

Hart InterCivic

eSlate Precinct Voting System

Election Day Manual - IVB

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Hart InterCivic, Election Solutions Group is committed to election integrity and customer satisfaction. All products, components, and services provided to our customer shall be safe, secure, and effective for their intended use, and they shall meet or exceed the quality and reliability levels expected by the marketplace.

About this manual

This manual describes how to use the eSlate™ Precinct Voting System (PVS) from Hart InterCivic. You can quickly locate the topics in the book by looking at the topic titles printed on the outside edges of the pages. Instruction pages are formatted in two columns, with general descriptions in the left column and steps in the right column.

The eSlate Precinct Voting System includes:

- ✓ 1 Judge's Booth Controller™ (JBC) and
- ✓ 1 to 12 Voting Booths (Booths) that each contain an eSlate™ 3000 or DAU eSlate (eSlate) electronic voting unit.

In this version of the eSlate Precinct Voting System Election Day manual, named **PVS Version IVB**:

- The Mobile Ballot Box™ (MBB) will need to be installed in the JBC.
- The battery packs for the JBC and the eSlates may need to be connected.
- JBC passwords may be required.
- A modem can be attached to the JBC.

Warning messages

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



Do not touch the thermal head inside the printer cover during or immediately after printing, as it may be hot enough to burn your fingers.

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Steps for: Voting equipment setup

The eSlate Precinct Voting System voting equipment for a polling place includes a Mobile Ballot Box (MBB) installed in a Judge's Booth Controller (JBC) and 1 to 12 Voting Booths (Booths) that each contain one eSlate or DAU eSlate electronic voting unit.

The eSlates in the Booths are "daisy-chained" together with Booth-to-Booth cables and the eSlate in the Booth on one end of the chain is connected to the JBC with the JBC-to-Booth cable.

- ☛ If the JBC and Booths HAVE NOT been set up, begin with **Step 1. "Put the JBC on a table"** on page 6.
- ☛ If the JBC and Booths HAVE been set up, skip to the steps in **"JBC and eSlate power-up"** on page 11.



What is needed —

- ✓ 1 MBB
- ✓ 3 MBB Safety Seals
- ✓ 1 to 12 Booths
- ✓ 1 to 12 eSlate electronic voting units
- ✓ 1 JBC
- ✓ 1 JBC-to-Booth cable
- ✓ 1 table for the JBC
- ✓ 1 chair for the election judge at the registration book
- ✓ 1 chair for the election judge at the JBC
- ✓ 1 JBC power cord
- ✓ 1 surge protector
- ✓ 1 electrical outlet
- ✓ Battery packs for eSlates and JBC
- ✓ 1 or more extra rolls of paper for the JBC printer
- ✓ Safety tape or similar type of tape (Duct tape)
- ✓ Booth number signs to hang on the Booths
- ✓ Envelopes for Start Up Printer Tape, Voter Provisional Stubs, Extra Access Code Tickets, and Aborted Access Code Stubs
- ✓ 1 modern and modern cable (optional)



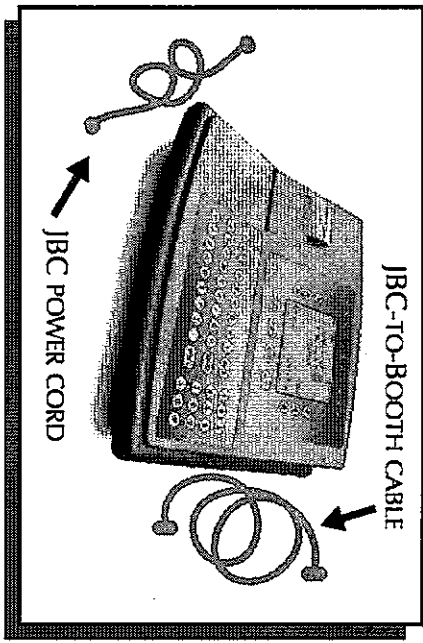
When — About 1 hour before the polls are to open, perform these steps:

- Put the JBC on a table (page 6).
- Set up the Booths (page 7).
- If you are using battery packs in the eSlates, install them (page 8)
- Connect the JBC to the nearest Booth (page 9).
- Connect the remaining Booths to each other (page 10).

7. Put the JBC on a table

The JBC must be placed on a table near:

- ✓ a Booth
- ✓ an electrical outlet

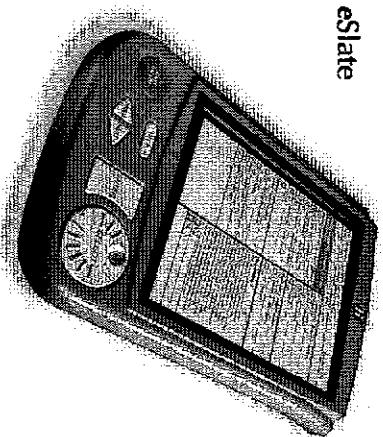


- A.** Remove the JBC from its case.
- B.** Put the JBC on the table so that the election judge sitting at the table will be able to read the screen on the JBC.
- C.** Remove the power cord from the JBC case and lay the power cord on the table next to the JBC.
- D.** Remove the JBC-to-Booth cable from the JBC case and lay the cable on the table next to the JBC.

