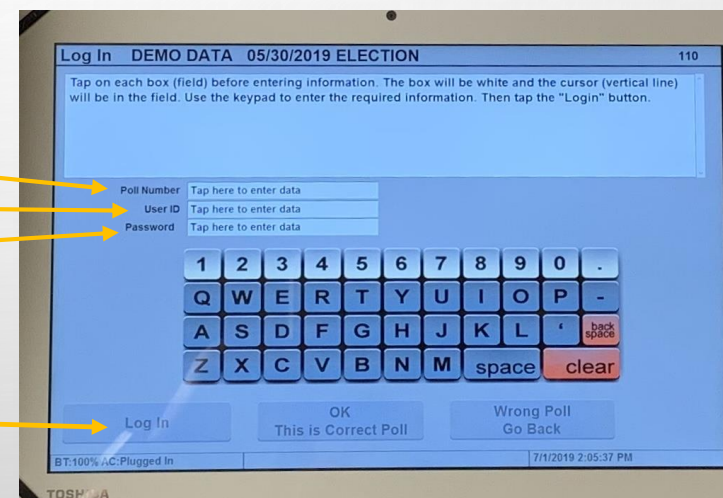
- ALL INFORMATION WILL BE PROVIDED ON YOUR OPEN/CLOSE INSTRUCTION FORM IN THE MEDIA STICK ZIPLOCK BAG.

OPENING E-POLLBOOK INSTRUCTIONS CONTINUED

18. VERIFY YOUR POLLING LOCATION

   - IF CORRECT, SELECT 'OK THIS IS CORRECT POLL'

19. VERIFY YOUR DATE AND TIME

   - IF YOU NEED TO CORRECT DATE OR TIME USE THE MINUS AND PLUS TO ADJUST

   - ONCE CORRECT, SELECT 'SET CLOCK TIME'

SEARCHING & PROCESSING VOTER IN E-POLLBOOK

- INSERT ACTIVATION CARD INTO EXPRESSVOTE PRINTER.

- ONCE INSERTED, IT WILL AUTOMATICALLY GRAB IT AND HOLD THE CARD UNTIL IT IS TIME TO PRINT VOTER INFORMATION.

- AT THIS TIME YOU WILL CHECK IN THE VOTER.

- ACTIVATION CARD WILL BE ACTIVATED AND RETURNED TO YOU.

- ONCE INFORMATION IS PRINTED, DON'T FORGET TO INSERT ANOTHER ACTIVATION CARD TO PREPARE FOR THE NEXT VOTER.

EXPRESSVOTE PRINTER TROUBLESHOOTING

WHAT IF YOUR ACTIVATION CARD JAMS IN THE EXPRESSVOTE PRINTER?

SOLUTION: PUT YOUR FINGER UNDER THE SWITCH LOCATED IN FRONT OF THE PRINTER AND PULL IN UPWARD MOTION GENTLY. YOU WILL BE ABLE TO PULL THE ACTIVATION CARD OUT.

ONCE OUT, INSERT ACTIVATION CARD FOR NEXT VOTER.

SEARCHING & PROCESSING VOTER IN E-POLLBOOK

FINDING A VOTER BY 3 DIFFERENT TABS:

1. **FIND BY NAME:** LAST NAME, FIRST NAME, DATE OF BIRTH

WHEN TYPING VOTER NAME INFORMATION, USE LAST NAME, FIRST NAME AND DATE OF BIRTH BEFORE SELECTING THE NAMES THAT POPULATE. THIS WILL PREVENT FROM ACCIDENTLY SELECTING THE INCORRECT VOTER.

2. **FIND BY ADDRESS: NOT RECOMMENDED**

3. **FIND BY ID:** (VUID NUMBER)

TYPE THE WHOLE VUID NUMBER IN. YOU MAY FIND THIS NUMBER ON THEIR VOTER REGISTRATION CARD.

ONCE YOU HAVE FOUND YOUR CORRECT VOTER, YOU WILL SELECT THE VOTERS NAME.

SEARCHING & PROCESSING VOTER IN E-POLLBOOK

ONCE YOU HAVE FOUND YOUR CORRECT VOTER, YOU WILL SELECT THE VOTERS NAME.

IF YOU CAN NOT FIND THE VOTERS NAME, CALL **JUDGE'S HOTLINE**

AFTER SELECTING VOTERS NAME, THIS PAGE WILL POPULATE.

- VERIFY VOTER INFORMATION
  - NAME
  - ADDRESS
  - DATE OF BIRTH
  - PRECINCT

UNDER VOTER DETAILS, PLEASE FOLLOW INSTRUCTIONS AS LISTED.

SEARCHING & PROCESSING VOTER IN E-POLLBOOK

EXAMPLE:

VOTER DETAILS:

YELLOW HIGHLIGHTED

WARNING – VOTER WAS ISSUED A BALLOT DURING THE EARLY VOTE PERIOD

STOP IMMEDIATELY

IF THE VOTER SAYS THEY HAVE NOT VOTED, CALL **JUDGES HOTLINE** IMMEDIATELY.

SEARCHING & PROCESSING VOTER IN E-POLLBOOK

EXAMPLE:

VOTER DETAILS:

ORANGE HIGHLIGHTED

THIS VOTER MUST SHOW ACCEPTABLE ID BEFORE BEING ISSUED A BALLOT.

IF VOTER IS ALSO LISTED AS "SUSPENSE" (ON STATUS BOX), THIS VOTER MUST ALSO SIGN THE AFFIRMATION OF RESIDENCY FOR SUSPENSE VOTER (ADDRESS CONFIRMATION APPLICATION) BEFORE BEING ISSUED A BALLOT.

FOLLOW DIRECTIONS AND ONCE COMPLETED, THEN PRESS ID PROVIDED ISSUE BALLOT TO CONTINUE.

SEARCHING & PROCESSING VOTER IN E-POLLBOOK

EXAMPLE:

VOTER DETAILS:

YELLOW HIGHLIGHTED

THIS VOTER IS IN SUSPENSE AND MUST COMPLETE A STATEMENT OF RESIDENCE CARD BEFORE VOTING.

FOLLOW DIRECTIONS, THEN PRESS ISSUE STANDARD BALLOT TO CONTINUE.

SEARCHING & PROCESSING VOTER IN E-POLLBOOK

EXAMPLE:

VOTER DETAILS:

YELLOW HIGHLIGHTED

WARNING – VOTER HAS BEEN ISSUED AN ABSENTEE BALLOT. VERIFY IF THE VOTER HAS THE ABSENTEE BALLOT THAT WAS ISSUED TO THEM.

IF YES, **CALL JUDGES HOTLINE** FOR HELP BEFORE PROCEEDING.

IF THEY HAVE NOT RETURNED THE ABSENTEE BALLOT OR DO NOT HAVE IT WITH THEM, **CALL JUDGES HOTLINE** BEFORE PROCEEDING.

SEARCHING & PROCESSING VOTER IN E-POLLBOOK

EXAMPLE:

VOTER DETAILS:

YELLOW HIGHLIGHTED

WARNING – VOTER HAS BEEN ISSUED AN ABSENTEE BALLOT AND HAS VOTED.

IF THE VOTER SAYS THEY HAVE NOT VOTED, CALL **JUDGES HOTLINE IMMEDIATELY**.

SEARCHING & PROCESSING VOTER IN E-POLLBOOK

EXAMPLE:

--PRECINCT– NO VOTERS WERE FOUND. CHECK THE NAME SPELLING.

DON'T FORGET HYPHEN NAMES – SOMETIMES THIS MAY BE THE ISSUE.

NO ABBREVIATION – TYPE NAME IN FULL.

IF YOU ARE STILL UNABLE TO FIND THE VOTER, CALL THE **JUDGE'S HOTLINE** FOR MORE INFORMATION.

SEARCHING & PROCESSING VOTER IN E-POLLBOOK

EXAMPLE:

VOTER DETAILS:

GREEN HIGHLIGHTED

VERIFY THAT THIS IS THE CORRECT VOTER BY USING NAME, DATE OF BIRTH AND ADDRESS.

IF THE VOTER'S ADDRESS IS CONFIDENTIAL, USE ONLY THE VOTERS NAME AND DATE OF BIRTH.

IF THIS IS A PRIMARY ELECTION, DISCREETLY VERIFY THE VOTER'S PARTY.

ONCE VERIFIED, AND EVERYTHING IS CORRECT, YOU MAY TOUCH ISSUE STANDARD BALLOT.

SEARCHING & PROCESSING VOTER IN E-POLLBOOK

ENTER THE VALUE OF THE TYPE OF ID PROVIDED.

