



SECTION 4

OPENING GUIDES

OPENING PROCEDURES

EQUIPMENT CART



1. Unlock top and bottom padlocks

- Cut the zip-tie seal on the top. Unlock top and bottom padlocks with equipment key on lanyard.
- Compare seal number to latest entry on **Cart Security Log** on inside of right cart door. If cart was not opened for setup, also verify seal number matches **Machine Certification Form**.
- Two officers fill out a new opening entry on **Cart Security Log**. Write date, time, reason, cut seal number, names, & signatures.
- Put the cut seal in **Envelope #7**.



2. Release upper and lower slide bolts on left door

- Open the right door first.
- Find the slide bolts inside the top and bottom of the left door.
- Rotate the slide bolt handles toward you (see red arrow).
- Push down to lower upper bolt and pull up to raise bottom bolt.
- Open the left door.



3. Remove ALL loose items from the cart

- Remove privacy booths and blue bag from top of DS200s.
- On election day **only**, remove ExpressVotes in black cases.
- Remove standing privacy booth in blue hard case.
- Remove flat packed cardboard boxes and handicapped parking sign tucked between right DS200 and wall of the cart.



4. On election day, unpack DS200 ballot compartments

- Verify that green zip-tie seal number on right DS200 ballot compartment matches **Machine Certification Form**.
- Cut zip-tie seal on right DS200 ballot compartment and place in **Envelope #7**.
- Use flat silver key on wristband to unlock ballot compartments.
- Remove all items stored in ballot compartments.



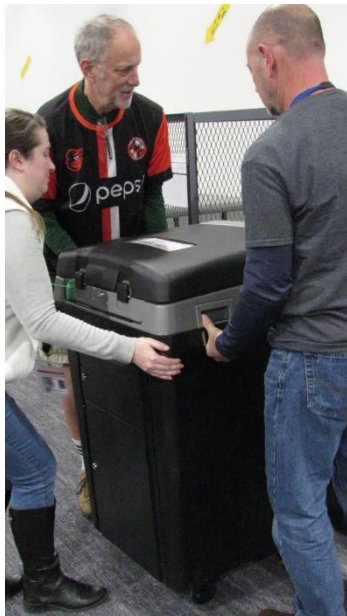
OPENING PROCEDURES

EQUIPMENT CART



5. THREE people are needed to unload DS200s!!!

- ⚠** The DS200 scanner is top heavy and unwieldy. **THREE PEOPLE** should safely unload each scanner from the cart.
- One person stands on each side of the DS200 while a third person stands in front.
- The people on the sides grasp the scanner using the **BLACK** handholds built into the base. **DO NOT GRASP THE GRAY CUTOUTS IN THE CLAMSHELL.**



6. Carefully unload the DS200s

- Slowly roll the DS200 forward out of the cart.
- The person standing in front braces the DS200 to be sure it doesn't fall forward.
- The people on either side lift the DS200 out of the cart, gently setting it on the floor.
- Repeat for the second DS200.



7. Remove items stored behind DS200s

- Release bungie cord and hook to side of cart so it won't get lost.
- Remove A-frame curbside voting sign and cardboard box containing absentee drop-box and wire frames for real estate signs.



OPENING PROCEDURES

POLL PAD & CHECK-IN TABLE



1. Check security of case

- Bring the Poll Pad cases to the check-in table for assembly.
- 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.



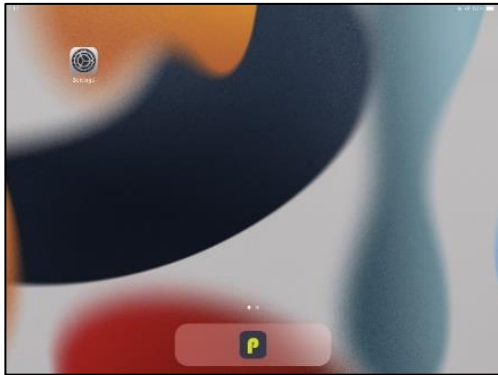
4. Assemble ID holder and plug in to power

- 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 surge protector and keep plugged in all day. Tape down cords.



OPENING PROCEDURES

POLL PAD & CHECK-IN TABLE



5. Turn on Poll Pad

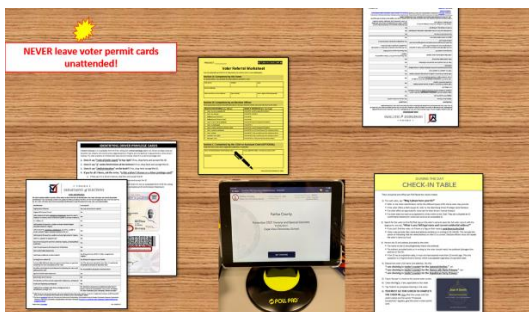
- Find the power button on the left side of the Poll Pad.
- Press and hold the power button until the Apple logo appears.
- Tap the **green "P" icon** on the bottom of the screen to start the Poll Pad application.



