

OPENING PROCEDURES

POLL PAD ASSEMBLY



1. Check security of case



If Poll Pads were not yet updated with latest voter file, notify Chief. Use separate Poll Pad Update guide.

- ☐ If Poll Pad has not been opened, seal will be green.
If Poll Pad was updated on Monday, seal will be yellow.
- ☐ Verify that the blue tag number (EPB-0000) and the seal number match the **Machine Certification Form**.
- ☐ Cut seal and put in **Envelope #7**.



2. Remove contents from the cases

- ☐ Remove the contents from the green cases.
- ☐ Each case contains one Poll Pad and its peripherals:
 - Poll Pad
 - Poll Pad base
 - Power cord and charger
 - Clear plastic ID holder
 - Stylus



3. Assemble base

- ☐ Hold the Poll Pad sideways so that the home button is on the right.
- ☐ Rotate the arm so that it points toward you.
- ☐ Insert the arm into the slot in the green circle in the base.
CAUTION! Push down on the arm, not on the Poll Pad.



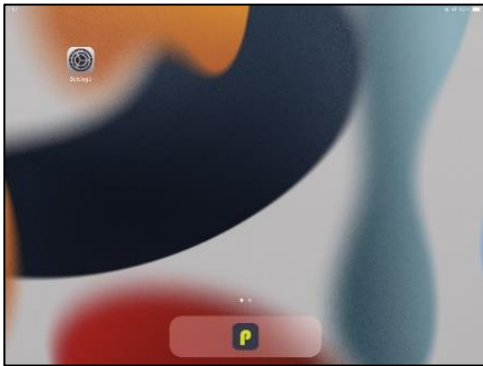
OPENING PROCEDURES

POLL PAD ASSEMBLY



4. Assemble ID holder and plug in to power

- ☐ Slide the clear plastic ID holder sideways onto the back of the Poll Pad with the white label facing up. Gently—they are easy to break!
- ☐ Insert the stylus into the round hole of the ID holder.
- ☐ Plug small end of power cable into Poll Pad below Home button, then plug large end of power cable into charger.
- ☐ Plug charger into a surge protector and keep plugged in all day.



5. Turn on Poll Pad

- ☐ Find the power button on the left side of the Poll Pad.
- ☐ Press and hold the power button until the Apple logo appears.
- ☐ Tap the **green “P” icon** on the bottom of the screen to start the Poll Pad application.



6. Finish assembly

- ☐ Make sure battery icon is green with a lightning bolt through it.
- ☐ Position Poll Pads within 30 feet of each other so they can sync.
- ☐ Check the **sync icon** that looks like two people. If the **sync icon** is red, tap it and then tap **Start Syncing**. The icon should turn green. Yellow means Poll Pad is waiting to sync with others.
- ☐ The cloud icon may be **red** or not visible while polls are open. This is OK!



OPENING PROCEDURES

EXPRESSVOTE



1. Initial setup

- ☐ The ExpressVote is heavy. Two officers should perform these tasks.
- ☐ Identify an accessible table with space for wheelchair access.
- ☐ Provide a chair for voters.
- ☐ Lay the case down on the table. Unzip it and **gently** slide the ExpressVote out with the screen facing down.
- ☐ Remove power cord and power brick from exterior side pocket. Headphones are located in the gray tote bin in the gray cart.



2. Connect to power

- ☐ Connect the two halves of the power cord.
- ☐ Plug the power cord into a surge protector.
- ☐ Plug the surge protector into an outlet.
- ☐ Hold the power connector with the flat side facing up and plug it into the back of the ExpressVote. Make sure you hear/feel the click that tells you the cord is secure.



3. Extend prop bar

- ☐ Extend the prop bar on the back of the machine.
- ☐ The machine should be stable and resting upright at a slight angle.



4. Prepare keypad and set out headphones

- ☐ Open the access door on the left side of the machine with the black barrel key.
- ☐ Verify the keypad is plugged into the keypad port.
- ☐ The keypad is attached to the side with Velcro. Pull to detach it.
- ☐ Place the keypad and headphones on the table so they are accessible to voters. Keep headphones unplugged until a voter needs them.



