

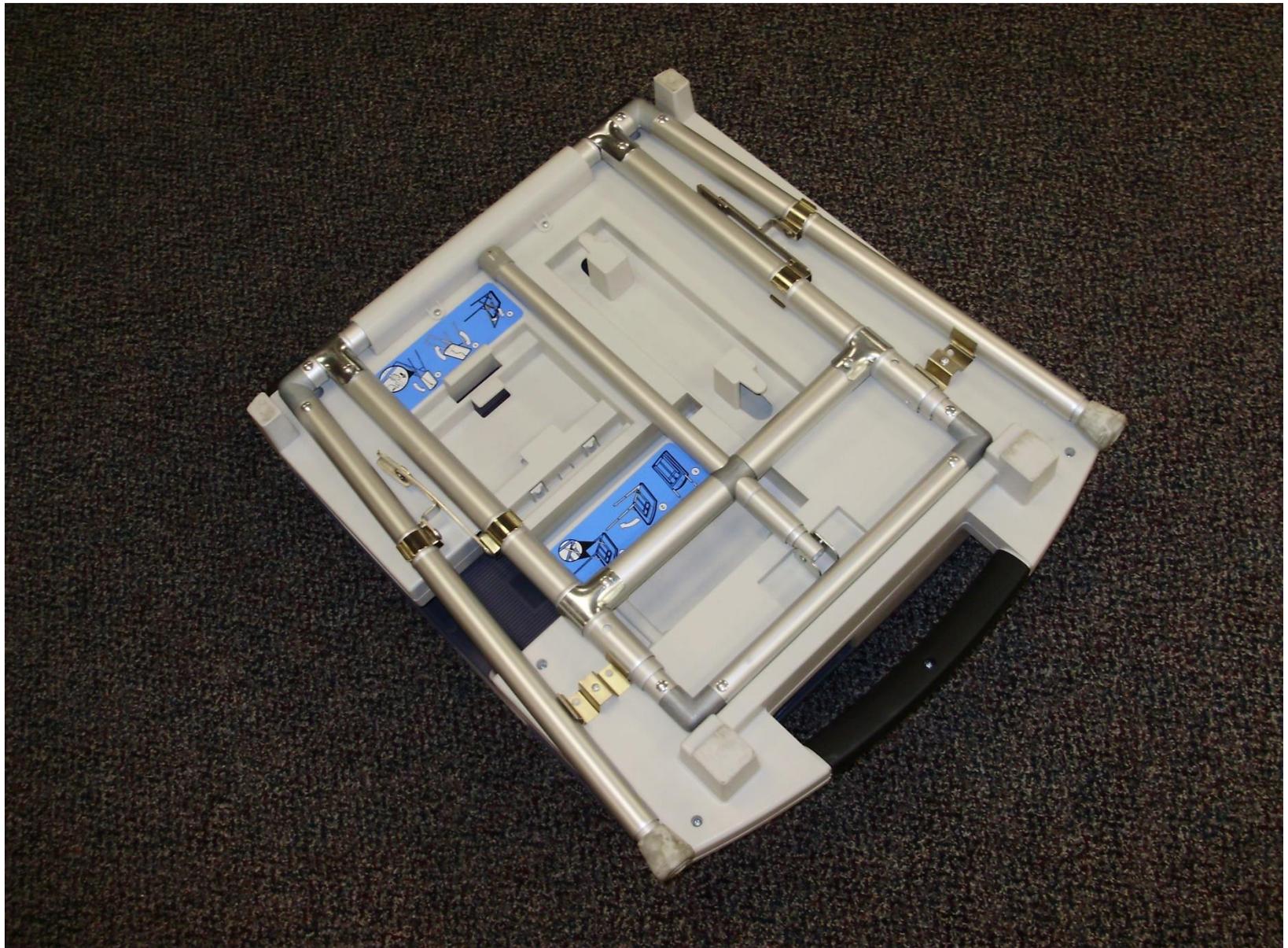


PIMA COUNTY

ELECTIONS

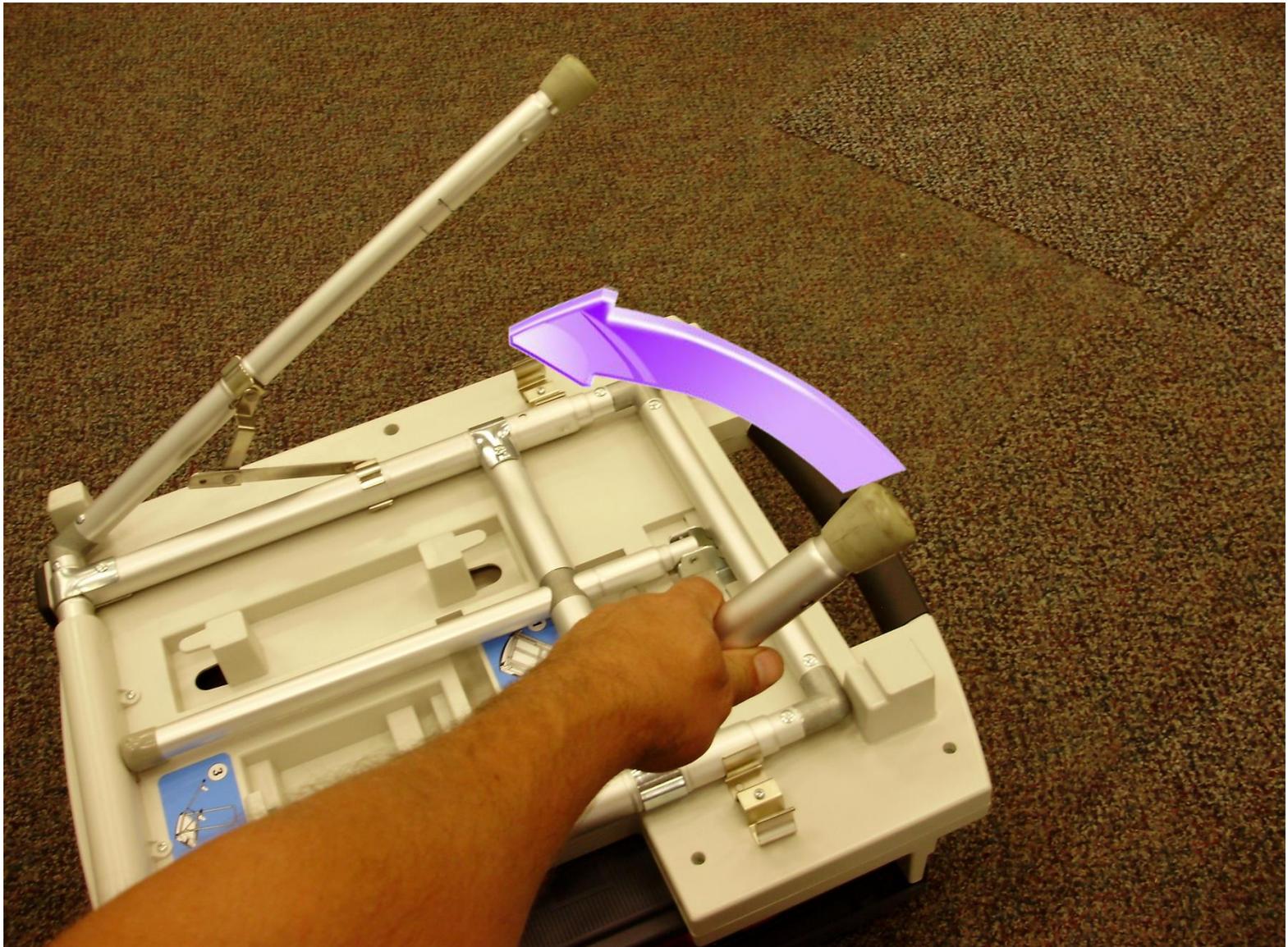
Touch Screen

Opening the Polls



1. Lay the touch screen face down on the floor

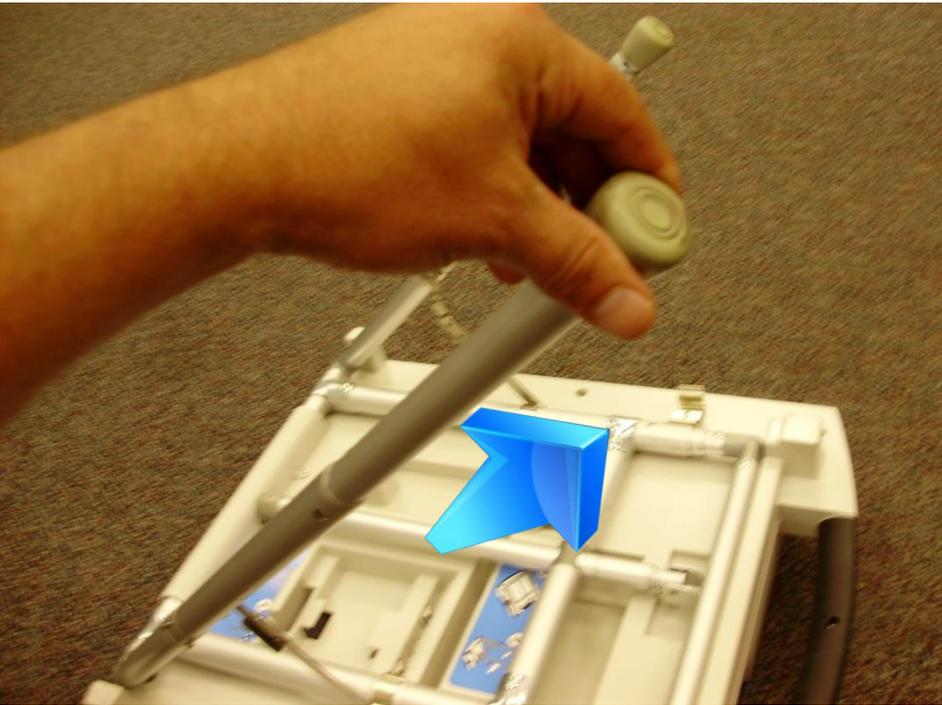
2. Gripping the outside legs, gently pull them all the way up.