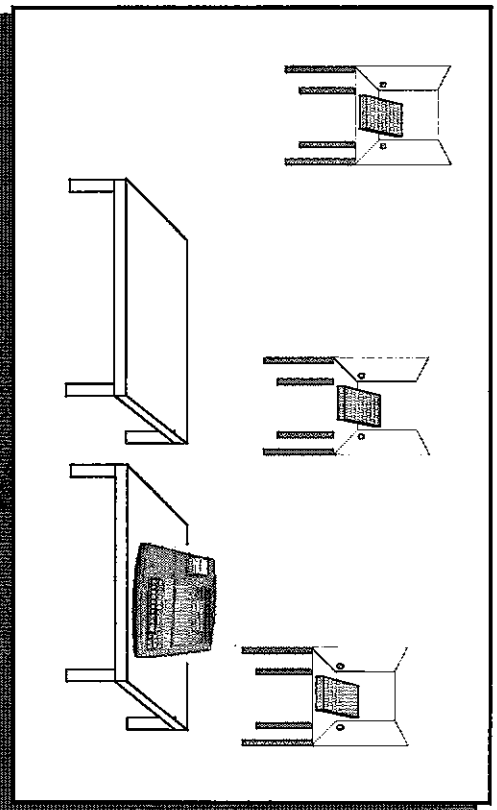
2. Set up the Voting Booths

The Booths must be unfolded and arranged the way you want them in the room. The election judges should be able to see all of the Booths from their seats at the tables to determine if a voter is present inside a Booth during the voting day.

- 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 eSlate inside each Booth.

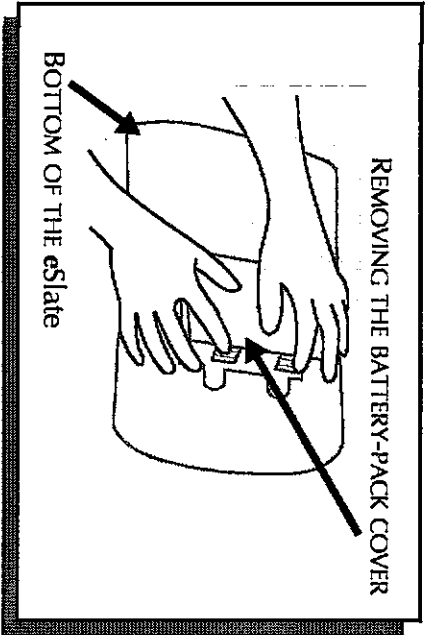


eSlate



3. Connect the eSlate battery packs

If you are using battery packs in the eSlates, open the eSlates and connect the battery-pack cables.

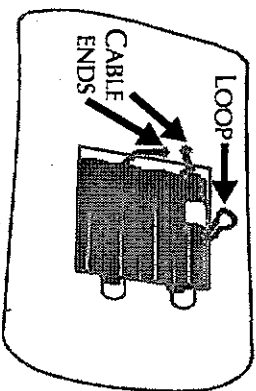


For each eSlate that needs a battery-pack, perform the following steps.

A. Turn the eSlate over.

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

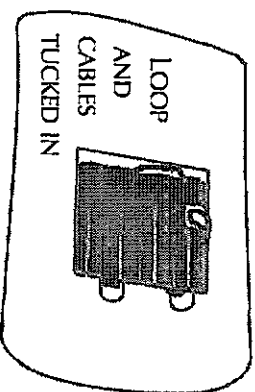
C. Place the battery pack in the chamber, keeping the finger loop and the ends of the cables accessible.



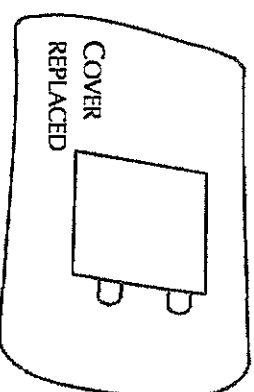
D. Plug in the battery-pack cable connectors.