1. ACCEPTABLE ID FROM LIST "A" PROVIDED

2. REASONABLE IMPEDIMENT DECLARATION COMPLETED AND LIST "B" ID

3. TYPE THE NUMBER THAT IS USED AT TIME THE VOTER USES

4. THE SIGNATURE INSTRUCTION TITLE PAGE WILL POPULATE AND THEN PROCEED TO TOUCH **GET SIGNATURE.**
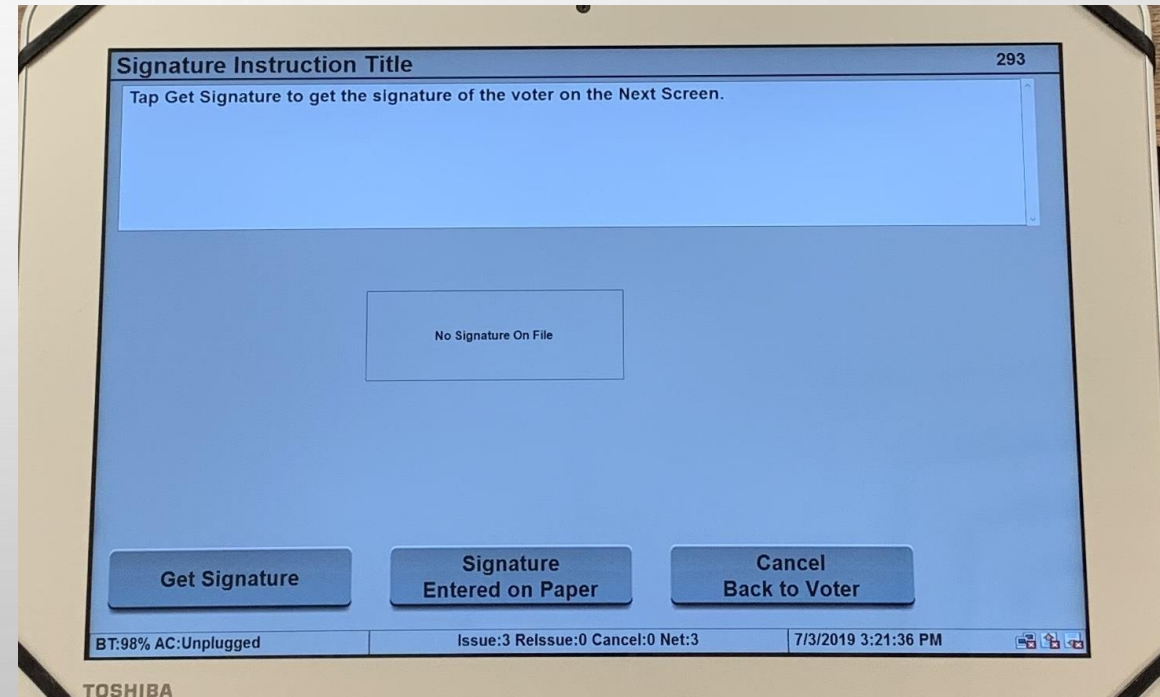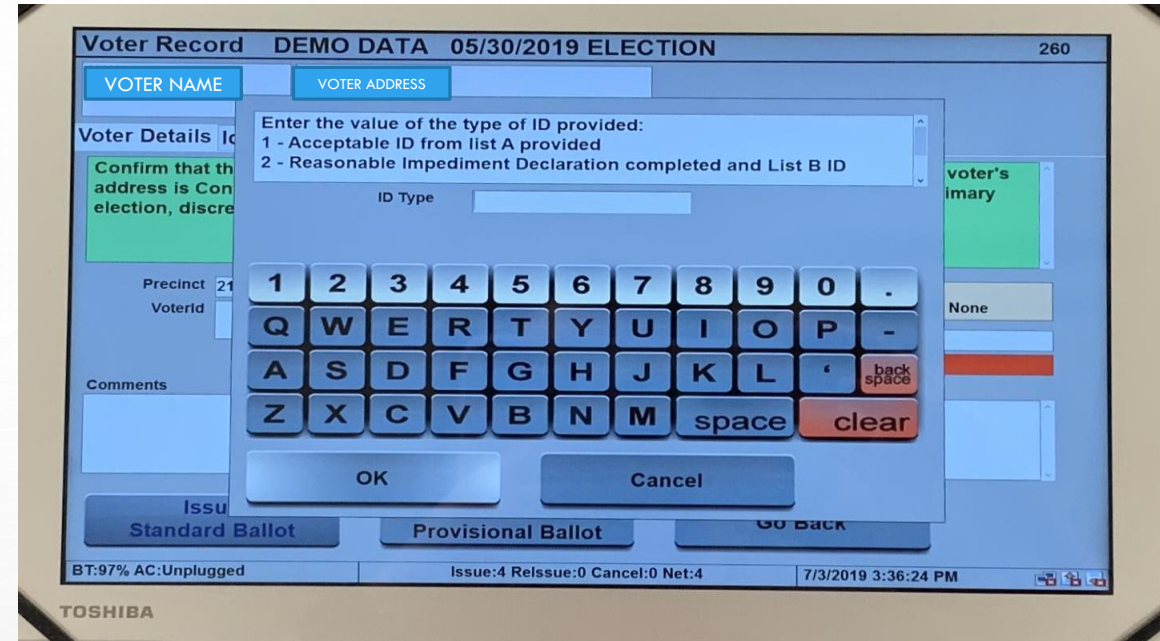
SEARCHING & PROCESSING VOTER IN E-POLLBOOK

ON THE GET SIGNATURE PAGE, SPIN YOUR E-POLLBOOK AROUND FOR THE VOTER TO SIGN.

ONCE THEY HAVE SIGNED YOU MAY SPIN THE E-POLLBOOK BACK FACING YOU TO VERIFY AND PROCEED WITH ACCEPT.
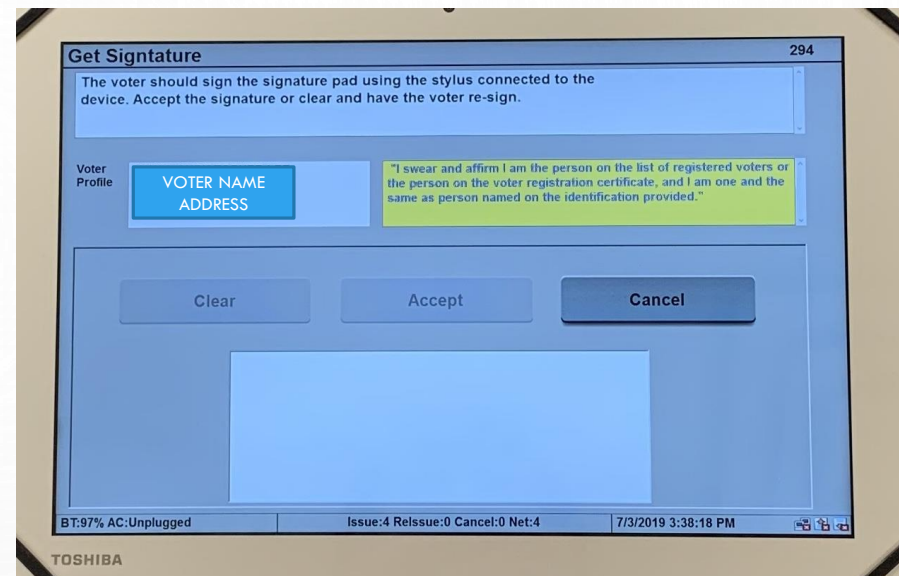
SEARCHING & PROCESSING VOTER IN E-POLLBOOK

WHEN THE SCREEN IS BACK FACING YOU, PROCEED WITH ACCEPT.

THIS WILL THEN TAKE YOU TO A SCREEN TO VERIFY SIGNATURE ONE MORE TIME BEFORE PROCESSING VOTER INFORMATION.
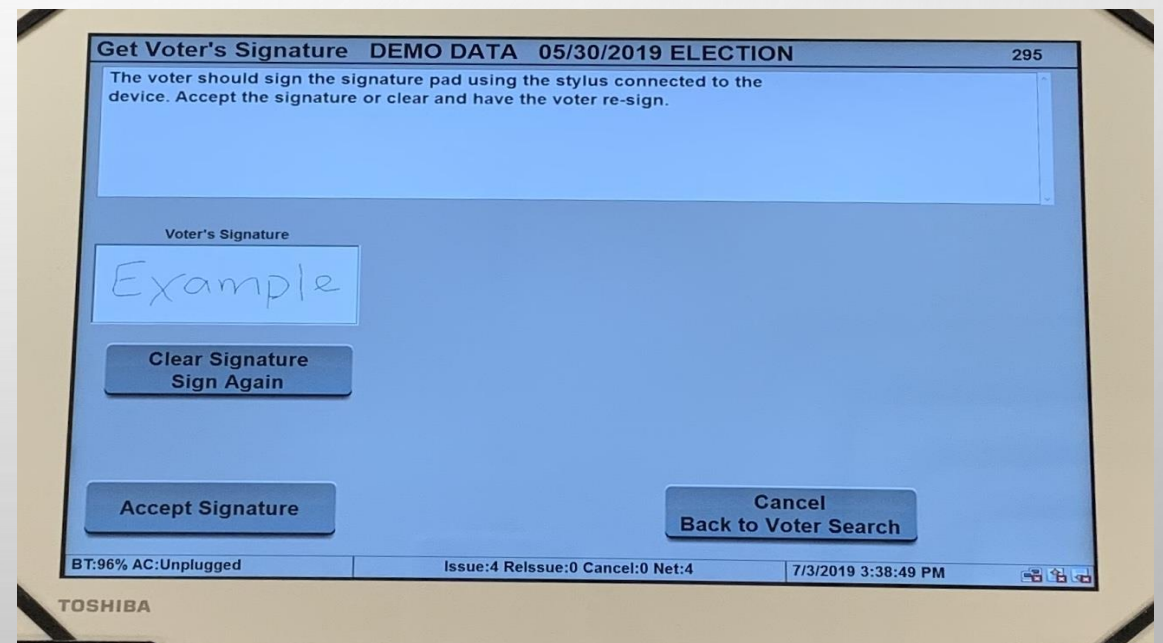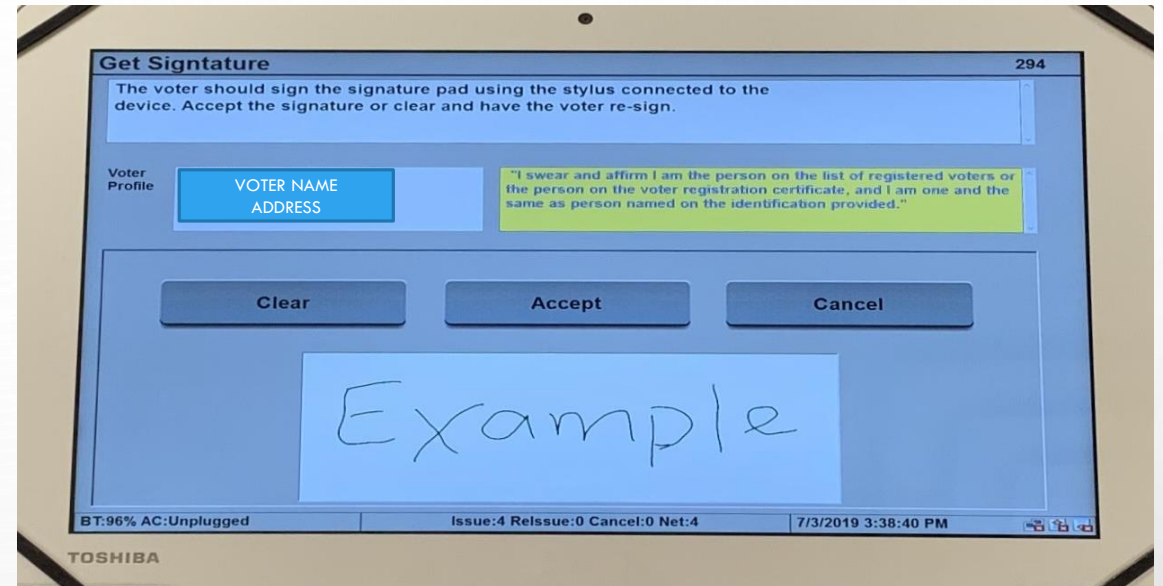
SEARCHING & PROCESSING VOTER IN E-POLLBOOK

NOW YOU ARE ABLE TO VERIFY VOTER'S INFORMATION ONE MORE TIME.

