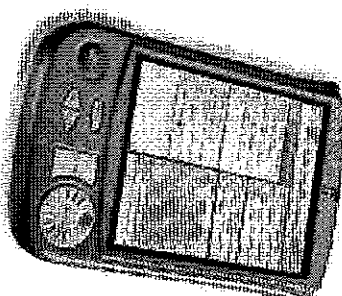
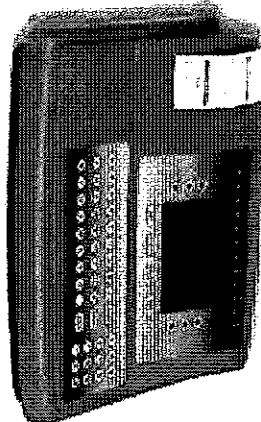


# eSlate™

## Polling Place System Desk Reference



Polis Open	07:01:22
Election Name	
Codes Active : 000000	
Other	
Add Voter	Check Code
PVT:000742 ACIOKAY] BAIQOKAY] PUB:000542	

### JBC Polls Open Menu

Revision G2



# Supplies

## **Voter Instruction**

- Voter Instruction Placards
- Voter Instruction Flyers
- Voter Instruction Script
- Voter Instruction Video, if available
- Flag Placards

## **Logs and Envelopes**

- JBC Reconciliation Log
- Canceled Booth Log
- Appropriate Envelopes

**Before each voter gets to an eSlate booth,  
explain how to vote on the eSlate**

Point to the Voter Instruction flyer, placard, or script and say:

1. You will be voting on the eSlate today. First, turn the **SELECT** wheel to highlight your language and press **ENTER**.
2. Turn the **SELECT** wheel to highlight the first number of your **ACCESS CODE**. Press **ENTER**. Do this for each number.
3. Turn the **SELECT** wheel to highlight your ballot choice. Press **ENTER**. The box to the left of the choice changes to red. Do this for each contest. You can skip pages with **NEXT**.
4. Read the **BALLOT SUMMARY** carefully. Press **CAST BALLOT** (from the last page of the **BALLOT SUMMARY**). You have finished voting when you see the waving American flag.

## Other Features for Voters

- Use **PREV** or **NEXT** to move between pages of the ballot.
- Change a choice by turning the **SELECT** wheel to your new choice and pressing **ENTER**.
- Cancel a choice by pressing **ENTER** a second time after highlighting that choice with the **SELECT** wheel.
- Change a choice from the **BALLOT SUMMARY** by turning the **SELECT** wheel to highlight the line you wish to change then pressing **ENTER**. You will go back to that race.
- To vote for a write-in, if a write-in choice is available, turn the **SELECT** wheel to the write-in choice and press **ENTER**. Turn the **SELECT** wheel and press **ENTER** to spell out the name of the candidate you wish to write in. Turn the **SELECT** wheel to highlight **Accept** and press **ENTER**.
- If you choose to vote straight party, go through the pages of the ballot with **NEXT** after choosing your party.
- In multi-page ballot summaries the voter must use **NEXT** to move to the final page, and then press **CAST BALLOT**.
- Voters do not need to vote in all contests, if they choose not to.
- If you do not vote in the final contest on the ballot, you must press **NEXT** or **CAST BALLOT** to reach the **BALLOT SUMMARY**.

# Write-In Feature

To vote for a write-in, if a write-in choice is available:

- Turn the **SELECT** wheel to the write-in choice and press **ENTER**.
- Turn the **SELECT** wheel and press **ENTER** to spell out the name of the candidate you wish to write in.
- Turn the **SELECT** wheel to highlight **Accept** and press **ENTER**.
- Other choices are **Back** to go back a space, **Space** to skip a space, and **Cancel** to return to the ballot without writing a choice.

Enter Write-In Candidate

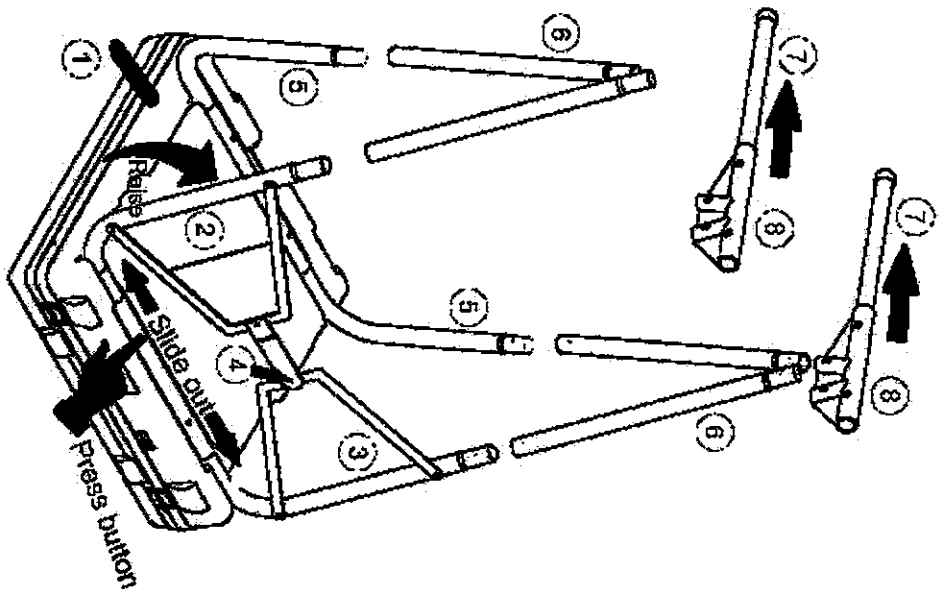
Candidate Name

A	B	C	D	E
F	G	H	I	J
K	L	M	N	O
P	Q	R	S	T
U	V	W	X	Y
Z	Back	Space	Accept	Cancel

Press HELP for instructions.

