FOR MACHINE QUESTIONS & ISSUES CALL:
Warehouse: (610) 278-3820
Warehouse: (610) 292-4925 – Election Day Only
Warehouse: (610) 292-4926 – Election Day Only

FOR VOTER REGISTRATION QUESTIONS CALL:
Voter Registration: (610) 278-3280

Video Instructions can be found online at http://montcopia.org/pollworker
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVENTORY</td>
<td>3</td>
</tr>
<tr>
<td>BALLOT SCANNER SETUP</td>
<td>4</td>
</tr>
<tr>
<td>BALLOT MARKING DEVICE (BMD) CART SETUP</td>
<td>6</td>
</tr>
<tr>
<td>BALLOT MARKING DEVICE (BMD) SETUP</td>
<td>7</td>
</tr>
<tr>
<td>PREPARING VOTER TO USE BMD</td>
<td>8</td>
</tr>
<tr>
<td>BALLOT SCANNER: WARNING!</td>
<td>9</td>
</tr>
<tr>
<td>CLOSING POLLS BALLOT SCANNER</td>
<td>10</td>
</tr>
<tr>
<td>CLOSING BALLOT MARKING DEVICE TABLET</td>
<td>12</td>
</tr>
<tr>
<td>THERMAL TAPE ERROR</td>
<td>13</td>
</tr>
<tr>
<td>REPRINTING ELECTION REPORTS</td>
<td>14</td>
</tr>
<tr>
<td>PRINTER ERROR BALLOT MARKING DEVICE PRINTER</td>
<td>15</td>
</tr>
<tr>
<td>USING THE AUXILIARY BIN</td>
<td>17</td>
</tr>
</tbody>
</table>
INVENTORY

**BALLOT SCANNER(S)** – Some precincts will have more than one based on voter registration numbers

**BALLOT MARKING DEVICE CART** – Contains Ballot Marking Device tablet, printer and battery backup

**Black Key Pouch** – Contains Index Card with Passwords, lanyard with Poll Worker Card and Security Key, and keychain with Gold and Silver Key.

**Yellow Media Bag** – For returning Compact Flash Cards at end of night.
BALLOT SCANNER SETUP

1. Gather **Black Key Pouch** from White Supply Box. Position Ballot Scanner near power outlet and lock wheels.

2. Verify voting equipment is labeled for your specific precinct (example: “Norristown 1-1”)

3. Break 2 Green Seals labeled Outer Lid and Side Door and give to Judge to record.

4. Use Gold Key from Black Key Pouch to unlock both sides of Outer Lid. Set lid aside till end of night.

5. Use same key to unlock and open sliding Side Door. Remove all supplies (Official Ballots, Blue Ballot Bags, Provisional materials, and extension cord. Set aside.

6. Make sure white Write-In Compartment door on left interior is empty and closed.

7. Make sure each Official Ballot pack is labeled for your specific precinct (example: “Norristown 1-1”).

8. Close and lock the sliding Side Door. Make sure it no longer slides open.

9. Unwind and plug in power cord. Scanner will power up automatically. Secure cord to floor with tape provided in Judge’s Box to avoid tripping hazard.

10. When prompted, place Security Key (plastic & metal fob from Black Key Pouch) FLAT against metal “Security Key” pad. If error reading, remove and retry.

11. When prompted for Password, use Password on Index Card located inside Black Key Pouch.

12. Screen will ask you to verify date and time. If not correct, enter [NO] and follow the prompts to correct it.
13. When scanner reaches Main Administrative Menu, check that “Ballots Cast” is ZERO (0). If it does not say 0, call warehouse for instructions on how to re-zero the Scanner BEFORE OPENING THE POLLS.


15. Press [ZERO] button to print one Zero Proof Tape. “Print more copies?” [NO.]

14a. Give Zero Proof to Judge for signatures and recording on the General Returns. (Judges, see Opening the Polls Checklist document).