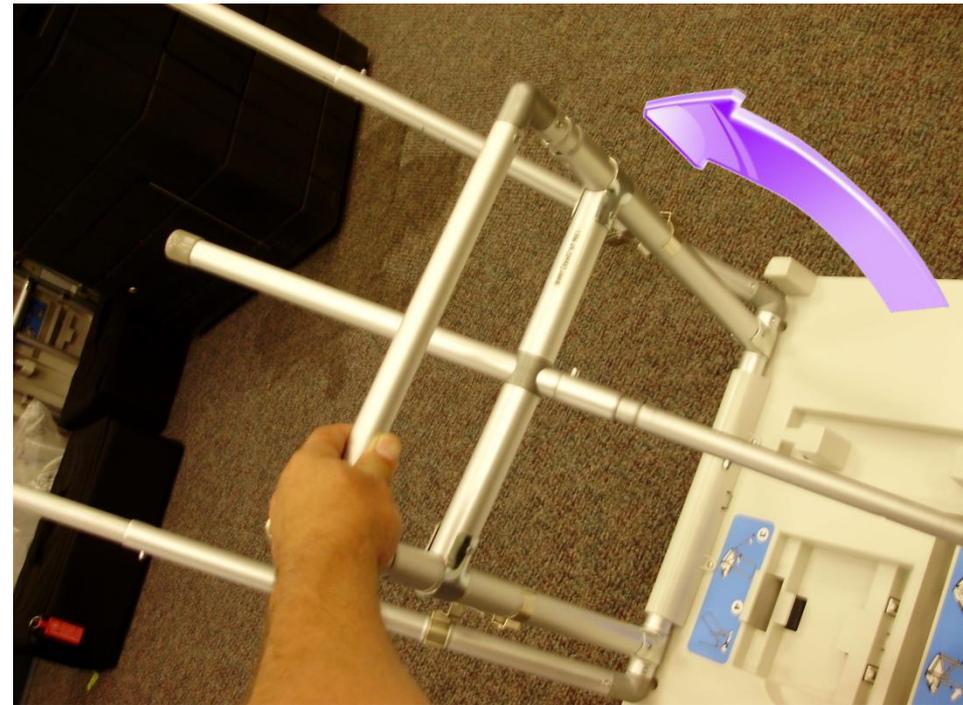
3. With the legs fully raised, check to make sure the safety brackets are fully locked.



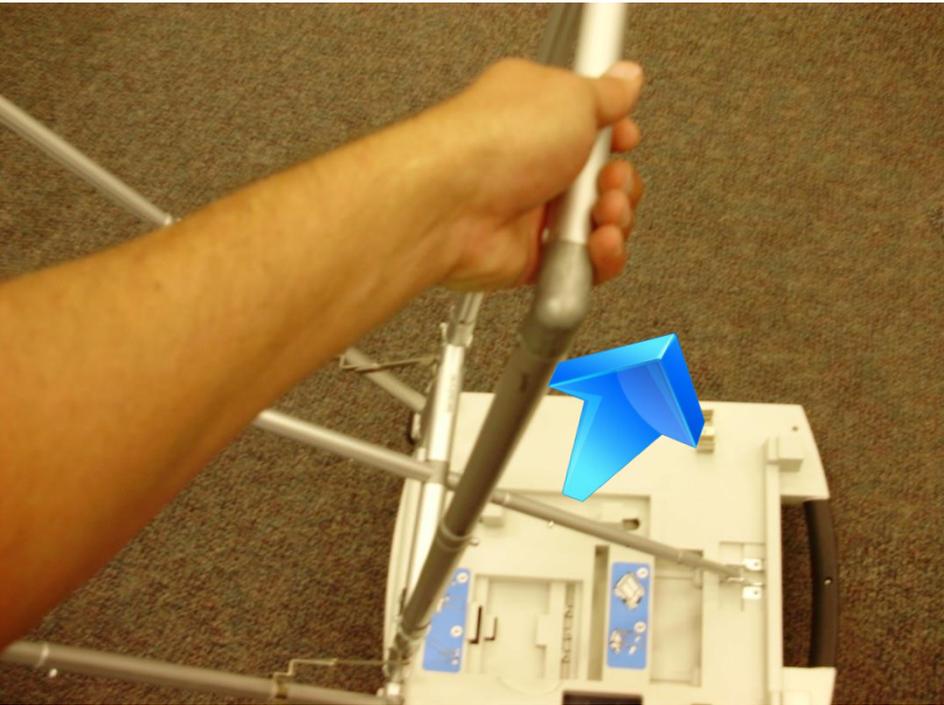
4. Grip the outside legs and pull up until the safety pin on each leg locks into place.



5. Grasp the inner leg cross bar and lift upwards to release it from the retaining clips and extend fully.



6. Still holding the cross bar, pull upwards to fully extend the legs. Check to make sure the safety pins are showing.



7. Carefully stand the unit upright (this is best done with 2 people).



8. To adjust the angle, lift up on the handle while pressing the safety pin on the support bar.



Make sure that the pin is locked into place.

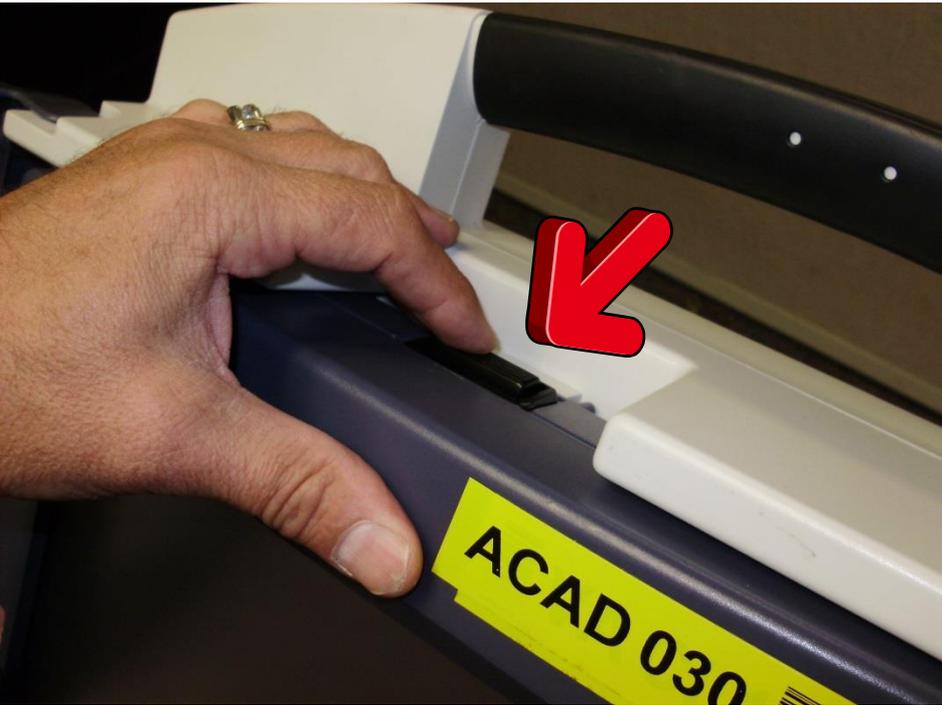
9. Open the covers to expose the Touch Screen tablet and check the seals against the seal log.



Now it's time to plug in the keypad which is located in the large plastic bag of supplies.



10. To set up the keypad unit, press the black button on the top of the tablet and hold the tablet forward.



11. Plug the keypad into the port on the back of the tablet.

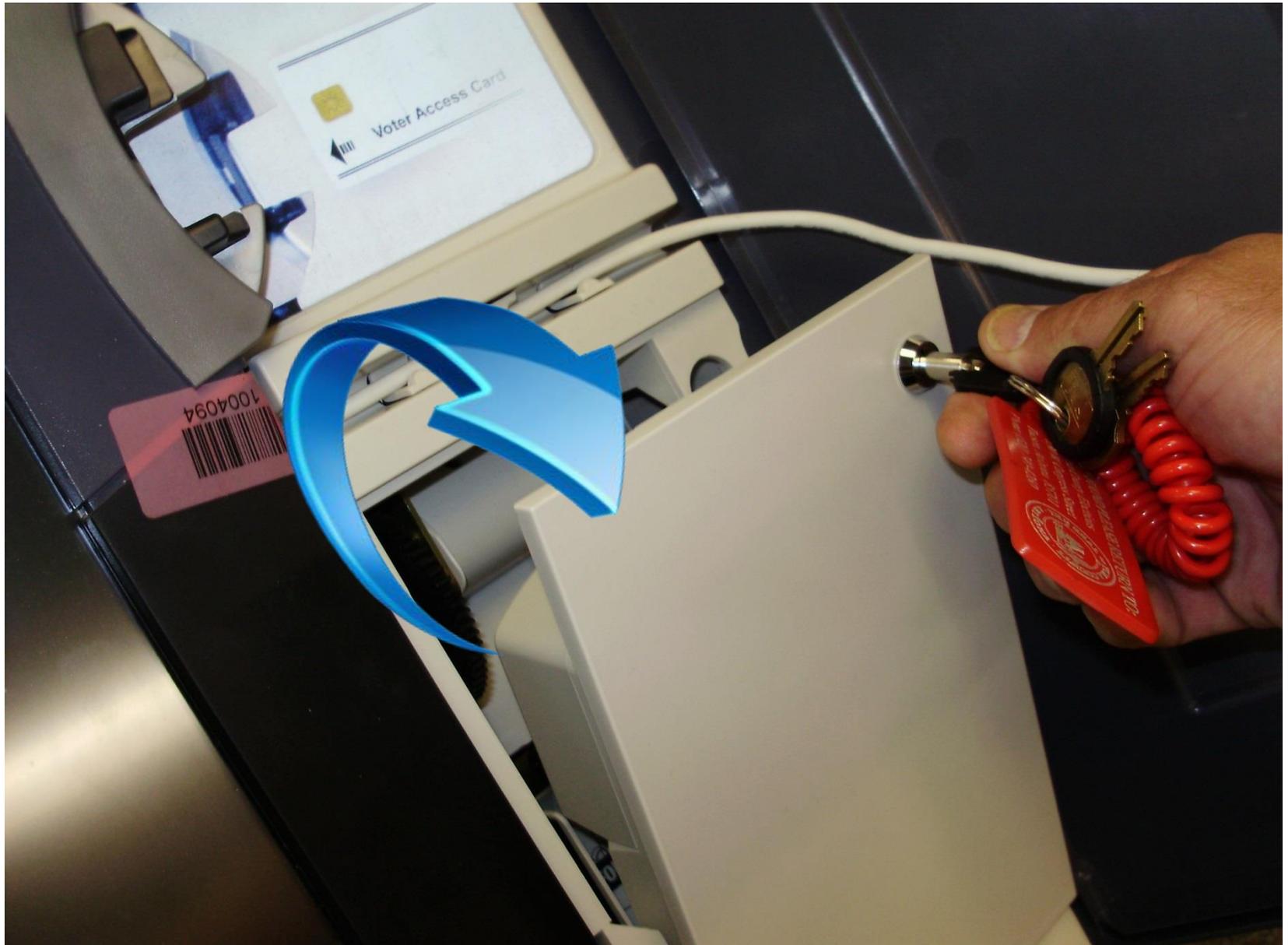


If you cannot reach the plug on the back side of the tablet, you can lift the entire tablet out and attach the plug, then reset the tablet back into the Touch Screen unit.

