

OPENING THE BALLOT MARKING DEVICE

Step-by-Step Setup Instructions



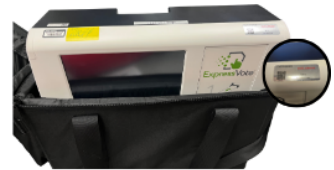
Step 1

- Verify that the carrying case seal number match the numbers listed on the seal log. Cut the seal and place it inside the container provided by the county.
- For BMD on a curbside cart, verify the side door seal number.



Step 2

- Verify the asset number/ serial number on the top right corner of the BMD.



Step 3



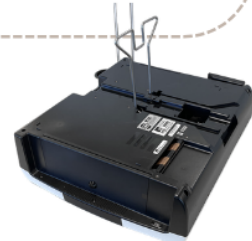
- Remove the ballot marking device, power cord, and headphones from the case.
- Place the device face down on a table.



Step 4



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



Step 5

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



Step 6

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

Step 7

- Open the thumb drive compartment door. Verify the thumb drive seal number using the seal log. Do not remove the seal.



Step 8

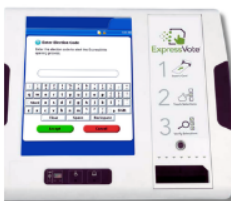
- Flip the power switch to ON.
- Place ADA controller to the side of the device.

Step 9

- Carefully close the thumb drive compartment door, making sure that the cord for the ADA controller passes through the cut out in the door.
- Lock the door and add a seal. Record the seal number on the seal log.
- Hang the headphones on the hook and only plug in when in use.



Step 10



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

Step 11

- 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 12

- Place a privacy screen around the device.



Step 13

- THE BALLOT MARKING DEVICE IS NOW READY FOR VOTING.

Closing the Polls

Step 1

- Verify the side door seal number against the seal number on the seal log. Remove the seal and place it in the container provided by the county. Remove the headphones and open the thumb drive compartment door.

Step 2

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

Step 3

- Close and lock the thumb drive compartment door.
- Return ADA controller to the left side of the BMD.

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 and record on seal log.

Step 8

- THE BALLOT MARKING DEVICE IS NOW CLOSED.