Election Day Manual - IVB

Hart InterCivic

Estate Precinct Voting System
About this manual

immediately after printing as it may be not enough to trim your fingers.

Do not touch the thermal head inside the printer cover during or

Warning messages that alert you to possible personal injury are similar to the example shown below.

Warning messages

- A modem can be attached to the JBC.
- JBC passwords may be required.
- The battery pack for the JBC and the electrics may need to be connected.
- The mobile ballot box (MBB) will need to be installed in the JBC.

In this version of the Stake Precinct Voting System, a Day manual named PS Version 1RF:

When using these books (booths) that each contain an Elite 3000 or DNU 501 (Elite) (electronic voting

unit:

1 to 12 Voting Booths (booths) that each contain an Elite 2000 or DNU 501 (Elite) (electronic voting

1 Judges’ Booth Contender (JBC) and

The Stake Precinct Voting System includes:

This manual describes how to use the Stake Precinct Voting System (PS) from Hart InterCivic. You can quickly

About this manual

Hart InterCivic, Election Solutions Group is committed to election integrity and

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7. Open the polls with the replacement voting equipment.
6. Print the zero page from replacement voting equipment.
5. Power up the replacement voting equipment.
4. Set the replacement voting equipment.
3. Disconnect the voting equipment.
2. Turn down the voting equipment.
1. Inform the voters that you need to replace the voting equipment.

If no more access codes are available:

1. Inform the voters that your machine is locked.

Steps for Power Failure Procedures:

6. Abandoned access codes.
5. Other issues.
4. Unsecured voting equipment.
3. Incorrect polling place code screen.
2. Incorrect polling place code screen.
1. Incorrect polling place code screen.

Steps for Removing the MEB:

5. Disconnect the voting equipment.
4. Disconnect the BRC battery box from the ECB.
3. Power down the voting equipment.
2. Remove the machine battery packs.
1. Return to the polls closed screen.

Steps for Using the Modern BRC:

4. Print the tally report.
3. Print the tally report.
2. Press the close polls button.
1. Announce the polls are closing.

Steps for Closing the Polls:

4. Ensure the close polls access code.
3. Close the polling place.
2. Announce the polls are closing.
1. Announce the other BRC functions.

Steps for Managing Incorrect Access Code Tickets:

4. If necessary, issue the voter a new access code.
3. Print the cancel card to the ECB.
2. Access the cancel booth screen.
1. Access the other BRC functions.

Steps for Black Box Voting Document Archives:

From Black Box Voting Document Archives.
<table>
<thead>
<tr>
<th>When you finish, close the JBCs, then open the polls.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Page 10. Connect the remaining JBCs to each other.</td>
</tr>
<tr>
<td>2. Connect the JBC to the nearest book (Step 9).</td>
</tr>
<tr>
<td>3. If you are using battery packs in the shelves, install them (Step 1).</td>
</tr>
<tr>
<td>4. Set up the books (Step 1).</td>
</tr>
<tr>
<td>5. Put the JBC on a table (Step 6).</td>
</tr>
<tr>
<td>6. Perform these steps:</td>
</tr>
</tbody>
</table>

**What is Needed —**

- 1 modern and modern cable (optional)
- 1 modern and modern cable (optional)
- Provisional Stubs (extra access code tickets, and envelopes for star up printer tape, voter)
- Good number signs to hang on the books
- Single page of similar type of tape (cutout page)
- 1 or more extra rolls of paper for the JBC printer
- Battery packs for the JBC and JBC
- Single protector
- JBC power cord
- 1 chair for the JBC
- 1 table for the JBC
- 1 BC-to-booth cable
- 1 JBC
- 1 BC
- 1 BC-to-booth cable
- 1 to 12 secure electronic voting units
- 1 to 12 booths
- 3 MBP safety seals
- 1 MBP

---

**Steps For:**

- Connect the remaining JBCs to each other.
- Connect the JBC to the nearest book (Step 9).
- If you are using battery packs in the shelves, install them (Step 1).
- Set up the books (Step 1).
- Put the JBC on a table (Step 6).
- Perform these steps:
  - If the JBC and books have not been set up, skip to page 11.
2. Set up the Voting Booths:

A. Unfold each booth.
B. Place the first booth within 10 ft. of the JBC.
C. Place the rest of the booths in a line, spacing them no more than 6 ft. apart.
D. Put one estyle inside each booth.

Inside a booth during the voting day:
- Seat at the tables to determine if a voter is present
- Should be able to see all of the booths from their position
- You want them in the room. The election judges

The booths must be unfolded and arranged the way
3. Connect the elected battery packs.

D. Plug in the battery-pack cable.

E. Tuck the upper chamber cover down into the battery-pack cable loop and the battery-pack cable connectors.

F. Replace the back cover.

G. Turn the elected battery packs on the elected battery pack cover.

H. For each elected that needs a battery pack, perform the following steps:

   A. Turn the elected over.

   B. Remove the battery-pack cover from the elected.

   C. Place the battery pack.

   D. Plug in the battery-pack cable.

   E. Tuck the upper chamber cover down into the battery-pack cable loop and the battery-pack cable connectors.

   F. Replace the back cover.

   G. Turn the elected battery packs on the elected battery pack cover.

   H. For each elected that needs a battery pack, perform the following steps:
Voting equipment setup

Page 11.

DO NOT connect the JBC power cord to the JBC.