E. Tuck the finger loop and the battery-pack cable down into the chamber.






F. Replace the battery-pack cover on the eSlate.

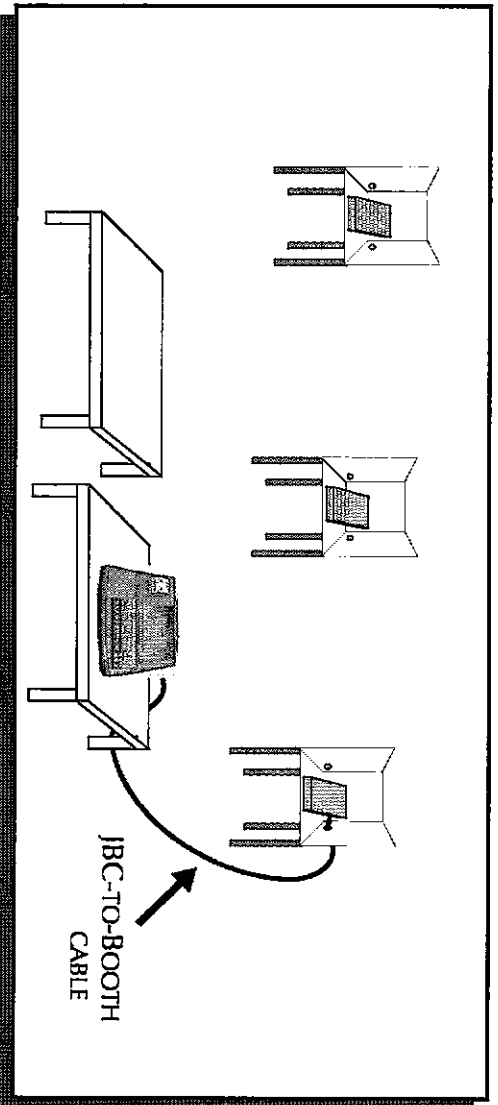


G. Turn the eSlate over and place it in the Booth.

4. Connect the JBC to the eSlate In the nearest Voting Booth

The JBC will be connected to the chain of Booths with the JBC-to-Booth cable.

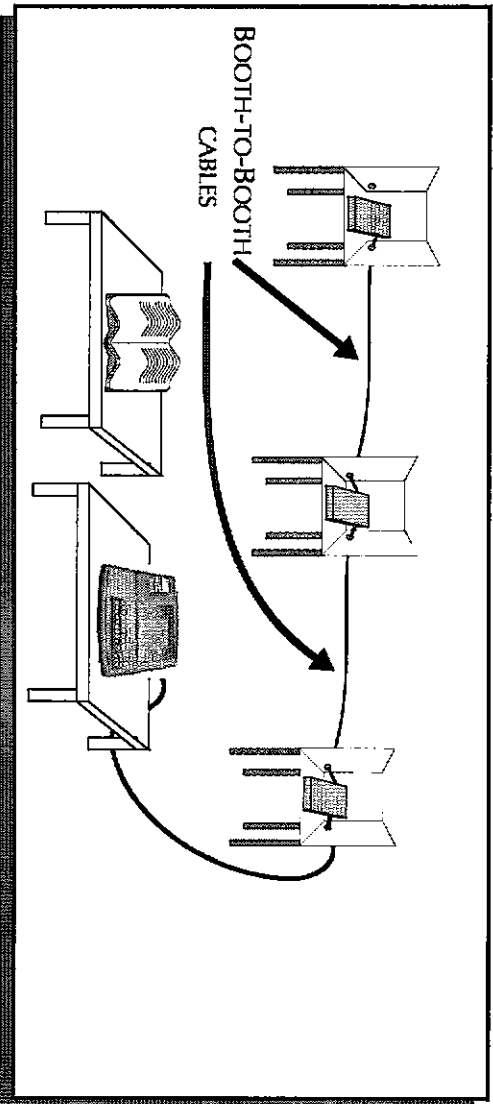
- A.**  Pick up the JBC-to-Booth cable and walk to the Booth closest to the JBC.
 - B.** Plug one end of the JBC-to-Booth cable into the top edge of the eSlate inside that Booth.
 - C.** Route the cable coming out of the Booth such that it does not interfere with the voter.
 - D.** If necessary, tape the cable to the floor to avoid a possible tripping hazard.
 - E.**  Walk back to the JBC and plug the other end of the JBC-to-Booth cable into the right side of the JBC.
-  Do NOT connect the JBC power cord to the JBC until you begin "JBC and eSlate power-up" on page 11.



5. Connect the eSlates to each other

The eSlates inside the Booths will be connected together in a chain using the Booth-to-Booth cables.

- A.** Unwind the Booth-to-Booth cable on the eSlate that is connected to the JBC.
 - B.** Carry the end of the Booth-to-Booth cable to the next Booth in the line and plug it into the connector on the right side of the eSlate in that Booth.
 - C.** Route the cable coming out of the Booth such that it does not interfere with the voter.
 - D.** Continue making the chain of Booths by plugging the end of a Booth-to-Booth cable into the connector on the eSlate inside the Booth next to it.
- ☺ There will be one (1) unused Booth-to-Booth cable left over.



6. Get ready to power-up the JBC and the Booths

Now the voting equipment is set up.