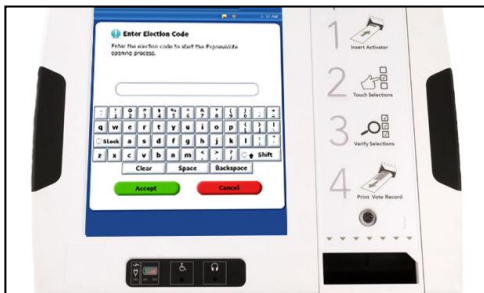
OPENING PROCEDURES

EXPRESSVOTE



5. Turn machine on

- ☐ Flip the power switch to on.
- ☐ The device will take about three minutes to power on.
- ☐ Verify the unit is receiving power by looking for the green light below the screen.



6. Enter election security code

- ☐ After the system initializes, enter the election security code (password), then touch accept.
- ☐ On the next screen, verify that the date, election, and precinct number and name are correct.



7. Prepare for voters

- ☐ Close and re-lock the access door, ensuring that the keypad cord threads through the opening in the door.
- ☐ Place a privacy booth around the ExpressVote.
- ☐ Return the carrying case to the gray supply cart.



OPENING PROCEDURES

DS200 BALLOT SCANNER



1. Front of the DS200 scanner

- ☐ Verify that green seal number on the black DS200 lid matches the number on the **Machine Certification Form**.
- ☐ Cut the green seal and place it in the **Envelope #7**.
- ☐ Use the flat silver key to unlock and open the auxiliary compartment.
- ☐ Two officers confirm that the auxiliary compartment is empty.
- ☐ Keep the silver metal flap in the upright position. Close and re-lock the compartment.
- ☐ Use the flat silver key to unlock and open the ballot compartment.
- ☐ Two officers verify that the ballot compartment is empty.
- ☐ Close and re-lock the ballot compartment.



2. Back of the DS200 Scanner

- ☐ Use the flat silver key to unlock the power cord compartment.
- ☐ Unwrap the power cord and plug it into a power strip or surge protector. Plug the surge protector into an AC wall outlet.
- ☐ Verify that the round silver bar is in the down position, firmly secured by the white plastic clip.
- ☐ Leave the power cord compartment open for ventilation while the voting machine is being used.



3. Top of the DS200 Digital Scanner

- ☐ Use the flat silver key to unlock the black DS200 lid.
- ☐ Open both latches and flip them out, then lift the black DS200 lid.
- ☐ Use black barrel key to unlock the scanner screen.



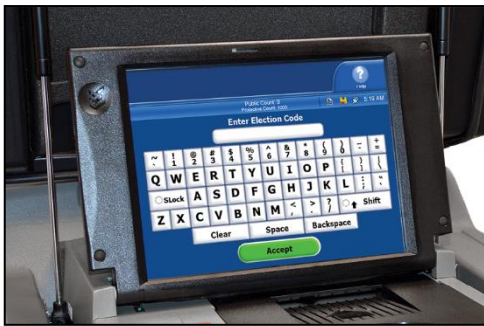
OPENING PROCEDURES

DS200 BALLOT SCANNER



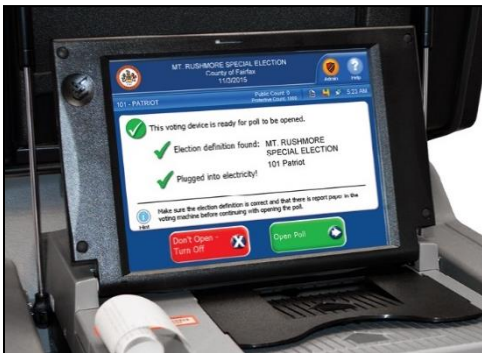
4. Boot up the scanner

- ☐ Lift the screen. The DS200 scanner will power on automatically. It can take 2-3 minutes until it is ready for the next step.
- ☐ Verify that the red barcoded sticker seal is securely attached across the printer access door and that the seal number matches the number on **Machine Certification Form**.



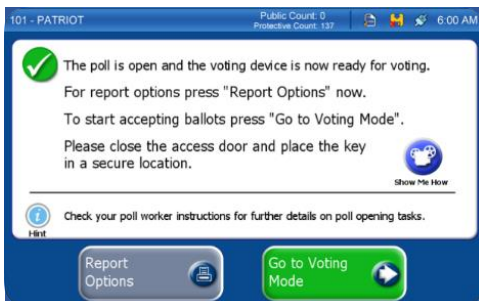
5. Enter election security code; verify election and power

- ☐ Enter the election security code (password) after the system has finished powering on. Password is case-sensitive. Tap **Accept**.
- ☐ The DS200 digital scanner will print a **Configuration Report**, but **DO NOT** tear off the tape yet.
- ☐ Verify on screen that the date, the election, and the precinct name & number are correct.
- ☐ Verify on screen that DS200 is receiving power.



