

# OPENING PROCEDURES

# POLL PAD ASSEMBLY



## 1. Check security of case

**STOP! If Poll Pads were not updated with latest voter file, first use separate Poll Pad Update guide. Notify Chief.**

- ☐ If Poll Pad has not been opened, seal will be green.  
If Poll Pad was updated on Monday, seal will be yellow.
- ☐ Verify that the blue tag number (EPB-0000) and the seal number match the **Machine Certification Form**.
- ☐ Cut seal and put in **#7 Orange Pouch**.



## 2. Remove contents from the cases

- ☐ Remove the contents from the green cases.
- ☐ Each case contains one Poll Pad and its peripherals:
  - Poll Pad
  - Poll Pad base
  - Power cord and charger
  - Clear plastic ID holder
  - Stylus



## 3. Assemble base

- ☐ Hold the Poll Pad sideways so that the home button is on the right.
- ☐ Rotate the arm so that it points toward you.
- ☐ Insert the arm into the slot in the green circle in the base.  
**CAUTION!** Push down on the arm, not on the Poll Pad.



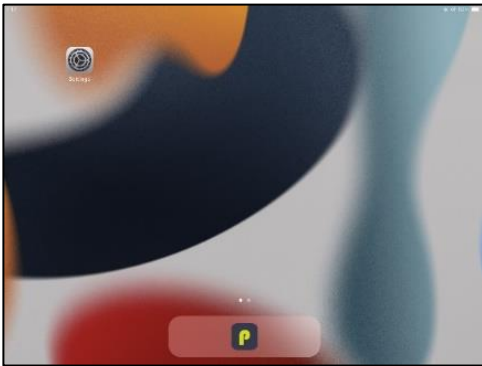
# OPENING PROCEDURES

## POLL PAD ASSEMBLY



### 4. Assemble ID holder and plug in to power

- ☐ Slide the clear plastic ID holder sideways onto the back of the Poll Pad with the white label facing up. Gently—they are easy to break!
- ☐ Insert the stylus into the round hole of the ID holder.
- ☐ Plug small end of power cable into Poll Pad below Home button, then plug large end of power cable into charger.
- ☐ Plug charger into a surge protector and keep plugged in all day.



### 5. Turn on Poll Pad

- ☐ Find the power button on the left side of the Poll Pad.
- ☐ Press and hold the power button until the Apple logo appears.
- ☐ Tap the **green “P” icon** on the bottom of the screen to start the Poll Pad application.



### 6. Finish assembly

- ☐ Make sure battery icon is green with a lightning bolt through it.
- ☐ Position Poll Pads within 30 feet of each other so they can sync.
- ☐ Check the **sync icon** that looks like two people. If the **sync icon** is red, tap it and then tap **Start Syncing**. The icon will turn yellow.
- ☐ The cloud icon may be **red** or not visible while polls are open. This is OK!



# OPENING PROCEDURES

# EXPRESSVOTE



## 1. Initial setup

- ☐ The ExpressVote is heavy. Two officers should perform these tasks.
- ☐ Identify an accessible table with space for wheelchair access.
- ☐ Provide a chair for voters.
- ☐ Lay the case down on the table. Unzip it and **gently** slide the ExpressVote out with the screen facing down.
- ☐ Remove headphones, power cord, and power brick from exterior side pocket.



## 2. Connect to power

- ☐ Connect the two halves of the power cord.
- ☐ Plug the power cord into a surge protector.
- ☐ Plug the surge protector into an outlet.
- ☐ Hold the power connector with the flat side facing up and plug it into the back of the ExpressVote. Make sure you hear/feel the click that tells you the cord is secure.



## 3. Extend prop bar

- ☐ Extend the prop bar on the back of the machine.
- ☐ The machine should be stable and resting upright at a slight angle.



## 4. Prepare keypad and headphones

- ☐ Open the access door on the left side of the machine with the black barrel key.
- ☐ Verify the keypad is plugged into the keypad port.
- ☐ The keypad is attached to the side with Velcro. Pull to detach it.
- ☐ Place the keypad and headphones on the table so they are accessible to voters. Keep headphones unplugged until a voter needs them.