12. Feed the keypad cord through the mounting slot. Make sure the tablet clicks back into place. Set the keypad aside.



13. Unlock the printer access door.



14. Swing the printer access door down.



15. To mount the printer housing, align its bottom lip UNDER the printer access door.



a. Raise the housing up and pivot towards the machine



b. Printer cover securely seated ↑

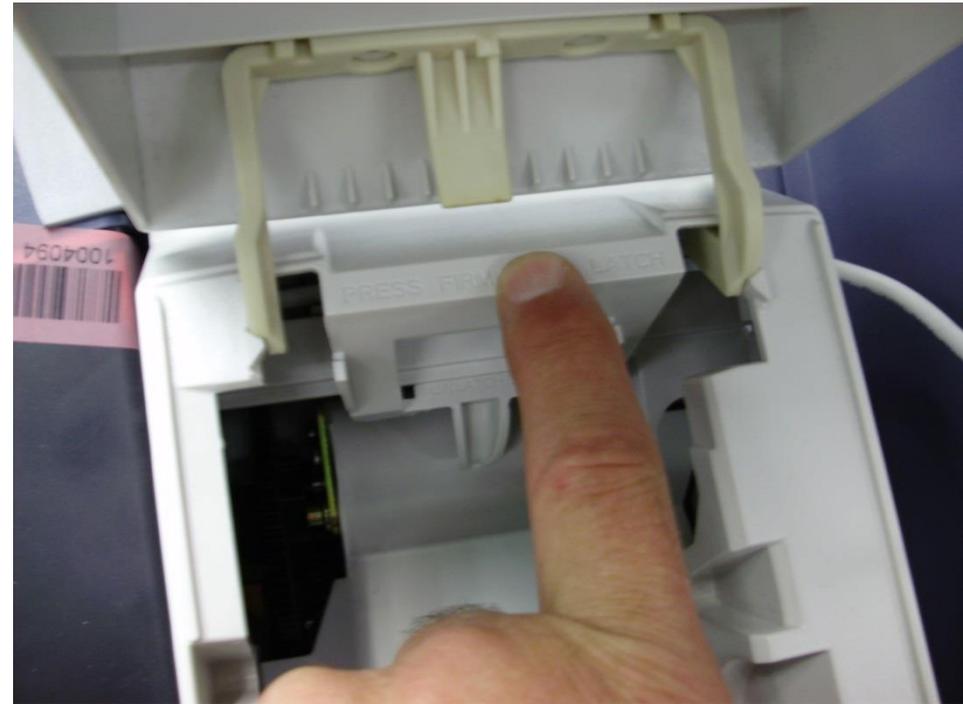


c. No open GAPS underneath

16. Swing the printer housing cover up.



17. Press firmly on the latch at top edge of housing to secure voting terminal. It will snap into place.



18. Raise the metal signature plate.



Fully open ↑

19. To secure the Printer housing, push the Locking Bracket back away from you.



Unlocked position



Locked position

20. Load the paper into the housing with the spool on the left and the paper feeding from the bottom.



21. Push the paper cover release down and raise the smoky colored paper cover.



22. Thread paper through the slot in the paper cover. Allow approximately 24 inches of paper to extend from the roll.

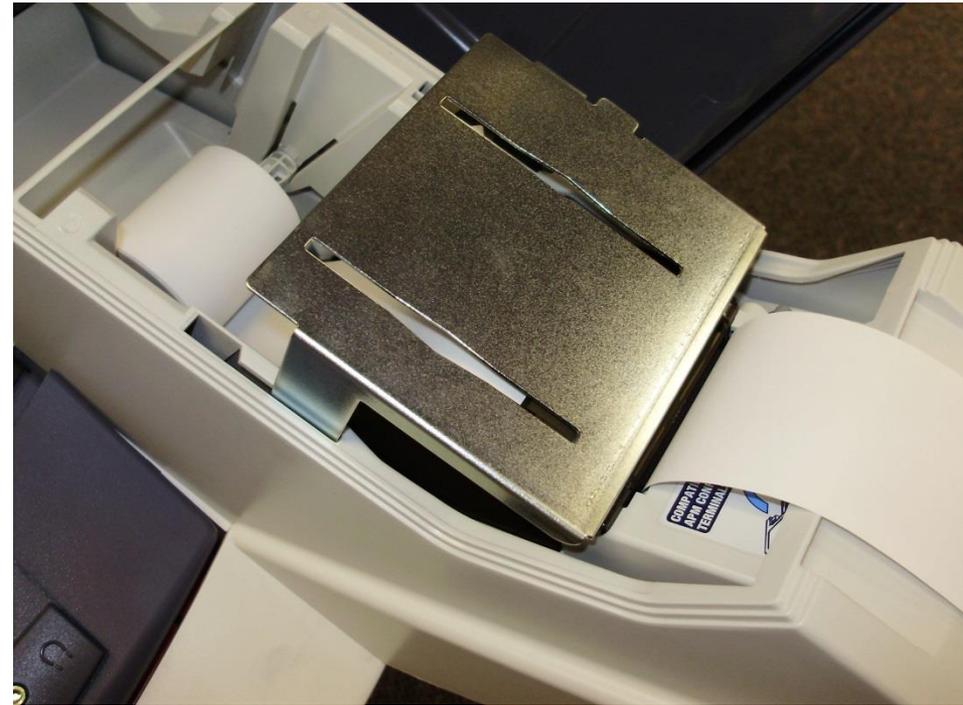
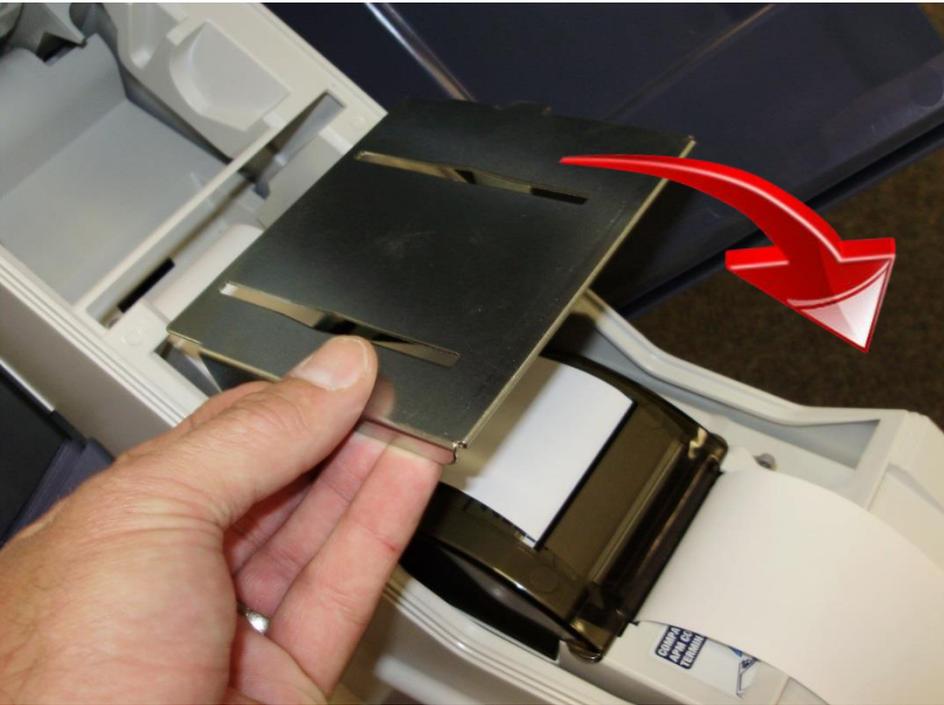


23. Push paper cover down until it snaps into place.



Ensure that both corners have latched (you should hear it click)