Walk back to the JBC and plug the other end of the JBC-to-booth cable into the right side of the booth.

A. Pick up the JBC-to-booth cable and walk to the JBC.
B. Plug one end of the JBC-to-booth cable into the top JBC. This will be connected to the chain of booths.
C. Route the cable coming out of the booth such that it does not interfere with the voter.
D. If necessary, tape the cable to the floor to avoid a possible tripping hazard.

E. When you begin "JBC and escalate power-up" on the JBC, the JBC-to-booth cable into the right side of the booth.

Connect the JBC to the escalator in the nearest voting booth.
Now the voting equipment is set up.

Go to the steps in "JB and escape power-up" on page 11.

Get ready to power-up the JB and the booths.

D. Continue making the chain of booths by plugging in the end of a booth-to-booth cable into the next booth in the line and plug it into the booth that is connected to the JB.

C. Route the cable coming out of the booth such that it does not interfere with the voter.

B. Carry the end of the booth-to-booth cable to the next booth.

A. Unwind the booth-to-booth cable on the escape cables.

Connect the escape cables to each other together in a chain using the booth-to-booth.
1. Go to Step 2. Plug the JBC into power on page 13.

2. Close the printer hood.

3. Feed the end of the paper through the opening in the printer hood.

4. Push the lever next to the paper feed back down.

5. Pull out a few inches of paper for a lead.

6. Feed the paper into the printer.

7. Be sure the end of the paper is cut straight across.

If the paper is put into the printer upside down, nothing will print.

IMPORTANT

Paper Unrolls From Underneath

Ink Side On Bottom

Straight Edge

The paper unrolls from underneath.

E. Lay the new roll of paper in the spool holder so that the end is pulled through the printer.

D. Remove the old roll of paper.

C. Flip the lever next to the paper feed back down.

B. Look at how the roll of paper sits in the printer.

If the roll of paper in the printer is less than 1" thick, you should replace it with a new roll.

A. Lift the printer hood.

Check the printer paper.
JBC and eSlate power-up

1. From Black Box Voting Archives

Go to step 4. Install the MBB on page 15 of the JBC Battery Box into the JBC on page 14, then:

F. If you have a JBC Battery Box, go to step 3: Plug the JBC Battery Box into the JBC.

The please insert mobile ballot box screen appears.

DO NOT tear the printer tape off yet.

If the printer tape is blank, the paper may be loaded.

The printer prints the JBC initialized report.

Printer feed button on the JBC to advance the paper.

If you added paper to the printer, press the JBC.

The Judges Booth JBC screen appears briefly on the screen.

Power in on the right side of the JBC.

D. Plug the JBC into the AC power cord into the JBC power protector.

C. Plug the JBC power cord into the AC power protector. 

B. Place the JBC into the electrical outlet.

A. Locate the JBC power cord.

Plug the JBC into power.
D. Go to step 4. Install the MBB on page 15.

C. Plug the other end of the JBC-Battery-Box cable into the JBC-Battery-Box.

B. Plug one end of the JBC-Battery-Box cable into the JBC.

A. Put the JBC Battery Box next to the JBC.

Step 4. Install the MBB on page 15.

If you are not using the JBC battery Box, go to the JBC and connect it to the JBC.

If you are using the JBC Battery Box, place it next to the JBC.
A. If necessary, remove the safety seal from the cover of the MBB.

B. Hold the MBB so that over the MBB slot on the side of the JBC.

C. Push the MBB into the slot.

D. Replace the safety seal in the cover over the MBB.

E. Go to Step 3: Enter the start-up password on the JBC.

F. Replace the JBC with the slot and turn it over.

G. If the Please Insert Mobile Ballot Box screen stays displayed on the JBC, the MBB may be in the slot.

H. If the Please Insert Mobile Ballot Box screen appears, it no password is required. If a password is required, the start-up password appears.
4. Test the buttons on the eSlates

A. If you see the "Enter the Start-up Password" screen, you will see this screen:

```
Start-up Password
```

B. Type the start-up password. Type slowly. Be sure:

- You see each digit displayed as you type.
- You see that you made a mistake as you type.
- You see the start-up password press clear and start over.
- If you see the start-up password press clear and start over.
- If you see the "Enter the Start-up Password" screen, you will see this screen:

```
Start-up Password
```

C. If you see the "Enter the Start-up Password" screen, you will see this screen:

```
Start-up Password
```

D. Go to step 6. Test the buttons on the eSlates.

E. Test the buttons on the eSlates.

F. Test the buttons on the eSlates.

G. If the eSlate is not connected to the eSlate, check to be sure the cables are all securely connected to the eSlate.

H. If the Response Test screen is not displayed on the eSlate screen, you need to perform a test to see if the buttons on the eSlate are working.

I. If you see a check mark appear over the picture of a button the first time you press a button, the eSlate is working.

J. If you press the same button again, the check mark will disappear.

5. Enter the Start-up Password

- If a password is required, you will see this screen:

```
Enter the Start-up Password
```

- If the eSlate is not connected to the eSlate, check to be sure the cables are all securely connected to the eSlate.

- If the Response Test screen is not displayed on any of the eSlates, check to be sure the cables are all securely connected to the eSlate.

- If you see a check mark appear over the picture of a button the first time you press a button, the eSlate is working.

- If you press the same button again, the check mark will disappear.

