# Section 2

# Setting Up the Polling Place

**Keys for Precinct Scanner/Ballot Box/AutoMARK are located
in the key access panel of the Precinct Scanner**

# Setting Up the Inside of the Polling Place

Each precinct board needs to decide the best configuration for accessibility, electrical outlets, flow of traffic and privacy for the voters. The example to the right was set up in an 18 X 20 room.

The position of the AutoMARK in the polling place shown allows the voter privacy to mark their ballot. Pay attention to where you place the AutoMARK so that reflections do not appear in windows or mirrors.

If you have difficulty setting up, please contact your coordinator.

**Items on Table**
- Roster of Voters
- Supplemental Roster of Voters (page inserted in roster)
- One Street Index
- Supplemental Street Index
- Official Ballots
- Handy Lens Magnifier
- Pens
- Procedure Cards
- Blue Provisional Log
- Blue Provisional Ballot Envelopes
- Voted 'Vote by Mail' Ballot Envelopes (for vote by mail ballots without the vote by mail identification envelope)
- Qualified Write-in Candidates list
- Roster Correction Forms
- Sample Ballot and Voter Information Pamphlets
- Tally Sheet (optional)
- Polling Place Look-Up Cards
- Voter Registration Forms/Cards (VRFs/VRCs)
- State Pamphlets
- Secrecy Sleeves/Folders

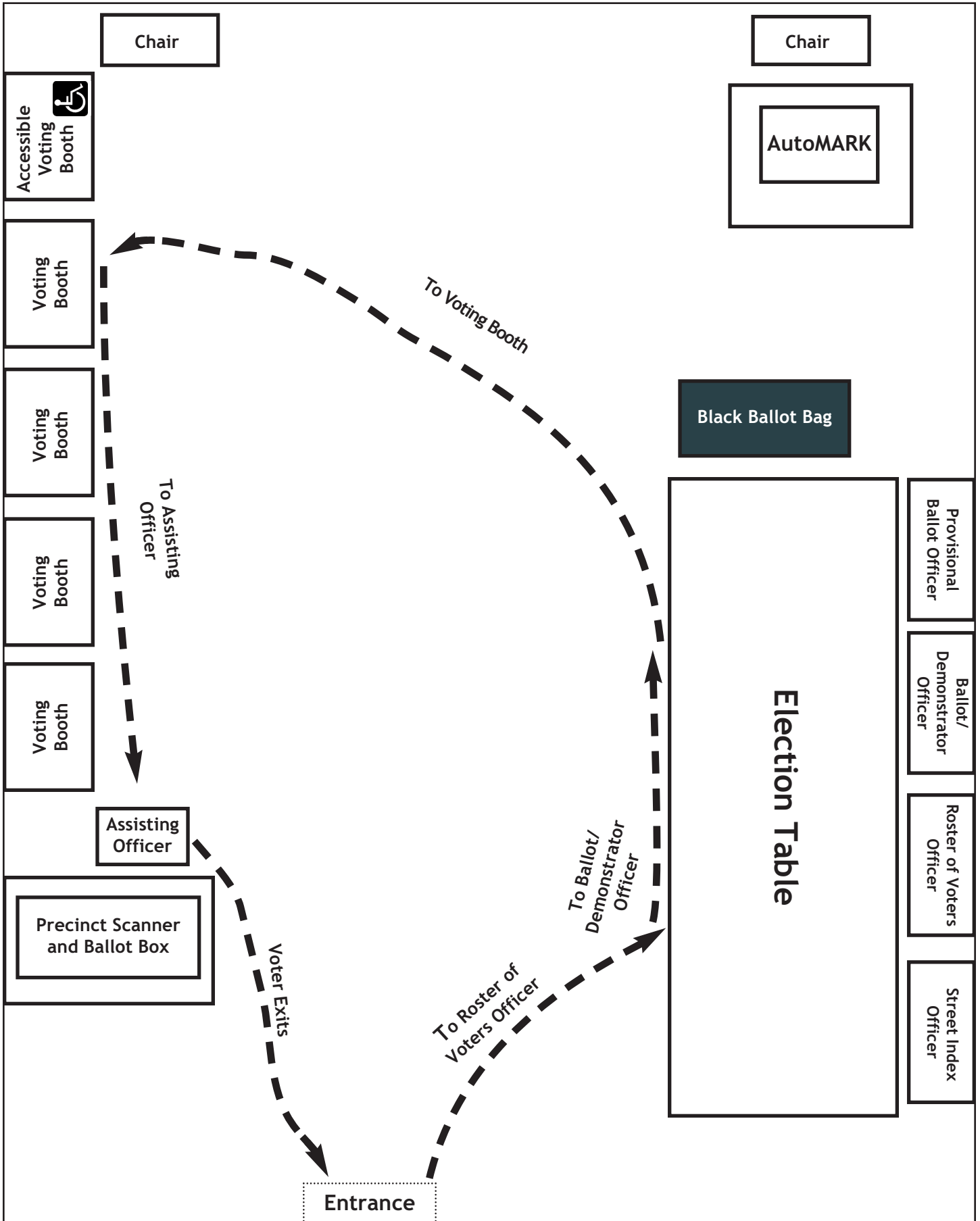**Items to be Posted at Polling Place**
- Voter Bill of Rights - one set (English, Spanish and Chinese) inside and outside
- Top Two Primary Poster
- H.A.V.A. Posters
- Information Poster (Election Codes)
- Restroom Sign
- One Street Index
- Reasons for Using the Provisional Process Poster
- Sample Ballot and Voter Information Pamphlets
- No Cell Phone Sign