IF ALL IS CORRECT,

THEN PROCEED TO SELECT CREATE EXPRESSVOTE ACTIVATION CARD.
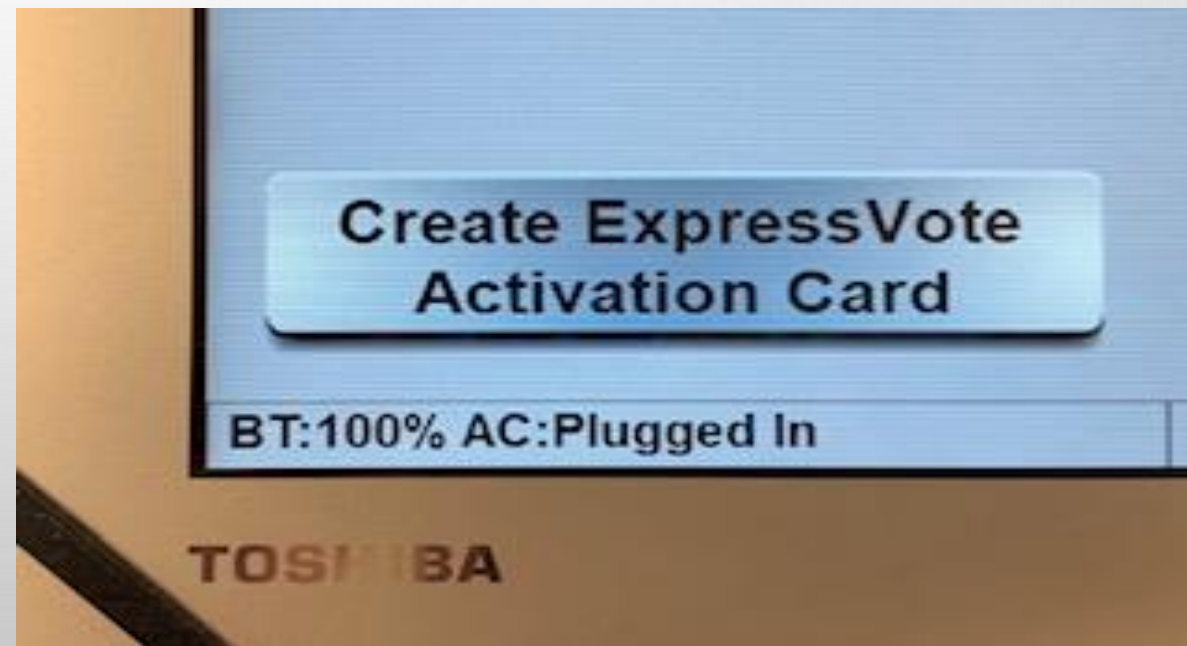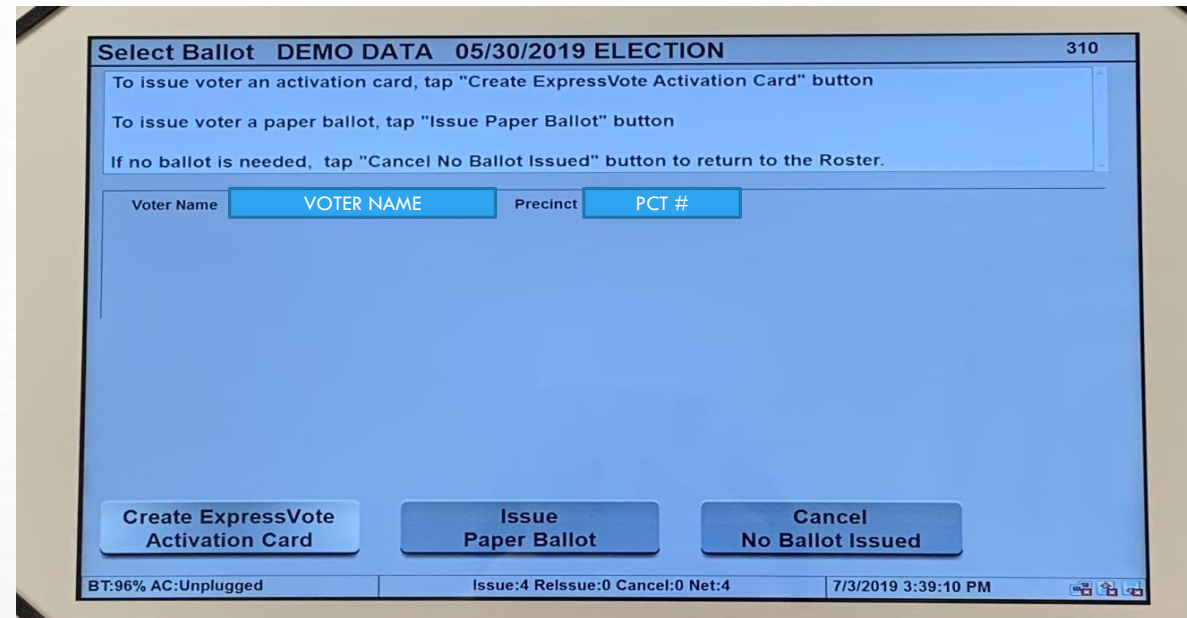
SEARCHING & PROCESSING VOTER IN E-POLLBOOK

ONCE YOU TOUCH 'CREATE EXPRESSVOTE ACTIVATION CARD', THE SCREEN WILL POPULATE THIS.
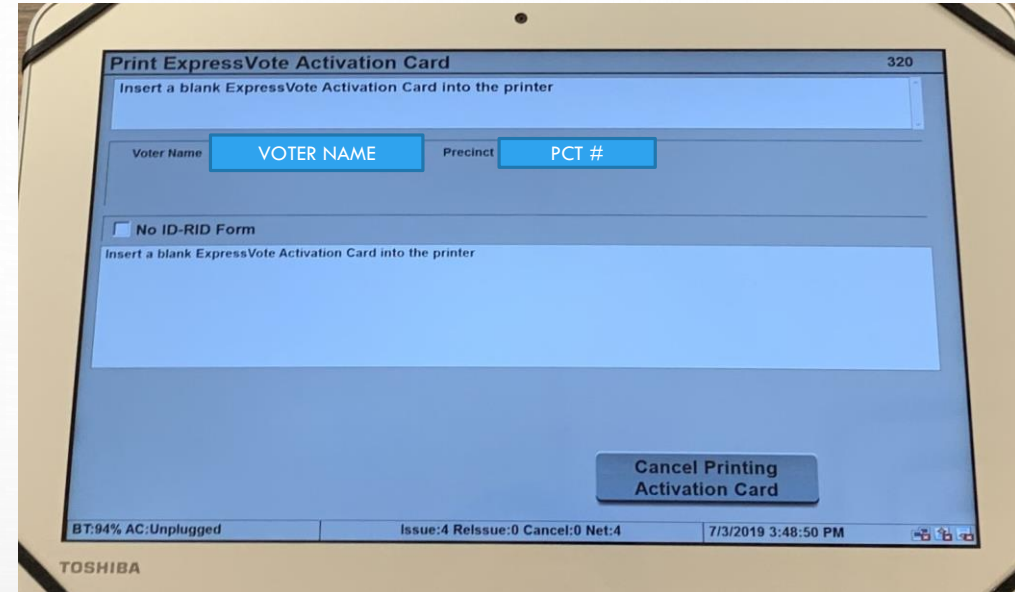
DO NOT PRESS ANYTHING AT THIS TIME. IT IS PROCESSING THE INFORMATION TO THE PRINTER TO PRINT ON THE ACTIVATION CARD.

