

# Opening the Ballot Marking Device

## Items Needed

- ✓ Clerk Keys
- ✓ Pen or Pencil
- ✓ Seal Envelope
- ✓ Seals
- ✓ Pouch
- ✓ Clerk Binder



### Step 1

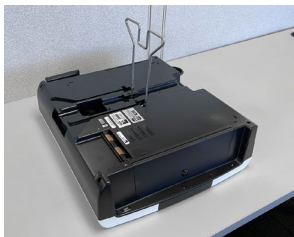
- Verify the seal number on the carrying case matches the number on the seal envelope.
- Cut it and place it in the envelope.

### Step 2

- Remove the ballot marking device, power cord, and headphones from the case.
- Place the device face down on a table.



### Step 3



- Pull out the kickstand.
- Squeeze the legs to allow the kickstand to be placed in the fully extended position.

### Step 4

- Plug one end of the power cord in the back of the device and the other end in a power source.



### Step 5

- Arrange the rectangular power supply under the kickstand to secure the wire.



### Step 6

- Open the left side access door.



### Step 7

- Flip the power switch to *on*.
- Make sure the mode switch is on *voter* and the ADA controller is plugged in.
- Place ADA controller to the side of the device.

### Step 8

- Carefully close the access door, making sure that the cord for the ADA controller passes through the cut out in the door.
- Lock the door and add tape seal.
- Hang the headphones on the hook.



### Step 9

- During start up, a welcome screen will appear.
- When prompted, enter the election code provided by the county office.
- Touch *Accept*.

### Step 10

- On the next screen, confirm the device is plugged into power, and the election name, polling place, date, and time are correct.
- Touch *OK*.



### Step 11

- Place a privacy screen around the device.

### Step 12

THE BALLOT MARKING DEVICE IS NOW READY FOR VOTING.



# Closing the Ballot Marking Device

## Items Needed

- ✓ Clerk Keys
- ✓ Pen or Pencil
- ✓ Seal Envelope
- ✓ Seals
- ✓ Pouch
- ✓ Clerk Binder



### Step 1

- Verify seal on left side access door.
- Remove the headphones and open the left side access door.

### Step 2

- Switch the power to *off*.
- The device will shut down.

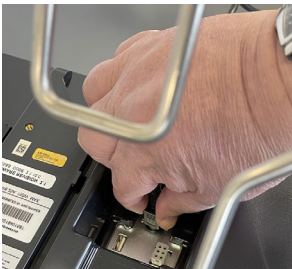


### Step 3

- Close and lock the access door.
- Return ADA controller to the left side of the Ballot Marking Device.

### Step 4

- Unplug the power cord from the power source.



### Step 5

- Turn the ballot marking device over.
- To remove the power cord from the back of the device, slide the sleeve on the plug up while pulling it out.

### Step 6

- Push the kickstand down into the locked position.



### Step 7

- Fold the power cord and place it in the side pocket of the case.
- Return the ballot marking device and headphones to the case.
- Seal main zipper handles of carrying case.

### Step 8

THE BALLOT MARKING DEVICE IS NOW CLOSED.