6. Test the buttons on the eSlates

A. If the eSlate is working on page 54, if the eSlate is not connected to the eSlate, check to be sure the cables are all securely connected to the eSlate.

B. If the Response Test screen is not displayed on the eSlate screen, you need to perform a test to see if the buttons on the eSlate are working.

C. If you see a check mark appear over the picture of a button the first time you press a button, the eSlate is working.

D. Go to step 6. Test the buttons on the eSlates.

E. Test the buttons on the eSlates.

F. Test the buttons on the eSlates.

G. If the eSlate is not connected to the eSlate, check to be sure the cables are all securely connected to the eSlate.

H. If the Response Test screen is not displayed on the eSlate screen, you need to perform a test to see if the buttons on the eSlate are working.

I. If you see a check mark appear over the picture of a button the first time you press a button, the eSlate is working.

J. If you press the same button again, the check mark will disappear.
Choose between Early Voting and Election Day Voting:

A. If the Rolling Place Code screen appears, (see page 25), if your polling place code is correct, the incorrect election day option will appear.

B. Go to step 6, move to the rolling place location on the screen.

C. Press "Accept".

D. Press Clear and start over.

If you see the message, "Are you performing Early Voting today?"

If today is the actual Election Day, press "YES" on the screen appears. Do you want to perform Early Voting? Press "YES" if today is an early voting day, and you are at an early voting rolling place location. If you see Early Voting today appears in the screen appears on the rolling place location on the early voting rolling place location:

Choose between Early Voting and Election Day Voting:

page 18.

9. Verify your polling place location on the black box.

Page 18.

Press "YES" or "NO".

Are you performing Early Voting today?

Page 18.

Early Voting today appears in the screen appears on the rolling place location on the early voting rolling place location. If this screen does not appear, go to step: Enter the polling place code.

Page 18.

Enter the polling place code.
9. Verify your Polling Place location

<table>
<thead>
<tr>
<th>Polling Place Location</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>YOUR POLLING PLACE'S NAME Is this correct?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A. Look at the name of the Polling Place displayed on the Polling Place Location screen.

B. Press ▶ YES.

C. If the correct location is displayed:

D. Press ▶ YES.

The printer prints the Election Identification report.

E. DO NOT tear the printer tape off yet.

F. The Booth Assignment screen appears.

G. Go to Step 10. Assign numbers to each eSlate on page 19.

H. If the correct location is NOT displayed:

I. Press ▶ NO.

J. The Polling Place I.D. screen re-appears on the JBC (see Step 7. Enter the Polling Place I.D. on page 17).

K. Repeat Step 7. to enter the correct Polling Place I.D.
1. Assign numbers to each eligibility screen on the JBC.

2. Press the ENTER on the eligibility screen.

3. Walk to the booth and press the ENTER.

4. You need to decide which of the booths to assign a number to an eligible in a booth is a 2-step process:

   a. Assign as booth #1.

   b. Assign as booth #1.

5. Each booth you plan to use today should have equipment setup beginning on page 5.

6. Be connected as described in steps for voting.

7. Each eligible in the eligibility should have one eligible in the eligibility.

8. Each eligible in the eligibility.

9. Assign numbers to each eligible.

10. Assign numbers to each eligible.

11. Assign booth assignment.

12. Assign one eligible.

13. Assign on the eligibility.


15. Assign on the eligibility.

16. Assign on the eligibility.

17. Assign on the eligibility.

18. Assign on the eligibility.

19. Assign on the eligibility.

20. Assign on the eligibility.

21. Assign on the eligibility.

22. Assign on the eligibility.
DO NOT tear the printer tape off yet.

Access code to a voter on page 24 and issuing an
Read O(1) paper on page 22 and Issuing an

Election Headquarters for instructions.
If the Pub Count is for the Booth

Important

If the Pub Count is for the Booth

B. Check to make sure the numbers next to

A. Look at the Network Configuration Report on

C. Go 3 step 12. Look at the Network Configuration

DO NOT tear the printer tape off yet.

Press Start Over to re-assign.

Press Next to continue or

Booth Assignment Complete

The Booth Assignment Complete screen appears

The Start/Stop button on the JBC.

Start/Stop button on the JBC.

Finish the Booth Assignment task.
Page 22. Go to "Opening the Polls" screen.

The Ready to Open Polls screen appears.

Do NOT tear the printer tape from the Zero Tape Report prints.

Zero Tape Report prints.

Please wait approximately 20 seconds while the printer prints the Zero Tape Report prints.

Press printer to print the Zero Tape in the Zero Tape Report.

Zero Tape can be printed after you have completed the steps in "IBC and Estable Power-up" on page 11.
Opening the polls:

Steps for Opening the Polls:

1. Open Polls password:
   - When opened, open the polls.
   - Ensure that all election officials are present and all necessary materials are ready.

2. When needed, be sure the following items are present:
   - Registration books, signs, forms, etc.
   - Pre-printed the Zero Tape on page 21.

3. When it is time, open the polls:
   - About 1 minute before the polls to open.

4. Press the Open Polls in the Ready To Open Polls screen on the PC:
   - The polls can be opened when you see the Ready To Open Polls screen;

Page 21. Go to step 2, “Enter the Open Polls password” on screen appears. The Polls Open Password is required, the Polls Open Password screen appears. Press Open Polls in the Ready To Open Polls screen before the time for the polls to open.