SEARCHING & PROCESSING CURBSIDE ASSISTANCE VOTER

FIND VOTER IN E-POLLBOOK

ISSUE STANDARD BALLOT

SEARCHING & PROCESSING CURBSIDE ASSISTANCE VOTER

SELECT ID PROVIDED 1 OR 2
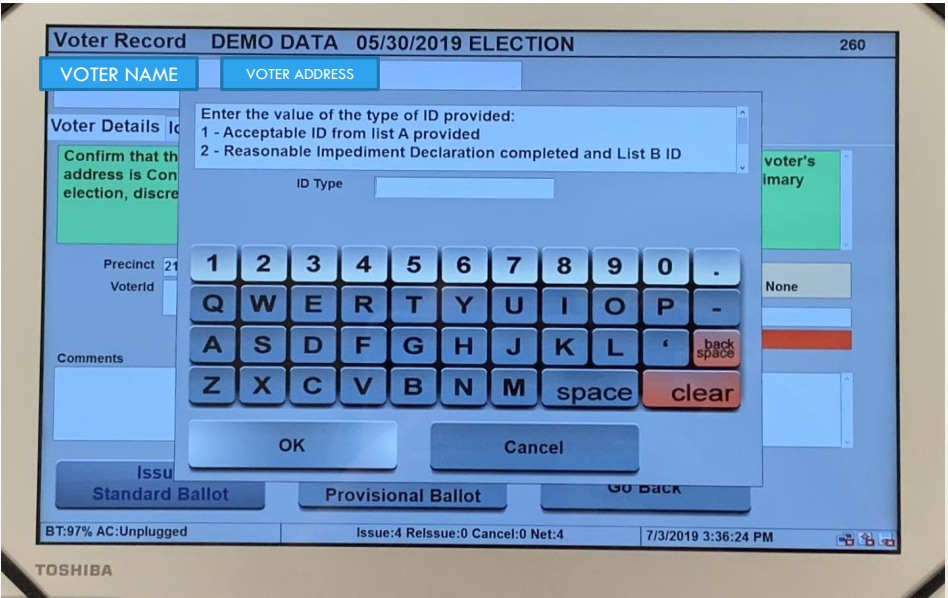
SELECT SIGNATURE ENTERED ON PAPER
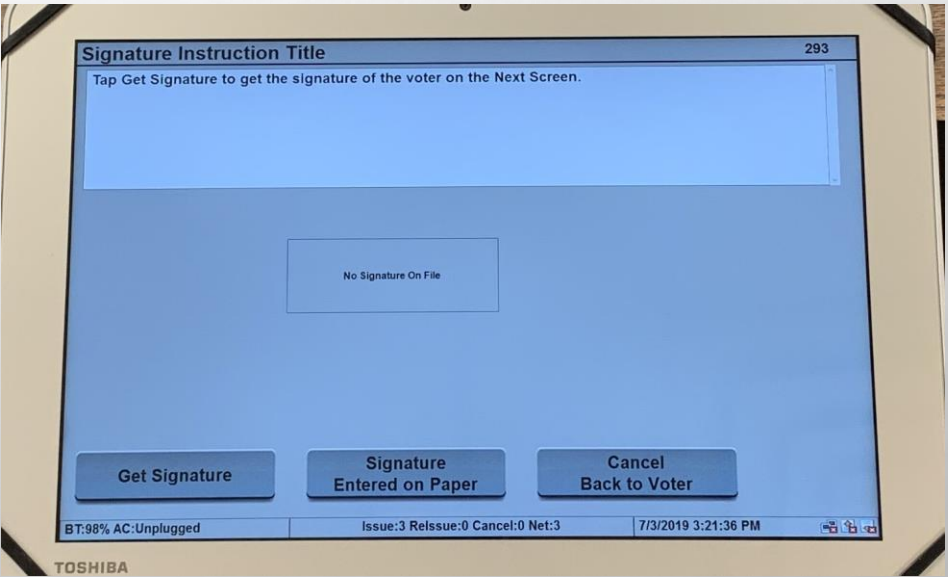
SEARCHING & PROCESSING CURBSIDE ASSISTANCE VOTER

CALL **JUDGES HOTLINE** FOR SUPERVISOR PASSWORD

SELECT ISSUE PAPER BALLOT

SEARCHING & PROCESSING CURBSIDE ASSISTANCE VOTER

SELECT ISSUE PAPER BALLOT

NOTE: ONCE YOU SELECT ISSUE PAPER BALLOT, YOUR SCREEN WILL TAKE YOU BACK TO THE FIND VOTERS SCREEN

SEARCHING & PROCESSING VOTER IN E-POLLBOOK

ONCE THE ACTIVATION CARD IS PRINTED OUT OR CURBSIDE ASSISTANCE IS PROCESSED THRU THE E-POLLBOOK, THE VOTER THEN CAN GO TO THE NEXT STEP.

A. ACTIVATION CARD – VOTER GOES TO EXPRESSVOTE TO MARK THEIR CHOICES.

B. CURBSIDE ASSISTANCE – GETS A PAPER BALLOT TAKEN TO THEIR VEHICLE FOR VOTER TO MARK THEIR CHOICES.

YOU HAVE SUCCESSFULLY USED THE E-POLLBOOK FROM STEP A TO Z.

STEP BY STEP
CLOSING INSTRUCTIONS

1. 7:00 PM =

2. VOTERS WHO ARE IN LINE BEFORE THE OFFICIAL CLOSING TIME **MUST BE ALLOWED TO VOTE**.
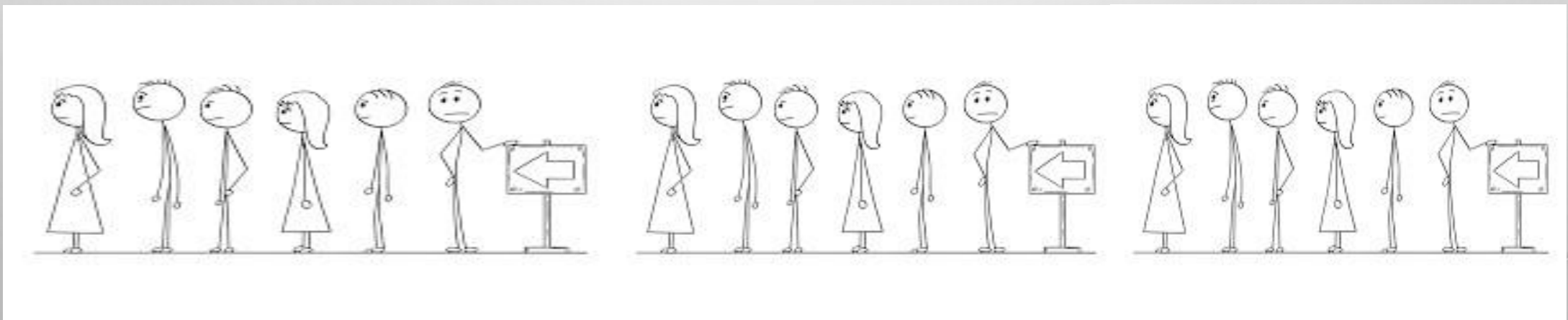
STEP BY STEP
CLOSING THE E-POLLBOOK INSTRUCTIONS

GET YOUR ISSUE COUNT OF VOTERS WHO VOTED THAT IS LISTED ON THE BOTTOM OF YOUR E-POLLBOOK SCREEN.

BALANCE YOUR ELECTION NIGHT TOTALS WITH THE FOLLOWING ITEMS:

- DS200 PUBLIC COUNT

- THE NOTICE OF TOTAL NUMBERS OF VOTERS WHO HAVE VOTED

- E-POLLBOOK **NET NUMBER**

- COMBINATION FORMS – FOR THE NEXT COUPLE OF ELECTIONS, YOU MAY USE AS A TOOL TO HELP BALANCE AFTER POLLS ARE CLOSED.

DO NOT SHUT ANYTHING DOWN UNTIL YOU KNOW YOU ARE COMPLETELY BALANCED.

CLOSING THE E-POLLBOOK INSTRUCTIONS CONTINUED

PRESS THE POWER BUTTON ON THE E-POLLBOOK UNTIL THE SCREEN GOES COMPLETELY BLACK.

WARNING: THE SCREEN WILL FLASH BLACK AND SHOW THE OPTION TO SLIDE TO SHUT DOWN YOUR PC. DO NOT LET GO, KEEP CONTINUING TO HOLD THE POWER BUTTON DOWN FOR THE COMPLETE SHUTDOWN.

THIS CAN TAKE UP TO 30 SECONDS.

YOU ARE NOW READY TO PACK UP THE E-POLLBOOK AND EXPRESSVOTE PRINTER.