6. Prepare DS200 for voting

- ☐ Tap the on-screen green **Open Poll** button. The **Ballot Status Accounting Report** and three (3) **Zero Totals Reports** will print.
- ☐ Tear off the entire tape.
- ☐ Two officers sign all three (3) copies of the **Zero Totals Report** and give the tape to the Chief. Notify Chief if any numbers are not zero.
- ☐ Verify that Public Count is zero and that Protected Count (top of screen) matches the **Machine Certification Form**. Notify Chief if counts do not match form.
- ☐ Place a privacy screen around the DS200 screen.



7. Ready to go!



Do NOT tap "Go to Voting Mode" before 6:00 AM.

- ☐ At 6:00 AM exactly (not earlier!), tap **Go to Voting Mode**.
- ☐ The DS200 is now ready to accept ballots.



ASSEMBLY INSTRUCTIONS

ABSENTEE BALLOT DROP BOX



1. Unpack contents from box

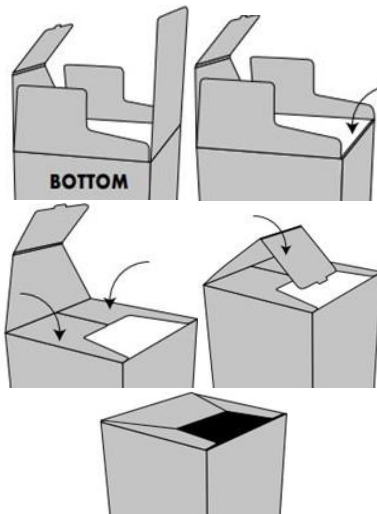
Verify you have the following items:

- ☐ One (1) gray base body.
- ☐ One (1) top lid panel.
- ☐ One (1) weighted base.
- ☐ **Note:** Wire frames for the outdoor signs are packed in this box. Give them to the team putting out signs.



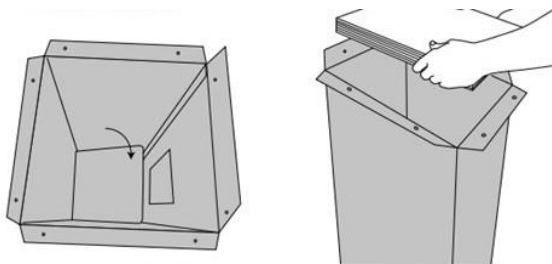
2. Remove the hardware from the clear plastic portfolio

- ☐ The clear plastic portfolio is stored in the gray cart. The hardware is in a clear plastic baggie inside the portfolio.
- ☐ Remove the lock and key.
- ☐ There are eight bolts and eight wingnuts.



3. Unfold main body and fold side and back flaps

- ☐ Unfold main body unit with large flaps (bottom of unit) on top.
- ☐ Fold large end flap over and into unit as shown.
- ☐ Fold two side flaps into unit as shown.
- ☐ Bend back flap over and insert into unit.
- ☐ Fold end piece back towards rear of unit.
- ☐ Insert tab into pre-cut slot. Unit should appear as shown.



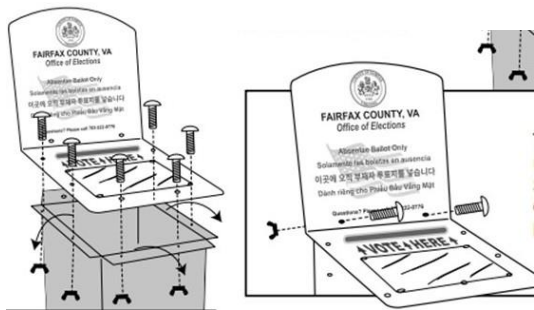
4. Insert weighted base and top lid panel

- ☐ Carefully turn unit right side up.
- ☐ Press large flap down into bottom of unit.
- ☐ Flap will lock into place through pre-cut slit inside of unit.
- ☐ Insert weighted base into unit and place squarely at bottom.



