

Important Information

Use this flip chart to guide you through the setup and operation of the voting equipment

DO set up the following the night before the Election:

- DUO Booth Stands
- DUO Voting Units
- Tables & Chairs
- Postings & Distance Markers

Each DUO MUST be LOCKED and SEALED, if setting up the night before, and the seals recorded.

DO NOT set up any of the following the night before the Election:

- Anything from the ePollbook case
- Controller
- Scan
- Ballot Box
- Ballot Bag

The Controller & Scan remain sealed until Election Morning.

The Ballot Bag is locked & sealed inside the Ballot Box on Election Morning before polls open.

In your Judge’s Kit (rolling blue bag) you will find the zipper pouch with all the keys you need. Below are the keys and their purpose:

ELECTION DAY KEYS

JUDGE Keys



RED

wristband



Ballot Box
RED Key



Booth Locks
SILVER Key



Tablet & Go Unit Locks
YELLOW Key



ALTERNATE
JUDGE & CLERK

Keys



2 SETS

BLUE

wristband



Booth Locks
SILVER Key



Tablet & Go Unit Locks
YELLOW Key



White
wristband

Judge keeps
after Ballot
Box is locked

During return have this wristband
ready to handover



To unlock
equipment
Caddy’s

Set Up the DUOs (should be done the day before Election Day)

Locate the Polling Location Equipment Verification Log attached to the front of the equipment caddy on the door and follow the instructions on the log

SET UP BOOTH STANDS

- 1. Verify armband caddy seal is intact; record caddy seal number on the back of the Reconciliation Envelope at ‘Caddy Seal Certification.’ Do this for each caddy.
- 2. Cut caddy seal and put in Election Central Envelope. (*If the seal is broken, contact Election Central IMMEDIATELY.*) Do this for each caddy.
- 3. Unlock caddy with caddy key from the envelope in the key bag.
- 4. Unpack caddies. Remove booth stands from caddies and unfold; the DUO DAU stand is in the red-handled bag; remove from bag, unfold and assemble legs.
- 5. Arrange booth stands with the DUO DAU booth stand at the end of the string.



SET UP DUOs

- 1. Remove blue cable bag from each caddy and place on table.
- 2. Remove all DUO units from caddies and place on booth stands.
- 3. Secure the DUO to each booth stand by moving the lever underneath stand away from you; this will prevent the DUO from falling.



CABLE DUO POWER BRICK

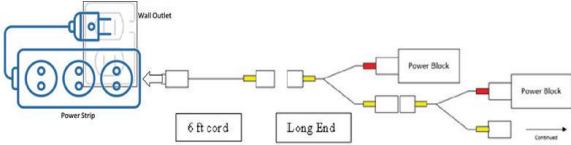
- 1. Remove all cables from blue bags (set aside the ATI Controller and the Auto Ballot Scanner gun).
- 2. Place 1 USB cable and 1 Y-Power cable on top of each DUO, except for the DAU. Set the extra USB cable aside with the ATI Controller.
- 3. Start on the back side of the booths; the power bricks are already attached to the back of each stand; plug the round power cord coming from power brick into the round power hole.
- 4. Do this for all DUOs.



DO NOT UNDO VELCRO FROM POWER BRICK.

CABLE DUO Y-POWER CORDS

- 1. Starting at the 1st DUO, plug the **RED** end of the Y-Power cable into the **RED**-taped power brick on the back of each booth stand. You may have to unwrap the power cord in order to get enough slack.
- 2. Go back to the 1st DUO and find the short **YELLOW** end of the Y-Power cable and plug it into the long **YELLOW** end of the cable on booth 2. Complete for each booth. You will have an extra short **YELLOW** at the DAU.
- 3. Go back to the 1st DUO. end of the long cable on the first DUO. Use the 6 ft. power cord and plug the **YELLOW** end of the 6ft power cord into the **YELLOW** end of the long cable on the 1st DUO.
- 4. Plug into power strip.



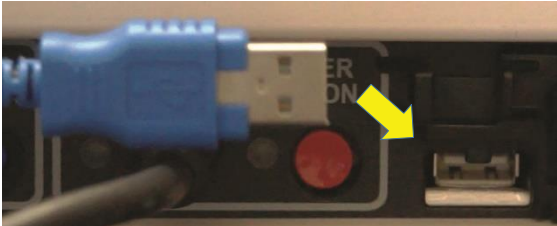
Continue to next page to complete setup of the DUO Voting Booths →

Set up the DUOs continued(should be done the day before Election Day)

Locate the Polling Location Equipment Verification Log attached to the front of the equipment caddy on the door and follow the instructions on the log

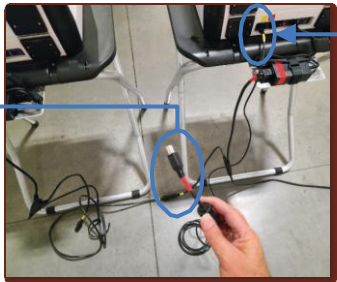
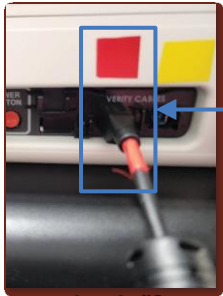
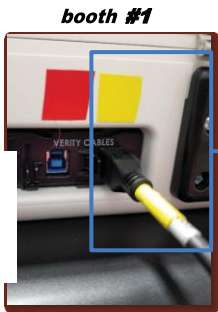
CABLE DUO DAISY CHAIN (Remember: You leave 1 USB cable on table with Scanner Gun)

1. Starting at **1st DUO**, insert the **RED** end of the USB cable into the port labeled **RED**.
2. Take the other end of the cable (yellow end); plug it into the port labeled **YELLOW** on the back of **2nd DUO**.
3. Cable each **DUO** the same way all the way down to the DAU. The DAU will always have 1 port open (the red one).
4. Go back to the **1st DUO**; take the last USB cable and plug the **YELLOW** end into the **1st DUO**; place the other end on the table (it will plug into the Controller).



MAKE A DAU WITH THE ATI CONTROLLER

1. Locate ATI Controller and take it to the last booth.
2. Place ATI Controller in cradle on side of booth stand.
3. Plug flat USB end into back of DUO unit.



INSTALL PRIVACY SCREENS

1. Remove Privacy Screens from blue bags on caddy.
2. Place hooked feet in slots of DUO booth stands in front and back.
3. Each DUO gets two Privacy Screens (1 on each side).



STOP: Each DUO MUST be LOCKED and SEALED, if setting up the night before, and record seals. Lock EACH caddy before leaving to secure the ballot stock. Return the caddy key to the envelope in the key bag.