DON'T FORGET TO DISCONNECT PLUGS/USB'S

PLEASE MAKE SURE THE ITEMS ARE PUT BACK IN THE PROPER LOCATIONS.
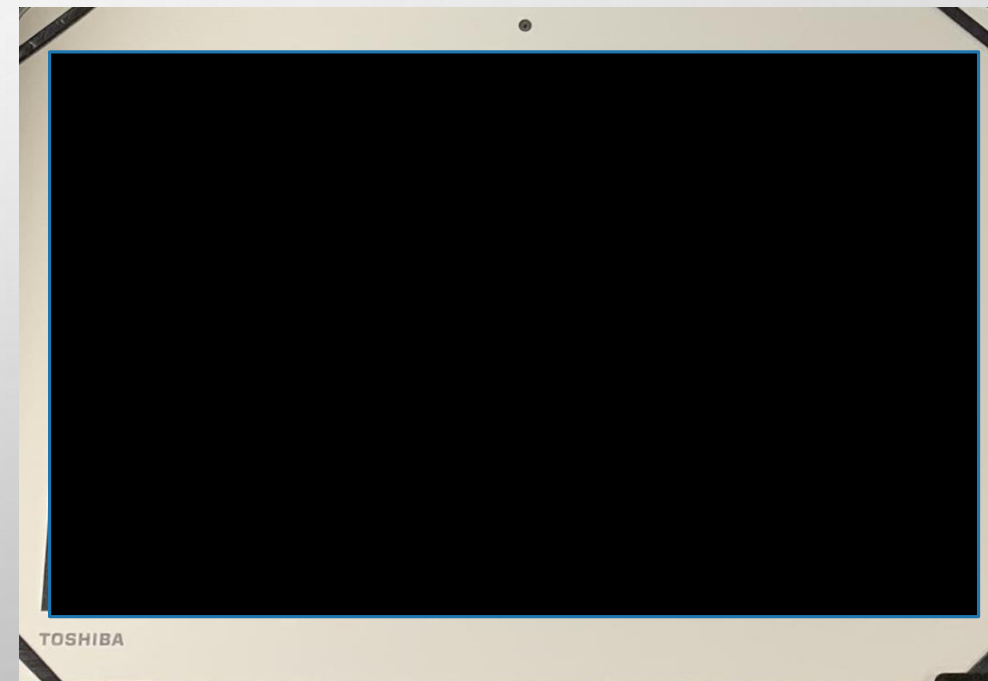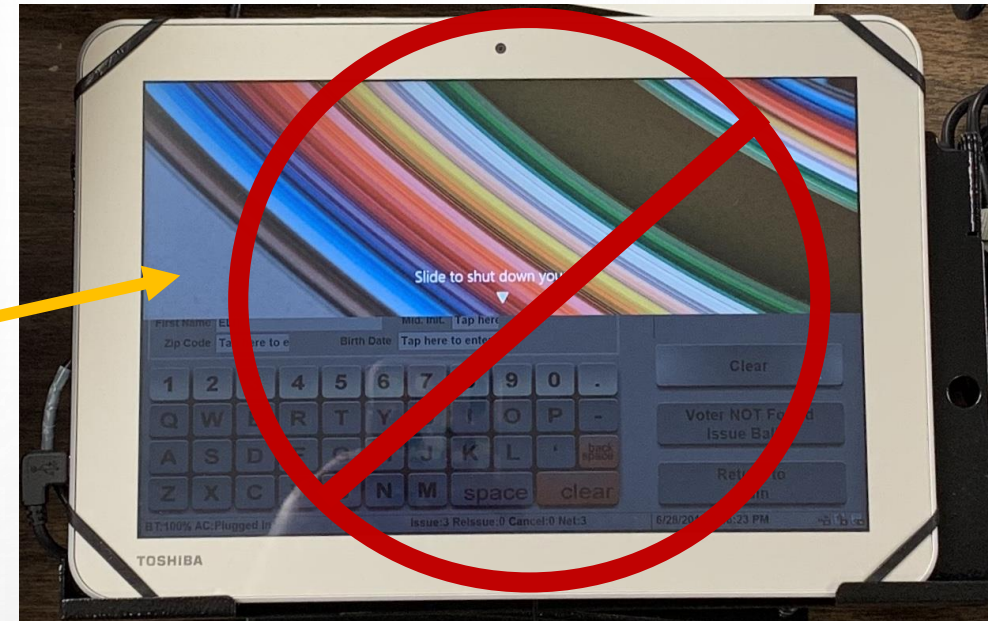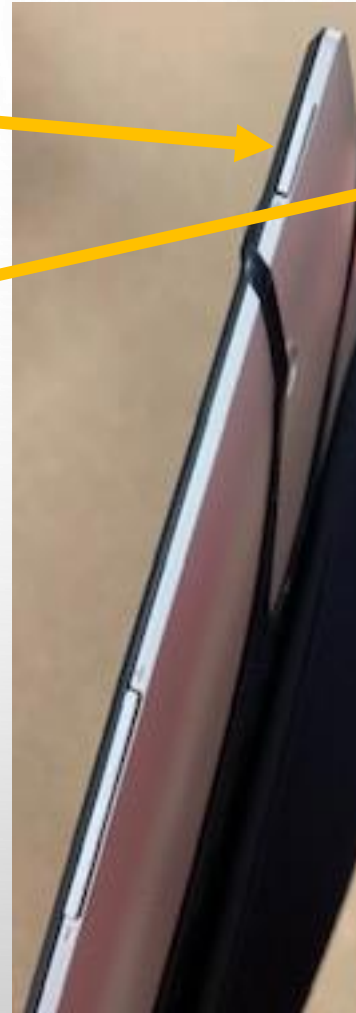
HOW TO PACK THE E-POLLBOOK & EXPRESSVOTER PRINTER

STEP BY STEP
CLOSING EXPRESSVOTE INSTRUCTIONS

1. POWER OFF THE EXPRESSVOTE
   - CUT SEAL, & OPEN THE LEFT SIDE ACCESS COMPARTMENT
   - PRESS DOWN THE POWER SWITCH TO TURN OFF.
   - CLOSE THE SIDE ACCESS COMPARTMENT & LOCK WITH THE BARREL KEY AND PUT THE REQUIRED SEAL BACK.
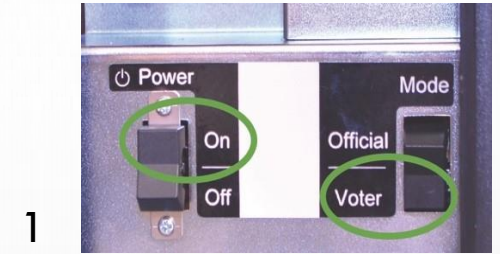
2. IF APPLICABLE, UNPLUG THE HEADPHONES

3. LAY THE EXPRESSVOTE FACE DOWN.
   - UNPLUG THE POWER PLUG FROM THE BACK OF THE EXPRESSVOTE
   - RETURN POWER CORD INTO SOFT SIDED CASE IN THE STORAGE POCKET.

4. LOCK THE METAL STAND BACK INTO THE EXPRESSVOTE

5. RETURN EXPRESSVOTE INTO SOFT SIDED CASE

1

2

4

5

CONTINUED DS200 CLOSING INSTRUCTIONS

BEFORE CLOSING THE DS200, HAVE YOU DONE THESE STEPS?

CAUTION: PROCEED WITH THESE STEPS **ONLY** IF THE YELLOW **CURBSIDE ASSISTANCE**/PROVISIONAL **BALLOT BAG** WAS USED

   JUDGE AND ALT JUDGE **MUST** DO THIS TOGETHER
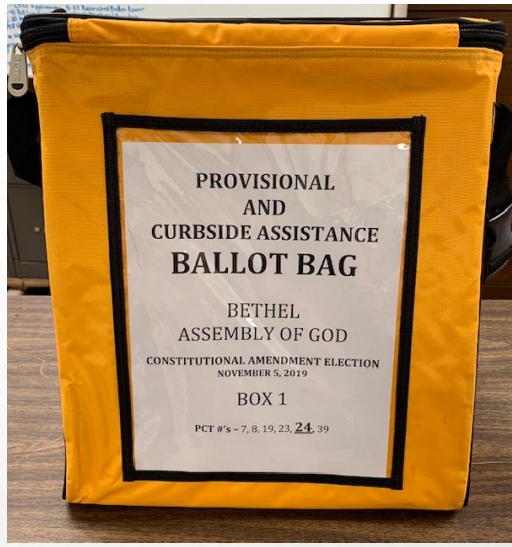
1. CHECK YOUR CURBSIDE ASSISTANCE/PROVISIONAL BALLOT BAG.

   ▪ CUT YOUR BIG SEAL ON SIDE OF BALLOT BAG

   ▪ PULL OUT **ALL** CURBSIDE ASSISTANCE BALLOTS
   ▪ INSERT THEM INTO THE DS200 TO FINISH TABULATING TOTALS.
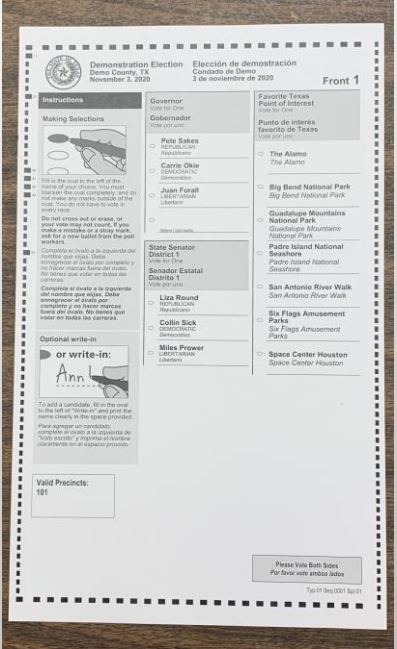
CONTINUED DS200 CLOSING INSTRUCTIONS

2. **DO NOT** INSERT **PROVISIONAL BALLOTS.**

- PROVISIONAL BALLOTS SHOULD BE SEALED IN GREEN ENVELOPES FILLED OUT CORRECTLY WITH THE JUDGES SIGNATURE ON THEM. THEY ARE TO REMAIN IN THE PROVISIONAL & CURBSIDE ASSISTANCE BALLOT BAG.

CONTINUED DS200 CLOSING INSTRUCTIONS

- PUT 2 NEW SEALS ON THE PROVISIONAL & CURBSIDE ASSISTANCE BALLOT BAG. ONCE SEALED, THEY ARE READY TO BE TRANSFERRED TO ELECTION NIGHT HEADQUARTERS. BE SURE TO LOG YOUR SEALS ON THE BALLOT AND SEAL CERTIFICATE FORM.

CONTINUED DS200 CLOSING INSTRUCTIONS

3. CHECK THE EMERGENCY AUXILIARY BIN COMPARTMENT

   - MAKE SURE THERE WERE NOT ANY BALLOTS INSERTED

   - IF THE BIN WAS USED, YOU MUST REMOVE THE BALLOTS AND INSERT THEM INTO THE DS200 FOR TABULATING.

   - **DO NOT** INSERT PROVISIONAL BALLOTS INTO THE DS200!

4. BALANCE YOUR TOTALS WITH THE FOLLOWING ITEMS

   - E-POLLBOOK(S) **NET NUMBER** AT BOTTOM OF SCREEN

   - NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED FORM

   - DS200 **PUBLIC COUNT** TOTAL ON SCREEN

- IF YOU BALANCE, YOU MAY START CLOSING PROCEDURES TO THE DS200

- IF YOU DON'T BALANCE AND KNOW WHY, PLEASE WRITE AN EXPLANATION AND EXPLAIN THE ISSUE THAT OCCURRED.