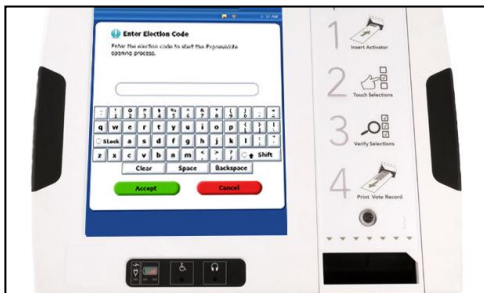
# OPENING PROCEDURES

# EXPRESSVOTE



## 5. Turn machine on

- ☐ Flip the power switch to on.
- ☐ The device will take about three minutes to power on.
- ☐ Verify the unit is receiving power by looking for the green light below the screen.



## 6. Enter election security code

- ☐ After the system initializes, enter the election security code (password), then touch accept.
- ☐ On the next screen, verify that the date, election, and precinct number and name are correct.



## 7. Prepare for voters

- ☐ Close and re-lock the access door, ensuring that the keypad cord threads through the opening in the door.
- ☐ Place a privacy booth around the ExpressVote.
- ☐ Return the carrying case to the gray supply cart.



# OPENING PROCEDURES

## DS200 BALLOT SCANNER



### 1. Front of the DS200 scanner

- ☐ Verify that green seal number on the black DS200 lid matches the number on the **Machine Certification Form**.
- ☐ Cut the green seal and place it in the **#7 Orange Pouch**.
- ☐ Use the flat silver key to unlock and open the auxiliary compartment.
- ☐ Two officers confirm that the auxiliary compartment is empty.
- ☐ Keep the silver metal flap in the upright position. Close and re-lock the compartment.
- ☐ Use the flat silver key to unlock and open the ballot compartment.
- ☐ Two officers verify that the ballot compartment is empty.
- ☐ Close and re-lock the ballot compartment.



### 2. Back of the DS200 Scanner

- ☐ Use the flat silver key to unlock the power cord compartment.
- ☐ Unwrap the power cord and plug it into a power strip or surge protector. Plug the surge protector into an AC wall outlet.
- ☐ Verify that the round silver bar is in the down position, firmly secured by the white plastic clip.
- ☐ Leave the power cord compartment open for ventilation while the voting machine is being used.



### 3. Top of the DS200 Digital Scanner

- ☐ Use the flat silver key to unlock the black DS200 lid.
- ☐ Open both latches and flip them out, then lift the black DS200 lid.
- ☐ Use black barrel key to unlock the scanner screen.





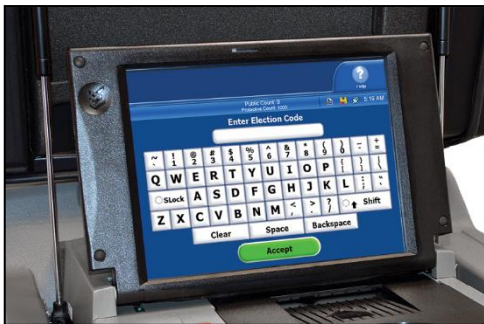
# OPENING PROCEDURES

# DS200 BALLOT SCANNER



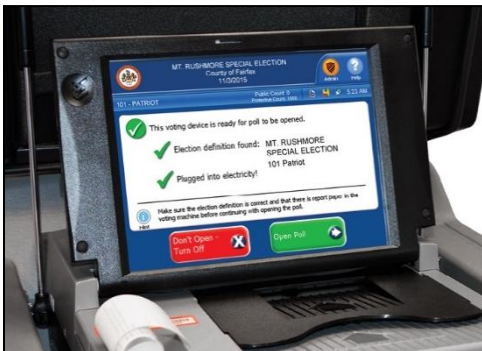
## 4. Boot up the scanner

- ☐ Lift the screen. The DS200 scanner will power on automatically. It can take 2-3 minutes until it is ready for the next step.
- ☐ Verify that the red barcoded sticker seal is securely attached across the printer access door and that the seal number matches the number on **Machine Certification Form**.