24. Lower metal signature plate.

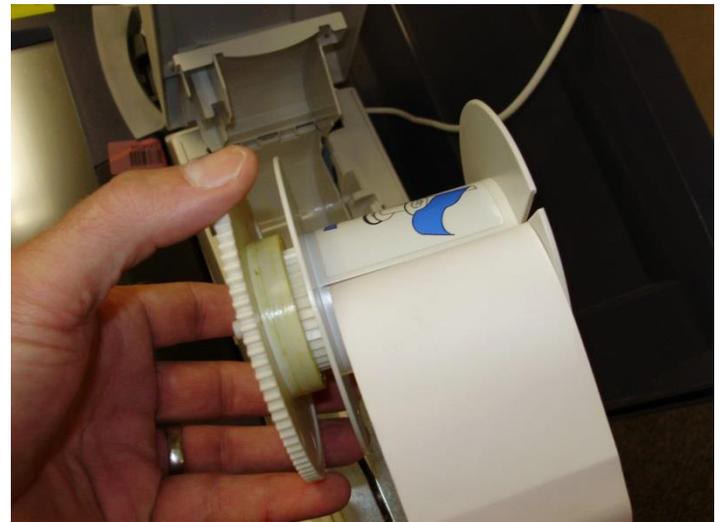
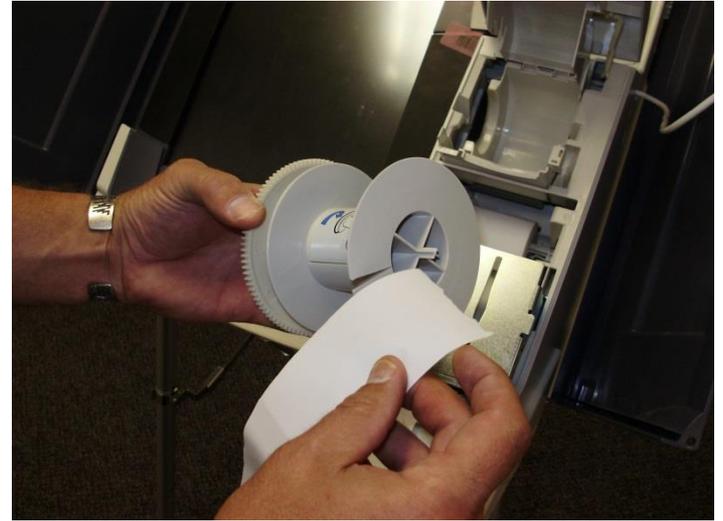
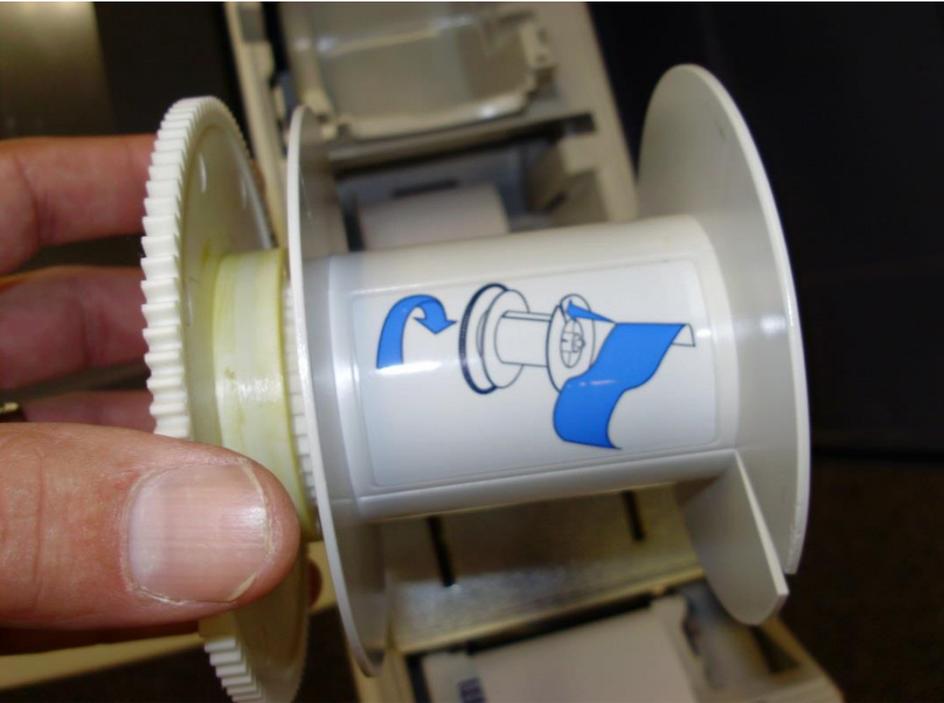


Fully lowered ↑

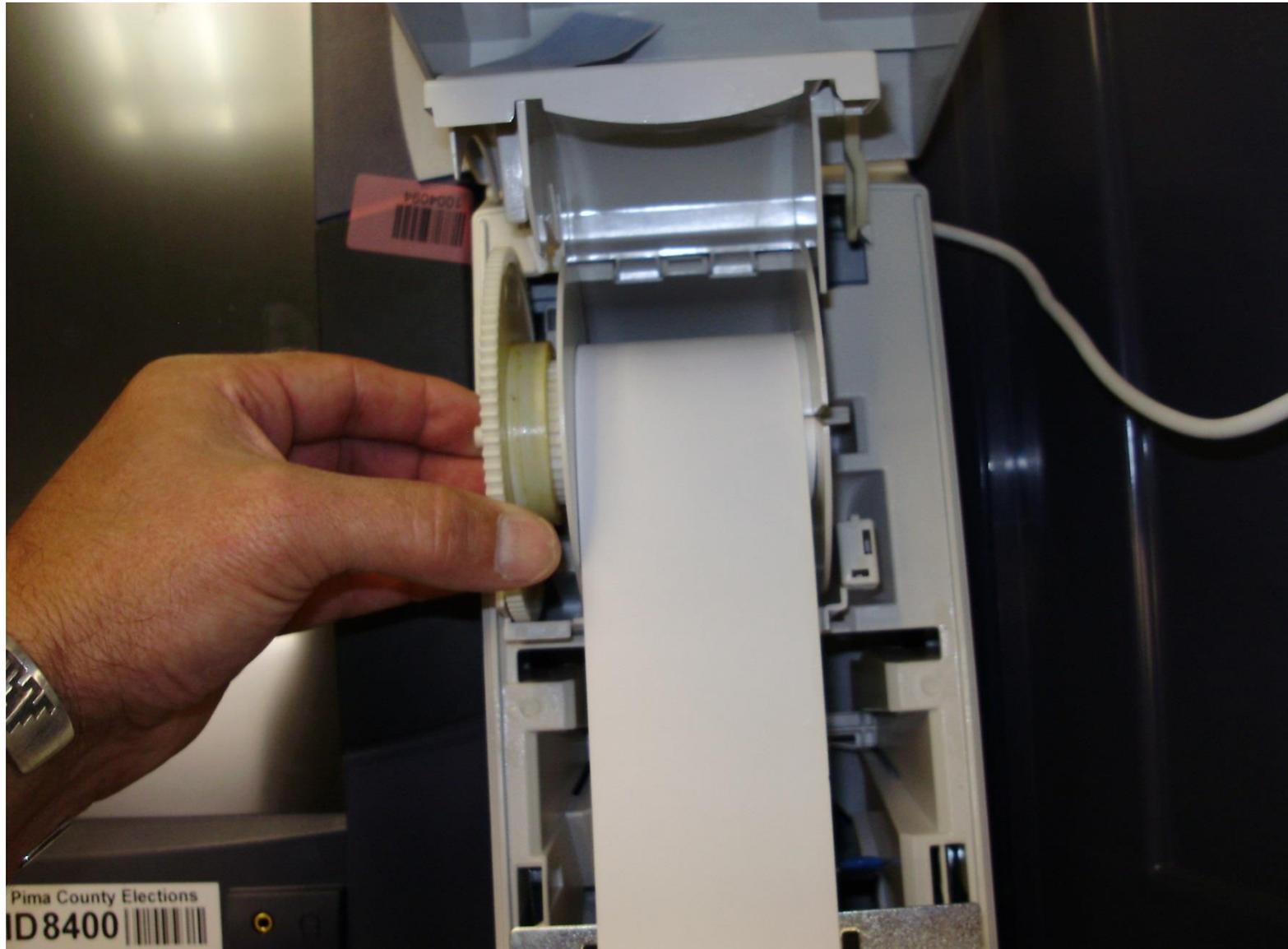
25. Place empty take-up canister, with lid open, into printer housing.



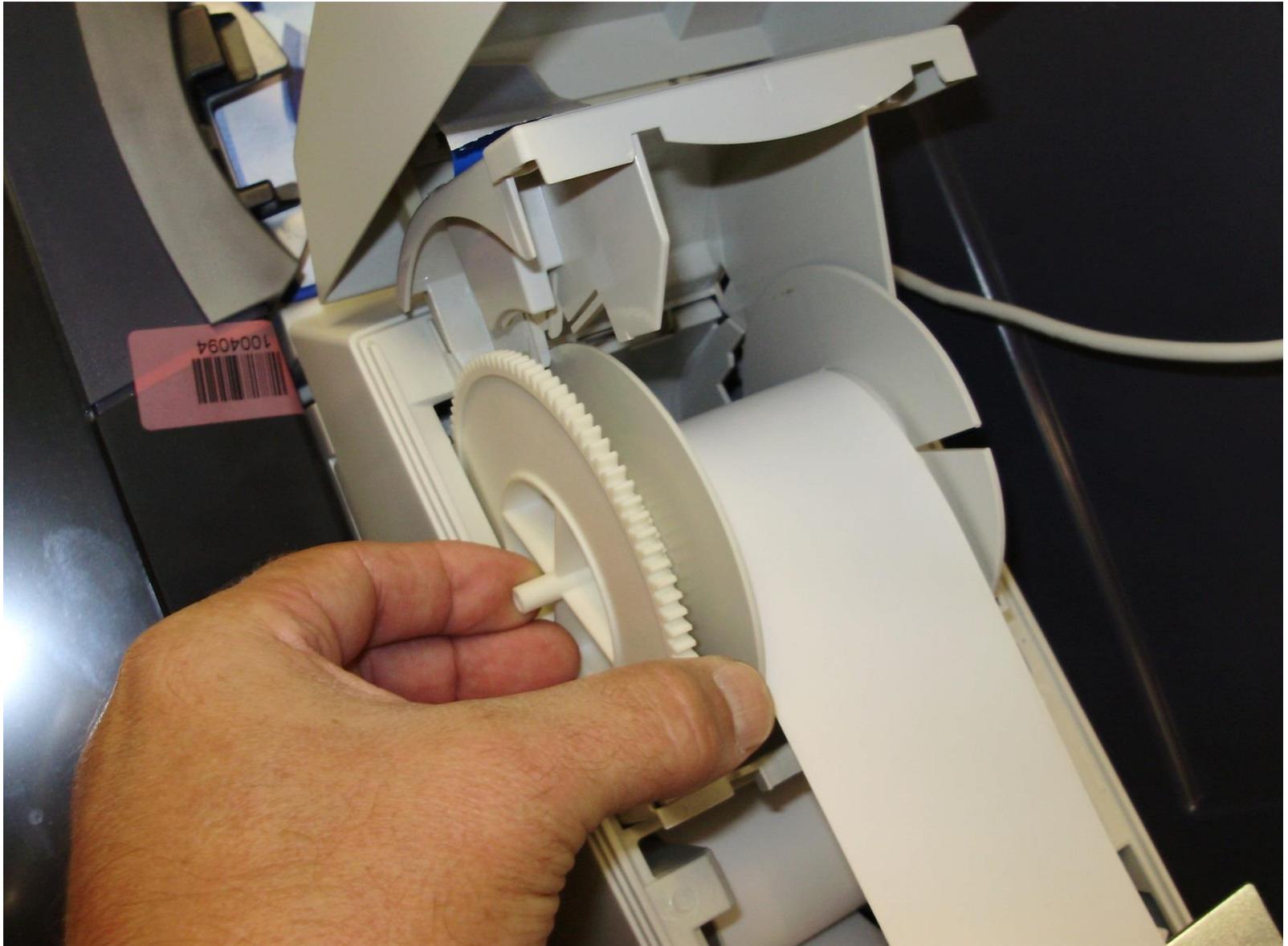
26. Feed paper into slot in take-up spool (gears on the left).