➡ Go to the steps in "JBC and eSlate power-up" on page 11.

Steps for: JBC and eSlate power-up

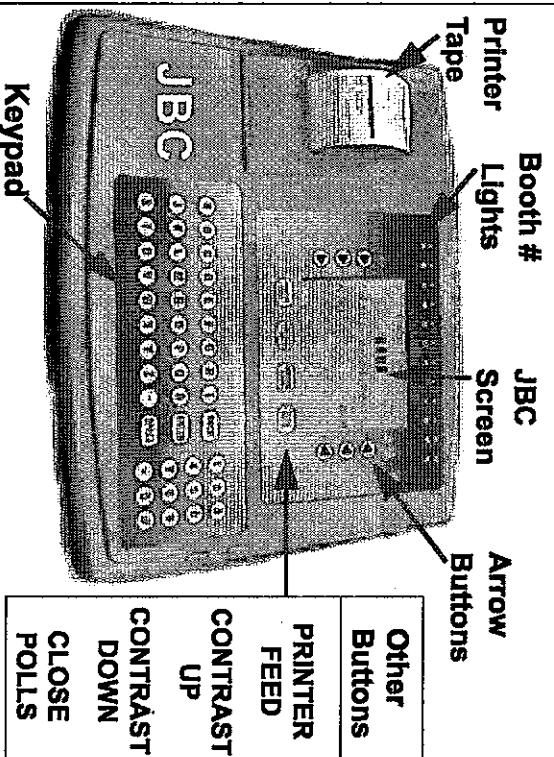
During the voting day you will use the JBC to:

- ✓ communicate with the eSlates in the Booths, and
- ✓ print Access Code tickets for voters.

The JBC and the eSlates turn on when you plug in the power cord.

The JBC screen will display instructions and you will enter your responses by either:

- pressing one of the arrow buttons next to a choice on the JBC screen,
- OR—
- pressing keys on the keypad below the JBC screen.



What is needed — Be sure the following items are ready:

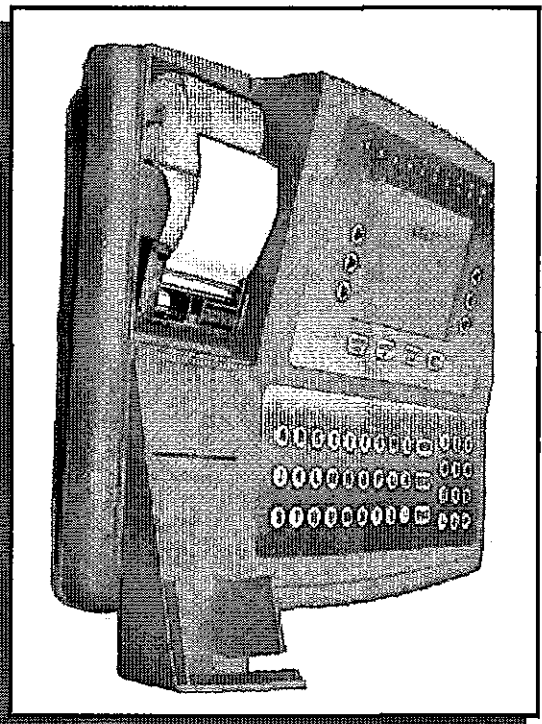
- ✓ Booths have been set up, the eSlates inside the Booths are connected to each other, and one eSlate is connected to the JBC (described in **Steps for: Voting equipment setup** beginning on page 5)
- ✓ 1 MBB
- ✓ Start-up password
- ✓ 1 or more extra rolls of paper for the JBC printer
- ✓ JBC power cord
- ✓ Electrical outlet
- ✓ Polling Place I.D.
- ✓ Booth number signs to hang on the Booths

When — 30 minutes before the polls are to open, perform these steps:

- Check the printer paper (see page 12).
- Plug the JBC into power (see page 13).
- If you are using a battery pack for the JBC, connect it to the JBC (see page 14).
- If necessary, install the MBB (see page 15).
- Enter the Polling Place I.D. (see page 16).
- Answer YES or NO to the question, "Are you performing Early Voting today?" (see page 17).
- Verify the Polling Place location (see page 18).
- Assign numbers to eSlates and hang a number sign on each Booth (see page 19).

1. Check the printer paper

Be sure the printer in the JBC has a full roll of paper.



NOTE: The printer paper has ink on only one side. Words print on the paper when the ink is heated, so it is important that the paper is loaded correctly.

⚡ Do not touch the thermal head inside the printer cover during or immediately after printing, as it may be hot enough to burn your fingers.