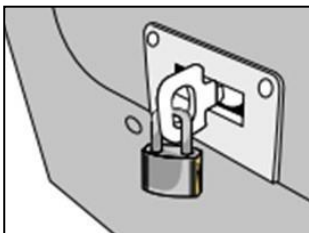
ASSEMBLY INSTRUCTIONS

ABSENTEE BALLOT DROP BOX




5. Secure top lid panel

- ☐ Fold upper flaps on base of unit outward.
- ☐ Set lid with door down into position.
- ☐ Align holes in lid with holes in flap.
- ☐ Secure with six (6) nuts and bolts as shown.
- ☐ Use two (2) bolts to secure back graphic to body of unit.



6. Secure back door during the day

- ☐ The drop box must be secured during the day.
- ☐ Close the door on the back of the box.
- ☐ Use the lock to secure the swivel hasp on the back door.
- ☐ Put the key into the plastic baggie. Put plastic baggie back into the clear plastic portfolio and put in gray cart.



DROP-OFF BOX FOR FAIRFAX COUNTY ABSENTEE BALLOTS

• Did you seal your ballot in Envelope B?

• Did you fill in the following on Envelope B?

- Your **NAME**?
- Your registered **ADDRESS** (not mailing address)?
- Your **SIGNATURE** on the voter signature line?

• Bạn có niêm phong lá phiếu của mình trong Phong bì B không?

• Bạn đã điền thông tin sau vào Phong bì B chưa?

- TÊN của bạn?
- ĐỊA CHỈ đã đăng ký của bạn (không phải địa chỉ gửi thư)?
- CHỮ KÝ của bạn trên dòng chữ ký cử tri?

• ¿Selló su boleta en el Sobre B?

• ¿Completó lo siguiente en el Sobre B?

- Tu **NOMBRE**?
- ¿Su **DIRECCIÓN** registrada (no dirección postal)?
- ¿Su **FIRMA** en la línea de firma del votante?

• 투표 용지를 봉투 B로 봉인 했습니까?

• 봉투 B에 다음 사항을 기입하셨습니다가?

- 귀하의 이름은?
- 등록 된 주소 (우편 주소 아님)?
- 유권자 서명란에 귀하의 서명이 있습니까?

7. Insert multi-lingual sign

- ☐ Insert the “Drop box for Fairfax County absentee ballots” multi-lingual sign from right side of the acrylic window.



8. Position the drop box

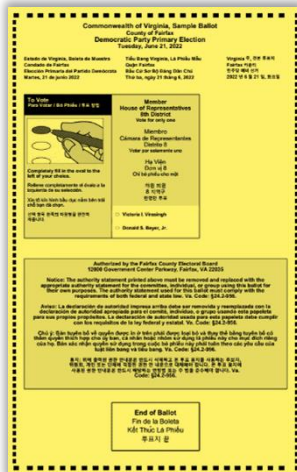
- ☐ The drop box should be located near the building entrance or near the voting room entrance, at the discretion of the Chief.
- ☐ The drop box should be ready for voter use by 6:00 AM.



OPENING PROCEDURES SIGNS & POSTERS

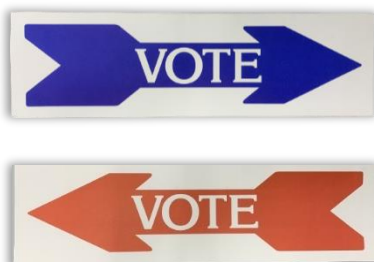
Post these signs INSIDE, near the entrance to the voting room.
They should be visible to voters waiting in line to check in.

- **Attention All Voters** signs. Post all languages together.
- **Sample ballots** (2 sets of front and back of ballot). Post one set near the voting room entrance and one set inside the voting room on the way to the check-in table.
- **DS200 and ExpressVote** instructions posters.
- **Voter Rights and Responsibilities** posters. Post all languages together.



Post these additional signs INSIDE the voting room.

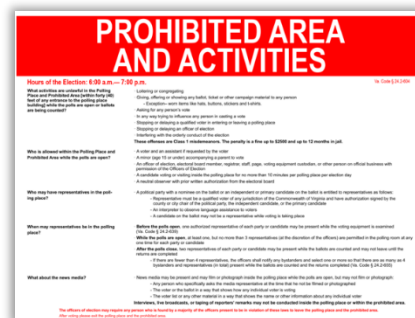
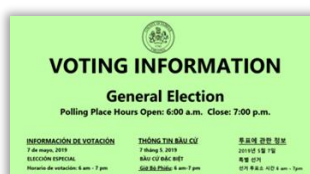
- Post additional signs as needed, such as ARROWS, ENTRANCE, and EXIT to direct voters into the voting room and through the voting process without crossing paths with other voters.
- Post “Do you have your ID?” sign near exit – this really helps cut down on number of people who forget their IDs in the polling place!



