

# EQUIPMENT HOW-TO's

Updated February 2024 by VZCD

## \*\*\*OPENING THE POLLS\*\*\*

*It is VITAL that you do these three steps **FIRST THING WHEN YOU ARRIVE!***

1. Turn on the POLL PAD PRINTER to the right of the poll pad.  
(The poll pads are already set up.)
2. Turn on the PRINTER to the right of the BALLOT CONTROLLER UNIT (unit with the green D).
3. Push the RED BUTTON on the BACK of all three Hart units to POWER ON.  
(They are the hard cases labeled D, P, S)  
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4. Turn on the poll pad.
5. **Once the ADA/Duo UNIT is up (unit with the red D):**
  - a. enter the open polls code located on the purple Election Day Machine Codes Card that was included with your keys.
  - b. Select "Ready for Use" at the top left corner of the screen.
  - c. Enter poll worker code located on the purple Election Day Machine Codes Card that was included with your keys.
  - d. Select the blue "Activate Ballot" button.
  - e. Select the correct precinct and press the blue "OK" button.
  - f. Verify precinct and select "YES."
  - g. Remove the printed tape, sign it by the Judge and Alternate Judge, and place it in the WHITE "MAIN ENVELOPE" located in the Election Kit box.
6. **Once the BALLOT CONTROLLER UNIT is up (unit with the green P):**
  - a. Enter the poll worker code located on the purple Election Day Machine Codes Card that was included with your keys.
  - b. Make sure the current ballot tally is zero.
  - c. Remove the printed tape, sign it by Judge and Alternate Judge, and place it in the WHITE "MAIN ENVELOPE" located in the Election Kit box.
7. **Once the BALLOT SCANNER/COUNTER UNIT is up (unit with the blue S):**
  - a. Select the gray "Print Zero Report" button.
  - b. Make sure that the vote totals for all races are zero.
  - c. Remove the tape, sign it by the Judge and Alternate Judge, and place it in the WHITE "MAIN ENVELOPE" located in the Election Kit box.
  - d. **AT 7:00 AM**, select the gray "Open the polls" button.
  - e. Enter the open polls code located on the purple Election Day Machine Codes Card that was included with your keys.

**VOTING IS READY TO BEGIN!**





## \*\*\*CLOSING THE POLLS\*\*\*

1. At **7:00 PM** go to the **BALLOT SCANNER/COUNTER UNIT** (unit with the blue S):
  - a. Push the blue button on the back left side of the machine (as if looking from the back). The button is inset by the blue light.
  - b. Select the gray "Close Polls" button.
  - c. Enter the poll worker code located on the purple Election Day Machine Code Card that was included with your keys.
  - d. **DO NOT REMOVE THIS TAPE!** Sign by Judge and Alternate Judge and leave it attached.
  - e. Push the red button on the back of the unit to power it off. Unplug the UNIT.
  - f. Remove the scanner (Open the front ballot box door and pull the string toward you.)
  - g. Close the case and place a seal on it.
  - h. Remove the **BALLOT BAG**, close it up, and place a seal on it.
2. Go to the **BALLOT CONTROLLER UNIT** (unit with the green P):
  - a. On the main menu, select the gray "Close Polls" button.
  - b. Enter the close polls code located on the purple Election Day Machine Codes Card that was included with your keys.
  - c. Remove the printed tape, sign it by Judge and Alternate Judge, and place it in the **WHITE "MAIN ENVELOPE"** located in the Election Kit box.
  - d. Push the red button on the back of the unit to power it off.
  - e. Remove the tablet by using the tablet key to unlock it. Unlatch it and stow it in the compartment. Latch the stowed tablet in place and lock it with the tablet key.
  - f. Remove the power cord and brick and stow them in the unlocked compartment.
  - g. Leave the UNIT open.
  - h. Turn off the **PRINTER** to the right of the **BALLOT CONTROLLER UNIT** and unplug all.
3. Go to the **ADA/Duo UNIT** (unit with the red D):
  - a. Push the blue button on the back left side of the machine (as if looking from the back). The button is inset by the blue light.
  - b. Select the gray "Print Summary Report" button. Once the tape has printed, select the gray "Exit" button.
  - c. Remove the printed tape, sign it by the Judge and Alternate Judge, place it in the **WHITE MAIN ENVELOPE** located in the Election Kit box.
  - d. Push the red button on the back of the unit to power it off.
  - e. Unplug the UNIT.
4. Break down the poll pads and close the cases.

**BRING THE LOCKED **BALLOT SCANNER/COUNTER UNIT** (with the blue S), **BALLOT BAG** (CLOSED AND SEALED), **POLL PADS** (PACKED IN THEIR CASES), **KEYS**, **ELECTION KIT BOX WITH ALL COMPLETED FORMS AND PROVISIONAL BALLOTS TO THE COURTHOUSE.****

*CONGRATULATIONS!*