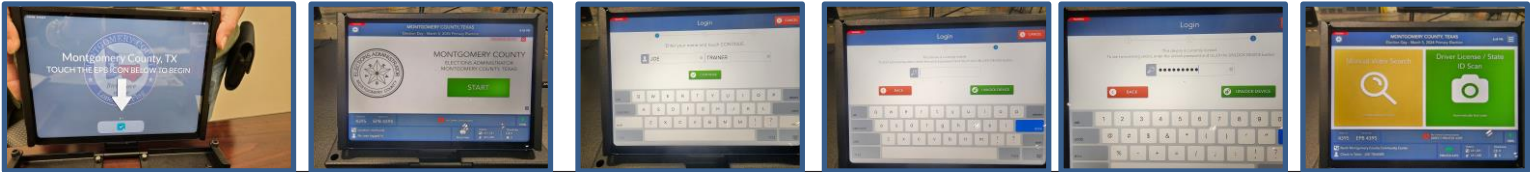
Day Before Election Day (CONTINUED) - DUO Booth Cabling

Instructions for setting up the Touchpad and printer

1. Place the ePollbook case on the table and open it.
2. There are two Touchpads on the right side of the case. Verify that the property number on one matches the number on the printer. This will be the primary Touchpad.
3. Plug in the power cable to the Touchpad, and plug into the power strip included in the kit. Make sure the power strip is plugged in and turned on;
4. Open the Touchpad case, touch the power button in the top left of the screen to power on. Make sure the app is on;
5. Remove the second Touchpad from the ePollbook case. Attach the power cable and plug in to the power strip;
6. Touch the power button to turn on. Make sure the app is on. Do not press ‘start.’ Close this Touchpad and stack the primary Touchpad on top of the secondary;
7. The two Touchpads must remain on and plugged in throughout the day so they can communicate with each other. If the primary Touchpad fails for any reason, the secondary Touchpad will pick up where the other Touchpad failed;
8. Remove the printer from the case, attach the power cable and plug into the power strip. Place it on the table, facing the Controller clerk;
9. When the power is on, a green light should be visible.

Login to the Touchpad

1. Swipe up on the initial screen, then touch the green check icon at the bottom of the next screen;
2. Touch the Start button on the next screen;
3. Verify the current election and polling place are displayed;
4. Follow the Login prompts on the screen and then confirm that the printer is connected to the Touchpad. It will print a test label and a Daily Report;
5. You will now see the Home screen, where you will begin processing voters.
6. Verify the date and time on the Touchpad each day. If either is incorrect, call Election Central immediately.



PLUG IN DUO GO AND
TURN ON PRINTER



DUO Go on



AC Power & Plug on Go



Power Button for Printer

It can take up to 3 hours to fully charge the DUO GO Unit

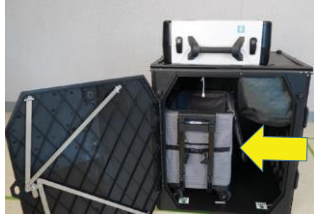
Ballot Box, Ballot Bag, Scan (Election Morning)

DO NOT set up until the morning of the Election.
Judge and Alternate Judge should perform the setup.

1. Remove Ballot Box and Ballot Bag from the caddy.
2. Unfold and assemble the Ballot Box.
3. Place Ballot Box near the exit or at the end of the string directly in the voter’s path.
4. Look inside Ballot Box and confirm empty; also check green Emergency Ballot Bag inside on the right. Pull it down so ballots could fit if necessary.
5. Unfold gray Ballot Bag by unzipping the top, push the 2 metal frames down to each side and secure frames under Velcro strips.
6. Place Ballot Bag inside Ballot Box on the left, handle towards you.
7. Place Scan unit on top of Ballot Box aligning the 5 feet with the 5 depressions; it must fit in place properly.
8. Reach inside the Ballot Box, grasp the white cord, gently pull down and push it away from you to lock the Scan in place.
9. Close Ballot Box door and lock with red key on Judge keychain.
10. Lock Ballot Box door with Ballot Box seal kit. *See Ballot box seal kit below.*
11. Seal Emergency Ballot door on top of lid with yellow seal.
12. Seal Emergency Back Door with yellow seal.
13. Record seals on back of Reconciliation Log under Ballot Box Seal Certificate.



Push the 2 wire frames down to make the walls rigid



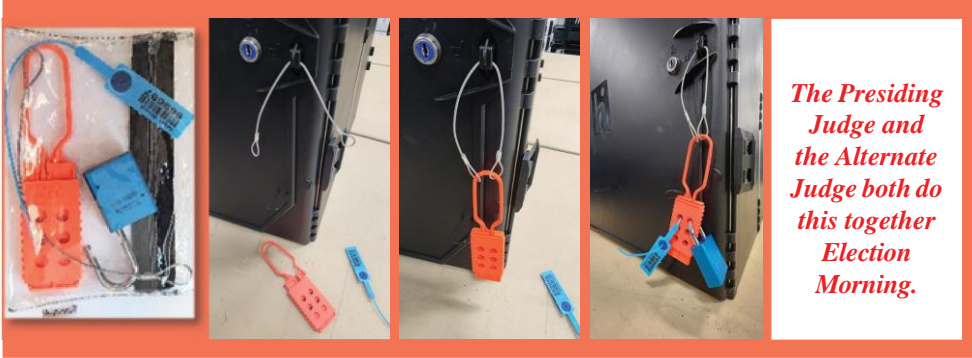
Pull the white cord down and away from you to lock Scan to Ballot Box.

14. Install 2 Privacy Screens on the Ballot Box.



Ballot Box Lock and Seal Kit

1. Find Ballot Box seal kit in zippered pouch; remove contents
2. Take security wire and run it through plastic latch by door lock.
3. Secure both loops with the orange hasp.
4. Lock hasp. Seal hasp.
5. Record door seal on back of Reconciliation Envelope.



The Presiding Judge and the Alternate Judge both do this together Election Morning.

DO NOT LEAVE Touchpad, Controller, Scan, cell phone, eLookup tablet or supplies at polling location overnight.

Setting up the SCAN (Election Morning)

The Scan must remain sealed until election morning

The Scan is NOT connected to anything and only has a power cord

- Record white seal on Scan handle and place in Election Central Envelope.
- Unlock and unseal the Scan; open blue plastic door and remove power cord and power brick. Replace blue door. Connect round power cable to back of Scan and other end of power cord to a power strip.
- Unlock with yellow key, raise blue lever and remove the tablet; place tablet in cradle and relock. (light above printer should change from RED to GREEN)
- Push red power button on the back of the Scan; it will take at least 5 minutes to be operational. **Screen will go dark about two and a half minutes in**; this is normal.
- Verify seal above printer (blue) is intact and record this seal number in the Before Opening the Polls section of Reconciliation Log.
(If the blue seal is broken, contact Election Central IMMEDIATELY)



***If DUO voting booths were set up the night before, verify that the same YELLOW Seal numbers are intact and no evidence of tampering is found and initial the box on the DUO Seal Certificate on back of the Reconciliation Envelope. Cut the tab ends off of the seals and put in Election Central Envelope. If equipment was not set up, follow STEP 5– DUO BOOTHS.**

The power connector is inserted into the only round port on the back of the Scan and is flat side up



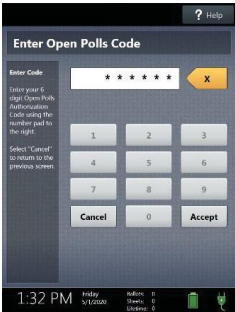
Starts...

OPENING POLLS ON THE SCAN

- The Presiding Judge and the Alternate Judge must check the existing Zero Report for all zeros.
- Then print a Zero Report. Presiding Judge and Alternate Judge check Zero Report. Presiding Judge, Alternate Judge and not more than 2 poll watchers sign the report.
- Remove the tape and place in the Reconciliation Envelope.
- Press ‘Open the Polls’ on the Scan screen.
- Enter the open polls code (located in the Controller).
- Press ‘Accept.’
- Scan displays the ‘Ready for use’ screen.



Goes dark...



Finishes loading!

Proceed to STEP 4.

Each device takes 5 minutes to turn on; it is normal for the screen to go dark during this process.

STEP 3 - SCAN

HELP DESK 936-788-8346

Setting up the CONTROLLER (Election Morning)

The Controller must remain sealed until election morning

1. Verify Controller seal is intact, record WHITE seal number in Controller Seal Certificate area on back of Reconciliation Envelope.
2. Cut the tab end off of the seal and put in Election Central Envelope.
3. With Controller case open remove the power brick & cord from blue compartment on right using finger tabs.
4. Plug power cord with green tape to power block with green tape.
5. Plug round end of power cord into the round power port on the back of the Controller.
6. Plug other end of power cord into power strip or extension cord with power strip (in Judges kit).
7. Verify seal above printer is intact and record this seal number in the Before Opening the Polls section of Reports Envelope.