**Have These Items Available**
- Election Officers Digest
- Precinct Officer Information & Application Brochures
- Precinct Officers Manual
- Voter Processing Flowchart

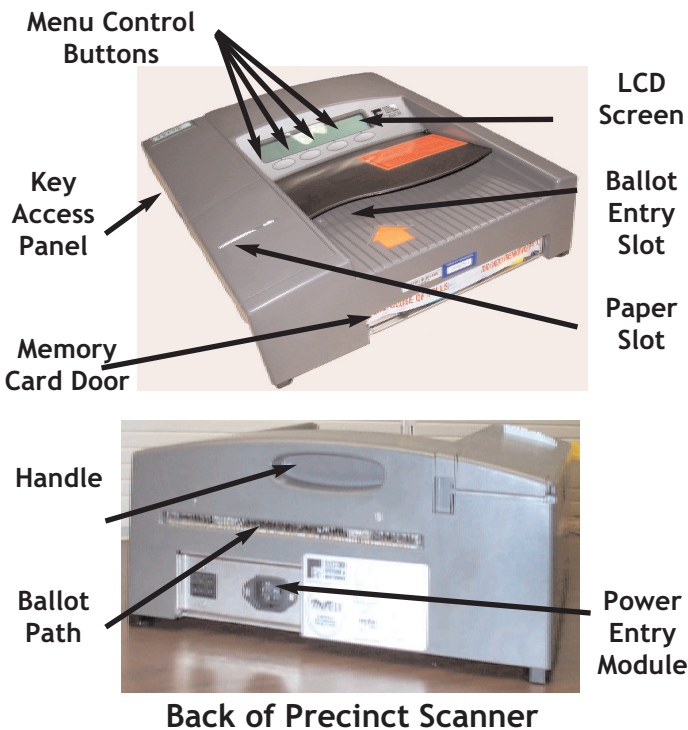**Flowcharts are located in Section 9 of this manual.**

# Example of a Polling Place

Chair

Chair

Accessible Voting Booth

AutoMARK

Voting Booth

*To Voting Booth*

Voting Booth

Black Ballot Bag

Voting Booth

*To Assisting Officer*

Provisional Ballot Officer

Voting Booth

Ballot/ Demonstrator Officer

Election Table

Roster of Voters Officer

Assisting Officer

*To Ballot/ Demonstrator Officer*

Precinct Scanner and Ballot Box

Street Index Officer

*Voter Exits*

*To Roster of Voters Officer*

Entrance

## Ballot Box



Paper Path

Opening for Power Cord

Eyebolt

Handle for Ballot Box

Mounting Rails

Auxiliary Bin

Lock for Auxiliary Bin

Two locks (front and back) to lock portions of box together

## Precinct Scanner



Menu Control Buttons

Key Access Panel

Memory Card Door

LCD Screen

Ballot Entry Slot

Paper Slot

Handle

Ballot Path

Power Entry Module

**Back of Precinct Scanner**

## Keyless Lock Seal

**Precinct Scanner and Keyless Lock Seal.** The precinct scanner in the soft case will be sealed with a keyless lock seal. **The precinct scanner is to remain secure in the soft case until it arrives at the polling place on Election Day.**





To break the seal, put your thumb underneath and lift.



The small broken portion of the seal remains inside the lock, until you twist the knob.

Twist the knob at the end of the keyless lock seal



to release any remaining seal pieces visible inside lock.