**The BALLOT SCANNER is ready to receive ballots!**

NOTE: The Ballot Scanner reads ballots in any orientation. Marker bleed through does not line up with bubbles on the opposite side of a ballot and does not in any way alter or affect the voter’s selections.
BALLOT MARKING DEVICE (BMD) CART SETUP

1. Break both Black Seals on Front Door and Side Door and give to judge to record on General Returns. Broken Seals go in Seal Bag.
2. Unclasp latches where seals were on Front and Side.
3. Use Silver Key from Black Key Pouch to open front door.
   3a. Use finger clasp and push lock in and pull door open. Door can be held open by magnet on right side of cart.
4. Lift up top Lid of cart, then unlatch metal privacy walls. Latches are located on the top underside of the lid.
   4a. Unfold and secure privacy walls to tabs at front right and front left sides.
5. Lift Ballot Marking Device Tablet upright and unfold kickstand on back of Tablet. Lean it back into place.
6. Unwind power cord on Push Handle and plug into outlet.
7. On lower right edge of Ballot Marking Device Tablet is a door labeled “Power/Printer.” Open it and push circular power button if Tablet does not turn on automatically.
8. Push Power Button on Printer located in lower right portion of Cart if it did not turn on automatically in Step 6.
   • Note: The ATI Paddle and Headphones are next to the Tablet and are already plugged in.
BALLOT MARKING DEVICE (BMD) SETUP

1. Once Tablet is on, insert Poll Worker Card from Black Key Pouch in bottom of Tablet. The Tablet displays a video on how to do this.

2. Use Password from Index Card in Black Key Pouch to Log In. (Same Password used on Ballot Scanner.)
   2a. In lower left side of Admin Menu, make sure that “AVS Controller” and “Manual Activation” are both checked.

3. If Public Counter is NOT Zero (0), press [REZERO] button and re-enter Password from Black Key Pouch to re-zero it.

   - Note: You may see a printer error appear. Select [OKAY] and repeat step 4 to open polls. If it persists, call warehouse.
PREPARING VOTER TO USE BMD

1. Machine Operator inserts the Poll Worker Card (chip facing down).

2. **Press Activate Ballot tab**

3. **Enter your Ballot Activation Code** located on the Index Card from Black Key Pouch.

4. **IF** the voter needs or would like to use the Headphones and ATI Paddle, check the “Enable ATI Controller” box.

5. Press **Next →**
   a. **Select “ATI” if Enable ATI Controller was checked in step 4.**

6. Remove the Poll Worker Card from the BMD.

7. Instruct Voter that, when done, the printer below will print their ballot. **The ballot then needs to be inserted into the Ballot Scanner to be counted!**

   **The Voter can now vote!**
BALLOT SCANNER: WARNING!

**MISREAD** Ballot is returned and below error displays.

1. Ask voter to reorient the ballot (flip it over, around, etc.) and try again.
2. Ask voter to check for stray marks that are outside the bubbles. If present, the Judge needs to spoil that ballot and issue the voter a new one.
3. Persistent issues among multiple voters may require additional assistance. Call the warehouse for help.

**AMBIGUOUS MARK** Ballot is returned, below error displays *very* briefly, then disappears.

1. Instruct the voter to make sure they have filled out the bubbles fully. See top of ballot for instructions.

Correct: ✷ Incorrect: ✗ ✔

**OVER-VOTE OR BLANK** Scanner beeps and buttons “Cast” and “Return” light up.

1. The voter has either inserted a completely blank ballot or selected more candidates than a race allows. (If the race is “vote for one” they voted for more than one candidate).
2. Voter can press **Cast**. Any valid races will count. A blank “protest” ballot is also accepted.
3. The voter can press **Return** and fill in the blank ballot or vote a new ballot if they over-voted. (The judge must spoil the over-voted ballot and reissue a new one to the voter.)
CLOSING POLLS BALLOT SCANNER

1. Place Security Key on Security Keypad for Administrative Menu. Select [CLOSE POLLS] and [YES] to confirm.
2. Enter Password from Index Card in Black Key Pouch and press [ENTER].
   Three (3) copies of results tape print from each Scanner.
3. All staff must sign all copies of Results Tapes.
4. “Print more copies?” Press [NO].
5. Press [POWER DOWN] then [YES] to confirm. Unplug scanners and return cords to their compartments.
6. Judge records Protective Counter Number and Total Scanned from Results Tape for each Scanner.
7. Unlock and open Side Door and place voted ballots from Scanner into Blue Canvas Ballot Bag(s).
8. Open white door to Write-in Ballot compartment and place those ballots into Envelope W (Write Ins). Place Envelope W in Blue Canvas Ballot Bag.
9. Check rear Auxiliary Bin and put all ballots there in Envelope V (Voted Not Scanned).
10. On top front of scanner next to “Poll Worker” label, break Green Results Card Seal. Record seal number on General Returns and put in Seal Bag.
11. Fold down Compact Flash Card compartment lid. Press square black button to eject Compact Flash Card.
12. Place Compact Flash Card from **EACH** Scanner into **Yellow Media Bag** (found in White Supply Box.)