(If the seal is broken, contact Election Central IMMEDIATELY.)

**If DUOs were set up the night before, verify that the same YELLOW Seal numbers are intact and no evidence of tampering is found and initial the box on the DUO Seal Certificate on back of the Reconciliation Envelope. Cut the tab ends off of the seals and put in Election Central Envelope. If equipment was not set up, follow STEP 5 - DUO BOOTHS.*

AFTER DUOs ARE SET UP

ATTACH CONTROLLER TO DUOs

1. Connect the RED end of the USB cable to the RED port on the back of the Controller.
2. Connect the YELLOW end of the USB cable to the YELLOW port on the back of the FIRST DUO. String is now complete.

ATTACH SCANNER GUN TO CONTROLLER

1. Locate Scanner Gun in blue cable bag.
2. Plug Scanner Gun into USB port above printer on Controller (align notch to seat).

POWER UP THE SYSTEM (DUOs should already be daisy-chained)

1. On the back of the CONTROLLER press the red power button.
2. Do this on each voting booth in order down to DAU.
3. Each unit should power on; loading takes 5 minutes.
4. The DUOs may display “No Controller Found”; This is normal if the Controller has not fully turned on yet.
5. The Controller will reach the “Ready to Open Polls” screen.
6. Verify the Ballot count is ‘0’ on Controller and record in Before Opening The Polls section on front of Reconciliation Envelope.
7. Do not begin checking in voters and issuing Access Codes until 7:00 am on an accurate clock. (If time or date is wrong on Controller (or Scan) call Election Central immediately.)



back of CONTROLLER

back of FIRST DUO



Power button on back of each unit



Each device takes 5 minutes to turn on; it is normal for the screen to go dark during this process.

Set up the DUOs (if not done the day before Election Day)

Locate the Polling Location Equipment Verification Log attached to the front of the equipment caddy on the door and follow the instructions on the log

SET UP BOOTH STANDS

- 1. Verify armband caddy seal is intact; record caddy seal number on the back of the Reconciliation Envelope at ‘Caddy Seal Certification.’ Do this for each caddy.
- 2. Cut caddy seal and put in Election Central Envelope. (*If the seal is broken, contact Election Central IMMEDIATELY.*) Do this for each caddy.
- 3. Unlock caddy with caddy key from the envelope in the key bag.
- 4. Unpack caddies. Remove booth stands from caddies and unfold; the DUO DAU stand is in the red-handled bag; remove from bag, unfold and assemble legs.
- 5. Arrange booth stands with the DUO DAU booth stand at the end of the string.



SET UP DUOs

- 1. Remove blue cable bag from each caddy and place on table.
- 2. Remove all DUO units from caddies and place on booth stands.
- 3. Secure the DUO to each booth stand by moving the lever underneath stand away from you; this will prevent the DUO from falling.



CABLE DUO POWER BRICK

- 1. Remove all cables from blue bags (set aside the ATI Controller and the Auto Ballot Scanner gun).
- 2. Place 1 USB cable and 1 Y-Power cable on top of each DUO, except for the DAU. Set the extra USB cable aside with the ATI Controller.
- 3. Start on the back side of the booths; the power bricks are already attached to the back of each stand; plug the round power cord coming from power brick into the round power hole.
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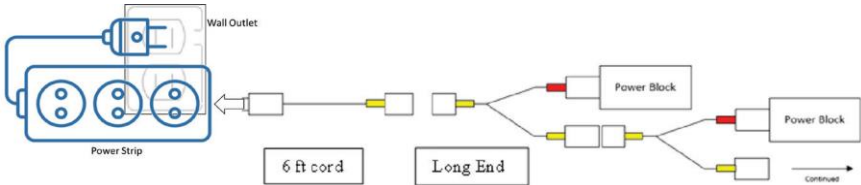


DO NOT UNDO VELCRO FROM POWER BRICK.

CABLE DUO Y-POWER CORDS

- 1. Starting at the 1st DUO, plug the **RED** end of the Y-Power cable into the **RED**-taped power brick on the back of each booth stand. You may have to unwrap the power cord in order to get enough slack.
- 2. Go back to the 1st DUO and find the short **YELLOW** end of the Y-Power cable and plug it into the long **YELLOW** end of the cable on booth 2. Complete for each booth. You will have an extra short yellow at the DAU.
- 3. Go back to the 1st DUO. Use the 6 ft. power cord and plug the **YELLOW** end of the 6ft power cord into the **YELLOW** end of the long cable on the first DUO.
- 4. Plug into power strip.

Each DUO MUST be LOCKED and SEALED, if setting up the night before, and record seals.



STEP 5 - DUO Booths (continued on next tab) HELP DESK 936-788-8346

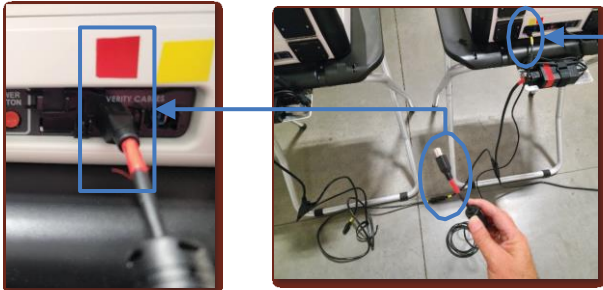
Locate the Polling Location Equipment Verification Log attached to the front of the equipment caddy on the door and follow the instructions on the log.

CABLE DUO DAISY CHAIN (Remember: You leave 1 USB cable on table with Scanner Gun)

- 1. Starting at **1st DUO**, insert the **RED** end of the USB cable into the port labeled **RED**.
- 2. Take the other end of the cable (yellow end); plug it into the port labeled **YELLOW** on the back of **2nd DUO**.
- 3. Cable each **DUO** the same way all the way down to the DAU. The DAU will always have 1 port open (the red one).
- 4. Go back to the **1st DUO**; take the last USB cable and plug the **YELLOW** end into the **1st DUO**; place the other end on the table (it will plug into



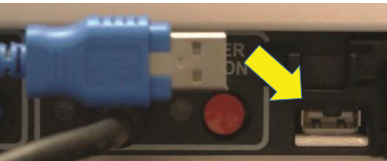
booth #1



booth #2

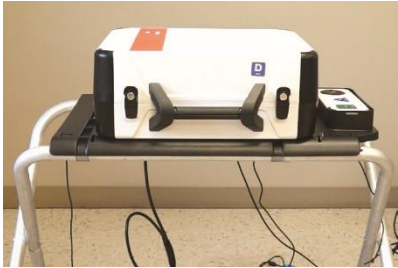
the Controller).

NOTE: The red and yellow stickers are under the ports



MAKE A DAU WITH THE ATI CONTROLLER

- 1. Locate ATI Controller and take it to the last booth.
- 2. Place ATI Controller in cradle on side of booth stand.
- 3. Plug flat USB end into back of DUO unit.



INSTALL PRIVACY SCREENS

- 1. Remove Privacy Screens from blue bags on caddy.
- 2. Place hooked feet in slots of DUO booth stands in front and back.
- 3. Each DUO gets two Privacy Screens (1 on each side).



Each DUO MUST be LOCKED and SEALED, if setting up the night before, and record seals. Lock EACH caddy before leaving to secure the ballot stock. Return the caddy key to the envelope in the key bag.