Page 23.
Opening the polls

Page 24

B. Go to "Inserting an Access Code into a Voter on"

A. Announce "The polls are open."

Letting voters vote...

If the Polls Open screen is on the BC you can begin

3. Announce the polls are open.

If "Wrong" on page 54,

is incorrect screen appears (see "When a password

If the Open Polls password is incorrect, the password

E. Go to step 3. Announce the polls are open.

Start Up Printer Tape

the envelope marked

The order the printer tape, roll it up and store it in

IMPORTANT!

The printer prints the Polls Opened report.

Polls Opened screen appears.

If the Open Polls password you typed is correct, the

C. Press Accept

Press Accept, press Clear and start over.

Open Polls password, press Clear and start over.

If you see that what you made a mistake as you typed the

you see each digit display as you type.

B. Type the Open Polls password. Type slowly, be sure

should skip to step D. IMPORTANT below.

D. Open Polls screen appears on the BC and you

Job. Record your Open Polls password. If not, the

A. If you see the Open Polls screen on the

If a password is required, you will see this screen
Steps for Issuing an Access Code to a Voter

1. Be sure the voter presses (CAST BALLOT) when they are finished voting (see Step 2). Watch for a voter to finish voting (see Step 5) and press (CAST BALLOT).

2. Tell the voter to walk to the available booth (see page 29).

3. Issue the voter their Access Code ticket (see Step 1). Add a Precinct ID for the voter on page 27.

4. Set the voting ballot style for the eligible voter to vote (see page 27). If the voter is eligible to vote at your polling place, the eligible to vote status will be selected. The voter understands how to use the electronic voting ballot.

5. The voter has an authorization form from the Election Office.

6. OR

7. The voter has a certificate of registration or "Early Vote." The voter is listed in the permanent voter list and is NOT marked as an "Absentee Voter" or "Fancy Vote." The voter is listed in the permanent voter list. Place a mark on the right side of the "Yes" on the marked ballot style for the eligible voter to vote at your polling place. The voter is eligible to vote at your polling place. The voter understands how to use the electronic voting ballot.

When each time a voter is eligible to vote, perform the following steps:

The booth (CAST BALLOT) on the eligible before they leave. When the voter is finished voting, they must press Begin Voting. Enter their Access Code into the eligible so they can choose their language (if available) and Access Code ticket. When the judge gives the Access Code ticket to the voter, the voter will enter the booth. When the judge gives the Access Code ticket to the voter, the voter will enter the available booth, then access one of the eligible. Each voter needs an Access Code so they can...
Issuing an Access Code to a voter

Go to Step 1, "Add a Voter" on page 26.

Page 33.

Checking the status of an access code on
The steps for using 

Step 1, "Add a Voter" on page 26.

The steps for using 

Step 1, "Choose the Other IBC Functions screen"
Other

About the Polls Open Screen

PVS Version 1.0B

IBC. This is a public counter showing the actual
physical number of votes ever cast from your

PVI. This is a private counter showing the

Access code, you will press this to see

misfire.

Access code tickets that were issued by

Other choice, you will press this to manage

a voter and print an access code ticket to give

Add voter choice, you will press this to add a

ticket to enhance by 1.

When a voter presses (CAST BALLOT),

number increases by 1.

When you issue a new access code, this

not yet used access code displays here.

Code Active: 00000. The number of issued, but

7:00 a.m. displays as 19:01.

7:00 a.m. displays as 19:01 and

The 24-hour clock is used so:

The current time at the top.

The Polls Open screen on the IBC shows:

monitor activities in the Zoom.
Issuing an Access Code to a Voter

26 Issuing an Access Code to a Voter

Page 36.
Add a Voter for a Provisional Ballot on
Your polling place, the voter is eligible to vote in your polling
cell. If you see the above message, "Go to no

Available Access Codes are available on
If you see the above message, "Go to no

All available Access Codes have been issued.
Following message displays on the BC:
If the BC does not have all been issued, so the
maximum number of Access Codes available
During Early Voting if is possible he

Voter on page 27.

B. Go to Step 2. "See the Precinct List". For the
Voter screen appears on the BC.

Access Code

Code: 5337
Chamber: A
Access Code

About Access Codes

Each voter will need an Access Code which you will
print on an Access Code ticket. Each voter will need an Access Code which you will

When you have determined a voter is eligible to vote at

Your polling place, enter the Access Code into the

Access Code

Access Code

Access Code
Issuing an Access Code to a Voter

A. Locate the voter's precinct ID.

B. Look up the voter's precinct ID in the precinct's roll book, on the
   information form from your election office. You will need to select the
   voter's precinct ID.

C. Enter the voter's precinct ID, shown in the roll book.

If the election has more than one ballot style:

2. Set the precinct ID for the voter.

3. Issue the voter their access code card on
   page 28.

Steps to Steps on this page and go to step

Press add voter in the polls open screen.

The add voter screen will not appear on the

The add voter screen will only appear on the

If the election has only one ballot style:

[Diagram of access code card]
Issuing an Access Code to a Voter

1. The print access code display:

   - The voter's Precinct ID.
   - The Access Code for the voter.

2. Issue the voter their Access Code Ticket.

3. When you press the Print button, the Access Code will be printed on the printer tape.

4. Press Print to accept the Access Code for the voter.

5. Tear off the piece of the printer tape.

6. Access Code Ticket will print out on the tear-off piece.

7. Access Code Ticket will only be used when the voter is challenged. In this case you may need to issue a provisional ballot (see page 36 for instructions).