A. Lift the printer hood.

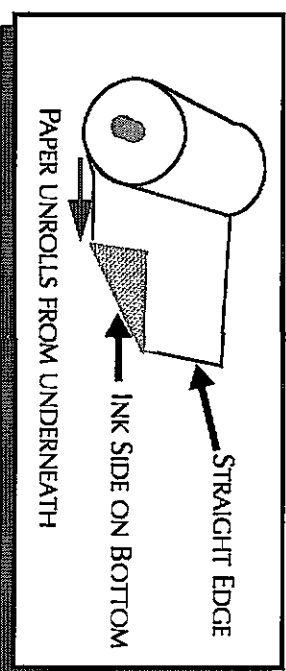
✓ If the roll of paper in the printer is less than 1" thick, you should replace it with a new roll.

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

C. Flip the **lever** next to the paper feed UP.

D. Remove the old roll of paper.

E. Lay the new roll of paper in the spool holder so that the paper unrolls from underneath.



IMPORTANT!

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

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

G. Feed the paper into the printer.

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

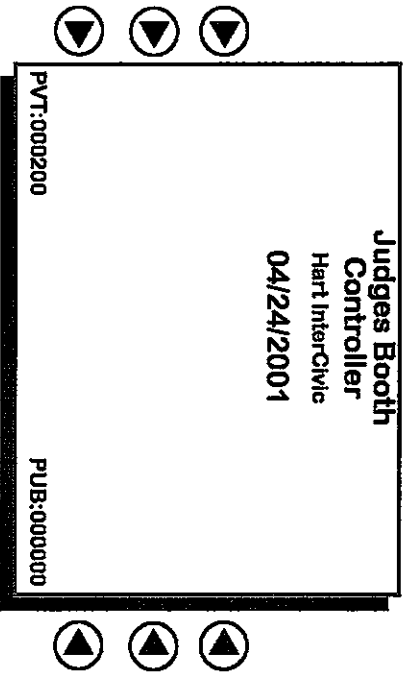
I. Push the **lever** next to the paper feed back down.







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

K. Close the printer hood.

L. Go to **Step 2. Plug the JBC into power** on page 13.

2. Plug the JBC into power

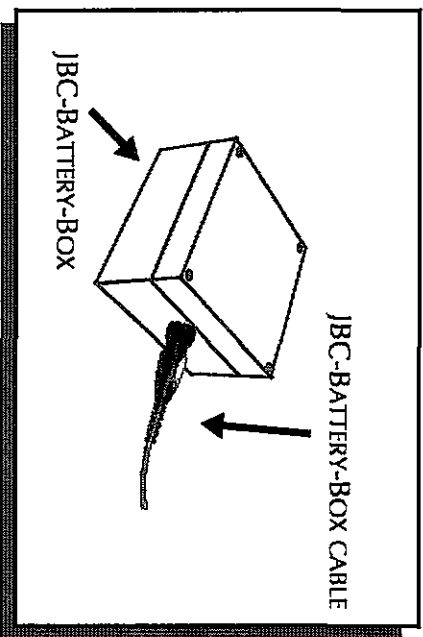


- A. Locate the JBC's power cord.
- B.  Plug the surge protector into the electrical outlet.
- C. Plug the JBC power cord into the surge protector.
- D. Plug the other end of the JBC power cord into **Power In** on the right side of the JBC.
 The **Judges Booth JBC** screen appears briefly on the JBC.
- E. If you added paper to the printer, press the **PRINTER FEED** button on the JBC to advance the paper.
 The printer prints the **JBC Initialized** report.
 If the printer tape is blank, the paper may be loaded upside-down (see **Step 1. Check the printer paper** on page **12**).
-  **DO NOT** tear the printer tape off yet.
 The **Please Insert Mobile Ballot Box** screen appears.
- F. If you have a JBC Battery Box, go to **Step 3. Plug the JBC Battery Box into the JBC** on page **14**, then go to **Step 4. Install the MBB** on page **15**

3. Plug the JBC Battery Box Into the JBC

If you are using the JBC Battery Box, place it next to the JBC and connect it to the JBC.

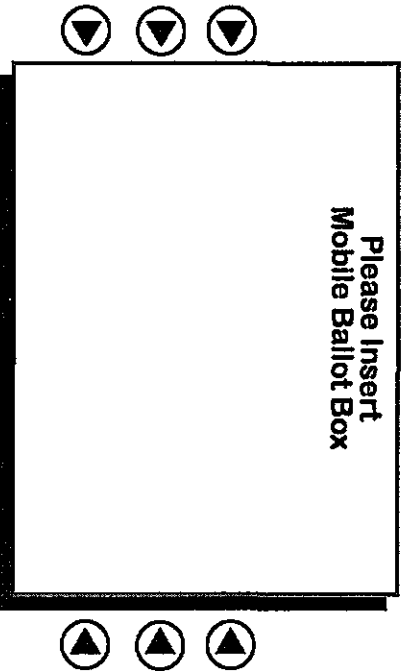
☛ If you are not using the JBC Battery Box, go to **Step 4. Install the MBB** on page 15.