Using clips or rings, post booth numbers in order at top handle of each DUO all the way down the line. **NOTE:** Clips work best with lever facing forward.

The DUO screens will first ask you to assign booths.

ASSIGN BOOTH NUMBERS

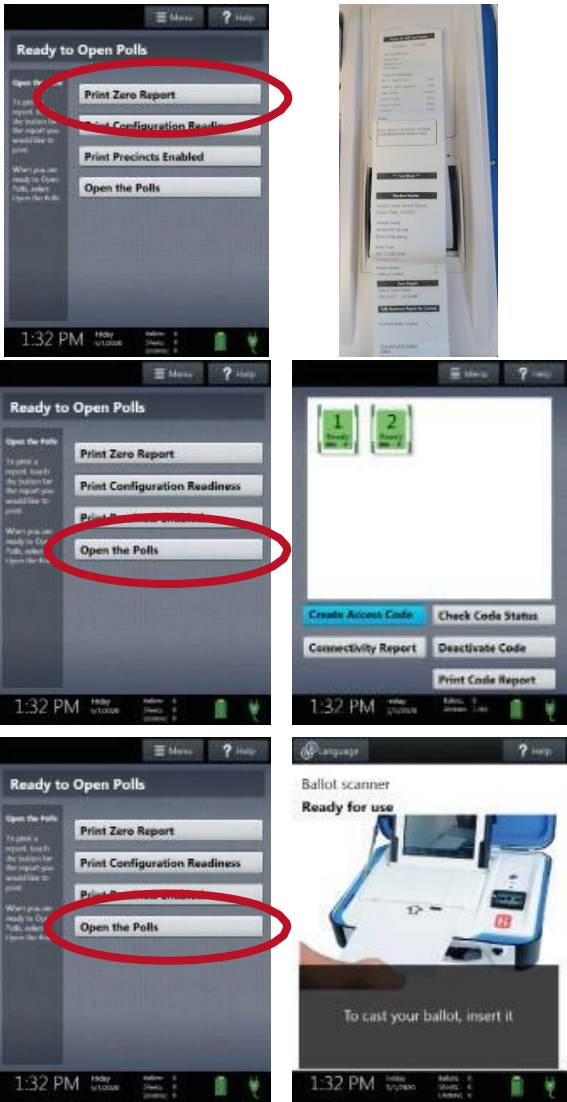
- 1. Press the #1 button on the first booth.
- 2. Press the #2 button on the next booth.
- 3. Press the correct number on each booth until you reach the DAU.
- 4. Each booth will display the number it has been assigned.



PRINT ZERO REPORT ON THE CONTROLLER

- 1. **Confirm** zeros on *existing* ZERO report and verify date is earlier than the day Controller was picked up. Judge and Alternate Judge (Judge from both parties in a Primary) and not more than 2 poll watchers must sign report and put in Reconciliation Envelope.
- 2. **Print another ZERO Report**, check for all zeros and confirm polling place name.
- 3. Judge and Alternate Judge (Judge from both parties in a Primary) and not more than 2 poll watchers must sign Election Day ZERO report and place in Reconciliation Envelope.
- **Verify BATTERY indicator in the lower right hand corner on Controller and DUOs**
- **The only time the battery level is seen on a DUO is before numbering it**
- **The polls are now open and the booths are displayed on the Controller Screen in green**

The password is located in the Controller



OPEN POLLS ON THE SCAN

- 1. **Confirm** zeros on *existing* ZERO report and verify date is earlier than the day Scan was picked up. Judge and Alternate Judge (Judge from both parties in a Primary) and not more than 2 poll watchers must sign report and put in Reconciliation Envelope.
- 2. **Print another ZERO Report**, check for all zeros and confirm polling place name.
- 3. Judge and Alternate Judge (Judge from both parties in a Primary) and not more than 2 poll watchers must sign Election Day ZERO report and place in Reconciliation Envelope.
- 4. Confirm the Ballot count is '0' on Scan and record in Before Opening The Polls section on front of Reconciliation Envelope.

Polls CAN be opened on the CONTROLLER & SCAN before 7AM.

Under NO Circumstances is ANYONE allowed to VOTE before 7AM.

Check Code Status

1. Press **CHECK CODE STATUS** on the Controller screen;
2. Use the keypad to type in the **ACCESS CODE**;
3. Status will appear in the area of the screen under the number being verified;
4. It is possible to press the **PRINT STATUS**, if voter requests;
5. Press **CANCEL** when you are finished;
6. If the voter has been given an incorrect ballot style, you can press ‘Deactivate Code’ on the Controller screen, or let it expire. Mark it ‘Expired’ and place in the Reconciliation Envelope. Re-issue the correct Access Code and let the voter proceed.

STATUS:	DESCRIPTION:	STEPS:
Not Issued Yet	The code has never been assigned.	It may be that the voter has an ACCESS CODE tape from another voting string.
Issued and Ready for Use	The code has not been used and it is still available for use.	If the voter is concerned that the Access Code has timed out, you can make sure it is still active. The voter may still vote.
Currently in Use on a Voting Device	A voter has started voting, but has not pressed PRINT RECORD to complete voting.	The voter should finish voting. If the voter wants to change his or her selections, he or she can review the selections and make changes at any time before pressing ‘Print Record.’
Used to print a Vote Record	The code has been used and a ballot printed.	The voter may be asking to confirm the status of his or her ballot as ‘Cast.’ If the voter requests a receipt, press the arrow next to Print Status. VOTER MAY NOT VOTE AGAIN.
Expired	The code was not used in time.	If the voter has a valid reason the code expired, the clerk at the Controller will issue the voter a new Access Code and write ‘Expired’ on the original. Put this in the Reconciliation Envelope. The voter may now vote.
Spoiled	The code was entered but the voter did not Print Record with this ACCESS CODE because the ballot was Spoiled.	If there was a valid reason for the ballot to have been Spoiled and voter is eligible to vote, the clerk at the Controller will issue the voter a new ACCESS CODE and sheet of voting paper. Make sure that an entry on the ‘Spoiled Ballot Log’ has been made. The voter may now vote.
Deactivated	The code was never entered and was deactivated on the Controller.	This is usually done by the Judge or a Clerk if an extra access code was printed or the wrong type of access code was printed (regular vs. Provisional) or the Clerk scanned the wrong label and issued an access code for the wrong ballot style accidentally.

OPERATIONS - Checking an Access Code

Toucpad Label Printer

The Touchpad label printer has to be plugged in to work properly. The cables for this are stored in a compartment underneath the printer. You may also refer to the ePollbook QuickStart Guide located inside the ePollbook case to assist you in making these cable connections.