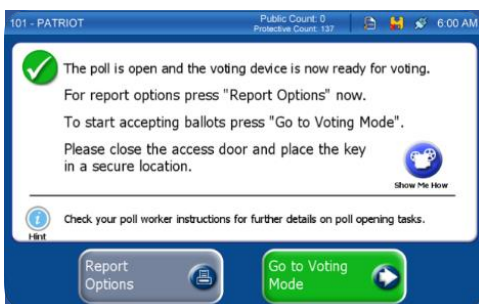
## 5. Enter election security code; verify election and power

- ☐ Enter the election security code (password) after the system has finished powering on. Password is case-sensitive. Tap **Accept**.
- ☐ The DS200 digital scanner will print a **Configuration Report**, but **DO NOT** tear off the tape yet.
- ☐ Verify on screen that the date, the election, and the precinct name & number are correct.
- ☐ Verify on screen that DS200 is receiving power.



## 6. Prepare DS200 for voting

- ☐ Tap the on-screen green **Open Poll** button. The **Ballot Status Accounting Report** and four (4) **Zero Totals Reports** will print.
- ☐ Tear off the entire tape.
- ☐ Two officers sign all four (4) copies of the **Zero Totals Report** and give the tape to the Chief. Notify Chief if any numbers are not zero.
- ☐ Verify that Public Count is zero and that Protected Count (top of screen) matches the **Machine Certification Form**. Notify Chief if counts do not match form.
- ☐ Place a privacy screen around the DS200 screen.



## 7. Ready to go!

**STOP! Do not tap "Go to Voting Mode" before 6:00 AM.**

- ☐ At 6:00 AM exactly (not earlier!), tap **Go to Voting Mode**.
- ☐ The DS200 is now ready to accept ballots.



# ASSEMBLY INSTRUCTIONS

# ABSENTEE BALLOT DROP BOX



## 1. Unpack contents from box

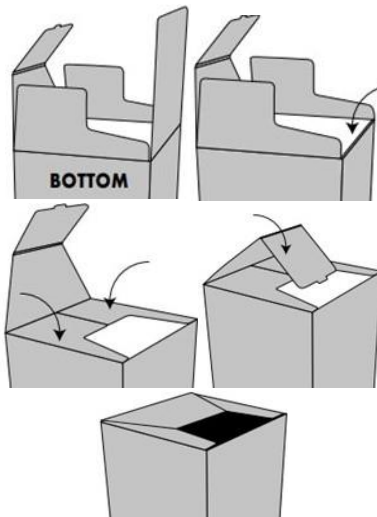
Verify you have the following items:

- ☐ One (1) gray base body.
- ☐ One (1) top lid panel.
- ☐ One (1) weighted base.



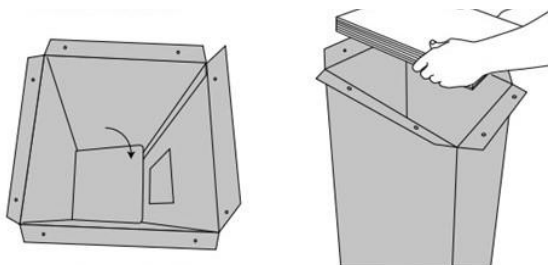
## 2. Remove the hardware from the clear plastic portfolio

- ☐ The clear plastic portfolio is stored in the gray cart. The hardware is in a clear plastic bag inside the portfolio.
- ☐ Remove the lock and key.
- ☐ There are eight bolts and eight wingnuts.



## 3. Unfold main body and fold side and back flaps

- ☐ Unfold main body unit with large flaps (bottom of unit) on top.
- ☐ Fold large end flap over and into unit as shown.
- ☐ Fold two side flaps into unit as shown.
- ☐ Bend back flap over and insert into unit.
- ☐ Fold end piece back towards rear of unit.
- ☐ Insert tab into pre-cut slot. Unit should appear as shown.



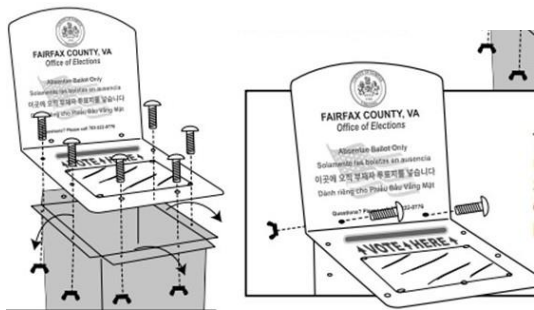
## 4. Insert weighted base and top lid panel

- ☐ Carefully turn unit right side up.
- ☐ Press large flap down into bottom of unit.
- ☐ Flap will lock into place through pre-cut slit inside of unit.
- ☐ Insert weighted base into unit and place squarely at bottom.