After opening the keyless lock, place it and the seal pieces in the orange data transport bag.
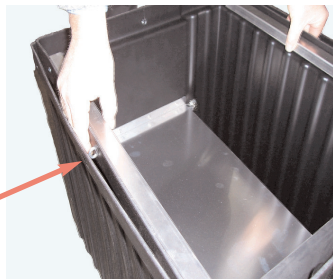
# Setting Up the Precinct Scanner and Ballot Box

Remove the keys which are located in the key access panel of the precinct scanner.



Use the **blue** key to unlock and remove the lid of the ballot box.



To separate the top portion from the bottom portion, put your hands between the eyebolts on the metal frame and lift up.



Turn the top portion of the box over and position it over the bottom portion making sure that the 'FRONT' sides are on the same side.



To secure the top and bottom portions of the ballot box together, make sure both eyebolts of the top portion are secured in the slots of the bottom portion.



Use the blue key to lock the portions together. The locks are located on the back and the front of the ballot box on the bottom portion.



The power cord is located in the zippered pocket of the soft case holding the precinct scanner.



Thread the power cord through the side of the ballot box.
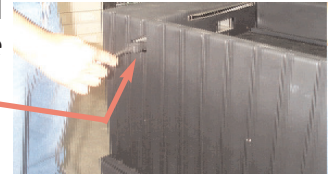


Push the power cord until it extends a few inches out of the opening on the top portion of the ballot box.
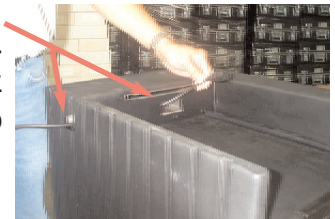


Remove the precinct scanner from the soft case, checking that the memory card door is sealed.



Position the precinct scanner on the ballot box about one-third of the way into the recessed area, resting it on the mounting rails.



Plug the power cord into the power entry module on the back of the precinct scanner, making sure it is securely plugged in.



Slide the precinct scanner on the mounting rails until is rests against the ballot box. Plug the power cord into an electrical outlet or power strip.

# Precinct Equipment Verification Sheet



**Sacramento County Election**
**Registrar of Voters**

Date: **Election Day**

7000 65th Street, Suite A  Sacramento, CA  95823

**Precinct Equipment Verification**

|||||| 12345

| Precinct: | 12345 |
|---|---|

**Name:** The Polling Place
**Street:** 1234 Election Drive
**City:**

Equipment assigned to this location:

| Asset Tag | Type | Seals |
|---|---|---|
| 060567 | M100 | |
| ,070197 | PCMCIA | 45656, 70939 |

I do hereby verify that the integrity of the tamper evident Security Seal(s) is intact and that the seal(s) corresponds to the Asset Tag affixed to the respective Election equipment.

**Name:** _Mary Day_   **Signature:** _Mary Day_   **Date:** _____

**Name:** _Sylvia Star_   **Signature:** _Sylvia Star_   **Date:** _____

The Precinct Equipment Verification Sheet located in the Final Instructions Envelope must be verified with the precinct scanner on election morning before the polls open and when the polls close. The PCMCIA (memory card) is removed **after** the polls are closed and placed into the orange data transport bag.
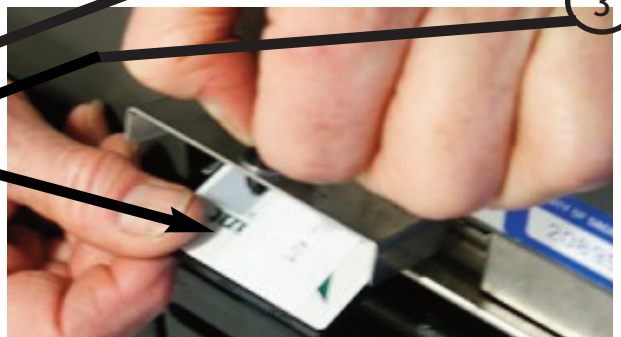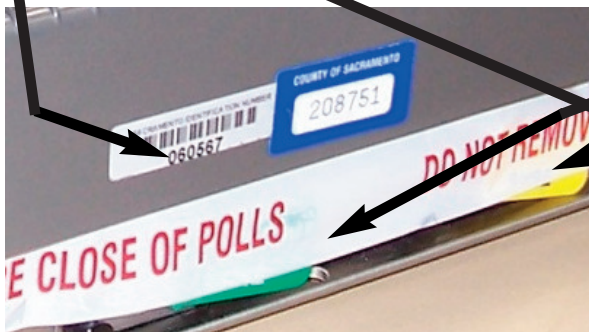
Follow the steps below:

**BEFORE THE POLLS OPEN**

(1) Verify that this number matches the silver tag on the front of the precinct scanner.