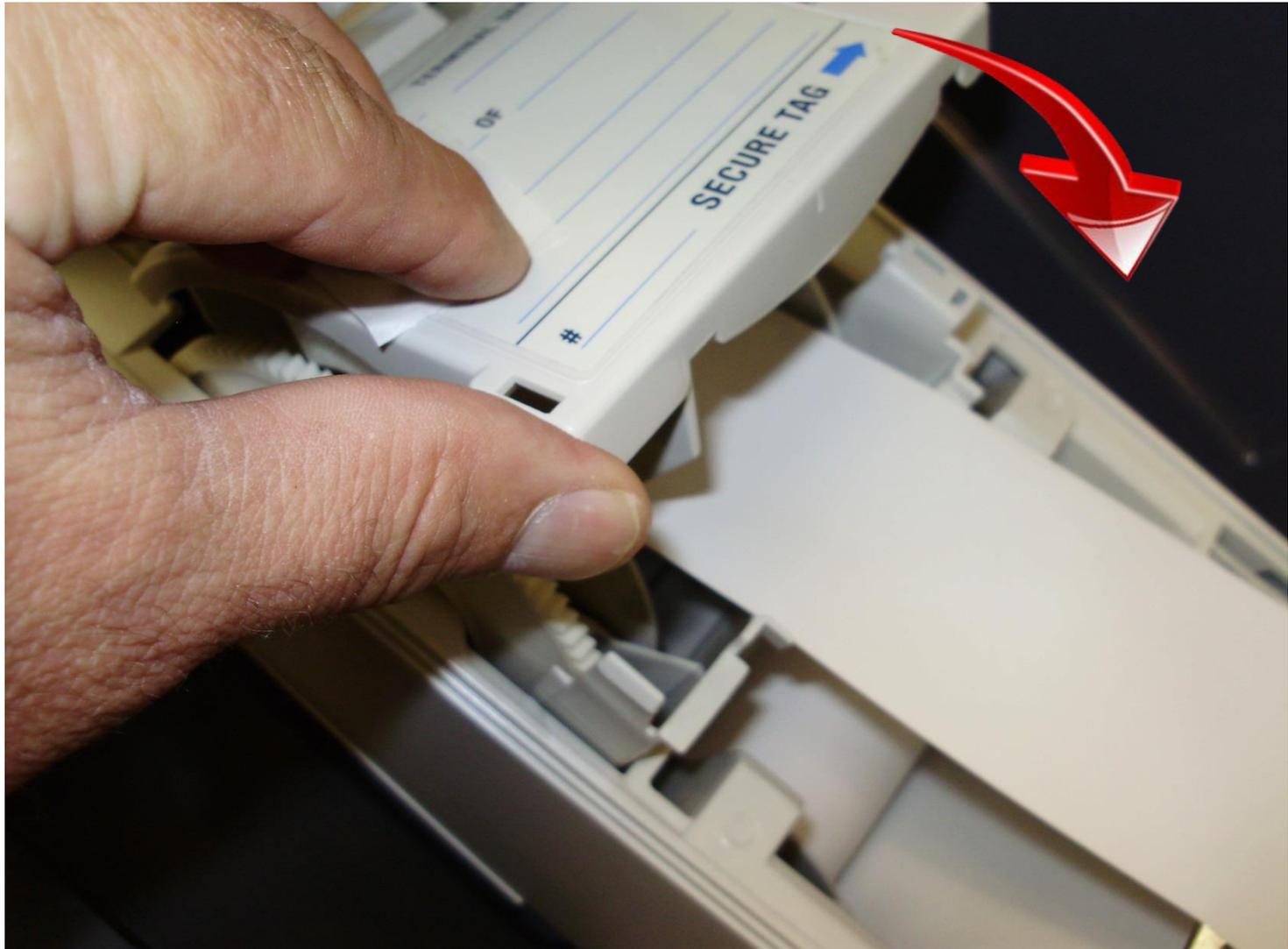
27. Wind excess paper around it.



28. Place spool into canister.



29. Close canister lid and pinch edge (lower corners) to snap shut.

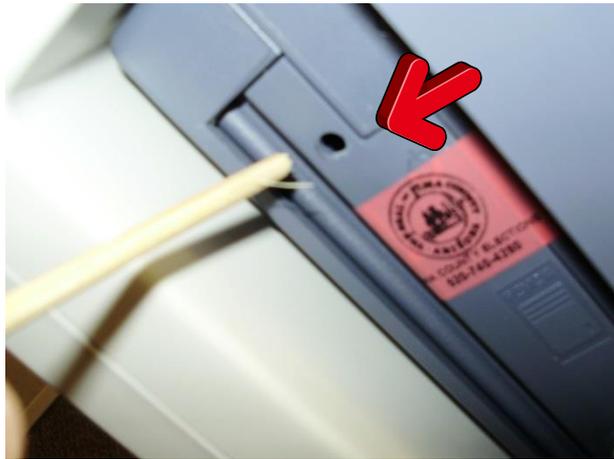


30. Plug in the unit (right side). Make sure the plug is all the way in. (Note: Unit must be plugged into an outlet or power strip that is plugged into an outlet. If a power strip is used the switch must be in the “ON” position.)

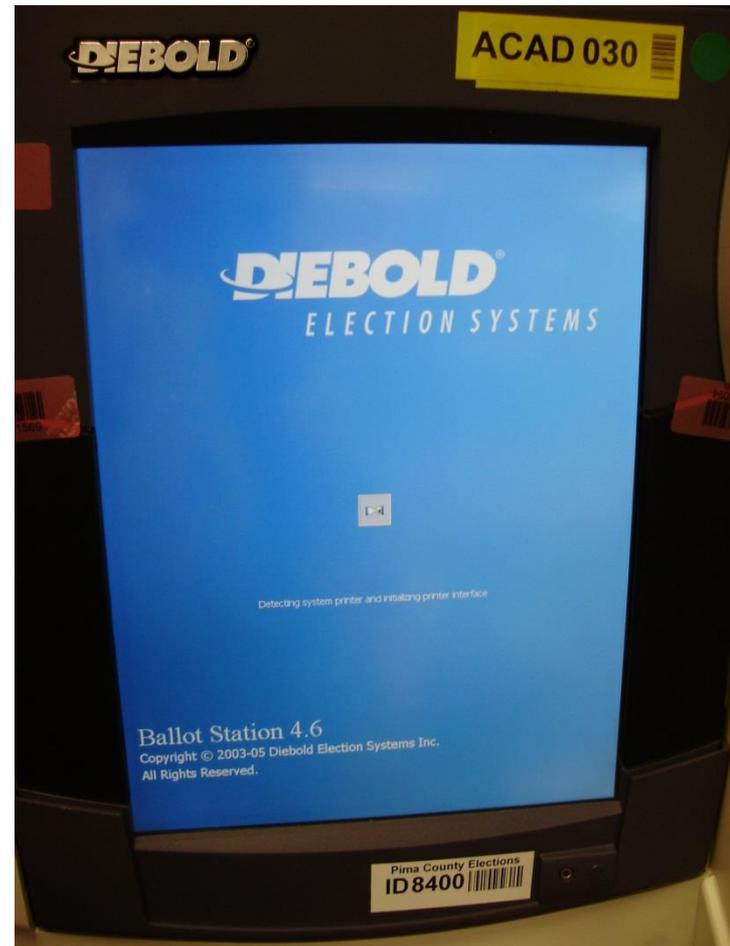


31. Gently insert the chopstick in the side of the machine (upper left corner on tablet) to turn the unit on.

Chopstick goes in the hole



Press lightly



Screen display will come on

32. The viewing screen will run through several evolutions and then stop on the Test Print screen

DIEROLD

AVPM Printer Notification

Install Printer Hardware

 BEFORE PROCEEDING, PLEASE INSTALL AND TEST THE PRINTER AS DESCRIBED IN THE POLLWORKER DOCUMENTATION. WHEN YOU HAVE FINISHED, TOUCH THE OK BUTTON TO CONTINUE.

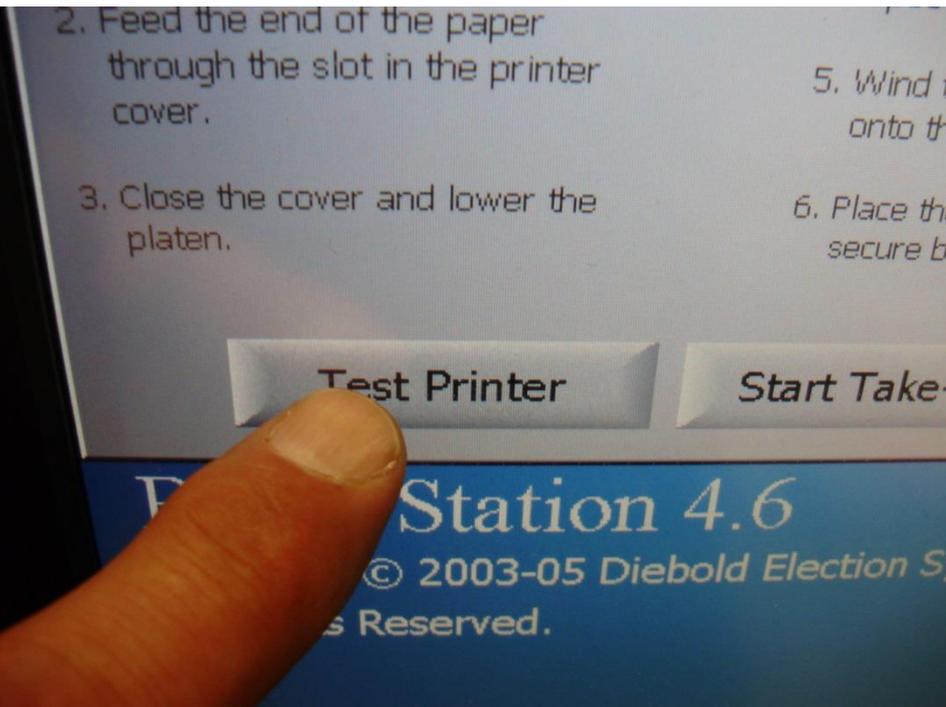
Refer to the instructions below for loading and testing the printer.