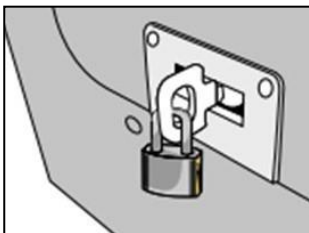
# ASSEMBLY INSTRUCTIONS

# ABSENTEE BALLOT DROP BOX



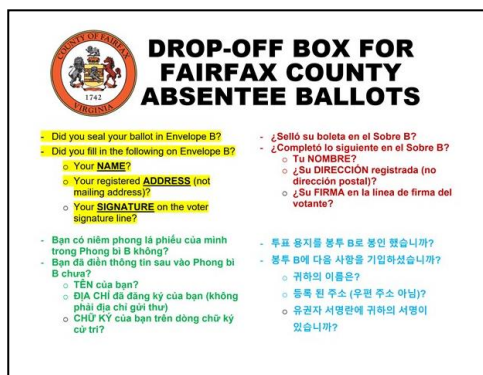
## 5. Secure top lid panel

- ☐ Fold upper flaps on base of unit outward.
- ☐ Set lid with door down into position.
- ☐ Align holes in lid with holes in flap.
- ☐ Secure with six (6) nuts and bolts as shown.
- ☐ Use two (2) bolts to secure back graphic to body of unit.



## 6. Secure back door during the day

- ☐ The drop box must be secured during the day.
- ☐ Close the door on the back of the box.
- ☐ Use the lock to secure the swivel hasp on the back door.



## 7. Insert multi-lingual sign

- ☐ Insert the "Drop box for Fairfax County absentee ballots" multi-lingual sign from right side of the acrylic window.



## 8. Position the drop box

- ☐ The drop box should be located near the building entrance or near the voting room entrance, at the discretion of the Chief.
- ☐ The drop box should be ready for voter use by 6:00 AM.





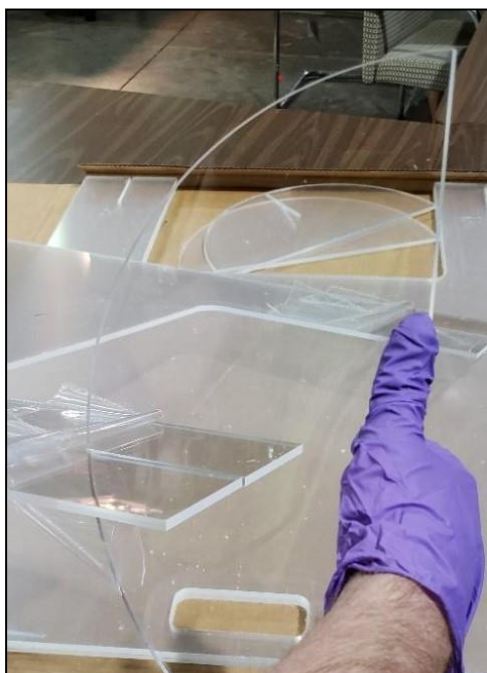
# ASSEMBLY INSTRUCTIONS

# ACRYLIC SNEEZE GUARDS



## 1. Unpack contents from box

- ☐ Each precinct will receive four (4) acrylic sneeze guards.
- ☐ The cardboard box holds 4 sneeze guards. Open the box.
- ☐ Verify that the box contains 4 sneeze guards and at least 2 semi-circle feet. Additional semi-circle feet may be packed inside the gray cart.



## 2. Fit together the sneeze guards and semi-circle feet

- ☐ Remove plastic film from both sides of any sneeze guard that still has it attached.
- ☐ Line up the slots on the semi-circle pieces with the slots at the bottom of the sneeze guard.
- ☐ Partially insert the semi-circle edge into the sneeze guard slot.
- ☐ Place the sneeze guard on the floor.
- ☐ Like hammering a nail, lift the sneeze guard and tap the bottom of the feet against the floor to ensure the feet are firmly in place. Repeat the tap as necessary.