- A.** Put the JBC Battery Box next to the JBC.
- B.** Plug one end of the JBC-Battery-Box cable into the JBC Battery Box.
- C.** Plug the other end of the JBC-Battery-Box cable into the back of the JBC.
- D.** Go to **Step 4. Install the MBB** on page 15.

4. Install the MBB

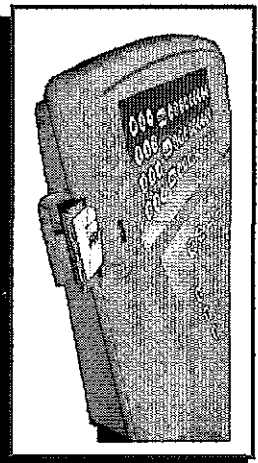
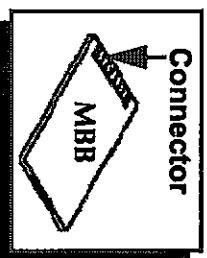
If the Mobile Ballot Box (MBB) is not installed in the JBC, the **Please Insert Mobile Ballot Box** screen appears.




A. If necessary, remove the Safety Seal from the cover over the MBB slot on the side of the JBC.

- B.** Hold the MBB so that:
- ◆ the connector end is headed for the slot
 - ◆ the Polling Place I.D. label is up

C. Push the MBB into the slot.




 If a password is required, the **Start-up Password** screen appears. If no password is required, the **Polling Place ID** screen appears.

D. Replace the Safety Seal in the cover over the MBB slot and lock it.

E. Go to **Step 5. Enter the start-up password** on page 16.

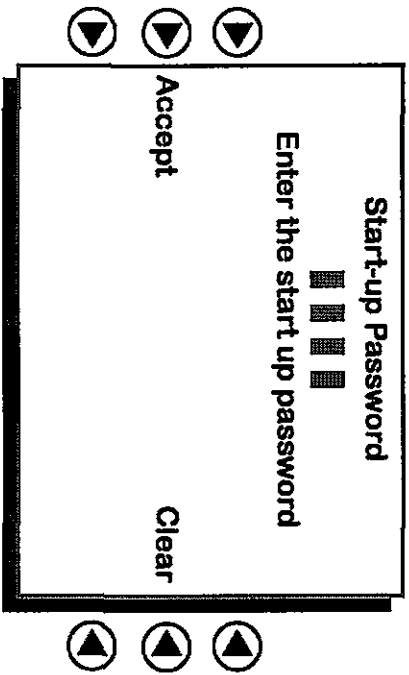
 If the **Please Insert Mobile Ballot Box** screen stays displayed on the JBC, the MBB may be in the slot up-side-down.

- ◆ Take the MBB out of the slot and turn it over.
- ◆ Re-insert the MBB.

 If the **Please Remove** screen appears on the JBC, go to **JBC screens that may display: When the wrong MBB is installed** on page 60.

5. Enter the start-up password

If a password is required, you will see this screen on the JBC.

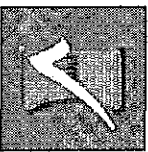
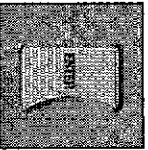


- A. If you see the **Start-up Password** screen on the JBC, locate your start-up password. If not, go to **Step 6. Test the buttons on the eSlates.**
- B. Type the start-up password. Type slowly. Be sure you see each digit display as you type.
- ✓ If you see that you made a mistake as you typed the start-up password, press ◀ **Clear** and start over.
- C. Press ▶ **Accept**.
- 🖥️ If the start-up password you typed is correct, the **Polling Place I.D.** screen appears.
- D. Go to **Step 6. Test the buttons on the eSlates.**
- ☹️ If the start-up password is incorrect, the **Password is Incorrect** screen appears (see **When a password is wrong** on page 54).

6. Test the buttons on the eSlates

You need to perform a test to see if the buttons on every eSlate in the Booths are working.

- ✓ When the eSlates are getting power through their cable connections, you will see the **Response Test** screen displayed.
- ✓ If you see a check mark appear over the picture of a button the first time you press a button on the eSlate, it means the button is working.



- ✓ When you press that same button again, the check mark will disappear.

- A. 🚶 Walk to the first Booth.
- ✓ The **Response Test** screen should be displayed on the eSlate.
- B. Follow the instructions on the eSlate screen to verify that the eSlate buttons work properly.
- C. Repeat the **Response Test** for every 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 the button response test fails on an eSlate, you can unplug the failed eSlate and replace it with another eSlate.
- D. Go to **Step 7. Enter the Polling Place I.D.** on page 17.

