Now you are ready to activate each voting machine.

**Golden Rule**

Before the polls open, stand at each voting machine as if you were the voter. Imagine Voters standing in line waiting to vote. Can they see your touch screen? Can you see another Voter's screen? Would you feel comfortable voting in your precinct?

Here are some suggestions for setting up your polling location.

- 21. Place at an angle to the wall, one in front of the other or two facing each other.
Team One - Activating the Voting Machines

VERY IMPORTANT: FOLLOW THE INSTRUCTIONS ON THE SCREEN. DO NOT INSERT OR REMOVE THE PEB UNLESS INSTRUCTED.

1. Insert the Yellow Master PEB into the first voting machine. While it does not matter which machine is “the first”, we recommend you start on your left, moving to the right. The following screen will appear:

WARNING: DO NOT REMOVE PEB

Retrieving ballot from PEB
You will be notified when it is safe to remove PEB.

PLEASE WAIT ...

Caution: If the PEB is removed during this operation the process will need to be restarted.

THIS PROCESS MAY TAKE A FEW MINUTES

NOTE: The progress bars in the lower right hand corner of the screen display the status of the current process.

The machine will then display a polling location verification screen.

Verify Polling Location

“Polling location name listed here”

Is this the correct polling location?

☐ 2. If the polling location name on the machine is the same as the precinct to which you are assigned, select YES. You can check this against the poll book or the table tent.

☐ 3. If it is not correct, select NO. If you select NO, you will be instructed to remove the PEB. Close the machine doors and call 462-4100 for help. Do not continue opening machines.
4. If "YES" was selected, the machine will now display the following message:

WARNING: DO NOT REMOVE PEB

Terminal is being opened for voting.
You will be notified when it is safe to remove PEB.

PLEASE WAIT …

Caution: If the PEB is removed during this operation the process will need to be restarted.

THIS PROCESS MAY TAKE A FEW MINUTES

The machine will then display the following message:

You must remove the PEB to continue opening the terminal.

5. Remove the Yellow Master PEB. The machine will continue to open.
   o The screen will then display the following message:

This terminal is now ready for voting.

Insert PEB to Print Zero Tape

OR

Press VOTE Button to Exit

6. Press the red VOTE button at the top of the touch screen and the screen will go blank. This machine is now OPEN for voting. Move to the next machine to open.

NOTE: You will print a zero tape only after the last machine is opened.
7. Continue to open each machine as described in steps 1 – 5 on pages 26 - 27 until you get to the LAST machine.

STOP
DO NOT PRESS THE RED ‘VOTE’ BUTTON ON THE LAST VOTING MACHINE

Team One - Portable Printer Assembly & “Zero” Tape Printing

1. When the last machine is successfully opened, reinsert the Yellow Master PEB to print the zero tape instead of pressing the red vote button.


3. Plug the printer power cord into the power strip on the back of the voting machine or any available receptacle.

4. Verify the power cord is plugged securely into the lower left side of the printer.

5. Verify the snap-in data cable is plugged in on the lower right side of the printer.

6. MAKE SURE THE PRINTER IS OFF BEFORE YOU ATTACH THE PRINTER TO THE VOTING MACHINE!

7. The following choices are available:

- Print polling location zero tape now?
- Done

8. Select the option, ‘Print polling location zero tape now?’

9. Do not remove the Yellow Master PEB.
WAIT UNTIL YOU SEE THE FOLLOWING STEPS ON THE SCREEN BEFORE YOU START TO DISCONNECT ANY CABLES AND ATTACH THE PRINTER

Before you print:

1. Connect your printer or Communication Pack to the back of the voter terminal. If you are using a RTAL printer, disconnect it in order to connect the report printer.
2. If you are using a Communication Pack turn the selector switch to PRINTER.
3. Press and hold the small black button on the printer until its green light turns on.
4. Press the green button labeled 'PRINT' to start printing the report.

After you press PRINT, please wait.
This process may take a few minutes.

To EXIT printing, press the red 'CANCEL' button.

☐ 10. Disconnect the Gray RTAL cable and attach black data cable with the silver connector from the portable printer.