8. Press 36 to return to the Open Screen.
Issuing an Access Code to a Voter

- Go to page 30.

A. Ask the voter to go to the booth to vote in the booth.
B. Ask the voter if they need a demonstration on how to use the election judge.
C. The voter can press the election judge to display instructions for how to use the election judge.
D. If the voter still doesn't understand how to use the election judge, they can begin voting.
E. The election judge will see the booth # Light on the top.
F. The election judge will see the election judge help screen.
G. If the voter does not know how to help a voter, go to page 31.
H. The election judge will see the election judge help screen.
Page 32.

Before pressing the CAST BALLOT button:

7. "Cast the ballot for a voter who left a booth they did not press (CAST BALLOT)." Go to Step

If the voter has already left the polling place and

the booth and press (CAST BALLOT).

For that booth stays red, ask the voter to return to

If a voter leaves their booth and the booth # Light

B. IMPORTANT

Your Vote has been recorded.

The voter sees the booth screen change to

? Pressed (CAST BALLOT).

This indicates that the voter in the booth has

that it has changed back to green.

The booth # light on the JJc for that booth to see

A. Watch for the voter to leave the booth and look at

Booth # Lights on the JJc

changed back to green.

You will see that the light for that booth has

in the booth # lights across the top of the JJc.

You see the voter leave the booth.

You will know a voter has finished voting when:

Watch for a voter to finish voting.
Issuing an Access Code to a Voter

6. Go to the booth to help a voter.

Booth # Lights on the JBC.

A. Send an election judge to the booth where the
volunteer requested help.

B. The judge should remain outside the booth
until the volunteer requested help.

C. The judge should never press any buttons in the
booth.

D. Tell the voter to press 0 to go back to the ballot
or has requested assistance.

E. As soon as the voter presses volume again, the
page they were using when they pressed
0 changes.

F. The booth # light is on the JBC for that booth # stops.
Issuing an Access Code to a Voter

Page 41

Managing Incorrect Access Code Hitches

If you are not allowed to send a judge to the booth in-press (CAST BALLOT) go to

Booth # is Green.
You see the booth # light on the JBC for that booth.
You see the voter leave the booth, and
You will know a voter has finished voting when:

C. Tell the judge to reach around the privacy screen

Important!

Cast the ballot for a voter who left a booth before pressing the CAST BALLOT button.

- From Black Box Voting Document Archives-
Checking the status of an Access Code

Steps for Checking the status of an Access Code

A. Take the voter's access code ticket and present their access code.
B. Press the access code button in the polls open screen on the BC.
C. Type all the digits of the voter's access code.
D. Go to step 2, "Explain the status of a voter's access code" on page 34.

NOTE: The access codes are valid for a limited amount of time—usually 30 minutes.

Access Codes

Access code: 09:01:22

PVT:00072 AC0XKAY BendiKaya PT000755

Add Voter
Other

PVT:00072 AC0XKAY BendiKaya PT000755

PVT:00072 AC0XKAY BendiKaya PT000755

Done

Check To See If A Voter's Access Code Has Expired
Checking the status of an Access Code

If the Access Code does not fit on the Access Code Check screen, please contact your Polling Place.

If the Access Code does not fit on the Access Code Check screen, please contact your Polling Place.

After you have attached a voter's access code in the access code check screen on the Polling Place, you will see the STATUS for the access code.

Before printing a copy of the access code, please ensure that you have attached the voter's access code in the access code check screen.

1. Access Code Check
2. STATUS: xxxxxxxx
3. U U U U
4. Print
5. Done
6. Press 

Print
Issuing a provisional access code to a voter

**Steps for Issuing a Provisional Access Code to a Voter**

1. **Access Code Ticket**
   - Give them an Access Code Ticket when a voter's eligibility to vote in your polling place is challenged.
   - You can issue a piece of paper eligibility to vote in your polling place.
   - Election Headquarters to release that voter's eligibility to vote in polling place.
   - This method of issuing a access code allows.

2. **Provisional Voter**
   - Print your name before field.
   - Their name on the Voter Provisional ID then.
   - The voter is required to print their name and sign.

3. **Provisional Voter**
   - Return it to you before they give them their.
   - Voter Provisional ID then.

4. **Provisional Voter**
   - Voter Provisional ID then.
Issuing a Provisional Access Code to a Voter

Screen:

A. Locate the Precinct ID. The voter is supposed to use.
B. Look for the voters Precinct ID.

The authorization form from Election Office voter list on the roll book on the Poll Book. If the election has more than one ballot style for the voter.

C. Enter the voters Precinct ID in the Add Voter

Add Voter screen appears on the BC after you press Add Voter. In order to set up the correct ballot style for the voter, you will need to select the voters Precinct

- From Black Box Voting Document Archives
Issuing a provisional Access Code to a voter

Press NO to return to the Polls Open screen.

Provisional Ballot

B. Go to Step 5: Print an Access Code ticket and the Voter Provisional Stub

A. Press YES to mark this ballot as Provisional.
Issuing a provisional access code to a voter

5. Print the access code and the voter provisional stub.

A. Press [Print] to print both the access code and the voter provisional stub.

B. Tear off the piece of the printer tape that has the voter's access code only, but do not give it to the voter at this election. Then the voter provisional stub will print out. The voter's access code ticket will not print out.

