

Section Ten

Election Day

The Tabulators should be set up after closing on Monday, the day before Election Day, and ready for the opening of the polls (see **pages 61-63**).

Election Day Checklist

When the Tabulators are used, you will need to ensure the following tasks have been completed prior to opening on Election Day.

- Opening the Voting Location procedures starting (**page 64**)
- Complete the Precinct Ballot Report Opening Polls section (sample on **page 151**)
- Open the Tabulators per instructions starting (**page 116**)



Open the Tabulators

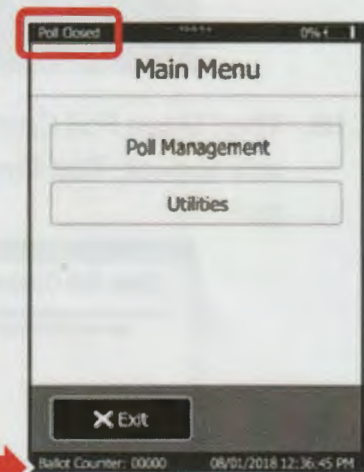
1. To the left of the 3 LED lights next to the Administrator port door, insert a stylus into the hole and hold for 2 to 3 seconds. The tabulator will power on and emit a sound.
2. The tabulator displays a “Verifying Configuration Files” message, then the “Ready” screen will appear prompting for the black Security Key.
3. Hold the black Security Key against the Security Key button area on the top left of the tabulator until the screen changes.



4. Enter the provided password and tap **Enter**.

The tabulator will verify election files (this may take some time), then ask you to confirm the date and time. Choose **Confirm**.

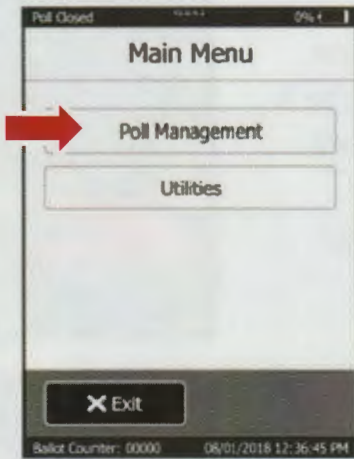
5. The “Main Menu” screen will appear. Confirm the bottom left corner reads, “Ballot Counter: 00000” and top left reads, “Poll Closed.” If it reads any differently, call the Hotline immediately.



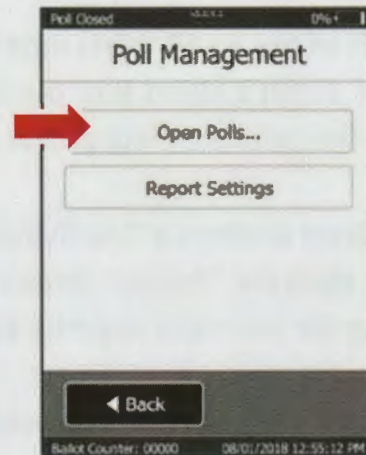
Open the Tabulators continues on next page.

Open the Tabulators, continued

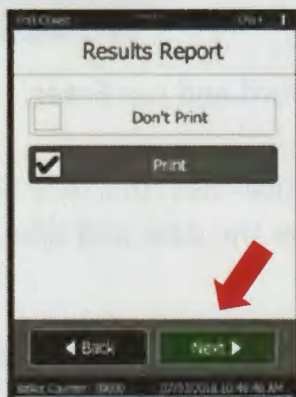
6. Tap **Poll Management**



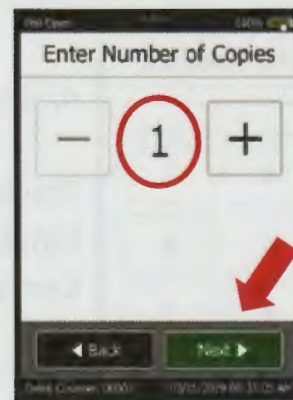
7. From the “Poll Management” screen, tap **Open Polls...**



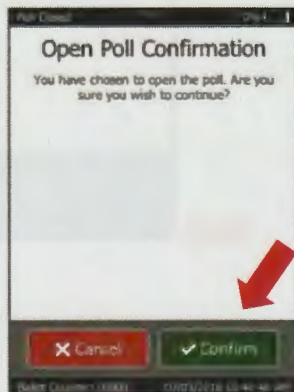
8. Ensure **Print** is checked and tap **Next**



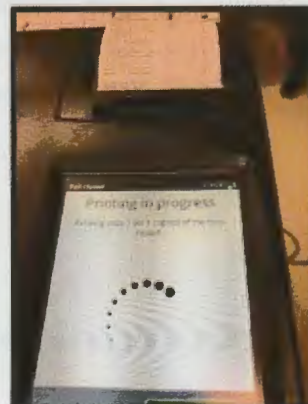
9. Choose **1** copy and tap **Next**



10. The “Open Poll Confirmation” screen will appear. Tap **Confirm** to open the poll.



11. The message “Printing in progress” will appear as the thermal report printer prints the “zero report.”

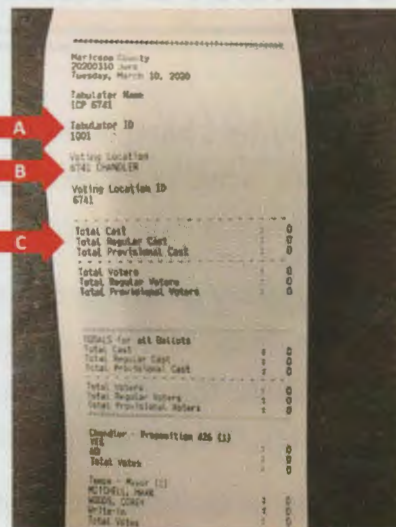


Open the Tabulators, continued

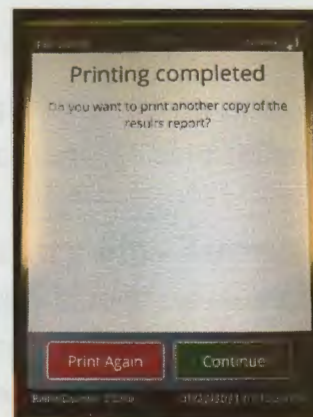
12. Confirm the following:

- Report header displays the correct facility number and voting location name and/or District number
- Serial number matches the tabulator's serial number, located on the right side of tabulator
- Total Scanned is zero and Total Voters is zero

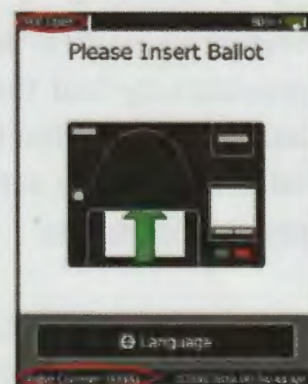
Leave the zero report attached to the tabulator. At the end of the night when the first results tape prints it will be one continuous report to be placed into the Clear Bubble Pack.



- ### 13. The "Printing Completed" screen have the option to Print Again or Continue. If you have the report you need, tap **Continue**, and polls will open.



- ### 14. In the lower left corner of the "Please Insert Ballot" screen, ensure the Ballot Counter field displays 00000.



- ### 15. Repeat steps 1-14 above on the second tabulator.

Both tabulators are now ready to accept ballots.

Election Day

Standard Ballots and Control Slips

Vote Centers have been open prior to Election Day and all ballots have been inserted into affidavit envelopes and dropped into the envelope drop box during the early and emergency voting periods.

Election Day often means transitioning to using tabulators for voters to submit standard ballots. Instead of an affidavit envelope printing for a standard ballot, a control slip will print. Once the control slip is used to identify the voter's ballot and the ballot is issued to the voter, the control slip can be dropped into the red transport box.

Provisional ballots will continue to be folded, so that they may be inserted into affidavit envelopes and dropped into the envelope drop box.

Poll workers will need to ensure the following:

- Clerks ensure that a provisional ballot is folded ("W" fold) before the voter leaves the ballot pick up area, and that the voter has signed and dated their affidavit envelope.
- Marshals ensure that no provisional ballots are submitted to the tabulators. While the tabulators should reject early and provisional ballots, you should still watch for folded ballots and envelopes. If you see a voter with a folded ballot, ask if they were provided with an envelope. Direct these voters to the envelope drop box.
- Inspectors ensure that any voter using the Accessible Voting Device that is voting provisionally fold their ballot and insert it into their affidavit envelope. Provisional ballots printed from the Accessible Voting Device printer must not be submitted to the tabulators. If the activation code is entered correctly, tabulators should reject these provisional ballots.
- Poll workers ensure that only affidavit envelopes that are signed, dated, and sealed are dropped into the envelope drop box.
- In some cases, the tabulator will not be able to read a voter's ballot and will simply return it. In other cases of a ballot being rejected, the **Return-Red Rectangle** button will light up as the only option for the voter.

Monitoring the Tabulators

The **Marshal** monitors the tabulators.

The tabulator is the black unit on top of the ballot box. Voters will insert their completed, standard, Election Day ballots into the front of the tabulator where white arrows indicate. The machine will read, tabulate, and capture digital images of the ballots, which will be saved to the memory cards in the Administrator and Poll Worker doors. The tabulator will not work without both memory cards.

Ballots that are read by the tabulator will drop into the area behind Doors #1 and #2. The screen will alert the voter if the ballot has been cast successfully or not. If successful, the Ballot Counter number will increase by one.



Scanned/Read Ballots



Scanned/Read Ballots



Misread Ballots

If the ballot has not been cast successfully, the ballot may be blank or overvoted. If this is the case, the buttons below the screen (**Cast-Green Oval**, **Return-Red Rectangle**) will light up and the Marshal will alert the voter that they have a decision to make and refer them to the "Quick Review" screen, which will have more information. The voter may need to use arrow buttons to scroll down to read all the information. (A button on the screen will allow the voter to change the language to Spanish if needed.) From there, the voter may decide to press the **Return** button to either mark their ballot or spoil their ballot and receive a new one or press the **Cast** button to cast their ballot as is.

Monitoring the Tabulators, continued

Invalid Ballots

If a ballot is being rejected by the tabulator as an Invalid Ballot, check the top of the ballot for the words “Early” or “Provisional” or letters at the end of the BOD code. Only Election Day ballots (DE and DS) will be accepted by the tabulators. EE, ES, PE and PS will not be accepted by the tabulators and must go into affidavit envelopes.

English Ballots	Spanish Ballots
DE – Election Day	DS – Election Day
EE – Early	ES – Early
PE – Provisional	PS – Provisional



Misread Ballots, Ambiguous Marks, Misprints

Ask the voter to submit the ballot in different directions (backwards, face down, etc.) or into the other tabulator. If the ballot continues to be misread or rejected by the tabulators, give the voter the option to have the ballot spoiled and check in again for a new ballot or insert the ballot into Door #3 Misreads. These ballots will go into the Misread Ballots Envelope to be tabulated by the Elections Department.



Assistance Required

If you see the Assistance Required message, the ballot may be jammed. Apply the security key for more information. For a jam, two poll workers of different party affiliations may open Door #2 to remove the jammed ballot and complete a goldenrod Polling Place Event/Information Report. If results are recorded, drop into the box. If not, allow voter to reinsert.



If you begin having multiple rejected ballots or jams, contact the Hotline for a T-Tech to troubleshoot the tabulator and/or printers.