13. Seal **Yellow Media Bag** with Yellow Card Return Seal. Record seal number on **General Returns**.

14. After all Voted Ballots have been removed from the scanner and Judge has recorded all necessary information, put all **UNUSED** ballots including all UNUSED provisional ballots and supplies back in the bottom of the Scanner.

15. Close and lock sliding Side Door on each Scanner.

16. Place top Outer Lid on each Scanner and lock both sides.

17. Place one Green Seal on each Scanner’s sliding Side Door and Outer Lid. Judge will record seal numbers on **General Returns** sheet.

**PLEASE NOTE:** There is **NO** recount ever to be done at the precinct Election Day. All results are unofficial Election Day. There are different ways to trigger a recount; none of them occurring Election Day. The paper ballots will be kept in a secured location until the results are official. The ballots will be produced if a recount is called for.
CLOSING BALLOT MARKING DEVICE TABLET

1. Make sure Judge records Ballots Cast from Ballot Marking Device (found in lower left of Tablet screen) before proceeding.
2. Insert Poll Worker Card and enter Password from Index Card for Administrative Menu.
3. Press [CLOSE POLLS] button, then [YES] to confirm.
4. Press [POWER OFF] button in lower right, then [YES] to confirm.
5. Unplug extension cord from wall and wrap cord around push handle on back of rolling cart.
6. Lay down Tablet, close and latch privacy screens to top underside of lid.
7. Close top Lid and close latches on both sides.
8. Close Front Door and lock it with key. (No seals are required for BMD Cart).
THERMAL TAPE ERROR

1. Open the printer tray above the display screen.
2. Push down square Blue Button to detach paper Roller. (It may be detached already).
3. Lay paper flat towards you as shown so it will feed straight.
4. Realign Roller over top of paper. Ensure the plastic “gear” on the left edge fits into slot as shown. The right metal edge fits into a U shaped metal slot.
5. Push down on the rubber edge. The Roller will fit snugly into place. If you gently lift up on the metal flap or paper it should not come loose.
REPRINTING ELECTION REPORTS

1. Use the Security Key to get to the Administrative Menu.
2. Press UTILITIES, press REPORTS, press ELECTION REPORT.
3. Enter the NUMBER OF COPIES that you want to print. Press enter.
PRINTER ERROR BALLOT MARKING DEVICE

If the Ballot Marking Device cannot be opened due to a printer error, try the following:

1. Press [OKAY] on the Error notification. Try to open the polls again.
2. Check that the printer is turned on. Wait for it to say “Ready” then try to open polls again.
3. Check that the cables are connected to a) the Ballot Marking Device and b) the Printer. Try to open the polls again.

4. Open and leave open the Printer Tray.
5. Open the cartridge door. Release button is on right edge of printer (see red arrow).
6. Pull the toner cartridge towards you a few inches. It follows a track.
   a. Push it back into place.

7. Flip the door closed.
8. Close the printer tray opened in step 4. The printer display should say “Initializing.”
9. Wait till the display reads “Ready,” then try to open the polls again.
USING THE AUXILIARY BIN

1. If instructed by the warehouse to open the Auxiliary Bin, follow these steps.
2. Get the gold key on your key chain and go to the back side of the scanner near the power cord.
3. Unlock and open the grey door.
4. Locate the curved lip below the metal washer.
5. Lift it up to open the ballot slot.
6. Close the Auxiliary Bin door. There is now a slot for ballots to be deposited into a secure container.
7. Lock the Auxiliary Bin door. Voters may deposit ballots into this container until the scanner is repaired.

8. BY END OF NIGHT All ballots that were placed in the Auxiliary Bin should be fed into the scanner by the judge and inspector with poll workers of both parties present if possible. This should be done during lulls in voting or after voters have left but before closing polls on the scanner. If machine issues prevent this, these ballots must be recorded by the judge on the General Returns sheet and placed in Envelope V (Voted Not Scanned). Envelope V goes in the Blue Canvas Ballot Bags and is returned on election night where those ballots will be scanned centrally.