C. Hand the voter the voter provisional stub and have them print and sign their name at the bottom of the stub.

D. Take the signed voter provisional stub from the voter and file it in the VOTER PROVISIONAL STUBS envelope.

E. Hand the access code ticket to the voter.

F. Go to step 4, "Send the voter to the booth" on page 29.

Press [Cancel] to avoid printing the voter provisional access code ticket.
40 Handling an extra Access Code ticket

Steps for Handling an extra Access Code ticket

If you have printed a ticket by mistake, you can keep that ticket and let it expire so that no one can use it to vote.

(External) A voter left their booth without pressing the CAST BALLOT button. They did not properly insert an Access Code ticket into the extra Access Code envelope.

A voter has been given an extra Access Code ticket that does not belong to them.

A voter left their envelope at the end of the day.

[Access Code envelope that is marked]

If you have determined that an Access Code ticket is marked as extra, you can discard it and do not use it.

On the other hand, if a voter has used an Access Code ticket and left the ticket expire.

When an extra Access Code ticket has been printed by mistake, you can simply put the extra Access Code ticket into the extra Access Code envelope and let the ticket expire.

Extra Access Code envelope that has expired.

Extra Access Code ticket.

Extra Access Code ticket in the envelope.

A voter has been given an extra Access Code ticket that does not belong to them.
Managing Incorrect Access Code tickets

Steps for Managing Incorrect Access Code tickets

1. Access the Other JBC Functions screen

(a) Cast Ballot.

- A voter leaves the booth without pressing a button that displays the wrong ballot on the ticket:
- A voter has been given an access code that allows them to enter the access code at the eSlate in the booth:

When an extra Access Code ticket is printed, follow the instructions in the booth. Handling an extra Access Code ticket on page 40.

NOTE: When an extra Access Code ticket is printed, follow the instructions in the booth.

- Each voter needs an Access Code so they can access one of the eSlates.

If you have determined that an access code needs to be cancelled, press the Other in the Polls Open screen on the JBC.

The Polls Open screen appears on the JBC.

If you have determined that an access code needs to be cancelled, press the Other in the Polls Open screen.


- Go to Step 2. "Access the Cancel Booth screen" on page 42.
Managing incorrect Access Code tickets

When canceling a booth, on page 56.

1. Booth number screen appears on the BC (see
Booth Number is not named screen on the initial
Request booth is not named screen or the initial
Request booth number you entered is incorrect, the
Booth screen on the BC.
2. If the booth number you entered is incorrect, the
Booth screen on the BC.
3. Enter the number of the booth you want to cancel
(If the booth number is between #1 and #9, first you
will need to type a zero. Then type the number.
After that booths number in the cancel booth
screen on the BC, type the
number of the booth that needs to be cancelled.

A. Look at the booth number sign hanging on the
Before.
B. In the cancel booth screen on the BC, type the
booth you want to cancel
Cancellation.

C. Go to step 4. Go to the booth that needs to be
Cancelled on page 44.
Managing Incorrect Access Code Tickets

A. Go to "Issuing an Access Code to a Voter" on page 24.

B. Press \[ \text{F2} \] to select "Access Code."  

C. Press \[ \text{F2} \] to select "Other JBC." 

D. The polls open screen reappears on the JBC.

E. The other JBC functions screen reappears on the JBC.

F. Press \[ \text{F4} \] to select "Continue." 

G. The booth has been cancelled.

H. Press \[ \text{F4} \] to select "Finish the cancel task at the JBC." 

I. The JBC appears on the screen.

J. Press \[ \text{F2} \] to select "Walk back to the JBC." 

K. Press \[ \text{F3} \] to select "Enter" at the JBC.

L. Press \[ \text{F3} \] to select "Enter the JBC." 

M. The booth that needs to be cancelled should display:  
   The screen on the JBC.

N. Press \[ \text{F3} \] to select "Go to the booth that needs to be cancelled." 

O. Press \[ \text{F1} \] to select "Confirm Access Code." 

P. The incorrect access code must be reissued.  

Q. Press \[ \text{F2} \] to select "Continue." 

R. The polls open screen reappears on the JBC.

S. The other JBC functions screen reappears on the JBC.

T. Press \[ \text{F4} \] to select "Continue." 

U. The booth has been cancelled.

V. Press \[ \text{F4} \] to select "Finish the cancel task at the JBC." 

W. The JBC appears on the screen.

X. Press \[ \text{F2} \] to select "Walk back to the JBC." 

Y. Press \[ \text{F3} \] to select "Enter" at the JBC.

Z. Press \[ \text{F3} \] to select "Enter the JBC." 

aa. Press \[ \text{F3} \] to select "Go to the booth that needs to be cancelled." 

bb. Press \[ \text{F1} \] to select "Confirm Access Code." 

cc. The incorrect access code must be reissued.  

dd. Press \[ \text{F2} \] to select "Continue." 

ee. The polls open screen reappears on the JBC.

ff. The other JBC functions screen reappears on the JBC.

gg. Press \[ \text{F4} \] to select "Continue."
Closing the polls:

A. At 5 minutes before it is time to close the polls,
- Announce the polls are closing.
- Polls are allowed to finish voting.
- Every voter in line when it is time to close the polls is allowed to finish voting.