(2) Verify that this number matches the seal on the left (memory card) door.

(3) Verify that this number matches the seal on the right door and have two Precinct Officers sign the sheet.

**AFTER THE POLLS CLOSE**

(4) Verify that this number matches the number on the memory card, sign the sheet and place it in the orange data transport bag.
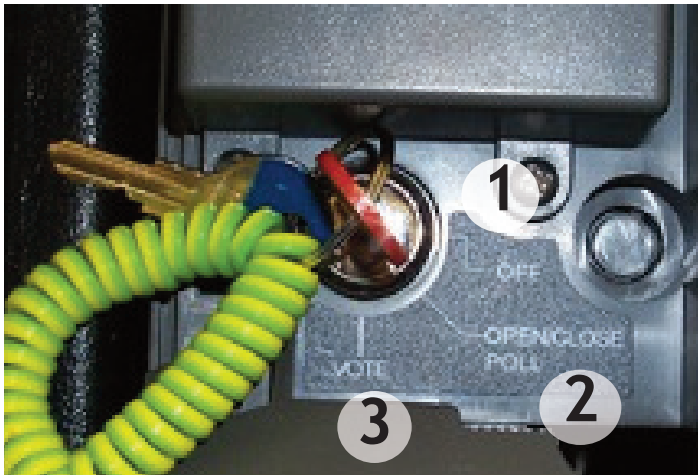
**Equipment assigned to this location:**

| Asset Tag | Type | Seals |
|---|---|---|
| (1) 060567 | M100 | (2) |
| 070197 (4) | PCMCIA | 46565, 70939 |

(memory card)

(3)




**Immediately report any discrepancies to Technical Support at (916) 875-6303**
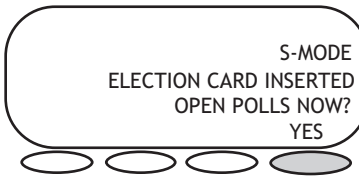
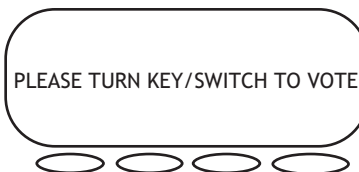# Turning On the Precinct Scanner



After verifying that the numbers on the seals of the precinct scanner match with the Precinct Equipment Verification Sheet, insert the **red** key into the key switch of the precinct scanner. The key should be in the OFF (1) position. Turn it to the OPEN/CLOSE POLL (2) position.

If the key is turned too fast, from the OFF (1) position to the VOTE (3) position, the precinct scanner will not boot correctly and the key will have to be turned to the OFF (1) position for a couple of minutes before starting over.

When the precinct scanner has booted the election information (it could take up to five minutes to warm up),

> S-MODE
> ELECTION CARD INSERTED
> OPEN POLLS NOW?
> YES

the LCD screen will read: ELECTION CARD INSERTED OPEN POLLS NOW? Press the menu button below the YES to open the polls.

The LCD screen will read: PLEASE TURN KEY/ SWITCH to the VOTE (3) position.

> PLEASE TURN KEY/SWITCH TO VOTE

When the key is switched to VOTE, the precinct scanner will automatically print out the 'Zero Report' tape.

The 'Zero Report' tape is printed before the polls open. Sign initials next to the time.
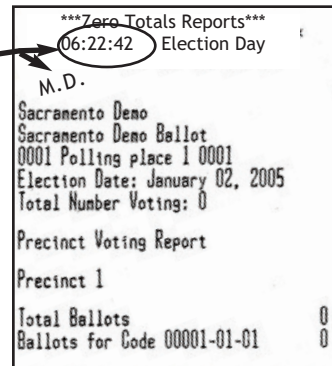


**IMPORTANT: DO NOT** remove the 'Zero Report' tape from the precinct scanner until 7:00 a.m. when the polls open. Show to the first voter or election official.