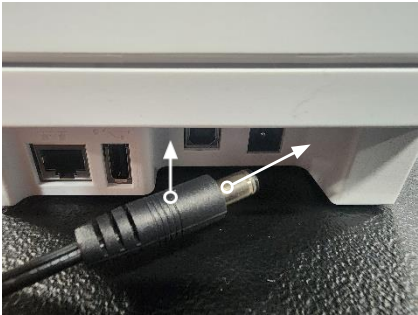
Printer in case



Printer pulled out



Cables for printer

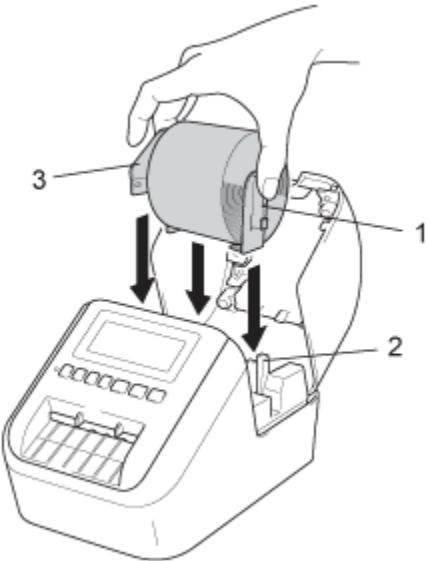


Cable going to printer



Cable plugged in

Changing Label Printer Labels



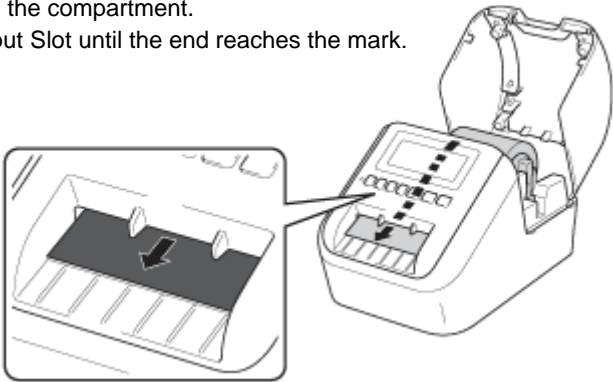
Hold the printer by the front, and firmly lift the Compartment Cover to open it.

Place the label Roll into the Roll Spool Guide.

- Make sure that the Roll Spool Arm (1) is inserted firmly in the Roll Spool Guide (2).
- Make sure that the Stabilizer (3) slides into the notch of the printer

Thread the label Roll through the printer.

- Align the edge of the DK Roll with the upright edge of the Label Output Slot.
- Insert the first label into the slot inside the compartment.
- Push the label through the Label Output Slot until the end reaches the mark.



Close the label Roll Compartment Cover.

Change Controller/Scan Printer Tape

1. Verity Controller and Scan each include a built-in thermal report printer for printing access codes and reports. The thermal report printer is located on the right-hand side of the device. (When the cover is closed, the green light is on. When the cover is opened, the red light is on.)
2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you, and then lift up to open the paper compartment.
3. To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom.
4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper.



If your printer does not print after changing the paper use the following instructions to fix the printer:

- If there is NO PRINT:

Turn the roll of printer paper over. The paper MUST come from underneath.
- If the report or tape is only printing on one side of the paper or the other:

Firmly press the printer door down on BOTH sides.

If the printer advances the paper but does not print, the printer tape is BACKWARDS.

Add a Provisional Voter

****NOTE** – Judge and voter complete all information in their section of the Provisional Envelope*, Judge calls Election Central for proper Precinct/Ballot Style, Judge fills out Voter info on **Green Provisional Combination Form** and List of Provisional Voters, VOTER signs **Green Provisional Combination Form** and Judge gives voter applicable “Notice to Provisional Voter” based on reason for voting provisionally. **REMEMBER: Each Party processes Provisionals separately in a Primary Election.**

Once ALL the paperwork has been completed, Judge goes with voter to Controller station, where the clerk writes the voter’s information from the **Green Provisional Combination Form** on the Label Sheet. The Judge then issues a Provisional Access Code using the steps below:

A Provisional voter is ALWAYS handwritten on the green Provisional Combo Form
NEVER print a label from Touchpad.

Method For Adding a Provisional Voter

1. On the Controller, press Create Access Code;

2. Select the voter’s correct Precinct/Ballot Style given to you by Election Central;

3. The Controller screen will display the precinct Ballot Style; confirm that the ballot style matches what Election Central issued.

4. Check the box that says ‘Mark As Provisional,’ then ‘Yes, this is correct’;
IF THIS PROCEDURE IS DONE WRONG AT THE CONTROLLER AND A REGULAR ACCESS CODE IS ISSUED AND USED INSTEAD OF THE PROVISIONAL STUB, THAT VOTER’S VOTE WILL COUNT WHETHER IT SHOULD OR NOT.

5. The next screen will prompt you to issue one sheet of voting paper and select the Access Code button at the bottom of the screen;

6. Voter prints & signs name on bottom portion of the Provisional Access Code; the Judge tears off the top portion for the voter to use at any open DUO;

7. When the voter prints his or her record, the printed ballot is returned to the Judge folded by the voter. The Judge then places the signed Provisional Ballot Stub and the ballot inside the **green Provisional Ballot Affidavit Envelope** and returns it to Election Central in the **orange Provisional Ballot bag**.

*** Touch Mode ***

PROVISIONAL

ACCESS CODE

28892

CONFIRMED 3:32 PM

Contango County Ballot

11/03/2020

▲ 11/03/2020 11:03 AM ▲

▼ 11/03/2020 11:03 AM ▼

11/03/2020 11:03 AM

PROVISIONAL BALLOT STUB

11/03/2020 3:32 PM

Contango County General Election

Election Date: 11/03/2020

Contango County

Contango County Ballot

11/03/2020

Printed Name of Voter

Voter Signature

The Scan will not accept a Provisional Ballot. The ballot must be returned to the Judge, who will place it in the green envelope in the **orange Provisional Ballot bag**. The Judge will return the orange bag to Election Central.

NOTE: In a **PRIMARY ELECTION** the Judge from each party is responsible for processing a provisional. There are separate forms for **EACH PARTY** to use for provisional voting.

Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE)

TO BE COMPLETED BY VOTER: I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a Class A Misdemeanor to vote in an election for which I know I am not eligible.

PARA QUE EL VOTANTE LO LLENE: Estoy inscrito como votante en esta subdivisión política y en el precinto en el cual estoy intentando votar y aun no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o si soy el autor de un delito grave, he cumplido toda mi condena inclusive el periodo de encarcelamiento, la libertad condicional, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final de una corte de la jurisdicción de un tribunal, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor y entiendo que es un delito menor de clase A votar en una elección para la que se sabe no soy elegible.

Last Name (Include Suffix if any) / Apellido usual (Incluir sufijo si lo hay)

First Name / Su nombre de pila

Middle Name (if any) / Segundo nombre (si tiene)

Former Name / Nombre anterior

Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include P.O. Box, Rural Rt. Or Business Address) Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal. A falta de estos datos, describa la localidad de su residencia. (No incluya el apartado de correo, camino rural, ni dirección comercial.)

Gender: (Optional) / Sexo (Opcional)
☐ Male (Hombre) ☐ Female (Mujer)

Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address. / Dirección postal: Ciudad, Estado y Código Postal (si es imposible entregarle correspondencia a su domicilio)

Date of Birth: Month, Day, Year / Fecha de nacimiento: mes, día, año

TX Driver's License No. or TX Personal ID. No. (issued by Dept. of Public Safety) (Número de su Licencia de Conducir de Texas o de su Cédula de Identidad de Texas expedida por el Departamento de Seguridad Pública de Texas)

Social Security No. (last 4 digits required if you do not have a TX Driver's License or TX Personal ID. Number) / Número de Seguro Social. (Si no tiene Licencia de Conducir de Texas ni Cédula de Identidad Personal de Texas, se requiere los últimos 4 números de su seguro social) XXX-XX-

Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: Soy ciudadano/a de los Estados Unidos

Yes ☐ No ☐

Signature of Voter / Firma del votante

IF THE ABOVE PROCEDURE IS DONE WRONG AT THE CONTROLLER AND A REGULAR ACCESS CODE IS ISSUED AND USED INSTEAD OF THE PROVISIONAL STUB, THAT VOTER’S VOTE WILL COUNT WHETHER IT SHOULD OR NOT. IN THIS CASE, ISSUE A NEW PROVISIONAL ACCESS CODE/STUB AND EXPIRE THE WRONG ACCESS CODE.