B. At the actual closing time, have one of the election judges announce:
- The poles will close in 5 minutes.

C. Let all voters who are standing in line or are already in booths finish voting.
- You may stay and vote.

D. When all voters have voted, go to Step 7. "Press the CLOSE POLLS button on the JBC."

Steps for closing the polls:

- Let voters who were in line finish voting.
- Announce the polls are closing (see Step 7).
The polls open screen reappears on the IB.

If you press NO:

C. Go to Step 1. "Print the Tally Report" on page 48.

appear.

If no password is required, the polls closed screen
page 47.

B. Go to Step 4. "Enter the Close Polls Password" on
screen appears on the IB.

When a password is required, the polls close password.

A. When all voters who were in line at the closing
want to go ahead and close the polls, press YES.

Are you sure you want

Confirm close polls

A) Confirm closing the polls.

B. Go to Step 3. "Confirm closing the polls".

below the IB screen.

A) Press [CLOSE POLLS] button (located
have finished voting.

DO NOT press the CLOSE POLLS button on the IB.

IMPORTANT
Closing the polls

Password is wrong on page 48.

If the Close Polls Password is incorrect, the screen appears.


Unavailable

The screen on the eligible displays:

If the printer prints the Close Polls Report, the district prints the Polls Closed.

If the close Polls Password you typed is correct, the screen appears.

C. Press Accept

Close Polls Password. Press Clear and start over.

If you see a district display as you type:

B. Type the Close Polls Password. Type slowly. Be sure you see each digit display as you type.

Page 48

Skip ahead to step 1. "Print the Ballot Report" on this page.

A. If you see the Polls Suspended screen on the first page.

Complete steps B through D on this page.

If a Password is required, you will see this screen.
I = EI = GI

D: If you are instructed to print results to Election Headquarters, go to Step 1, "Modern Results" on page 49.

C: Wait until the printer stops printing. Press Print Tally again.

B: If you need another copy of the Tally Report:

WAIT
PLEASE
Printing Final Results

Your instructions from Election Headquarters may say to print the Tally Report at the end of the day. If your instructions DO NOT say to print the Tally Report:

Print the Tally Report

The Polls Closed screen on the BRC has choices for Modern Results.

Sending results to Election Headquarters by modem.

Press Print Tally (Print Tally) and for printing the Tally Report (Print Tally) again.

Modern Results
Steps for Using the Modem

1. Mobile Ballot Box on page 53.

A. If your instructions say to modern results, plug one
   A. If your instructions say to modern results, plug one

B. Press "Modern Results" on the JBC.

C. Wait until the Results of MODERN TRANSFER screen appears on
   the JBC.

D. Go to "Return to the Polls Closed Screen" on
   page 50.

E. From Black Box Voting Document Archives

F. Print Tally

   19:00:29
   Polls Closed

G. Modern Results.

H. Sending results to Election Headquarters by modem
   printing the Tally Report (PRINT TALLY) and for
   the Polls Closed screen on the JBC has choices for

I. Headquarters.

   Waiting at your polling place to election
   say to use the modem to transmit the results of the
   your instructions from Election Headquarters may

   REMEMBER THE

   CAUTION!
F. Go to Step 1. "Remove the Mobile Ballot Box on the IB
c

The polls closed screen re-appears on the IB.

Press Continue.

Other end.

The modern results were sent and received at the

c
E. If the second line says "Successful Modern Transfer:

Press Continue.

Error Sending Report

No answer

Phone Line Busy

No Dial tone

No Modern Connected

The second line of the Results of Modern Transfer

screen shows one of the following messages:

A. Look at the second line of the Results of Modern

Transfer screen on the IB.

B. If the second line says "No Modern Connected:"
7. Disconnect the eState battery packs.

If you are using battery packs in the eStates, open the eStates and disconnect the battery-pack cables. If you are not using battery packs in the eStates, go to Step 2, "Disconnect the JBC Battery Box from the JBC" on page 52.

For each eState that has a battery pack perform the following steps.

A. Turn the eState over.
B. Remove the battery-pack cover from the eState.
C. Disconnect the battery-pack connections from the JBC.
D. Leave the eState turned over.
E. Disconnect the JBC Battery Box cover from the nest.
F. Go to Step 2, "Disconnect the JBC Battery Box from the JBC" on page 52.
Power-down the voting equipment

2. Disconnect the JBC battery box from the JBC.

Removing the MBB

Steps for Removing the MBB

A. Remove the Mobile Ballot Box from the JBC so that you can take the MBB to Election Headquarters.

Your instructions may require you to take the entire JBC back to Election Headquarters, or you may be asked to...

B. Slide the JBC into the slot in the JBC.

C. Place the MBB in its carrying case.

D. Place the MBB in the box you will return to Election Headquarters.

Note: The image contains a diagram and text instructions for removing the MBB.
When a password is wrong

JBC screens that may display

1. Press Continue.
2. To go back to the password screen you were using:
   - Press Close Password Screen
   - Press Open Password Screen
   - Press Start Up Password Screen

Screen(s):

If you entered an incorrect password at the following:

The password is incorrect screen appears on the JBC.
When cancelling a booth:

1. Press Continue to try again
2. Press Continue to try again

Request Booth is not armed

JBC screens that may display:
When the MBB is removed:

JBC screens that may display

System Alert!
MBB has been removed.