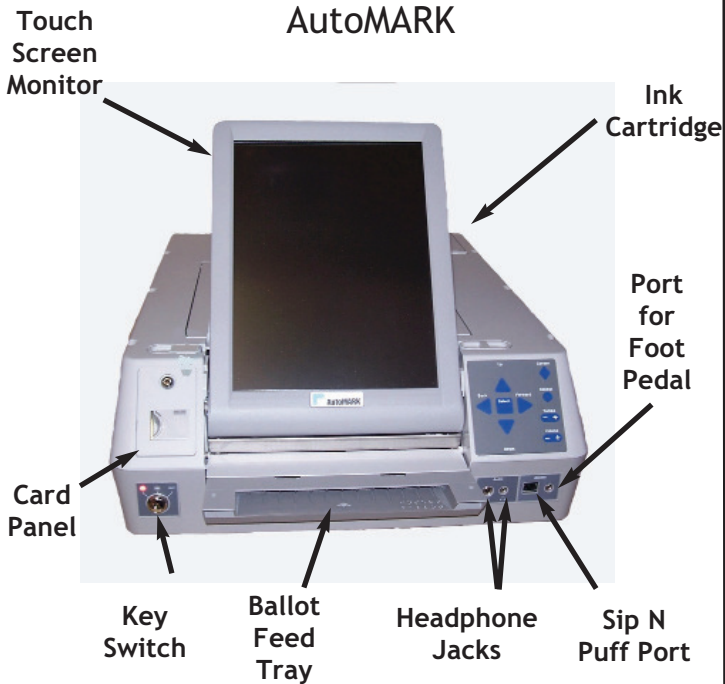Verify that all contests on the report apply to your polling place and there are no votes cast in any contest.

After the polls open, the 'Zero Report' tape is removed, signed by all Precinct Officers, and placed into the orange data transport bag.

**The Precinct Scanner is now ready to accept voted ballots**

**Note:** The Inspector is responsible for the security of the keys.

If for any reason the precinct scanner will not work correctly, refer to Section 6 - Troubleshooting Equipment, or call Technical Support at (916) 875-6303.

# AutoMARK

## AutoMARK



- **Touch Screen Monitor**
- **Ink Cartridge**
- **Port for Foot Pedal**
- **Card Panel**
- **Key Switch**
- **Ballot Feed Tray**
- **Headphone Jacks**
- **Sip N Puff Port**

## Keypad



## Voting Tools for AutoMARK



**Stylus**     **Power Cord**     **Headphones**

Set up the AutoMARK table. Locate the 'FRONT' label of the table and position the AutoMARK accordingly.



To open the AutoMARK case, lift the turn-key and turn counter-clockwise.



Open the lid of the case, and with two Precinct Officers, lift the AutoMARK and place it on the AutoMARK table.



Remember to also remove the headphones, stylus and the power cord from the case. Head-phone covers are located in the red supply bag.

**DO NOT REMOVE SEALS.** The AutoMARK will have two seals. There will be a wire seal and a blue tamper-evident seal. If the wire seal is broken, or the blue tamper-evident seal reads VOID, call Technical Support immediately at (916) 875-6303.
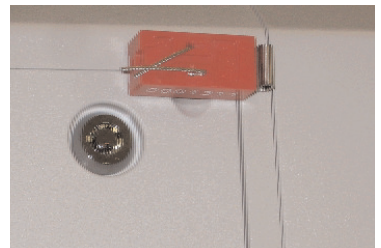


**Wire Seal**



**Blue Tamper-Evident Seal**

To open the AutoMARK, move the left and right sliding latches outward to unlatch the lid.
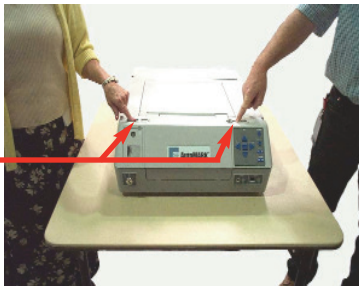
Fold back the front lid and lift to gain access to screen.

Pull the screen to an upright position.

Place (push) the lid down and leave the screen in an upright position.
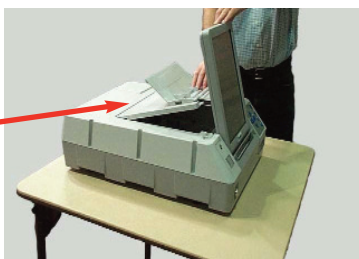
Lift the ballot feed tray up.

Then drop ballot feed tray down.

Take the power cord from the case, connect it to the back of the AutoMARK and plug it into the electrical outlet or power strip.

The AutoMARK key is located in the key access panel of the precinct scanner.

Using the red key, turn the AutoMARK to the ON position and remove key. It could take up to 5 minutes for the AutoMARK to warm up and accept ballots.

Check the jack by using the audio function to verify that it is working correctly.

