7) Two printers:
   - **Real Time Audit Log (RTAL)** – is attached to the voting machine. Prints the ballot choices as the voter is voting
   - **Portable printer** – used only during the opening and closing procedures to print the Zero Tape and Results Tape from ONLY the LAST voting machine opened and closed. Be sure the green “ON” light is lit indicating that the printer is ready to begin printing.

![Portable Printer Diagram]

Note: Only two copies of the zero report and two copies of the results report are required: one is publicly posted, and the other returned in the VOTR Book to the Board of Elections after the polls are closed.

**PRINTER AUTOMATICALLY PRINTS 2 COPIES!**

**Important Reminders:**

1. There may be a brief delay between the moment you touch the PRINT button on the screen and the moment at which the portable printer begins printing
2. In order to keep the printer fully charged during the day, it is advisable to leave the printer **plugged in ALL DAY!** (Holding down on the small black button on the printer for about 5 seconds will put it in “charge” mode.)
3. When done with the printer at the end of the day, be sure to touch the small power button to turn it off
Section 2: Opening the Polls

- Presiding Judge Responsibilities Before Election Day
- Setting up the Voting Location
- Checking and Arranging the Precinct
- Election Day Checklist
  - Assembling the Voting Machines
  - Completing Certificate #1
  - Opening the Voting Machines (Grid)
- Preparing to Check in Voters
- Administrative Duties: Before Processing Voters
- Are You Ready?
Presiding Judge Responsibilities
Before Election Day

Presiding Judge Duties to be Completed Before Election Day

• Pick up your supplies at the Board of Elections Warehouse at 1719 Alum Creek Drive on the Saturday before Election Day between 8:00 am and 1:00 pm.

Visit Your Voting Location

• Have you checked about parking and accessibility for disabled voters?
• Have you checked availability and placement of tables and chairs?
• Do you have a contact number for a person in your facility for assistance?
• Do you know the location of lights?
• Have you verified that your machine carts have arrived or when they will arrive and where they will be?
• Have you checked out other comforts such as restroom, kitchen, microwave, fridge, water, etc?
• Have you thanked your contacts?
• A list (which is subject to change) of your fellow Precinct Election Officials assigned to your precinct is enclosed in your supplies.

Review Supplies

• Using your supply checklist, verify that you have received all of your necessary supplies for Election Day. If supplies are missing, call 462-4100.
• If you have received a Supplemental Absentee Voter List, mark the names of voters with an “AB” in the Signature Poll Book. Also mark all three of the voter registration lists for each AB voter. A judge of the opposite party must review this list again on Election Day.

Cancellations or Missing Supplies?
Call the Poll Worker Hotline at 462-4100

STOP
Do NOT remove voting machines from carts and attempt to setup prior to the morning of the Election!
Do NOT remove the green tamper tape security seals that protect the flash memory cards or remove them until the end of Election day!
Setting up the Voting Location

Precinct Election Officials (PEOs) should arrive at the voting location no later than 5:30 a.m. on Election Day.

The Presiding Judge may have a key to the voting location provided in the Precinct supply bag.

The Presiding Judge received a cell phone prior to Election Day. Plug in the cell phone as soon as you arrive in the precinct and leave it plugged in – it is your lifeline to the Board of Elections.

If you own a personal cell phone, we encourage you to bring it with you on Election Day.

Please leave the phone on the entire day—up to the time the Presiding Judge leaves to deliver supplies to the zone, in case the BOE needs to contact the Presiding Judge

- If the Presiding Judge has not arrived by 5:45 a.m., call the PEO Hotline at 462-4100.
- If you cannot gain access to the voting location, call the PEO Hotline at 462-4100.

NOTE: Dividing voting location staff into two teams will help speed up the poll opening process. One team can assemble and open the voting machines, using the checklist; the other team can set up the check-in table, post signs, and take care of administrative duties.

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?
SAMPLE ROOM LAYOUT
Also see page 25

1. Voter Enters
2. Voter checks in
3. Voter receives Authority-to-Vote slip OR
4. Voter receives Provisional Ballot Form
5. Voter Votes
6. Voter Receives “I Voted” sticker
7. Voter Exits

PEO = Precinct Election Official
Checking and Arranging the Precinct

STOP

The Presiding Judge should divide the workers into two teams. Team One sets up and opens the machines while at the same time Team Two sets up the voting location, posts signs and arranges the check-in table.

Election Day Checklist

Have one Judge check off each step as you go.

If the security cart and voting machines are not in the precinct, call the PEO Hotline at 462-4100.

Team Two: go to page 34 for the Team Two checklist

Team One - Setting Up Voting Machines

☐ 1. Roll Voting Machine Security Cart to desired location and put on the brakes.
   - Voting machines should be convenient to wall sockets or power outlets
   - Pathways to the voting machine and check-in table are not obstructed
   - Voting machines must be positioned so that the screens are not visible to the public, Precinct Election Officials, and other voters. Refer to Step 21 on Page 25.

☐ 2. Check precinct identification card on cart to make sure the correct cart has been delivered to the correct location. If the precinct information is incorrect, call the PEO Hotline at 462-4100.

STOP

If any seal is broken, or if any tamper tape has been torn, call the PEO Hotline immediately at 462-4100, and do not use the voting machine unless instructed by the Board of Elections.

☐ 3. Remove from the locks and record the red tamper safe security tape numbers on Certificate 1 in the precinct workbook.

☐ 4. Unlock the Voting Machine Storage Cart with the key attached to the phone bag. Place the locks in the storage compartment until needed at the end of the day.
5. Check the machine serial numbers found on the legs of the voting machines against the machine list found in the Voter Official Tabulation Results Book (VOTR) found in the Voting Machine Security Cart, and record the serial numbers on BOTH Certificate 1 and Certificate 2 (record in the same order for closing).


7. Check that you have received all these voting location supplies:

**Compartment No. 1**
- Wire cutters (plastic pouch on side wall of compartment)
- Flags/"No Campaigning" signs
- Extension cord with adaptor
- Magnifier Sheet (be sure to return it to protective cover when not in use)
- Large manila envelope for all supplies not returned to the drop-off zone

**Compartment No. 2**
- Voting Machine Supply Pack
  - Portable printer with power supply
  - Master PEB (yellow band)
  - Supervisor PEBs (blue band)
  - Blue seals (for sealing machines at end of election)
  - Two red tamper safe security tapes (for sealing both cart locks after the election)
  - Audio headset
- Voter Official Tabulation Results Book (VOTR)

8. Remove the blue separator bar that secures the machines in the cart.

9. Using two precinct election officials, carefully remove the booth from the Voting Machine Storage Cart.

10. With the wheels on the ground, push the booths to the desired location and lay them flat on the floor.
11. Carefully pull the legs away from the center. Do not force the legs open.
The legs will resist further opening once they are fully extended.

**NOTE:** The legs should snap into place when you close them for transportation.

12. Using two Precinct Election Officials, lean the booth forward so that it rests on the legs.

![Booth being moved](image1.jpg)

13. Using two Precinct Election Officials, lift the voting machine portion of the booth up and away from you to position it. When correctly positioned, the box snaps in place and is at a 45-degree angle away from you. *(BE CAREFUL NOT TO PINCH YOUR FINGERS!)*

![Booth being positioned](image2.jpg)

14. The doors are held together with Velcro and a blue seal. Use the wire cutters in Compartment 1 of the Cart to remove the seal. Be gentle with the doors as they can snap off when pushed beyond full extension.