The polls on page 45:
Before the polls are closed as described in "Closing
the Afternoon," if the MBB is removed from the JBC
on the BC, if the MBB is removed from the BC.

Important

MBB has been removed.
Printer Error - Move Printer Lever

If you have no more paper follow the steps in the JBC screen you were last using should appear on the JBC when the paper feed lever on the printer is not pushed down.

1. Close the printer hood.
2. Push the paper feed lever in the printer down.
3. Open the printer hood.

Press Continue and disable print menu.

This JBC screen you were last using should appear.

If you may return to business as usual.

Press Continue.

If you may return to business as usual.

Press Continue and disable print menu.

If you have no more paper follow the steps in the JBC screen you were last using should appear on the JBC when the paper feed lever on the printer is not pushed down.

Check the printer paper.

You will need to add paper to the printer as described in Step 1.

Add Paper to Printer.

If the Printer Error screen displays on the JBC, the Printer Error screen appears on the JBC.

Add Paper to Printer.

If the printer runs out of paper, the Printer Error - Add Paper to Printer may display.
a. Call Election Headquarters for instructions.

If you see any other screens you don't understand:

b. Call Election Headquarters for instructions.

Remove the MBB from the JBC.

If an invalid MBB is installed in the JBC, please remove screen.
Power failure procedures

If there is no Aborted Access Code Report:

D. When all voters who had the aborted access code have been issued a new access code, then issue those voters a new access code.

C. Locate the voters who had the aborted access code.

B. If there is an Aborted Access Code Report, print out the aborted access code.

---

Follow these steps after the power returns:

A. Look at the printer tape to see if any Aborted Access Code printed out on the tape.

B. If any Aborted Access Code is printed out, call Election Headquarters and report the power failure.

C. Call Election Headquarters to report the power failure.

D. Tell the voters they can wait until the power returns.

E. Tell them that they can leave the polling place and come back later to vote.

F. If the power fails while voters are voting:

1. Stop voting.

2. Send the ballots to the voting machine vendors.
If no more Access Codes are available

62. If no more Access Codes are available

1. Inform the voters that you need to replace the Voting Equipment.

   A. Let the voters who have Access Code Tickets finish voting.

   B. Tell the voters who are waiting for an Access Code Ticket that it will be about 30 minutes before new equipment is set up.

   C. When all voters who had Access Code Tickets have finished voting, go to Step 2. "Shut down the Voting Equipment on page 63.

2. Issue more Access Code Tickets.

   You will need to use new Voting Equipment if 10,000 Access Code Tickets have been issued.

   This message indicates that the BC has access codes that have been issued in the BC have all been issued; the all available Access Codes have been issued.

   If the maximum number of Access Codes available

3. If no more Access Codes are available.
If no more Access Codes are available

3. Disconnect the Voting Equipment

A. Unplug the power cord from the JBC.
B. Unplug the JBC-to-booth cable from the JBC and
   remove the JBC from a secure area separate from the voting equipment.
C. Move the JBC to a secure area separate from the voting equipment.
D. Disconnect the booth-to-booth cables from all the remaining booths.
E. Remove the else from the booths and place
   F. Go to step 4, "Set up the replacement voting
      equipment on page 64.

When you have closed the polls and removed the MBB from the JBC, you will disconnect all the

All Available Access Codes

2. Shut down the Voting Equipment

A. Press [Continue] in the All available access codes

C. When you have closed the polls and removed the MBB from the JBC, follow the
   instructions for removing the MBB from the JBC.
B. Go to "Closing the polls" on page 45, and follow the
   instructions for closing the polls. Then go to
   The polls open screen re-appears on the JBC.
A. Press [Continue] in the All available access codes

If you have issued voting you can shut down the voting.
If no more Access Codes are available.

When all the Replacement Voting Equipment

Power up the Replacement Voting Equipment

Set up the Replacement Voting Equipment

A. Locate the new JBC, the new MBB, and the appropriate number of eligible voting units.
B. Plug the replacement JBC on the table as described in Step 6.
C. Connect the replacement JBC to the JBC in the nearest Voting Booth as described in Step 4. "Connect the JBC to the eligible in the nearest Voting Booth" on page 9.
D. Put a Replacement Eligible in each booth.
E. "Connect the eligible to each other" on page 10.
F. Go to Step 3, "Power up the replacement JBC."

When all the Replacement Voting Equipment

A. Follow the 11 steps in JBC and eligible power-up.
B. Verify your rolling place location.
C. Test the buttons on the eligible.
D. Enter the setup password.
E. Install the MBB.
F. Plug the JBC into power.
G. Check the printer paper beginning on page 11. These steps include:

When all the Replacement Voting Equipment

A. Look at the Replacement Voting Equipment

B. Go to Step 6, "Print the zero page from replacement equipment.
C. Look at the Replacement Voting Equipment

If no more Access Codes are available.

When all the Replacement Voting Equipment

A. Follow the 11 steps in JBC and eligible power-up.
If no more Access Codes are available

2. When the Zero Tape has been printed, you can
Open the polls with the Replacement Voting Equipment

6. Print the Zero Tape from Replacement Voting Equipment

A. Print the Zero Tape as described in "Printing the Zero Tape" on page 21.
B. Begin issuing Access Code Tickets as described in "Issuing an Access Code to a Voter" on page 24.

These steps include:
3. Announce the polls are open.
2. Enter the Open Polls Password.
1. When it is time, open the polls.

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