		
1. Lift the platen and printer cover to install the paper roll.	4. Insert the free end of the paper into the slot in the take-up spool as shown.	7. Test the printer by pressing the 'Test Printer' button below.
2. Feed the end of the paper through the slot in the printer cover.	5. Wind the paper several turns onto the take-up spool.	8. Run the take-up motor to take up any slack in the paper.
3. Close the cover and lower the platen.	6. Place the take-up spool into the secure ballot canister.	9. Press OK to continue, or Cancel to exit to the menu.

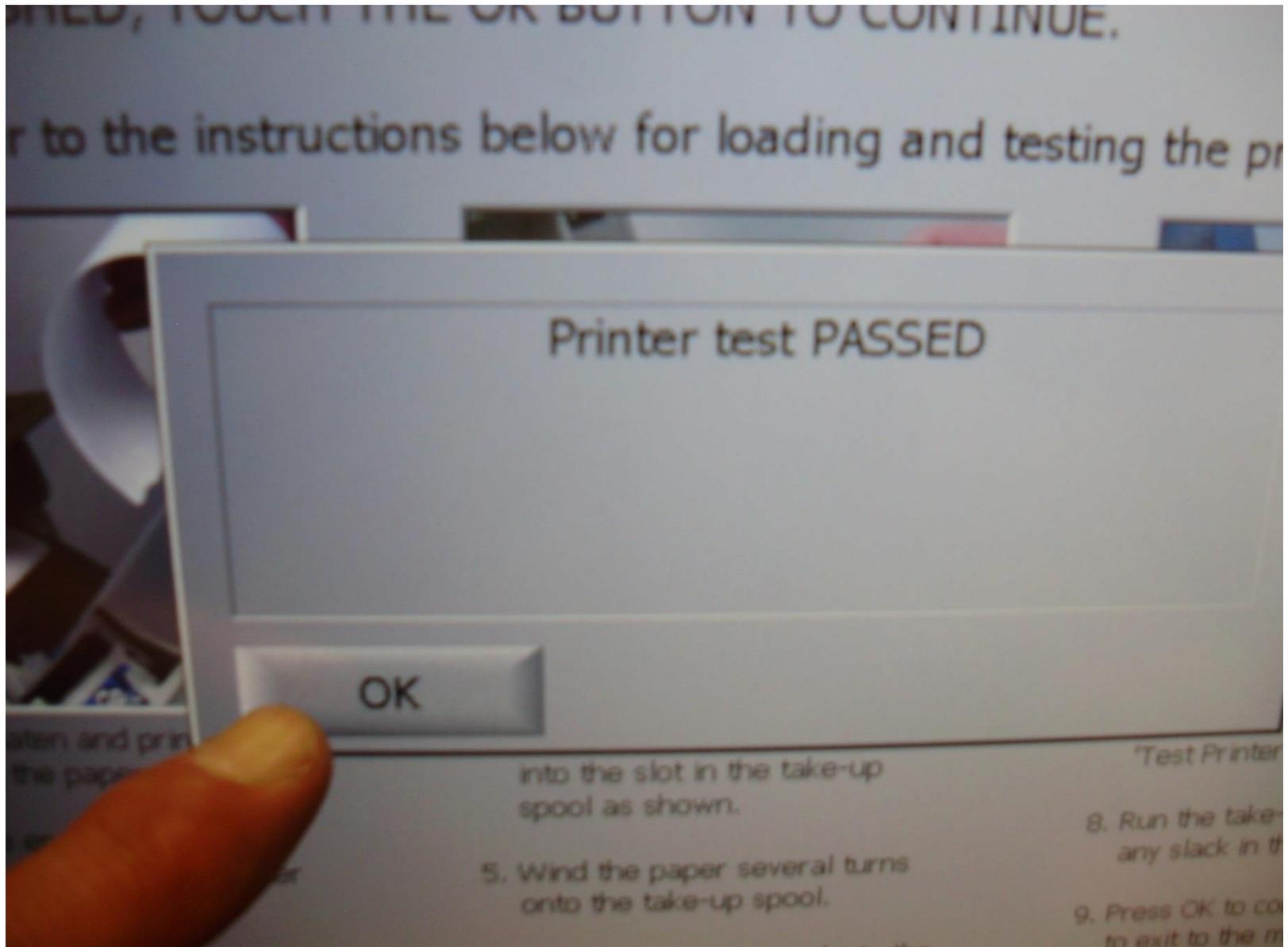
Test Printer **Start Take-Up** **OK** **Cancel**

Ballot Station 4.6

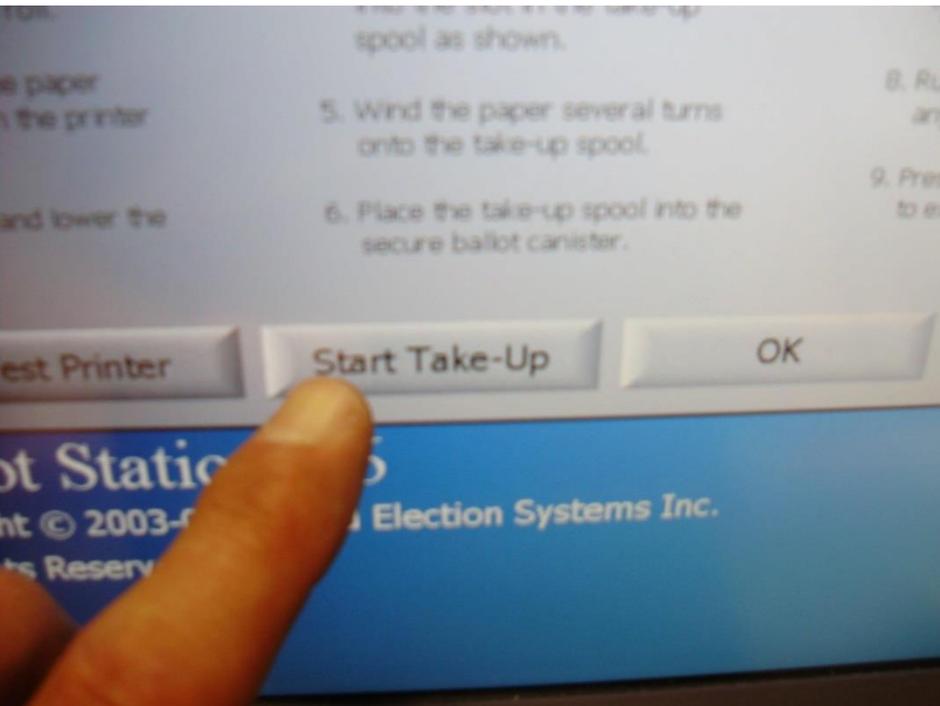
33. On the screen, press Test printer button and wait for the printer to complete running.



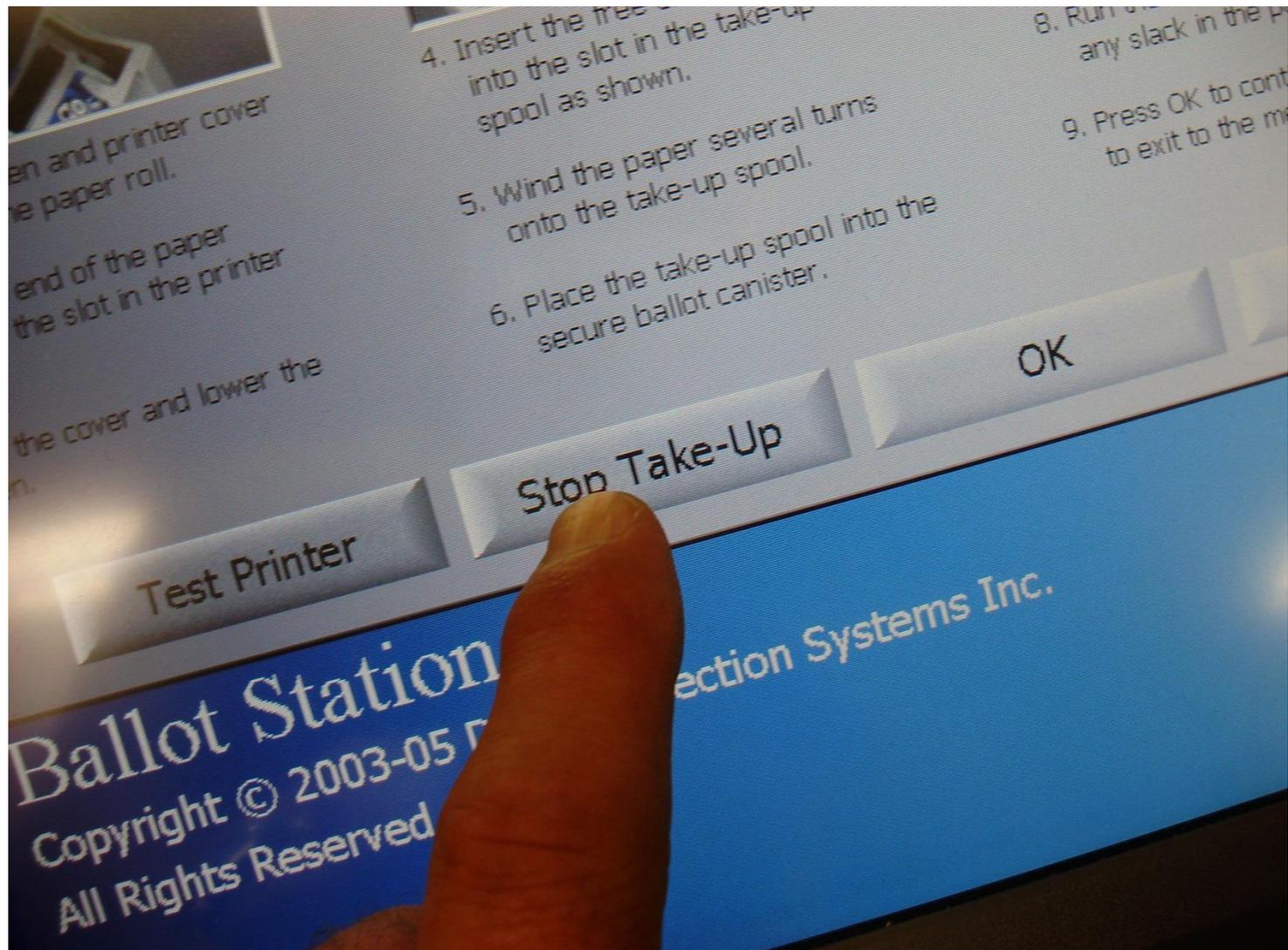
34. Press OK on the Printer Test Passed screen.



