OPENING THE POLLS CHECK LIST

INVENTORY

- Ballot Scanner(s) (plastic tub)
- Ballot Marking Device Cart (metal cart)
- Standup Voting Booths (cardboard)
- Tabletop Privacy Screens (vinyl)
- Judge’s Box (maroon box)
- Poll Books
- White Supplies Box
  - General Returns of Votes Cast sheet (11x17 white, yellow, pink copies)
  - Key Pouch (black canvas bag)
  - Seal Bag (clear plastic bag)

BALLOT SCANNER (Machine Operator & Judge) Repeat process for each scanner.

1. Position Ballot Scanner near power outlet and lock wheels.
2. Break 2 Green Seals labeled Outer Lid and Side Door. Record Seal numbers on General Returns and place broken Seals in Seal Bag.
3. Use Gold Key from Key Pouch to unlock both sides of Outer Lid. Set aside till end of night.
4. Use same key to unlock and open sliding Side Door. Remove all Official Ballots, Blue Ballot Bags, Provisional Ballots and supplies, and Extension Cord. Set aside.
5. Make sure white Write-In Compartment door on left interior is empty and closed.
6. Make sure each Official Ballot pack is labeled for your specific precinct (example: “Norristown 1-1”).
   6a. On General Returns line a., record total Initial Quantity of Ballots.
7. Close and lock sliding Side Door. Make sure it no longer slides open.
8. 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.
9. When prompted, place Security Key (metal fob from Key Pouch) FLAT against metal “Security Key” pad. If error reading, remove and retry.
10. When prompted for Password, use Password on Index Card located in side Key Pouch.
11. Screen will ask you to verify date and time.
   - If not correct, enter [NO] and follow prompts to correct it.
!!! 12. When scanner reaches Main Administrative Menu, check that “Ballot Count” is ZERO (0). If it does not say 0, call warehouse for instructions on how to re-zero Scanner BEFORE OPENING THE POLLS.
   14a. Judge and both Inspectors MUST SIGN Zero Proof Tape.
   14b. On General Returns, under Opening of Polls, record Protective Counter Number (found at top of Zero Proof Tape).
CART, BALLOT MARKING DEVICE (Machine Operator & Judge)

1. Break both Black Seals on Front Door and Side Door and record on General Returns. Put Broken Seals in Seal Bag.
2. Unclasp latches where seals were on Front and Side.
3. Use Silver Key from Key Pouch to open front door. 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.

TABLET, BALLOT MARKING DEVICE (Machine Operator, Judge)

1. Once Tablet is on, insert Poll Worker Card from Key Pouch in bottom of Tablet. The Tablet displays a video on how to do this.
2. Use Password from Index Card in 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 (in Middle Right of screen) is NOT Zero (0), press [REZERO] and re-enter Password from 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.
POSTINGS (All)

In Polling Room

- Zero Proof Tape (signed!)
- Absentee/Mail-In Ballot Listing (found in white envelope in sleeve of colored canvas bag)

In Voter Sign-In Area and Entrance Door (can be placed the night before)

- Sample Ballot(s)
- Gold Instructions (1x)
- Green Election News (1x)
- Blue Notice of Prohibitions and Penalties (3x)
- Pink General Info and Instructions RE Voting Rights and Responsibilities of Election Officials (3x)
- Yellow Individual's Rights Under Federal Law (3x)
- Other Signs in Judge Box, i.e. No Smoking, No Cell Phones

SET UP VOTER CHECK IN TABLE AND VOTING STATIONS (Inspectors and Clerk)

- You can set up Standup Voting Booths and Tabletop Privacy Screens as well as Voter Check In Tables and chairs the night before. Label tables with paper to match the Poll Book alpha split (A-L and M-Z for example). Wait till Election Day morning to put out all other supplies.
- Supplies for table:
  - 2 Poll Books. (Alpha Tab stickers from White Supply box can help keep these organized.)
  - List of Absentee and Mail-In Voters Ballot Cast/NOT Eligible to Cast Regular Ballot
  - Numbered List of Voters
  - Laminated Manila Privacy Folders
  - Ballots (from bottom of Ballot Scanner)
  - Provisional Ballots and supplies (from bottom of Ballot Scanner)
  - Voter Ready slips
  - Pens and Sharpies

LAST STEPS TO OPEN THE POLLS

- 1. At 6:45am, swear in yourself and your staff. Sign Oath Sheet and Affidavit of Voter Identification.
- 2. Make sure ALL staff fill out and SIGN Pay Sheet.
- 3. Have Staff wear Badges provided in White Supply Box.
- 4. At 7:00 am, announce “Polls are Now Open” and greet Voters.