The Provisional Envelope also serves as a Voter Registration Application. The Judge must verify that the voter completed all fields on the front of the envelope and signed. The Judge must complete ELECTION JUDGE section on the back of the envelope, and sign. The Judge should also include any info about the circumstances under which the voter is voting provisionally. DO NOT write in the COUNTY VOTER REGISTRAR section, and DO NOT check the ACCEPTED or REJECTED box.

Curbside Voting

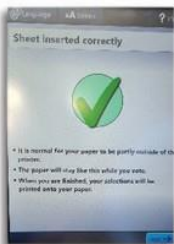
****NOTE – A separate Combination Form for curbside voters makes processing a curbside voter easier. Use the Pink Combination Form marked “Curbside” during this process.**

ALWAYS make sure the DUO Go is plugged into power and the power button is on.

1. Qualify the voter, print label and Access Code, and provide a sheet of voting paper;
2. Clerk and helper proceed to DUO DAU. Enter the Access Code. **DO NOT INSERT THE BALLOT PAPER.**
3. Unlock and remove the tablet. A set of instructions appear on the screen to help load the tablet into the DUO Go;
4. Place DUO Go face-down on a table and follow these steps: Disconnect the charging cable and open the back door (yellow key) of the unit, insert the USB connector into the side of the tablet, carefully seat the tablet so the USB cable doesn’t get pinched and secure tablet with Velcro;
5. Insert a sheet of voting paper with the arrow facing down toward the word ‘Brother’ inside the DUO Go; close the back door;
6. Two clerks carry the DUO Go, Access Code, Curbside Combo form clipboard, the privacy folder and the voter’s ID out to the voter. The voter needs to sign the pink Curbside Combo form;
7. The voter should see the green check mark indicating the paper has been fed in correctly; the voter begins voting as normal and prints the record when voting is complete;
8. After the voting paper feeds out of the DUO Go, the voter places the voting paper face down in the secrecy folder;
9. The Clerks and the voter’s driver or helper return inside to the Scan where the ballot is processed;
10. The Clerks unlock the back of the DUO Go face down on the table, remove the tablet, place the tablet in the DUO DAU and lock into place;
11. Look for ‘RECONNECTED’ on the DUO DAU;
12. Leave the DUO Go turned on; plug in the DUO Go to keep the battery charged;
13. If someone brings more than seven voters for Curbside Voting, that person must fill out the Curbside Assistance form.



Enable the ballot BEFORE disconnecting the DUO DAU Tablet.



The booth is now available for the next voter

NOTE: In a PRIMARY ELECTION, the Judge from each party is responsible for processing a Curbside. There will be separate forms for each party to use for Curbside Voting.

Spoil a Ballot

**NOTE – Reasons to spoil a ballot are:

1. Wrong Ballot Style;

2. Voter ‘abandons’ the ballot;

3. Paper does not feed properly into DUO;
4. Paper does not feed properly into Scan;

5. Voter changes mind after printing record;

6. Voter takes ballot from polling place.

‘Spoiling a Ballot’ on the DUO

1. If there is a wrong Ballot Style and the Access Code and paper have been entered, press the blue Pollworker button on the back of the DUO. The ‘Main Menu’ will display on the screen. Select ‘Spoil Ballot.’ Then, enter the Pollworker Code. Select ‘Yes, spoil the Ballot.’ Remove the voting paper from the DUO.

2. If the paper is jammed, an alert appears on the DUO screen and on the Controller. Press the blue Pollworker button. Enter the Pollworker code in the DUO, select “Spoil Ballot” and clear the voting paper either forward or backward. Pollworker confirms on the screen that you want to spoil the ballot. The Judge then issues a new sheet of voting paper, a new Access Code or both.

3. Each Judge will have a ‘Spoiled Ballots’ Log and Envelope.



REGISTER OF SPOILED BALLOTS										
A	B	C	D	E	F	G	H	I	J	K
Ballot Style - & Party #	Ballot Serial Number (in parentheses on top right)	Name of Voter (or "Unknown")	Spilled by: (check one)		Voter Abandoned Ballot & did not vote	Replacement Ballot Paper Issued?	Replacement Access Code Issued?	Voter took ballot from polling place & did not vote (Voter still remain checked in)	Is voter still checked in on ePollbook or Provisional Combination Form? If Yes ->	Voter is still checked in and Did Not Vote
1			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Count the entries marked Yes for each Column:
If this is the last page for this String: enter the total of all pages for this String:
enter the total of Column D and Column E; enter Column K total on Reconciliation Log in B9;
I, the undersigned Presiding Judge of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Spoiled Ballots for the above-mentioned election.
Given under my hand, this _____ day of _____, 20____.

Spoiled Ballots can be:

Unused Blank Ballots Signed or Stamped by the Judge But NOT Issued to Voters

Spoiled Ballots which were returned by voters for another ballot, abandoned, or damaged

Add a Voter on Touchpad

If using driver’s license or voter’s VUID to look up the voter, the voter’s information will show up immediately. OTHERWISE, use the following procedure when searching for voters:

Enter the voter’s name using the onscreen keyboard. Type the voter’s *Last Name* and then *First Name* into each search box. Partial searches are allowed. For instance, you could type in the last name of the voter and the first initial (other examples include: *Last; Last, F; Las, Fir; L, First;* etc.). A list of the voters matching the text entered will display below on the screen. Tap voter’s name to display the voter’s record.

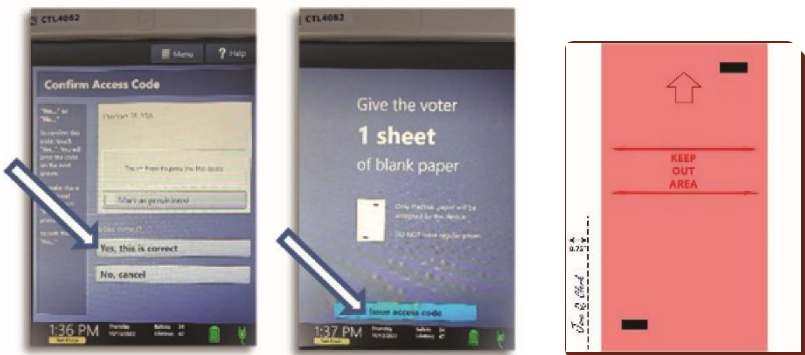
If the voter does NOT have acceptable Photo ID send voter to Judge to determine if the voter is eligible for a RID

- "Hello. Photo ID please"; keep it simple (NEVER ask for a specific ID); MOST voters will already be handing it over to the Touchpad operator.
- Look up voter (Manual Search (yellow button-popup will ask for ID presented; select from list and press continue) or Automatic Search (green button-currently TDL or VR Cert only)).
- Check expiration date; Check voter name
- IF the voters name is not exact write “Similar” on the bottom of one label when printed; continue process by pressing either the yellow or green button at the bottom of the screen; follow prompts if you get a pop up (do not edit anything even if a button choice will allow for it; edits are not allowed and will not save and are a waste of your time)
- Address any issues on the next screen; if no issues press the Select Party button; the screen will rotate; **flip the Touchpad towards the voter**
- THE VOTER** will select a Party by pressing one of the two buttons on the screen and then confirm that choice in the pop up
- On the next screen, have the voter confirm the info on voter record is correct; **IF IT IS NOT CORRECT THE VOTER MUST FILL OUT A SOR BEFORE VOTING** (handwrite the voter VUID in the upper right corner of the SOR form, hand to voter and send to Judge; to get back to the search menu press the blue Home button and then yes for the popup); flip Touchpad back to Pollworker
- Make a mark in the signature box and press the green I ACCEPT button; Screen rotates and should now be right side up for Pollworker
- Press ISSUE BALLOT; on next screen press green Complete Check-In button at bottom of screen; press Continue in popup box and labels will print (if the printer dialog is still onscreen press the Continue button again); on Touchpad **press Process Next Voter at bottom of screen to get back to Search Buttons**
- Labels go to person dealing with Combination Forms
- 2 labels print; 1 for Combo Form, 1 for Label Sheets; write “Similar” on bottom of label going on Combo Form, if necessary; Label goes on either the Republican Combo Form(White combo form) or Democratic Combo Form(Blue Combo Form); label will have either a R or a D on it. **2nd label goes to voter who will take it to Controller operator**

GENERATE ACCESS CODE AT CONTROLLER

With the scanner gun attached to the Controller, scan the barcode on the label presented by the voter. Then press Issue Access Code on Controller.