7. Enter the Polling Place I.D.

Polling Place I.D.
Enter the Polling Place I.D.
Accept Clear

- Locate your Polling Place I.D.
- Type the Polling Place I.D. Type slowly. Be sure you see each digit display as you type.
 - If you see that you made a mistake as you typed the Polling Place I.D., press **Clear** and start over.
- Press **Accept**.
 - If the Polling Place I.D. you typed is correct, the **Are you performing Early Voting Today?** screen appears if your polling place is used for Early Voting.
- Go to **Step 8. Choose between Early Voting and Election Day voting**.
 - If the Polling Place I.D. was incorrect, the **Incorrect Polling Place Code screen** appears (see page 55).

8. Choose between Early Voting and Election Day voting

If this screen does not appear, go to **Step 9. Verify your Polling Place location** on page 18.

Are you performing Early Voting today?
Press YES or NO
YES NO

- If the **Are you performing Early Voting today?** screen appears on the JBC, follow these steps.
- If today is an early voting day and you are at an *Early Voting* Polling Place, press **YES** in the **Are you performing Early Voting Today?** screen.
 - OR—
 - If today is the actual *Election Day*, press **NO** in the **Are you performing Early Voting Today?** screen.
 - The **Polling Place Location** screen appears.
 - Go to **Step 9. Verify your Polling Place location** on page 18.

9. Verify your Polling Place location

Polling Place Location
YOUR POLLING PLACE'S NAME
Is this correct?

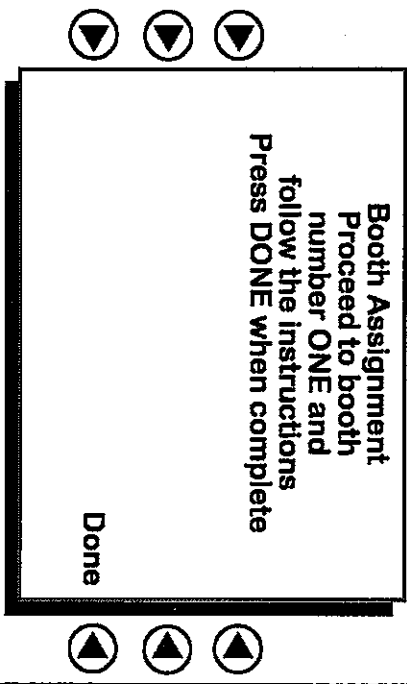
YES NO


- A. Look at the name of the Polling Place displayed on the **Polling Place Location** screen.
 - ☺ If the correct location is displayed:
- B. Press **▶ YES**.
 - 📄 The printer prints the **Election Identification** report.
 - ☹ DO NOT tear the printer tape off yet.
 - 🖨 The **Booth Assignment** screen appears.
- C. Go to **Step 10. Assign numbers to each eSlate** on page 19.
 - ☹ If the correct location is NOT displayed:
 - 🖱 Press **▶ NO**.
 - 🖨 The **Polling Place I.D.** screen re-appears on the JBC (see **Step 7. Enter the Polling Place I.D.** on page 17).
 - 🔄 Repeat **Step 7.** to enter the correct Polling Place I.D.

10. Assign numbers to each eSlate


The **Booth Assignment** screen displays when it is time to assign numbers to the eSlate's in the Booths.

- ✓ Each Booth you plan to use today should have one eSlate in it. The equipment cables should be connected as described in **Steps for: Voting equipment setup** beginning on page 5.
- ✓ You need to decide which of the Booths to assign as Booth #1.
- ✓ Assigning a number to an eSlate in a Booth is a 2-step process:
 - 1 Walk to the Booth and press the ENTER button.
 - You will see the number assigned to the Booth displayed on the eSlate screen.
 - 2 Hang the # sign on that Booth.
- ✓ You must repeat the 2 steps for each Booth.

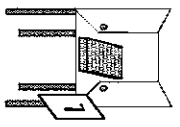


- A.  Walk to the Booth you want to assign as #1.
- ✓ The screen on the eSlate in the Booth should read:

Booth Assignment
 Press the ENTER
 to assign this booth.
 Booth number will be
 01


- B. Press  (ENTER) on the eSlate in that Booth.

- ✓ The screen on that eSlate shows:
This is booth number:
 01





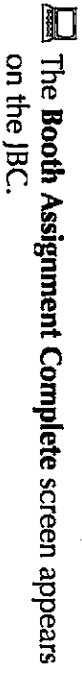
- C. Hang the #1 sign on that Booth.

- D. Repeat Steps A through C to assign numbers to the rest of the eSlates in the remaining Booths.

- E.  Walk to each Booth again and be sure:

- ◆ each eSlate has been assigned a Booth number
- ◆ you have hung the correct Booth # sign on each Booth.

- F. When you have assigned a number to each eSlate in every Booth,  walk back to the JBC and press  **Done** at the **Booth Assignment** screen on the JBC.

