

**Audio-Assisted Voters will hear the following prompts and instructions:**

*To repeat instruction, press the arrow button.*

*To begin voting, press the diamond shaped button.*

*To move from contest to contest, use the arrow shaped buttons to move up and down the contest titles.*

*To vote a contest, locate the contest and press the diamond shaped button. The first candidate or selection will be read .*

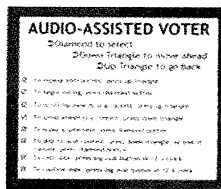
*Use the up and down arrow buttons to move from one candidate /selection to the next.*

*When you locate the candidate/selection of your choice press the diamond shaped button to vote for that candidate/selection.*

*You may change your vote at anytime until you cast your ballot.*

*To move to the next contest, use the down arrow button. It will be necessary to scroll down through the remaining candidates/selections in the current contest, to get to the next contest.*

- When the voter reaches the end of the ballot, he/she will be prompted to press the red "VOTE" button at the top, center of the machine. When the red "VOTE" button has been pressed, the voter will be notified of any "un-voted" or "under-voted" contests, or even if the ballot has been left blank.
- The voter has the option of reviewing the ballot and making any desired changes before casting the ballot, or may press the red "VOTE" button a second time to confirm and cast the ballot.



Go online to [www.OhioVoterEducation.com](http://www.OhioVoterEducation.com) to simulate an audio ballot to familiarize yourself with what an audio ballot-voter will hear.

## **Section 4. Closing the Polls: An Overview**

- Voters in Line at 7:30 p.m.
- Closing the Voting Machines
- Printing and Distributing Election Results
- Packing Zone and Non Zone Supplies
- Disassembling the Voting Machines and Packing the Security Cart
- Are We Done Yet?
- What Happens Next: Election Night Overview in Franklin County

## Closing the Polls



### **Voters in line at 7:30 pm are Eligible to Vote**

**NOTE:** The following three steps are only used when voters are still in line after 7:30 pm. To mark the end of the line, if it is not discernable, one of the judges should stand at the end and inform any additional voters who arrive after 7:30 pm that the polls are closed and only those voters in line at 7:30 pm are permitted to vote.

- 1. When the machine's internal clock reaches the pre-programmed official poll closing time (7:30 p.m.) and a Blue Supervisor PEB is inserted, the screen will display the "**Close Option Menu.**" If qualified voters are still waiting in line, select the box next to "**Exit This Menu**" to activate a ballot.
- 2. This "Close Option Menu" will come up every time a BLUE PEB is inserted past the scheduled poll closing time. Select "**Exit This Menu**" to initialize a ballot for each voter until all qualified voters in line have been allowed to vote.
- 3. Let the voter cast his/her vote as usual.



**The Presiding Judge divides the workers into two teams. Team One closes the machines while at the same time Team Two packs away the non ZONE supplies and assists in disassembling the voting machines.**



### **Team One- Closing the Voting Machine**

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

The machines will not allow you to close them before the internal clock reaches the pre-programmed official poll closing time (7:30 p.m.). When poll closing time is reached and all voters in line at 7:30 pm have voted, put away the Blue Supervisor PEBs and follow the steps below to close each machine.

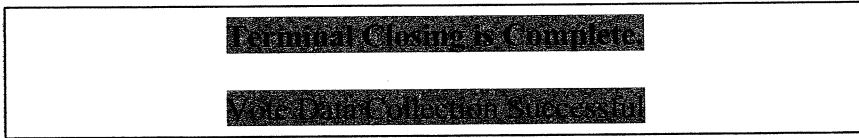
- 1. Remove the Yellow Master PEB from the Voting Machine Supply Pack in the supply compartment of the Voting Machine Storage Cart, and insert the Yellow Master PEB into the first voting machine that you opened in the morning.
- 2. When the machine displays the "Close Option Menu," select "Close the Polls."
- 3. The machine will display the following message:

WARNING: DO NOT REMOVE PEB  
Preparing to collect votes to PEB.  
You will be notified when it is safe to remove PEB.  
  
PLEASE WAIT ...

The machine will then display the following instruction:

You must remove the PEB now to  
  
continue closing the terminal.

- 4. Remove the **YELLOW Master PEB**. The machine will continue to close.
- 5. The following screen is displayed when closing is complete.
- 6. **Touch the screen and the machine will power down.**



- 7. Continue closing all machines by following the steps just described by inserting the **YELLOW Master PEB** into each machine.



### **Team One - Printing Results Tapes**

The instructions for printing your Results Tapes are very similar to the instructions for printing your Zero Tapes on Pages 28 - 32 of the Precinct Election Officials Checklist.

- 1. After you have closed the last machine that was opened last in the morning, reinsert the **YELLOW Master PEB** to print the polling location results tapes.
- 2. Get the portable printer that is plugged in and charging.
- 3. Plug the power cord into the power strip on the back of the voting machine or any available receptacle.
- 4. Verify the power cord is plugged 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. The following choices are available

The following report choices are available:

Print polling location results tape

Done

7. Select "Print polling location results tape."
8. Do not remove the **YELLOW** Master PEB.
9. **WAIT!** until you see the following steps on your screen before you start to disconnect cables and attach the portable printer.

### Before you print:

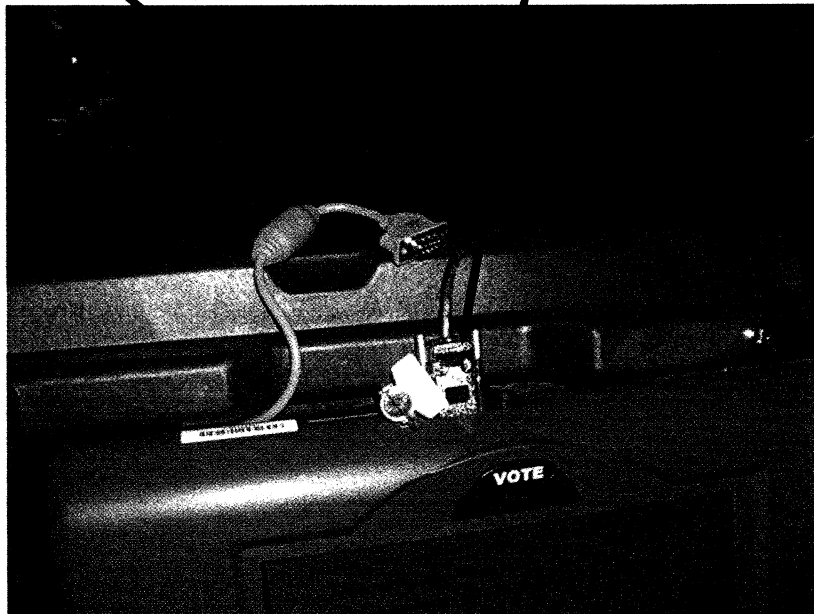
1. Connect your printer or Communication Pack to the back of the voter terminal. If you are using a RTAL printer, disconnect it in order to connect the report printer.
2. If you are using a Communication Pack turn the selector switch to PRINTER.
3. Press and hold the small black button on the printer 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.



- 11. Turn the portable printer on.
- 12. PRESS the green "Print" button on the voting machine screen
- 13. Two reports will automatically print. If not, you will be asked if you want to print another report. (Only Press the green "PRINT" button one time and WAIT!)
- 14. After the reports are printed, press DONE.
- 15. Disconnect the metal 'D' shaped connector from the machine and reconnect the gray VVPAT printer connection. **Make sure both the gray RTAL printer and the black power cable on the machine are tight and secure.**