- IF YOU DON'T KNOW, RECHECK ALL YOUR BALANCES, IF THERE IS STILL AN ISSUE, CALL THE **JUDGES HOTLINE** FOR **HELP**.
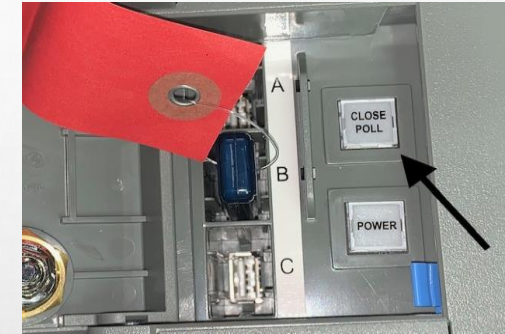
YOU ARE NOW READY TO CLOSE DOWN THE DS200!

1. TO OFFICIALLY CLOSE THE POLLS, UNLOCK THE ACCESS DOOR, PUSH **CLOSE POLL** BUTTON IN AND LET GO, IT WILL MAKE A CLICK SOUND.

NOTE: THE **CLOSE POLL** BUTTON WILL TURN RED AND THEN THE COLOR WILL DISAPPEAR.

2. THIS SCREEN WILL APPEAR TO CONFIRM YOU ARE READY TO CLOSE THE POLL

    - SELECT **CLOSE POLL**
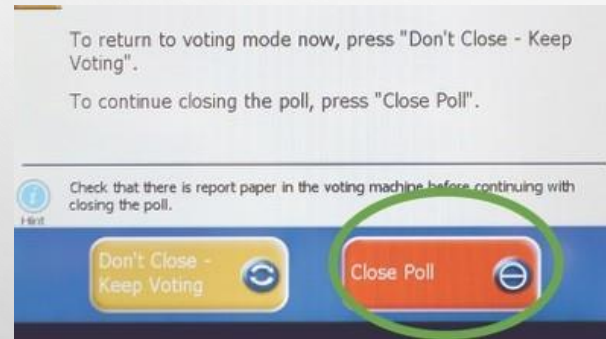
3. THE DS200 WILL PRINT OUT 2 TOTALS REPORTS.

    - IF YOU NEED TO PRINT ADDITIONAL REPORTS, SELECT REPORT OPTIONS
    - CALL **JUDGES HOTLINE**, IF YOU NEED **HELP**

CONTINUED DS200 CLOSING INSTRUCTIONS

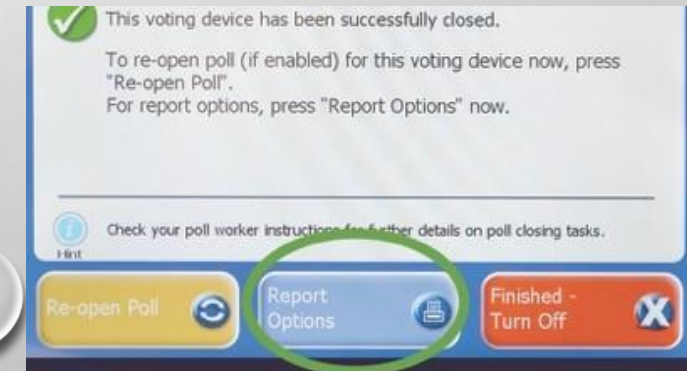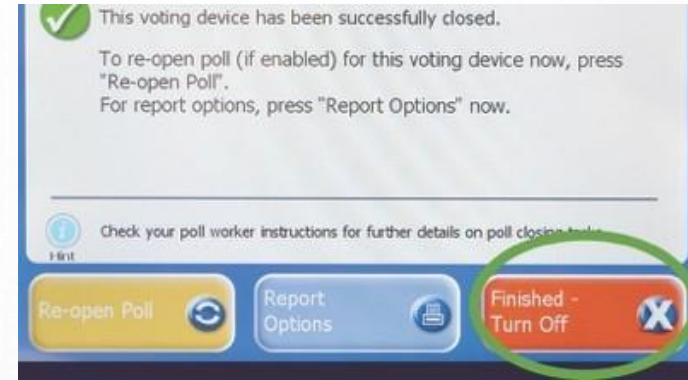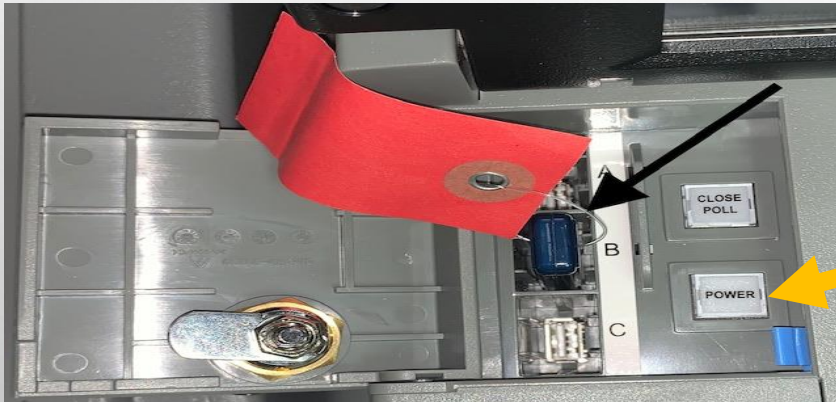4. SELECT **FINISHED – TURN OFF** TO SHUT DOWN THE DS200.

5. **POWER BUTTON LIGHT** <u>**MUST BE OFF**</u> BEFORE REMOVING THE ELECTION DEFINITION MEDIA STICK

BE SURE THE POWER BUTTON LIGHT **TURNS OFF** BEFORE REMOVING THE MEDIA STICK.

REMOVING THE MEDIA STICK BEFORE SHUTDOWN IS COMPLETED,

COULD <u>DAMAGE</u> THE EQUIPMENT.

5. SHUTDOWN IS COMPLETE.

CONTINUED DS200 CLOSING INSTRUCTIONS

**GETTING DS200 READY FOR
MAINTENANCE TO PICK UP**

7.   CLOSE AND LOCK THE FOLLOWING ITEMS:

- ACCESS DOOR

- THE DISPLAY SCREEN

(DO NOT RAISE DISPLAY SCREEN BACK UP ONCE IT HAS BEEN CLOSED,
IF THIS HAPPENS, CALL **JUDGE'S HOTLINE** IMMEDIATELY)

- DS200 LID
  - CLOSE THE LID (DO NOT FORCE LID DOWN)
  - CLOSE THE LATCHES
  - LOCK THE SILVER LOCK WITH SILVER KEY
  - DON'T FORGET TO PUT APPLY 1 SEAL TO EACH LATCH.

- REAR DOOR
  - UNPLUG AND RETURN THE POWER CORD
  - CLOSE AND LOCK WITH SILVER KEY

DON'T FORGET TO RECORD ALL SEAL INFORMATION ON THE SEAL FORM AS REQUIRED

CONTINUED DS200 CLOSING INSTRUCTIONS

8. USE THE FLAT SILVER KEY TO:

- REMOVE THE BLUE TOTE.

- CLOSE BLUE TOTE AND LOCK

- APPLY SEALS TO BLUE TOTE BEFORE TRANSPORTING TO ELECTION NIGHT HEADQUARTERS.

DO NOT TOUCH THE BALLOTS INSIDE THE BLUE TOTE

- LOCK THE MAIN BALLOT BIN BACK

CONTINUED DS200 CLOSING INSTRUCTIONS

BRING BACK THE FOLLOWING ITEMS TO ELECTION NIGHT HEADQUARTERS

- **MEDIA STICK ZIPLOCK BAG** WITH ALL REQUIRED ITEMS LISTED ON BAG
  - **BLUE TOTE** LOCKED & SEALED CONTAINING VOTED BALLOTS
  - **YELLOW PROVISIONAL** AND CURBSIDE ASSISTANCE **BAG**
  - E-POLLBOOK(S) & EXPRESSVOTE PRINTER(S)
  - REQUIRED PAPERWORK / ALL ELECTION SUPPLIES THAT WERE PROVIDED TO JUDGE
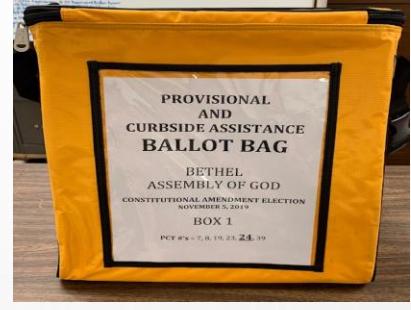   - MEDIA STICK
    - ZERO TAPE
    - TOTALS TAPE
    - FLAT SILVER KEY
    - BARREL KEY
    - WIRE CUTTER
    - BLUE COPY OF COMBINATION FORM
    - BLUE COPY OF BALLOT SEAL CERTIFICATE
    - GOLD COPY OF REGISTER OF OFFICIAL BALLOTS
    - WORKER INFO SHEET, W-4 & COMPENSATION FORMS
    - GOODY BOXES
    - PAPERWORK SEPARATED IN CORRECT ENVELOPES
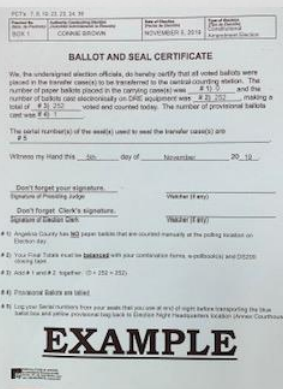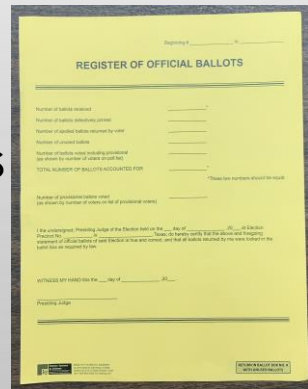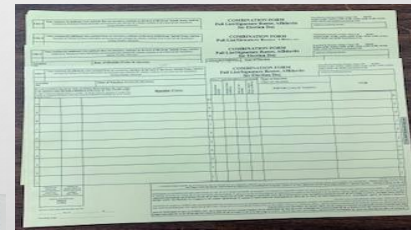
Y'ALL ROCK!