## 3. Set sneeze guards on tables

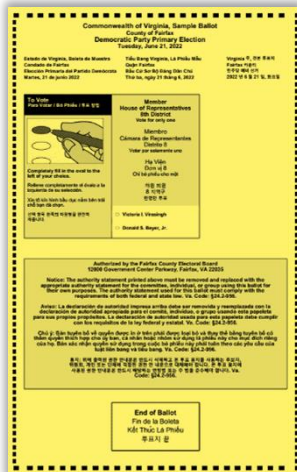
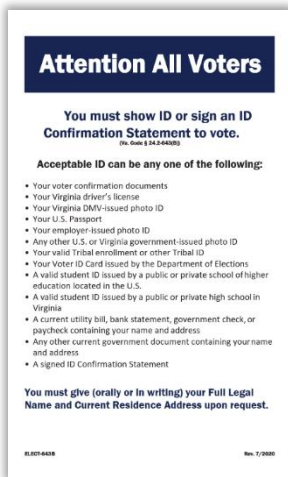
- ☐ Carefully lift the acrylic sneeze guard and place it on the table.
- ☐ Place one sneeze guard at the check-in table.
- ☐ Place one sneeze guard at the ballot table.
- ☐ Use other sneeze guards at your discretion. For example, you may want to place a sneeze guard at the Chief's table or you may want to place more sneeze guards at the check-in table.



# OPENING PROCEDURES SIGNS & POSTERS

Post these signs INSIDE, near the entrance to the voting room. They should be visible to voters waiting in line to check-in.

- **Attention All Voters** signs. Post all languages together.
- **Sample ballots** (2 sets of front and back of ballot). Post one set near the voting room entrance and one set inside the voting room on the way to the check-in table.
- **DS200 and ExpressVote** instructions posters.
- **Voter Rights and Responsibilities** posters. Post all languages together.



Post these additional signs INSIDE the voting room.

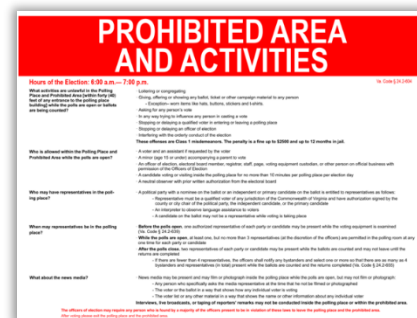
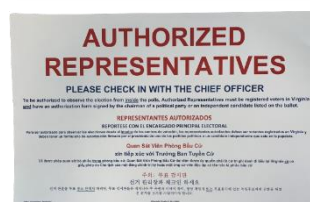
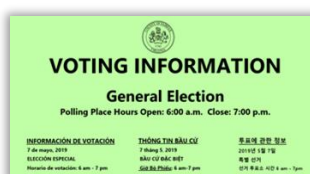
- Post additional signs as needed, such as ARROWS, ENTRANCE, and EXIT to direct voters into the voting room and through the voting process without crossing paths with other voters.
- Post “Do you have your ID?” sign near exit – this really helps cut down on number of people who forget their IDs in the polling place!



# OPENING PROCEDURES SIGNS & POSTERS

Post these signs **OUTSIDE** the polling place near the building entrance.

- **Polling Place** sign(s) at the most visible site from road/parking lot.
- **Vote Here** signs. One on or next to outside entrance and one on or next to voting room entrance.
- **Voting information** (HAVA-2) sign with voting hours at outside entrance.
- **Authorized Representatives** sign at outside entrance.
- Additional **polling place** signs (plastic signs on metal frames) on street corners or parking lot entrances as needed, especially if your polling place is difficult for new voters to locate.
- **Prohibited Activities** posters outside building the main entrance facing out toward oncoming voters and within the 40 foot boundary. Post all languages together.
- Post additional signs if needed, such as arrows to direct voters to voting entrance. This is especially important if you are not in your normal voting room.



Post these signs **OUTSIDE** near your curbside voting area.

- **Curbside voting** yellow sign where it is most visible near the designated curbside voting area or the accessible parking spaces.
- Attach the curbside phone number to the white slider with a small piece of clear tape and gently slide it into the pocket on the yellow A-frame curbside sign.
- As needed, post **alternate entrance** signs.
- As needed, establish additional **accessible parking** spaces close to your entrance.
- Place cones at reserved parking spaces, including accessible parking.
- Inspect exterior and interior pathways for obstacles.