- The Controller will print the ACCESS CODE and the Precinct/Ballot Style (OR Precinct/Party).
- Confirm that the Precinct/Ballot Style on the Access Code matches the Precinct/Ballot Style on the label.
- Give the ACCESS CODE & blank sheet of ballot paper signed by Judge to the voter.
- Direct voters to an open booth.
- Place label on label sheet.



All Ballots must be signed by the Presiding Judge as seen in this image; be sure to check this before giving a ballot sheet to the voter.

Call Election Central (936) 442-7745 if you think you have voted someone in error.










VOTER VOTED IN ERROR ON TOUCHPAD (In a Primary Election call Election Central if voter is voted in the wrong Party.)

- Follow procedure as directed by Election Central for correcting voter’s status in the Touchpad.
- If the wrong voter was checked in and the labels have already been placed on the Combination Form and Label Sheet:
 - Clearly mark label on Combination Form ‘DID NOT VOTE’;
 - Clearly mark label on Label Sheet ‘DID NOT VOTE’;
 - Write a short note to explain what happened and put it in the Reconciliation Envelope.
- If the wrong Party was clicked for the voter, call the Judge’s Line to check the voter in for the correct Party. Place the correct labels on the Combination Form and Label Sheet of the CORRECT Party.

TROUBLESHOOTING

- If power is lost at the polling site, the battery backup will take over until power is restored. The DUO, Controller, and Scan will alert you to lost power. Go to each unit and touch the screen to select battery power. When power returns, there is no interruption of service. The Controller screen displays AC power and battery life of each DUO. The Touchpad also has a battery indicator.
- If the Controller or a DUO shows a ‘Disconnected’ message, check the tablets to make sure they are seated in the cradle and locked in place. Check that the Verity Data Cables are securely seated. If the problem persists, turn the DUO off, wait a moment, and turn back on.
- If the DUOs display a message of ‘Controller not found’ unplug the data cables, plug them back in and wait about 15 seconds for them to reestablish communication with the Controller.
- If voting paper gets jammed in a DUO or the Scan, see instructions on Spoiling a Ballot.
- To change a language selection at any time during the voting process, select the ‘Language’ tab at the top left of the screen. Select either English or Spanish and you will return to the ballot with the selected language displayed.
- If a voter needs the words on the tablet to appear larger or smaller, select the ‘AA Screen’ tab at the top of the screen. Select Small, Normal, or Large text size and then select ‘Back to Ballot.’
- When the DUO is set up correctly, a green light will be on at the back of the DUO indicating power, and a green light will be on to the right of the ballot paper feed, indicating the tablet is securely locked in the cradle.
- The Judge and Alternate can open the Emergency slot on the top of the Ballot Box only as directed by Election Central.

Booth Icons and Meanings on Controller Screen

	Booth starting		Booth is printing		Ballot has been untouched
	Booth is ready, battery is full, battery is charging		Voter needs help at booth		Booth starting
	Booth is in use		Ballot has printed at booth		Booth starting

CLOSING THE POLLS

DAILY TOTALS

1. At the close of Election Day, The Judge will begin the process of gathering all daily totals in order to balance the day’s activity. There will be several pieces of information needed to complete the Reconciliation Log.
2. **From the Scan**, the printed summary tape will provide the total number of ballots scanned into the ballot box. Begin the process by pressing the red button on the back of the Scan and pressing “Print Ballot Count Summary.”
3. While the tape is printing, move to the **Touchpad** and find ‘**Check-in Totals**” under the hamburger menu in the upper right of the screen. There should be a Republican ballot count and a Democrat ballot count. These will go onto the Reconciliation Log.
4. The total number of Provisionals can be found on the Provisional Combo form
5. and the number of **Spoiled/Voided** Ballots can be found on the Spoiled/Voided Ballot Record. These will be put on the Reconciliation Log, as well.
6. The total number of voters checked in and the total number of ballots scanned should be the same, with the number of provisionals and the number of spoiled/voided accounting for any difference.

Packing and Closing the ePollbook Case

1. Power off printer and unplug power connector from back. Unplug power block from power strip. Place the printer in the left side of the case, place power brick and cables in the same compartment;
2. Unplug power connectors for both Touchpads, and unplug Touchpad power bricks from the UPS. Coil charging cables and place in the right rear compartment of case with power bricks.
3. If you have not used all the label cassettes provided, leave them in the compartment on right front.
4. Place even-numbered Touchpad feet down in right side of the case. Place the odd-numbered Touchpad facedown on top of the first Touchpad;
5. Close and latch lid.



NOTE: Unplug the power strip after all totals have been recorded. Return the power strip to the blue supply bag.

Closing the Polls on the Controller & Scan

DO NOT CLOSE POLLS

until all voters who were in line at 7:00 p.m. have voted.

Your Controller & Scan will NOT restart after these procedures are done.

DO NOT UNPLUG OR TAKE DOWN VOTING BOOTHS (DUOs) UNTIL THE SCREEN READS, ‘POLLS CLOSED...’

CLOSING THE DUO VOTING BOOTHS

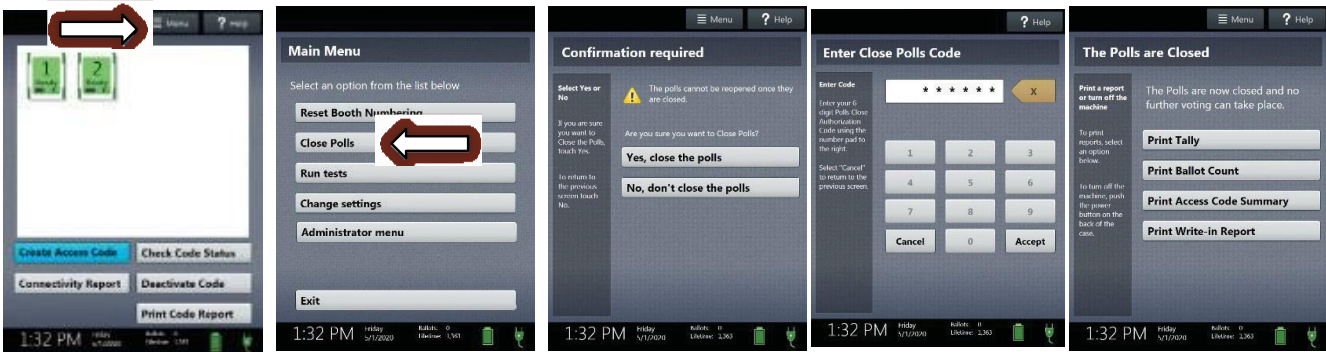
After closing polls on the Controller:

1. Power off each DUO by pressing the red power button on the back of each unit.
2. WAIT until all lights are off on the back of each DUO.
3. Cables can now be pulled, wrapped up and put in blue cable bag.
4. Tablets unlocked, undocked, placed in storage compartment, locked and close lids.