THANK YOU FROM THE BOTTOM OF OUR HEARTS!
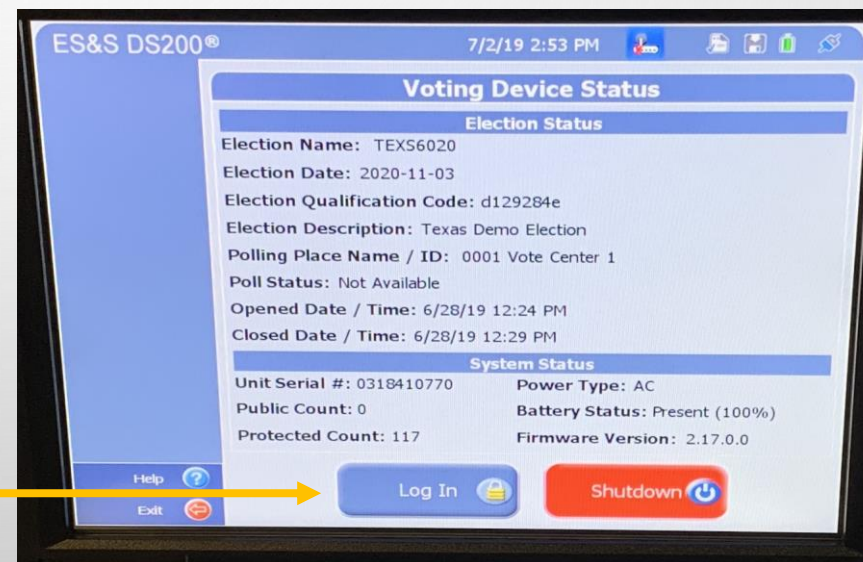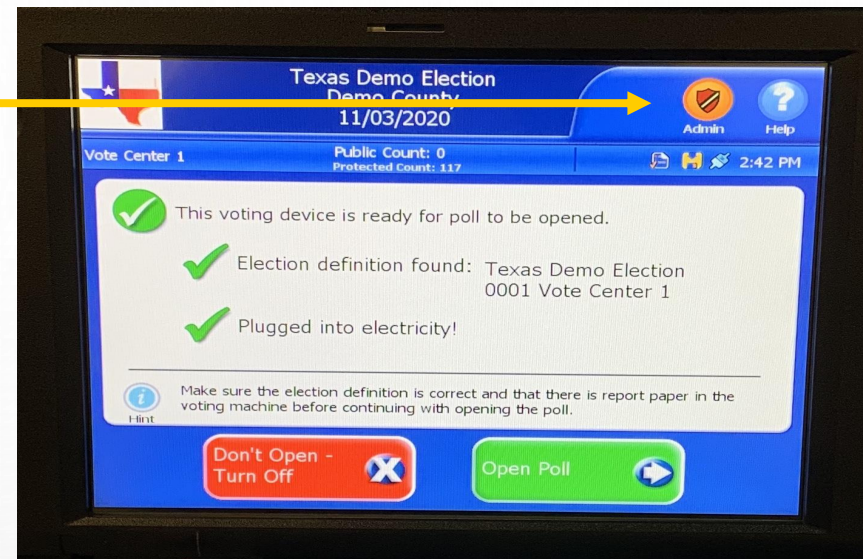
CONNIE, SONYA & ELIZABETH

CONTINUED DS200 OPENING INSTRUCTIONS
CHANGING DATE AND TIME

DO NOT ADJUST DATE/TIME, CALL THE JUDGES HOTLINE FIRST IF TIME IS OFF MORE THAN 5 MINUTES.

FOLLOW THESE STEPS:

1. SELECT ADMIN

2. SELECT LOGIN

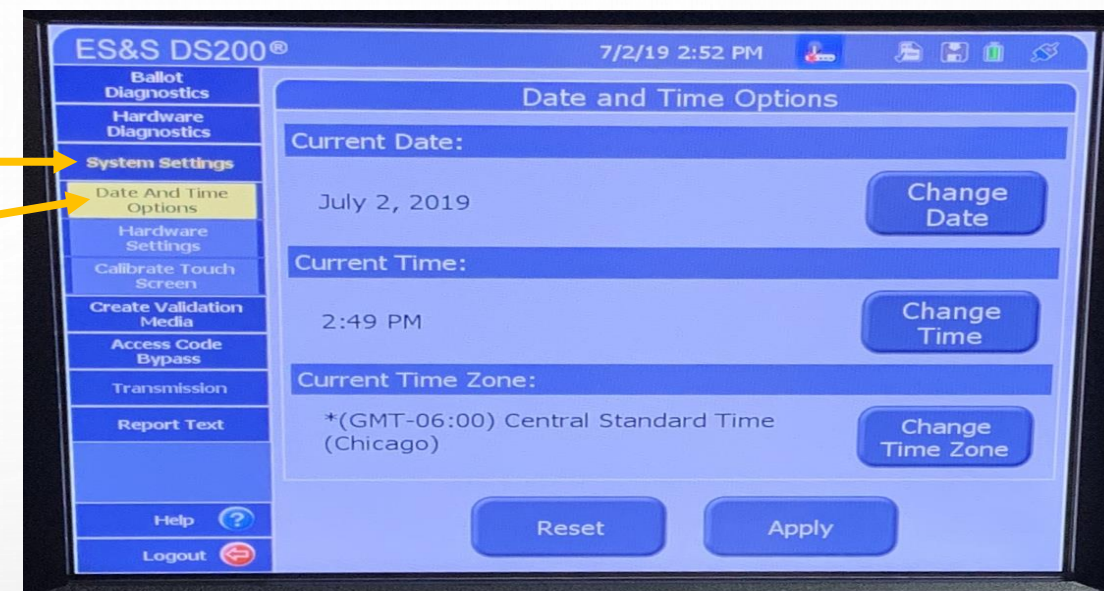3. ENTER PASSWORD (PROVIDED IN MEDIA STICK ZIPLOCK BAG)
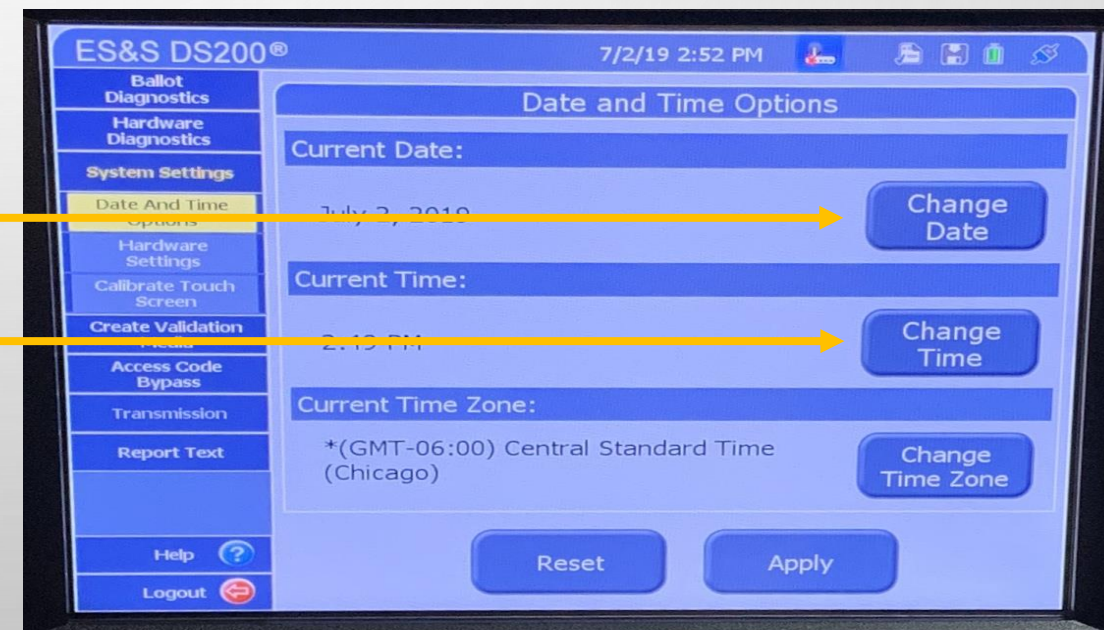
CONTINUED DS200 OPENING INSTRUCTIONS CHANGING DATE AND TIME

4. SELECT SYSTEM SETTINGS
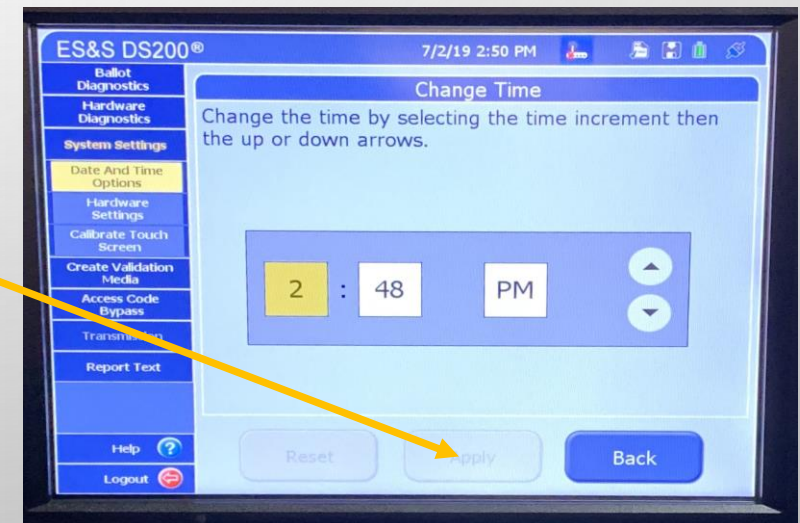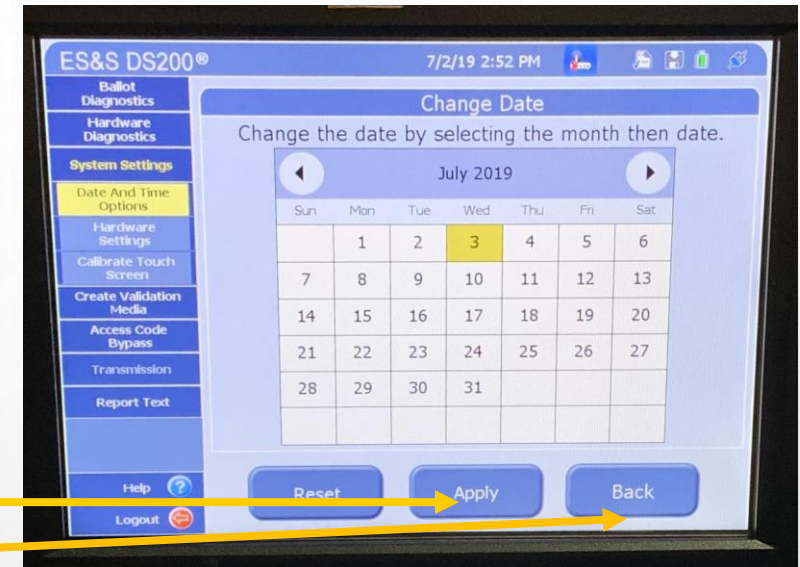
5. SELECT DATE AND TIME OPTIONS