# Setting Up Hart Intercivic eSlate Booths

Match the steps with the numbers on the picture to correctly set up the booths.



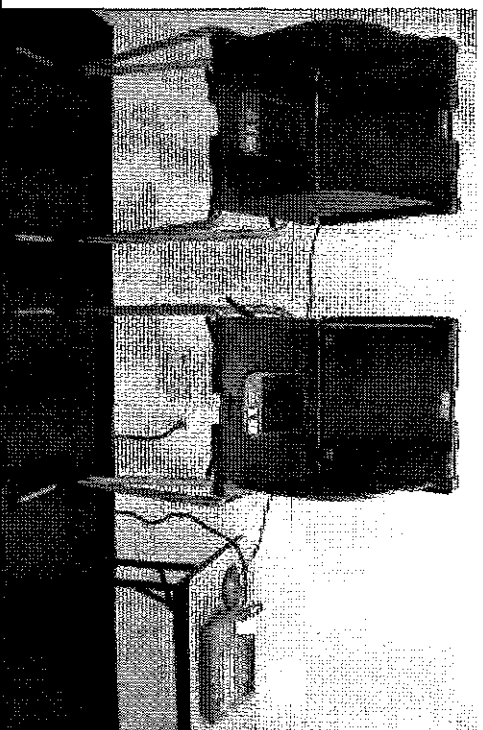
1. Release the three Velcro® straps.
2. Unlock the leg by pushing the button in. Raise the leg. Slide the leg out and match the arrows until the button snaps into place.
3. Unlock the leg by pushing the button in. Raise the leg. Slide the leg out and match the arrows until the button snaps into place.
4. Fit the pin into the hole to lock the support bars into place.
5. Unlock the legs by pushing the buttons in. Raise the legs. Slide the legs out and match the arrows until the buttons snap into place.
6. Line up and slide on one straight tube for each leg. Make sure the button snaps into place.
7. Extend the foot tubes until the buttons snap into place.
8. Lock the feet onto the legs. The foot tubes extend toward the front of the booth where the handle and latches are located.
9. Turn over the booth so that it is standing up. Unlatch the top of the booth.
10. Lift the top and fit the privacy wings into the notches on the sides of the booth.

NOTE: Steps 7 and 8 are different than the instructions that appear on the actual booth. The steps have been changed to make set up easier.



# Polling Place Set Up With Hart eSlate Booths <sup>7</sup>

1. Set up the Judge's Booth Controller (JBC) near an electrical outlet. **DO NOT** connect the JBC to any power source yet. If using a voter registration computer set it up and connect it to the JBC "Modem" port. Or, if using a modem set it up and connect it to the JBC "Modem" port.
2. Set up the eSlate booths.
3. Examine the booths to find any disabled access booths. Each DAU booth has a red stripe on the edge of the booth, and the booth is set at a lower height than the others.
4. Set the Disabled Access Unit (DAU) eSlate in the last booth. Make certain that the DAU card is inserted and the headphones and tactile input switches are connected. Hang the headphones on a privacy wing of the booth. Tuck the tactile input switches away in the booth storage compartment.
5. Take the long gray booth cable from the JBC box, and plug the silver end into the back of the JBC. Tighten the screws. **THIS MAY ALREADY HAVE BEEN COMPLETED AT THE WAREHOUSE.**
6. Plug the black end of the long gray booth cable from the JBC into the back of the first eSlate booth. Tighten the thumbscrews.
7. "Daisy chair" the eSlates together by running the first eSlate cable out of the 1<sup>st</sup> booth and connecting it to the back of the 2<sup>nd</sup> eSlate booth. Repeat for all eSlates.
8. The last eSlate/DAU eSlate cable stays in the booth wrapped around the eSlate. The last unit should be a DAU eSlate, if DAU eSlates are being used so that curbside voters can have disabled access features.



# Polling Place Set Up Without Hart eSlate Booths 8

1. Set up the Judge's Booth Controller (JBC) near an electrical outlet. DO NOT connect the JBC to any power source yet. If using a voter registration computer set it up and connect it to the JBC "Modem" port. Or, if using a modem set it up and connect it to the JBC "Modem" port.
2. Set up booths, and place the eSlates into the booths.
3. Set a Disabled Access Unit (DAU) eSlate in the last booth. Make certain the eSlate's battery pack is connected. Connect the headphones and tactile input switches. Hang the headphones on a privacy wing of the booth. Tuck the tactile input switches away, green on the left, red on the right.
4. Take the long gray booth cable from the JBC box, and plug the silver end into the back of the JBC. Tighten the screws. **THIS MAY ALREADY HAVE BEEN COMPLETED AT THE WAREHOUSE.**
5. Plug the black end of the long gray booth cable from the JBC into the top of the first eSlate. Tighten the thumbscrews.
6. Take the gray cable from the first eSlate and plug it into the next eSlate in line. Repeat this "daisy chain" for all eSlates. Adjust cables to avoid tripping.
7. The last eSlate/DAU eSlate cable stays in the booth wrapped around the eSlate. The last unit should be a DAU eSlate, if DAU eSlates are being used so that curbside voters can have disabled access features.