Remember to place the privacy shield around the AutoMARK. It is located in the table box.

**Testing the AutoMARK.** Retrieve the test ballot from the box of official ballots and insert it in the AutoMARK. Make sure that the key is in the **ON** position.

Follow the instructions provided with the test ballot, verifying that all selections are marked correctly.

Place the marked test ballot back into the clear envelope and place it in the red supply bag at the end of the night. If you encounter any problems call Technical Support at (916) 875-6303 immediately.

NEVER RUN A TEST BALLOT THROUGH THE
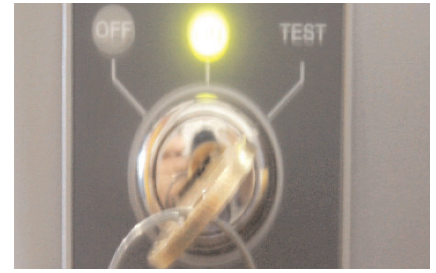PRECINCT SCANNER!

# AutoMARK Functions

The AutoMARK has a key-activated switch located on the front panel of the unit. The keys are located in the key access panel of the precinct scanner. Use the **red** key.



**OFF**



**ON**



**TEST**

| LABEL | OFF | ON | TEST |
|---|---|---|---|
| **KEY POSITION** | Left | Center | Right |
| **FUNCTION** | Turn machine off when closing polls. | Turn machine on when opening polls. Machine takes an average of five minutes to load information. **To mark the TEST ballot use the ON position.** | This will be used when a ballot jams. Touch the top bar EJECT BALLOT and the ballot will be returned. DO NOT TOUCH ANY OTHER BAR! |

The **ON** switch has a light indicator to display the current status of the power supply.

The green light indicates the machine is not on battery.

If the light turns yellow, check the connection. This indicates that the machine is using battery power or the plug is not secure.

The red light is visible when the key is turned to **OFF**.



**Touch Screen Buttons**

- Touching the **BACK** button displays the previous screen.
- Touching the **ZOOM IN/OUT** button on any screen increases and decreases the size of the text displayed.
- Touching the **EXIT RETURN BALLOT** button displays the EXIT screen. The ballot will be returned unmarked.
- Touching the **HIGH CONTRAST** button on any screen will switch the black and white screen contrast.
- Touching the **NEXT** button enters your selection and displays the next screen.

# Voting Booths

Place the voting booth on a table and open it. Remove the writing surface, legs and light. Close lid and lock the latches.
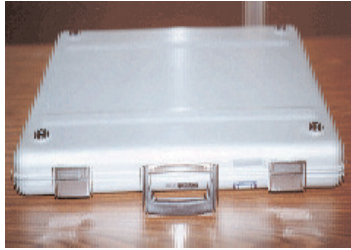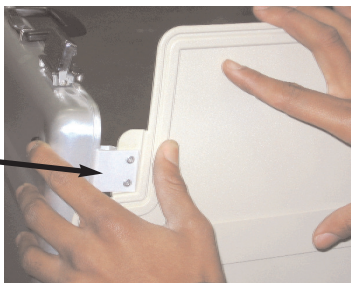
Flip the voting booth over so the leg holes face up or on the side as shown.
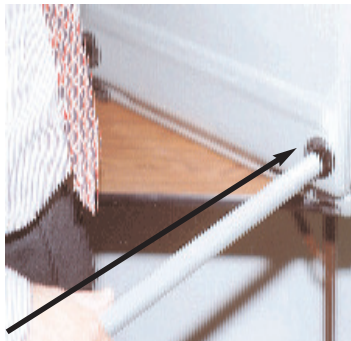
Put the leg sections together to form legs. Insert each leg into a leg hole. Push leg in and twist tightly.

Stand the voting booth upright. Make sure the legs are tight.

Open and attach the side panels, one at a time, to the edge of the lid using the clips on the side panel.

Attach the light to the inside back of the voting booth. Plug in one booth light at nearest outlet. Each light plugs into the next voting booth light, daisy chain style.

Place the writing surface inside the voting booth.

**Setting Up the Accessible Voting Booth (ISA).** The booth is marked with the International Symbol of Accessibility (ISA). This booth is for voters with specific needs or used as a regular voting booth when needed.

The accessible voting booth has shorter legs and leg extenders to accommodate people who require chairs or wheelchairs.