DO NOT UNPLUG, LOCK OR SEAL THE CONTROLLER & SCAN UNTIL YOU HAVE ALL THE REPORTS YOU NEED PRINTED & NUMBERS

CLOSING POLLS ON THE CONTROLLER

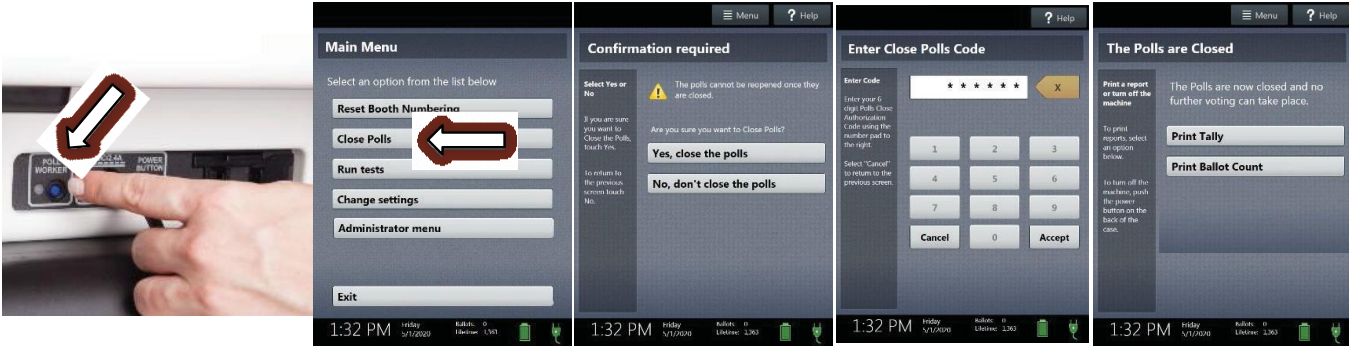
1. On the Controller screen, press ‘MENU’ then ‘CLOSE POLLS’ Confirm ‘YES’;
2. Enter ‘CLOSE POLLS’ Password (*found in the Controller*) and ‘ACCEPT’; The DUOs now read ‘Closed’(and can be disassembled now);
3. Controller prints the ‘Close Polls Report,’ press ‘Print Tally.’ Use those totals for the ‘Reconciliation Log’.
4. Place ‘Close Polls Report / Ballot Count Summary Report’ in Reconciliation Envelope.
5. Press ‘Print Tally’ again to print a ‘Ballot Count Summary Report’ and leave attached to Controller. The Judge and Alternate (**BOTH** Judges in a Primary) or a Judge and one Clerk (if no Alternate) should sign all tapes. Up to two Poll Watchers still at the polling place may sign. **IN A PRIMARY, EACH PARTY AT THE PRECINCT WILL NEED A ‘Ballot Count Summary Report’ (1 DEM + 1 REP = 2 Reports).**



Print 1 of each report (as many as you need). Tear off and print again but leave on Controller

CLOSING POLLS ON THE SCAN

1. On the BACK of the SCAN, press the POLL WORKER button located to the right of the blue light;
2. Press ‘CLOSE POLLS’ on the menu that pops up and then Confirm ‘YES’;
3. Enter ‘CLOSE POLLS’ Password (*found in the Controller*) and ‘ACCEPT’;
4. The ‘Close Polls Report/Tally Summary Report’ will print. Use those totals for the ‘Reconciliation Log.’ (Both the Judge and the Alternate Judge sign this tape, or the Judge and a Clerk (if no Alternate). Up to two Poll Watchers who are still at the polling place may sign.)
5. Place ‘Close Polls Report / Ballot Count Summary Report’ in Reconciliation Envelope.
6. Press ‘Print Tally’ again to print a ‘Ballot Count Summary’ tape for the Judge. Have the Judge and Alternate Judge (or Judge and one Clerk, if no Alternate) and up to two Poll Watchers, if present, sign.
7. Print a ‘Tally Summary Report’ and leave it attached to the Scan. The Judge and the Alternate Judge both sign this tape. Up to two Poll Watchers still at the polling place may sign.



Print 1 of each report (as many as you need). Tear off and print again but leave on Controller

AFTER ALL reports have been printed, the Controller and Scan can be turned off by pressing the red power button on the back of each device

IN A PRIMARY ELECTION EACH PARTY AT THE PRECINCT WILL NEED A TALLY REPORT (1 DEM, 1 REP for a total of 2 Tally Reports)

Press Print Tally and wait for the complete report to print then press Print Tally again

CLOSE POLLS - Ballot Transport Bag and Loading Caddy

- 1. File the Register of Spoiled Ballots with the Reconciliation Log;
- 2. Judge and Alternate check all seals on the Ballot Box and remove seals;
- 3. Unlock padlock and remove hasp;
- 4. Unlock Ballot Box door with red key on Judge’s red wrist keyring;
- 5. Remove Ballot Transport Bag from Ballot Box;
- 6. Place any ballots from the Emergency Bin into the Emergency Ballots Envelope and fill in the information on the Envelope label;
- 7. Place Spoiled Ballots Envelope, the Envelope for Blank ballot paper signed or stamped by the Judge, and the Emergency Bin Envelope in the Ballot Transport Bag;
- 8. Zip the Ballot Transport Bag closed;
- 9. Run the shackle of the hasp through the zipper pulls and the grommet on the bag;
- 10. Attach the blue lock and blue seal to the hasp and record the seal number on the Transport Bag Seal Log.



After completing the Reconciliation Log:

- 1. Remove the white seals from the blue compartment in the Controller;
- 2. Seal the Controller and Scan handles;
- 3. Record seals on the back of the Reconciliation Envelope.



Main Caddy Contents:

- 1.) Four DUOs
- 2.) Three DUO Booth Stands
- 3.) One blue Critical Bag
- 4.) Ballot Paper (unused, unstamped/unsigned)
- 5.) Five Sets of Privacy Screens in carry bag
- 6.) One DUO Go in carry bag
- 7.) One DUO DAU Booth Stand in carry bag
- 8.) One Ballot Box

NOTE: The ballot bag with paper ballots will be brought back to Election Central by the Judge and Alternate at the end of the evening with the Controller, Scan and ePollbook case.

Secondary Caddy Contents:

- 1.) Four DUOs
- 2.) Four DUO Booth Stands
- 3.) One blue Critical Bag
- 4.) Ballot Paper (unused, unstamped/unsigned)
- 5.) One DUO Go in carry bag
- 6.) Four Sets of Privacy Screens in carry bag

To load Caddies:

- 1.) Lock the Caddy wheels in place;
- 2.) Unlock and open the Caddy door;
- 3.) Follow the numbered items above to load equipment into the Caddy;
- 4.) Close the Caddy door; ensure the latch has closed;

The Controller, Scan, Ballot Transport Bag and ePollbook always come back to Election Central on Election Night. Judge keeps white wristband keyring with the key to the blue lock on it. Judge will return it to the Sheriff separately at Election Central. Have it in your hand.

- 5.) Lock Caddy; put Caddy key in Judge’s key bag;
- 6.) Seal Caddy with seal provided in supply box;
- 7.) Extension cords & power strips go in the Judge’s bag; phone charger goes in cell phone box.



LOCK & SEAL each caddy after loading!

If you were issued a key to the polling location, it needs to be returned to Election Central on Election Night. This key is also used for picking up the equipment caddy, which starts the day after the Election. The key usually comes in a key bag and needs to be returned in the same key bag.

CLOSING POLLS - Ballot Transport Bag & Loading Caddy