OPENING PROCEDURES SIGNS & POSTERS

Post these signs **OUTSIDE** the polling place near the building entrance.

- **Polling Place** sign(s) at the most visible site from road/parking lot.
- **Vote Here** signs. One on or next to outside entrance and one on or next to voting room entrance.
- **Voting information** (HAVA-2) sign with voting hours at outside entrance.
- **Authorized Representatives** sign at outside entrance.
- Additional **polling place** signs (plastic signs on metal frames) on street corners or parking lot entrances as needed, especially if your polling place is difficult for new voters to locate.
- **Prohibited Activities** posters outside building the main entrance facing out toward oncoming voters and within the 40 foot boundary. Post all languages together.
- Post additional signs if needed, such as arrows to direct voters to voting entrance. This is especially important if you are not in your normal voting room.



Post these signs **OUTSIDE** near your curbside voting area.

- **IMPORTANT:** Designated curbside area must be within 150 feet of building entrance.
- **Curbside voting** yellow sign where it is most visible near the designated curbside voting area or the accessible parking spaces.
- Attach the curbside phone number to the white slider with a small piece of clear tape and gently slide it into the pocket on the yellow A-frame curbside sign.
- Post **alternate entrance** signs and establish additional **accessible parking** spaces close to your entrance, as needed.
- Place cones at reserved parking spaces, including accessible parking.
- Inspect exterior and interior pathways for obstacles.



OPENING PROCEDURES

MARKING PROHIBITED AREA



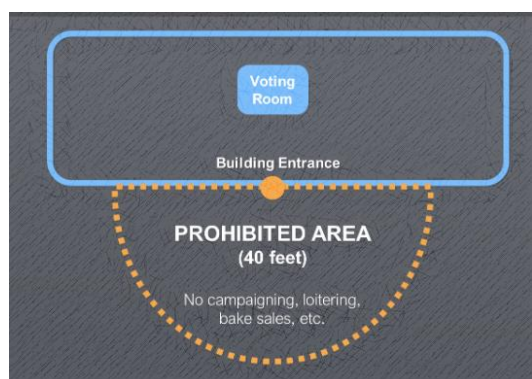
1. Identify supplies for marking Prohibited Activities Area

Outside the polling place, there must be a marked 40-foot Prohibited Activities Area, which provides voters unimpeded access to the building.

Verify you have the following items in the “No Campaigning” Kit:

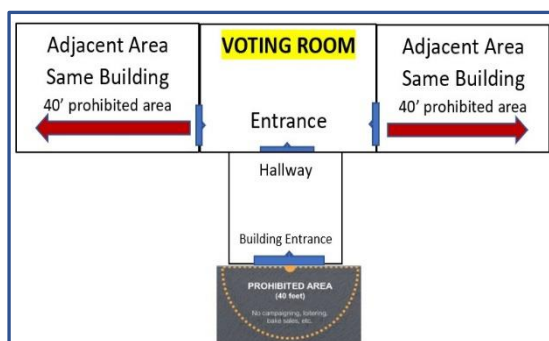
- ☐ 40-foot length of yellow rope.
- ☐ Three pieces of yellow chalk.
- ☐ “NO CAMPAIGNING” caution tape.

You will also need a roll of blue painter’s tape from supplies in gray cart.



2. Measure and mark Prohibited Activities Area

- ☐ Identify the building entrance which will primarily be used by voters.
- ☐ Use the yellow rope to mark the 40-foot distance from the center of the identified building entrance.
- ☐ Use yellow chalk to draw the entire arc the rope creates as you measure the area from left to right of the door.
- ☐ Add blue painter’s tape to further emphasize the line (especially since the chalk may fade over the day).
- ☐ Affix the “NO CAMPAIGNING” tape to the surface.



3. Exception for marking interior Prohibited Activities Area

- ☐ In some precincts, the 40-foot prohibited area is located within the building and is measured from the entrance to the voting room. (Electoral Board decision pursuant to § 24.2-310(E)).

Affected precincts:

- **426 GREENSPRING**
 - **509 PLAZA**
 - **514 CROSSROADS** (must **also have exterior** Prohibited Activities area marked for voters coming in from outside)
- ☐ Check with facility staff for the specifics of how to mark the interior Prohibited Area. **Example** in adjacent image.