The smaller extenders are located in the accessible voting booth.
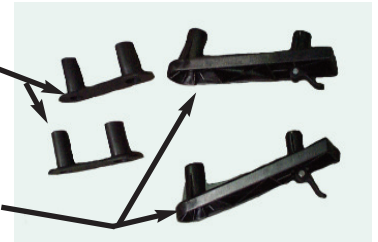
The larger extenders are located in the red supply bag.

Place the small leg extenders into the back leg holes and place the larger extenders into the front leg holes so that they easily accommodate a wheelchair.

Back
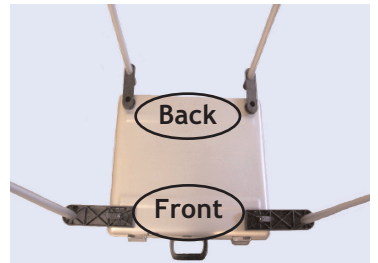
Front

The larger extenders in the front leg holes of the voting booth have a lever on them to lock.

Push or snap the lever into the locked position.
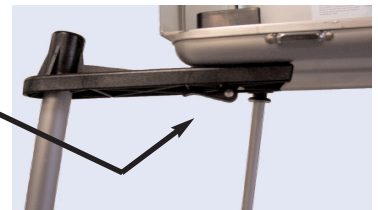
Place the writing surface inside the voting booth. Place a chair next to this voting booth.

Place the voting booth to ensure privacy.

## Red Supply Bag/Black Ballot Bag

Remove the black cover from the pocket of the red supply bag.



Open the zippered top of the red supply bag and pull flap to the right as pictured.


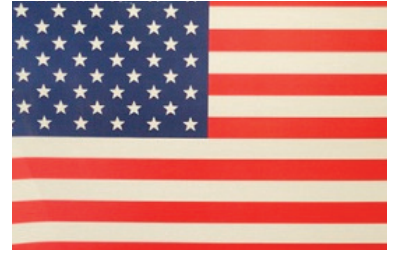
Slip the black cover over the red supply bag.



The red supply bag at this point becomes the black ballot bag and is ready to accept provisional, vote by mail and mail ballots <u>only.</u>
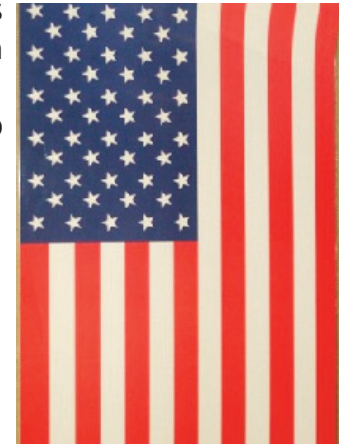


## Flag and Signs

Display the American Flag inside the polling place in a prominent location where it can be seen upon entering the polling place.



The American flag is to be displayed, with the stars on the left, from opening to closing of the polls.



**'100 Feet From Polls'** sign is to be placed 100 feet from the door of the room where the voting takes place. This sign fits over a wire frame.



**'Polling Place with Arrow'** sign. Place the plastic signs on the wire frames where they are most visible to the voters. Be sure the arrow is pointing towards the accessible entrance of the polling place.

# Posting Signs
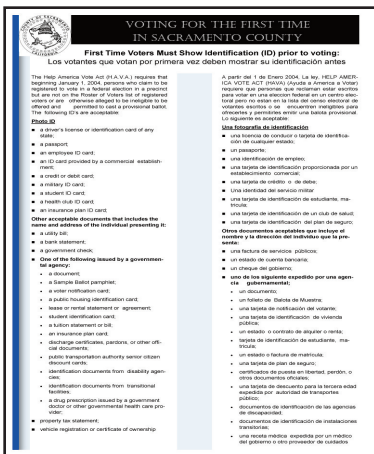
**Signs posted at the Polling Place:**

One set of the Voter Bill of Rights Poster shall be posted both inside and outside every polling place (EC 14105 [q]). One English Poster + One Spanish Poster + One Chinese Poster = One Set.
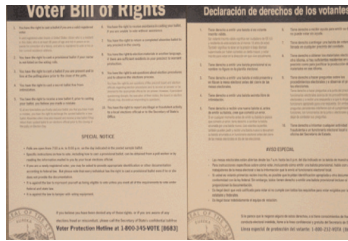


