

# Opening the Polls -- Setting up the Ballot Counter

## Set up the Ballot Box and Ballot Counter

**1** Remove ballot box from bag and unlatch 4 clips to expand the box.



**2** Expand sides and lower bottom panel into place. Be careful to avoid pinching your fingers.



**3** Unhook 3 straps to release top panel. Then lift the top panel and press it into place.



**4** Unlock and open front door, and press bottom panel down to lock in place.



**5** Reach inside the ballot box, and pull the string down and toward you to slide the locking mechanism into the unlocked position.

**6** Check seal number on ballot counter case (blue seal around handle) and write the number on the Official Certification Form.

Cut the seal and place it in blue tub.



**7** Align ballot counter's feet with indentations on top of the ballot box, and put the ballot counter firmly in place.



**8** Reach inside ballot box and push the string away from you to slide the locking mechanism into the locked position.

**9** When the ballot counter is locked in place, close and lock front door.

(Continued on other side)

## Opening the Polls - Setting up the Ballot Counter (continued)

**10** Open ballot counter and lock lid in place.



**11** Unlock and open latch to remove tablet.



**12** Place tablet in cradle and lock in place using an equipment key.



**13** Plug the power cord into the back of the machine, then plug the cord into an electrical outlet. Turn the machine on by pressing the red power button on the back of the machine.



**14** The ballot counter will take about 5 minutes to complete its power-up process.

Write the memory card seal number on the Official Certification Form.

**15** When prompted, select **Print Zero Report**. When printing is complete, verify that the precinct number and candidate information is correct, and that zero votes have been cast.

**16** To open the polls, select **Open the Polls**, then enter the **Poll Worker code**:



Select **Accept**, and wait for the open polls report to print.

**17** Tear off the report that includes the zero tape and open polls report. All election judges present must sign the report.

**18** Place the signed report in the Summary Statement envelope for Ramsey County. Do not seal the envelope until closing duties are complete.

**The ballot counter is now ready for voting.**

# Opening the Polls - Setting up the Ballot Marking Device

## Assemble the Ballot Marking Device stand

**1** Remove the stand and its parts from the transport bag.

**2** Place the stand upside down, grab the handle and slide legs into place. Keep hands away from sharp metal edges.

**3** Attach rear leg assembly and front legs, pressing metal buttons to lock them in place.



**4** Place stand right side up, then attach privacy screens.

## Set up the Ballot Marking Device

**5** Set the device on the stand. Align the feet with the indentations on top of the stand.



**6** Reach under the top of the stand and push back the latch to secure the device in place.



Open the case and lock lid into place.

**8** Unlock and open latch, remove tablet.



**9** Place tablet into its cradle and lock in place.



**10** Connect the power cord to the device by first plugging the power cord into the back of the device. Then plug the power cord into an electrical outlet.

**11** Set up printer table near the device and place printer on top, then connect the printer to the device. Plug the square end of cable into the printer. Then plug the USB end of the cable into the back of the device.

**12** Connect the power cord to the printer by first plugging the cord into the back of the printer. Then plug the printer power cord into an electrical outlet.

**You are now ready to create a test ballot (next page).**

## Opening the Polls - Setting up the Ballot Marking Device (continued)

### Print a Test Ballot



Turn printer on by pressing the power switch on the side.

**14** Turn on ballot marking device by pressing the red power button on the back of the device. Wait for the device to power up.

**15** Verify that the number on the memory card seal matches the number on the official certification form. Write the seal number on the Official Certification Form.

**16** When prompted, select **Print Zero Report**. Verify that the information on the zero tape is correct.



**17** Select **Open the Polls** on the display screen. When prompted, enter the **Open the Polls code** (same as the Poll Worker Code) and select **Accept**. An Open the Polls report will print.

Tear off the **Print Zero Report** and **Open the Polls** report and place them in the black folder. Election judges do NOT need to sign these reports.

**18** Press the blue Poll Worker button on the back of the device to complete a test ballot.



**19** Enter your poll worker code, then select **Create Ballot Access Code**.

**20** Select your precinct, then select **Yes, Print Code**. Remove the printout and type the **Access Code** from the printout on the screen.



**21** Cycle through the candidates to make sure they are the same as those on the sample ballot for your precinct.

**Do NOT vote for any candidates.** Test headphones and peripherals to make sure they are working properly.

**22** Make sure there is at least one piece of colored paper in the tray. Select **Print** and then **Yes, Print Ballot**.

**23** Place the test ballot and access code printout in the Test Ballot envelope. Place envelope in the blue tub.

**24** Remove all paper from the printer tray and place colored paper in the green box.

**The device is now ready to be used by a voter.** When a voter wants to use the device, you will need to add one piece of blank paper and enter the Ballot Access Code.