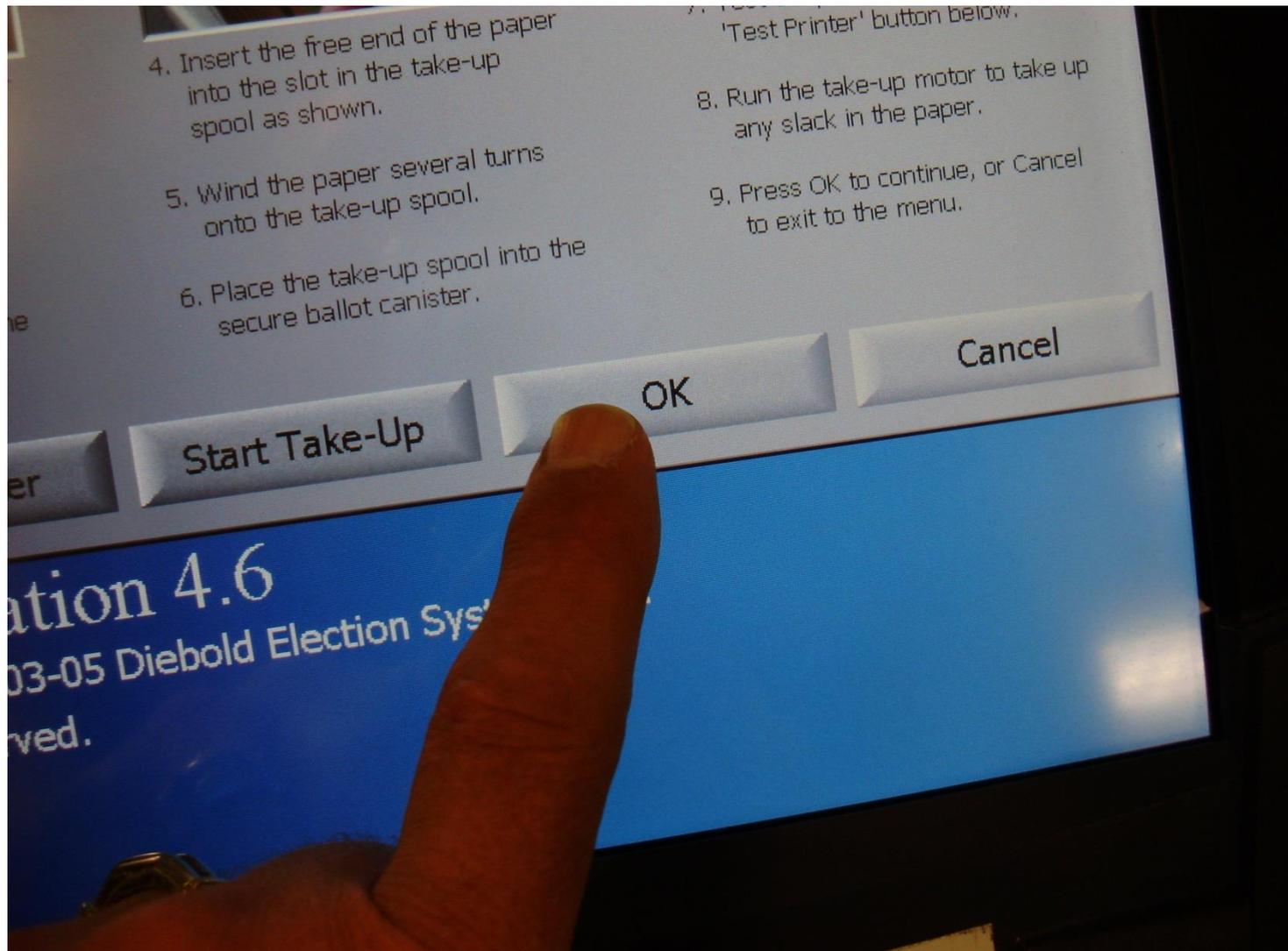
35. Press Start Take-Up button and wait for printer to complete process.



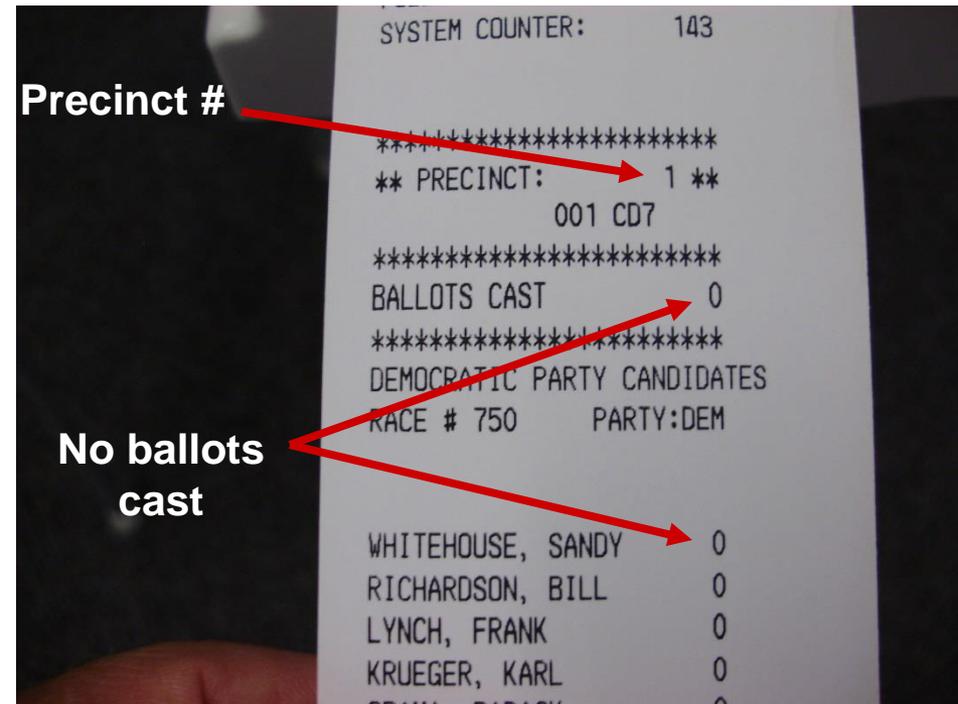
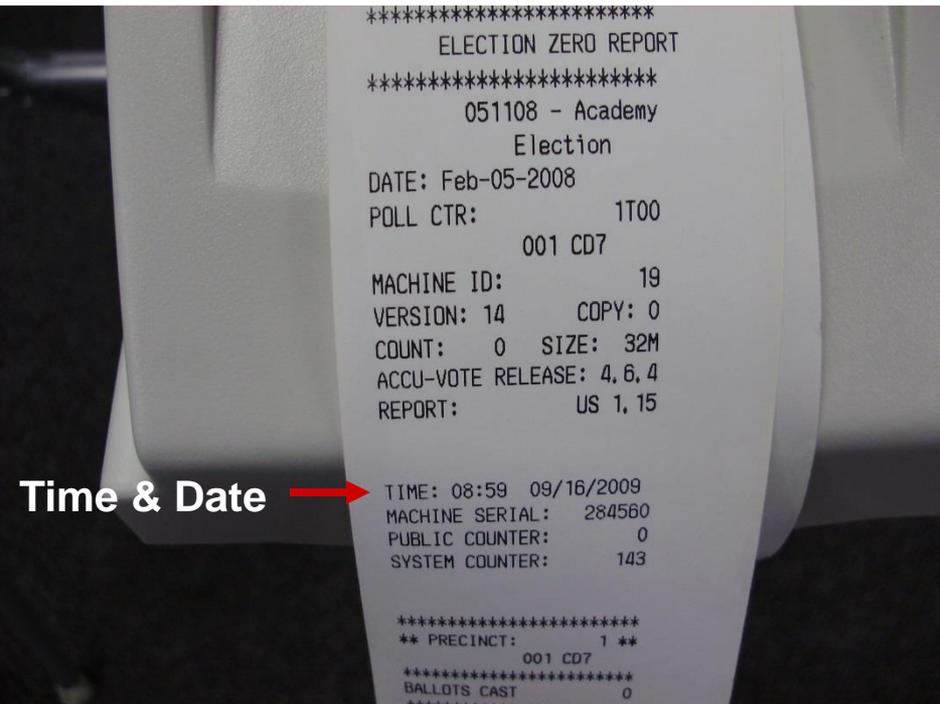
36. After the printer has taken up the slack on the tape, if the printer continues to click, hit the Stop Take-up button.