6. SELECT CHANGE DATE/CHANGE TIME

7. CALENDAR/TIME WILL APPEAR – SELECT CORRECT DATE / TIME

ONCE YOU HAVE CORRECTED THE DATE/TIME, THE APPLY BUTTON WILL LIGHT UP BLUE.
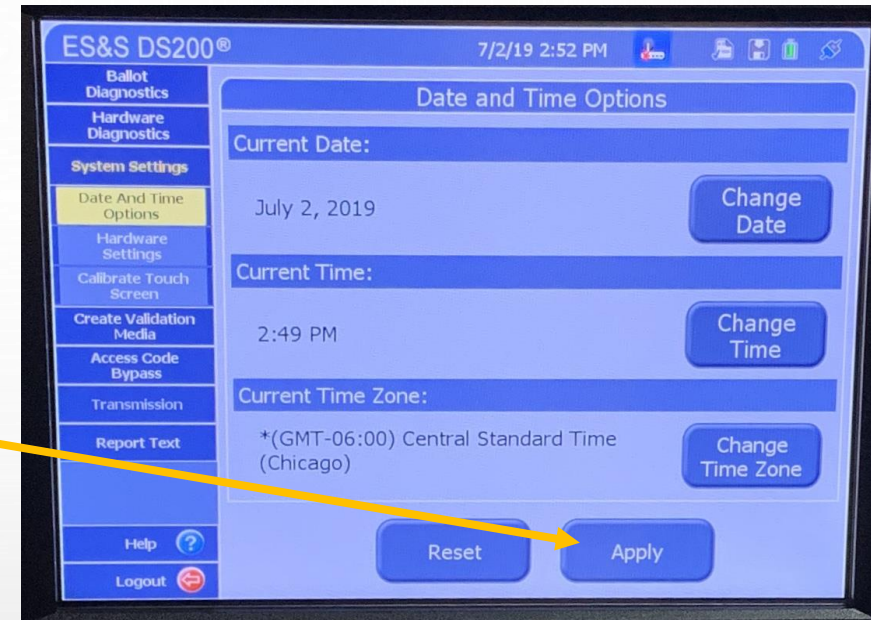
- SELECT APPLY
- SELECT BACK

NOTE: IF YOU HAVE NOT MADE A CHANGE, THE APPLY BUTTON WILL BE GRAYED OUT AND CANNOT BE SELECTED.
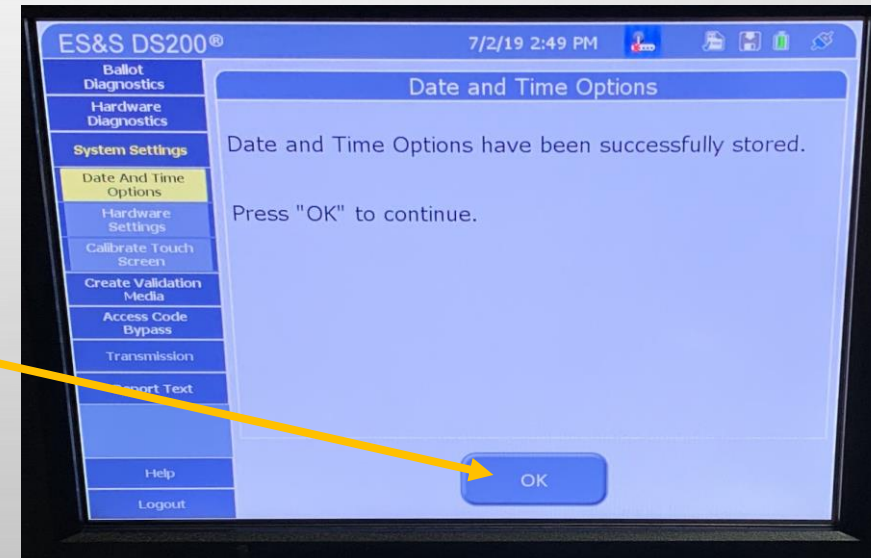
CONTINUED DS200 OPENING INSTRUCTIONS
CHANGING DATE AND TIME
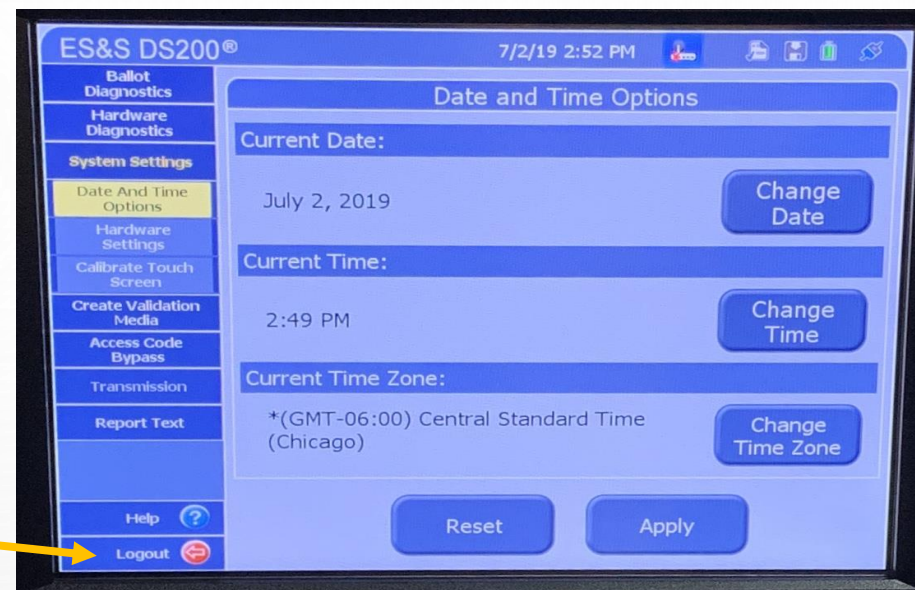
8. SELECT APPLY

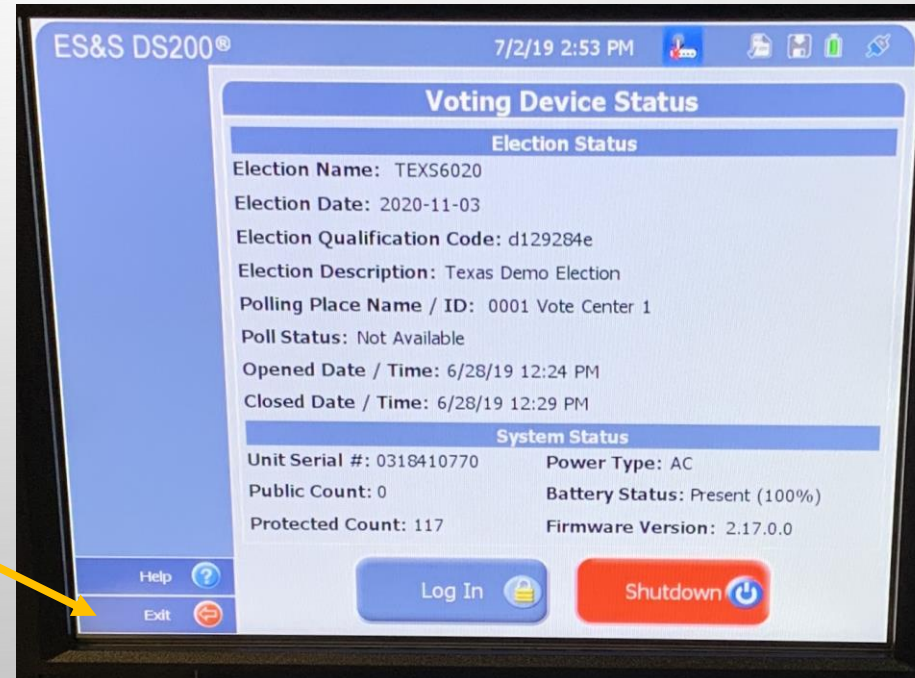9. SELECT OK

CONTINUED DS200 OPENING INSTRUCTIONS CHANGING DATE AND TIME

NOW YOU ARE READY TO EXIT AND GO

BACK TO OPEN THE POLLS SCREEN.

10. SELECT "LOGOUT"

11. SELECT "EXIT"

YOU HAVE NOW SUCCESSFULLY CHANGED THE DATE/TIME.

INSTRUCTIONAL VIDEO LINKS

- HOW DO VOTERS USE THE

  EXPRESSVOTE AND **DS200** ON ELECTION DAY??

- OPERATING THE DS200

  ON ELECTION DAY

- OPERATING THE EXPRESSVOTE

  ON ELECTION DAY