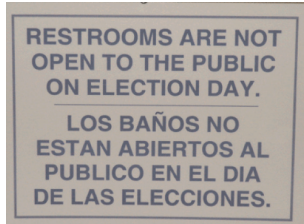Top Two Primary Poster. One set posted both inside and outside (EC 14105.1).
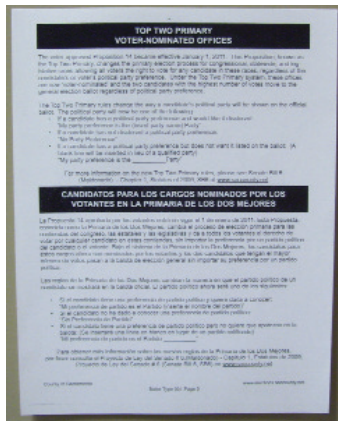


H.A.V.A. Poster (English, Spanish and Chinese)
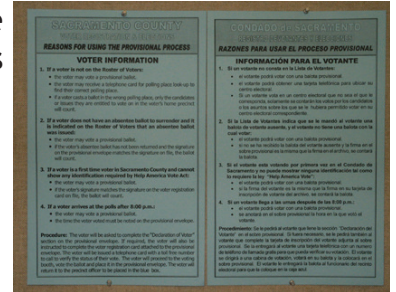


Information Poster (California Elections Codes)



Restroom Sign



One Street Index



Reasons for using the Provisional Process Poster



No Cell Phone Sign



Sample Ballot and Voter Information Pamphlet

# Special Supplies



At selected facilities, use the three Voter Parking signs to mark off five voter parking spaces.
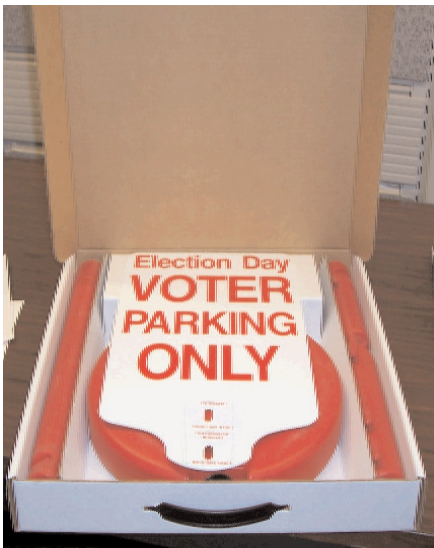


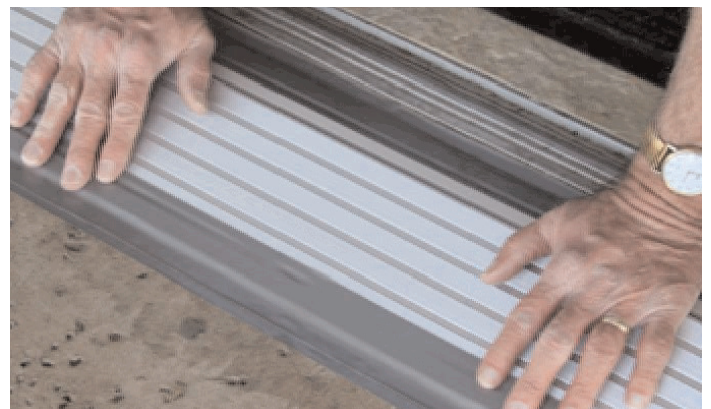Voter Parking sign in box



Voter Parking sign assembled



Accessible Voter Parking sign



Threshold Ramp in box with duct tape



Use duct tape to secure threshold ramp

Van Accessible sign in box



Van Accessible sign assembled



Cone



If your equipment receipt instructs you to place the three cones to the right of the marked accessible sign, the above picture shows the correct way to set this up.



If your equipment receipt instructs you to place a Van Accessible Parking sign in one space and the three cones to the right of that, the above picture shows the correct way to set this up.

# Administering Oath and Signing the Declaration

The Inspector administers the oath from the Declaration of Election Officers and Payroll sheet before the polls open at 7:00 a.m. (EC 12321 and 10241).

Sign Declaration of Election Officers and Payroll sheet

- Print "mileage" next to the Precinct Officer who delivered the election supplies to the drop-off site on Election Night. They will receive payment for mileage.
- Print "cell phone" next to the Precinct Officer who will receive payment for cell phone usage on Election Day.



**IMPORTANT INFORMATION REGARDING YOUR PAYROLL CHECK!**

Your check will be mailed to the address printed on the Declaration of Election Officers and Payroll sheet. If you want your check mailed to a different address, please make any necessary changes.

Payroll checks take approximately four to six weeks to process after an election.

**Place the Declaration of Election Officers and Payroll sheet in the Roster of Voters/Forms Bag when completed.**

**Reminder:** Wear your Name Tag all day (EC 14105[L]). This tag must remain visible all day.