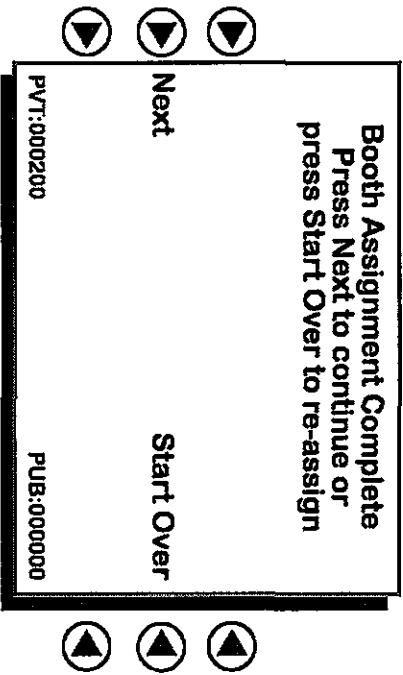


The **Booth Assignment Complete** screen appears on the JBC.

- G. Go to Step 11. Finish the Booth assignment task on page 20.

11. Finish the Booth assignment task

The **Booth Assignment Complete** screen appears after you have assigned a Booth number to each eSlate and have pressed **Done** at the **Booth Assignment** screen on the JBC.



- A. Look at the Booth lights across the top of the JBC (see the picture on page 11).
- B. If the Booth lights for all the Booth numbers you have assigned to the eSlates are lit RED, press **Next** in the **Booth Assignment Complete** screen.
 - ☹ If any Booth light for a Booth number you assigned is not lit RED, call Election Headquarters for instructions.
 - ☺ The printer prints the **Network Configuration** report.
- ☹ DO NOT tear the printer tape off yet.
- ☺ The **Print Zero Tape** screen appears.
- C. Go to Step 12. Look at the **Network Configuration** report.

12. Look at the Network Configuration report

✓ The Public Counter values for the JBC and each eSlate connected to the JBC appear in the **Network Configuration** report. These counter values should be all zeroes for the Booth JBC and each Booth.

Pub Count = 00000

- ☺ The private counter (**Pvt Count**) for the Booth JBC will usually **not** be zero.
- ☹ DO NOT tear the printer tape off yet.

- A. Look at the **Network Configuration** report on the printer tape ☺.
- B. Check to make sure the numbers next to **Pub Count =** are all zeroes for the **Booth JBC** and all the **Booths** printed on the report.

IMPORTANT! If the **Pub Count** totals for the Booth JBC and all the Booths are not all zero, call Election Headquarters for instructions.
- ☺ Read **Opening the polls** on page 22 and **Issuing an Access Code to a voter** on page 24 so you will be prepared when it is time to open the polls.
- ☹ DO NOT tear the printer tape off yet.

Steps for: Printing the Zero Tape

The Zero Tape can be printed after you have completed the steps in "JBC and eSlate power-up" on page 11.

- ⚙️ **What is needed** — Be sure the following items are ready:
 - ✓ The printer has plenty of tape.

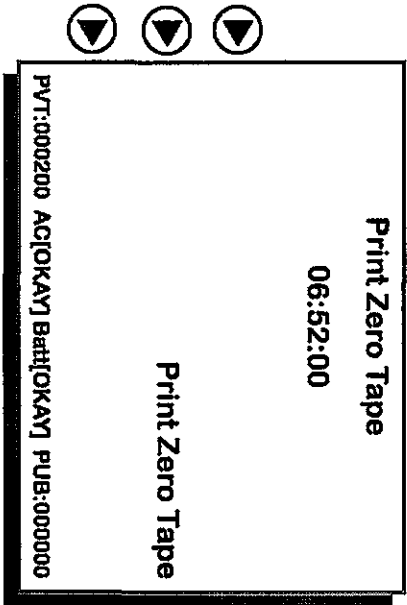
- ⌚ **When** — At least 10 minutes before it is time to open the polls, print the the **Zero Tape Report** report.

1. Print the Zero Tape Report

The voting equipment is ready for the election when you see the **Print Zero Tape** screen on the JBC.

The current time displays under the title of the **Print Zero Tape** screen (HH:MM:SS).

The Private (PVT;) and Public (PUB;) counters appear at the bottom of the **Print Zero Tape** screen.



A. Press ◀ Print Zero Tape in the Print Zero Tape screen.

- 🖨️ **Please Wait** appears on the JBC screen while the Zero Tape Report prints.

- 📄 The printer prints the **Zero Tape Report** report.

- ⚠️ **DO NOT** tear the printer tape off yet.

- 🖨️ **The Ready To Open Polls** screen appears.

- B. Go to "Opening the polls" on page 22.**

Ballot Title	
Name of Election	
Date of Election	
Zero Tape Report	
Date: 04-24-2001	
Time: 06:52:00	

Includes n precincts	*****
Contest 1	
choice A	0
choice B	0
Contest 2	
choice A	0
choice B	0
...	