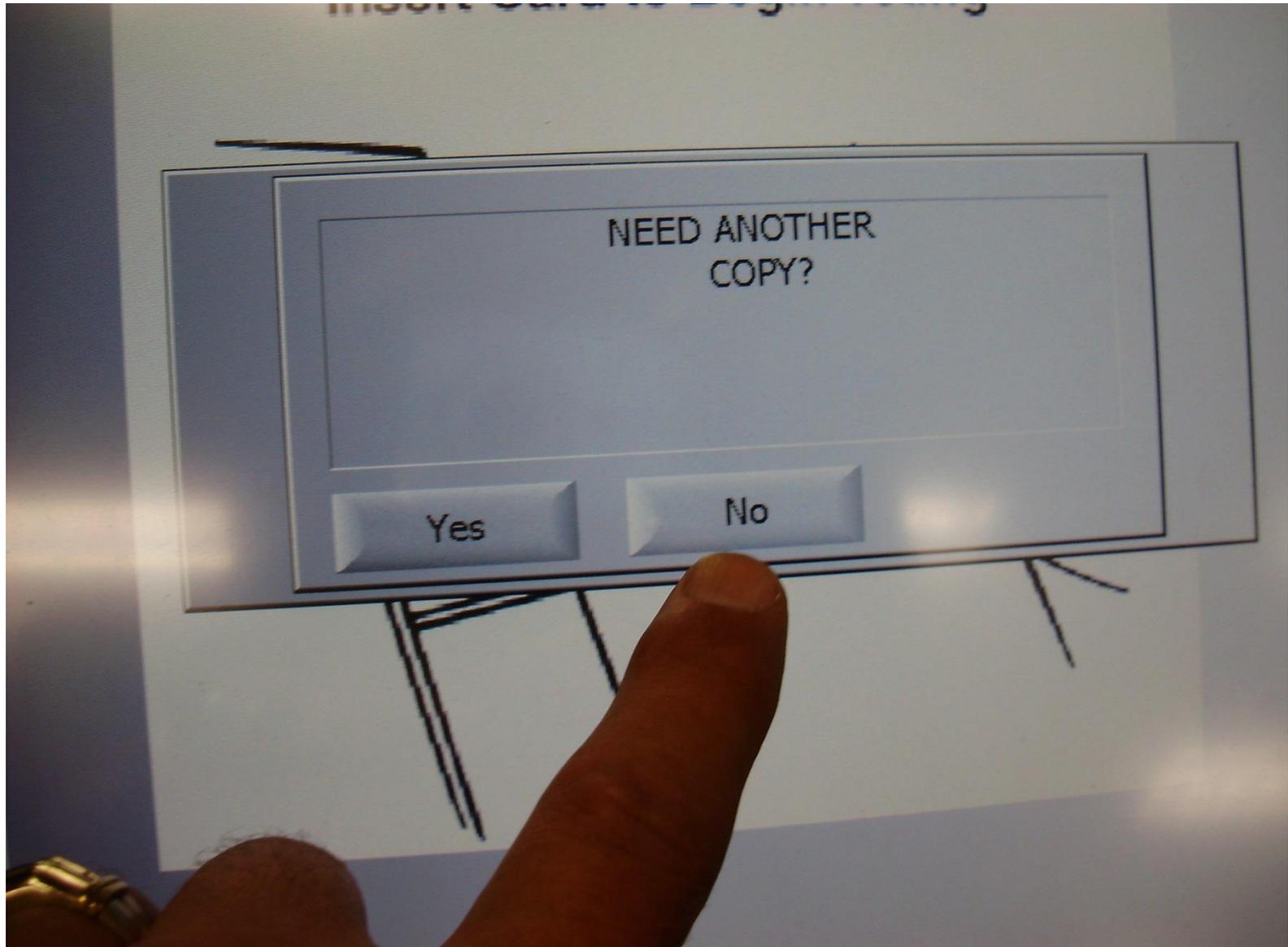
37. Press OK on the screen.



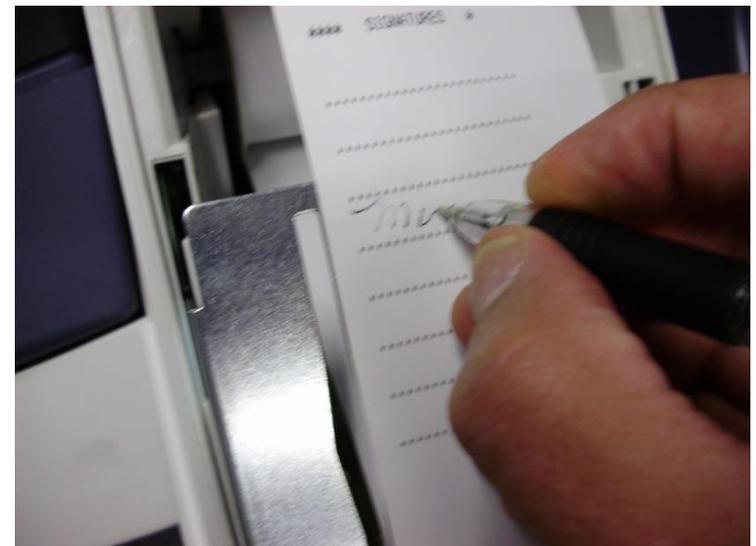
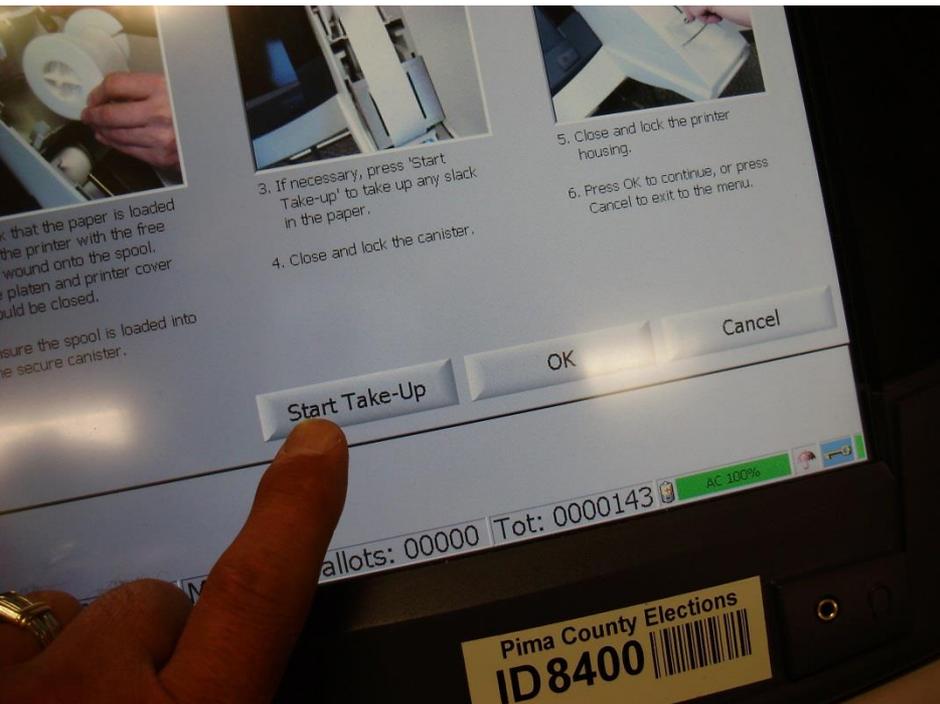
38. Zero Report will print. Check Zero Report against ballots and ensure that no votes have been cast.



39. Need another copy, press NO.

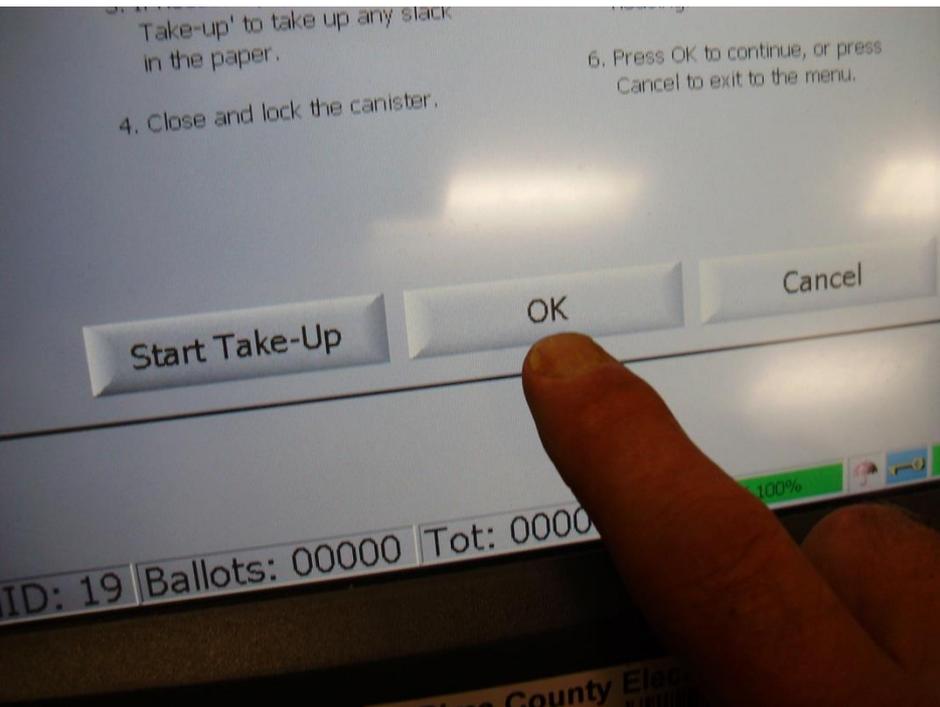


40. Press Start Take-Up button. The Inspector, JOP, & JSP MUST sign the Zero Report.



(If directed by the Inspector, other board members will sign the Zero Report also.) ⇒

41. Press OK button and wait for printer to complete process. Ensure paper is taut with no slack.



42. Raise canister and affix security seal to the side of the canister. Place canister back into position.



43. Close printer module lid and lock with the key. Printer is now ready.



44. Plug the headphones into the jack on the front of the tablet. Hang headphones over the privacy panel.



45. Place keypad on top of printer module.



The keypad should sit flush against the printer cover.

Setup complete! Unit is now ready for voters.



VOTER CARD CODES FOR THE ENCODERS

Your SUPERVISOR CARD is located in a small envelope that was included with the encoders. Do NOT use the SUPERVISOR CARD for anything other than closing the Touchscreen at the END of the night. The SUPERVISOR CARD password is with the envelope.

PRECINCT: 010

PRECINCT	PARTY	BALLOT COLOR/STRIPE	ENCODER CODE
010.0		NO STRIPE	1
010.1		RED	2

INSTRUCTIONS

STEP 1 - Turn on the encoder.

STEP 2 - Insert the voter access card.

STEP 3 - Select the encoder code that matches the correct precinct, party (if applicable) and ballot color or stripe (if applicable).

STEP 4 - Press the yes button to create the voter access card. If a voter requests a special type of touch screen display, then use the following selections before hitting yes to create:

- * - MCreate - Press * once or until you see MCreate. This will make the touch screen display magnified.
- ** - VMCreate - Press * twice or until you see VMCreate. This will make the touch screen display magnified and add the audio ballot.
- *** - VHCreate - Press * three times or until you see VHCreate. This will hide the ballot on the touch screen display and add the audio ballot. With this selection, you can only vote by using the keypad and headphones.

Instructions for the Encoder are located on a bright pink piece of paper inside the plastic bag of supplies.