6. Finish assembly

- Battery icon should be 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 connected by dots. 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!

7. Place other required items at check-in table



- Place documents and items next to each Poll Pad.
 - Voter Identification Chart
 - Identifying Driver Privilege Cards guide
 - During the Day Check-In Table function description
 - Voter Referral Worksheets and pen
 - Voter Permit Cards (never leave unattended!)
- Place a copy of the Voter Identification Chart facing out toward voters.
- Arrange tables and chairs for check-in officers.
- Provide chairs for voters who may have difficulty standing in line.



OPENING PROCEDURES

DS200 BALLOT SCANNER



1. Front of the DS200 scanner

- Verify that green seal numbers on the black DS200 lid and ballot compartment with “Unopened Ballots Inside” label match the numbers on the **Machine Certification Form**. Only one DS200 has this label.
- Cut the green seal(s) and place in **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 ballot compartment with “Unopened Ballots Inside” label contains sealed ballot box(es). Remove all boxes from ballot compartment. **Verify the ballot compartment is empty.**
- Put sealed ballot box(es) in the equipment cart.
- 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.



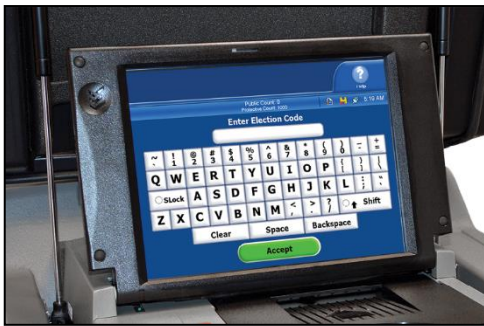
OPENING PROCEDURES

DS200 BALLOT SCANNER



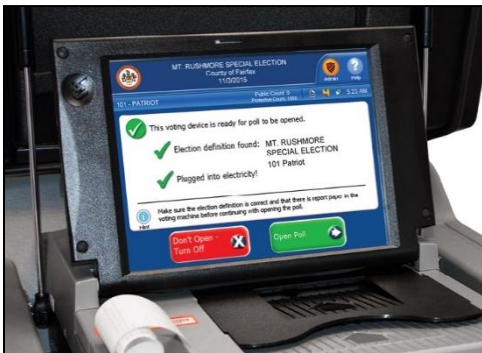
4. Boot up the scanner

- Lift the screen. The DS200 scanner will power on automatically. It may 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**.



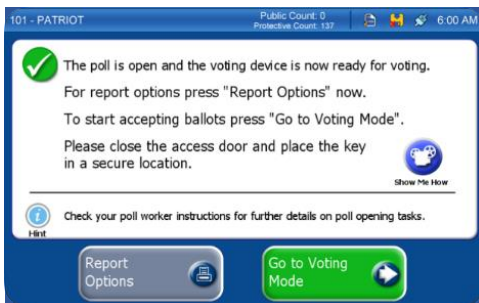
5. Enter election security code; verify election and power

- 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 booth 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.



OPENING PROCEDURES BALLOT TABLE

**DURING THE DAY
BALLOT TABLE**

One officer should be stationed at the ballot table to take voter permit cards from voters and issue ballots. Never leave the ballots, voter permit cards, or the ballot table unattended!

ISSUE BALLOTS TO VOTERS

- 1) Take the voter permit card from the voter.
- 2) Place a ballot in a privacy folder. Never put ballots in privacy folders ahead of time.
- 3) Give the ballot and a pen to the voter and tell them:
 "This ballot has [one/two] sides.
Fill in the oval to the left of your choice(s).
When you are done marking your ballot, take it to the ballot scanner."
- 4) Direct voters to the voting booths and point out the location of the DS200 scanner.

SPOILED AND VOIDED BALLOTS

- **SPOILED:** If a voter makes an error or wishes to change a selection, their ballot must be spoiled before you issue a replacement ballot. Write "spoiled" in large letters across the face of the ballot and ask the voter if they wish to fill in all bubbles to obscure their intended vote selections. Draw through the barcode when spoiling an ExpressVote card. Place the spoiled ballot in **Envelope #4** and issue the voter a new ballot.
- **VOIDED:** If a voter leaves a ballot in the polling place, they are considered a "fleeing voter" and their ballot must be voided. Write void on the face of the ballot and put it in **Envelope #4**. The only exception is if the ballot was left on the DS200 scanner; in that case, an election officer may cast the ballot. Notify the Chief first.

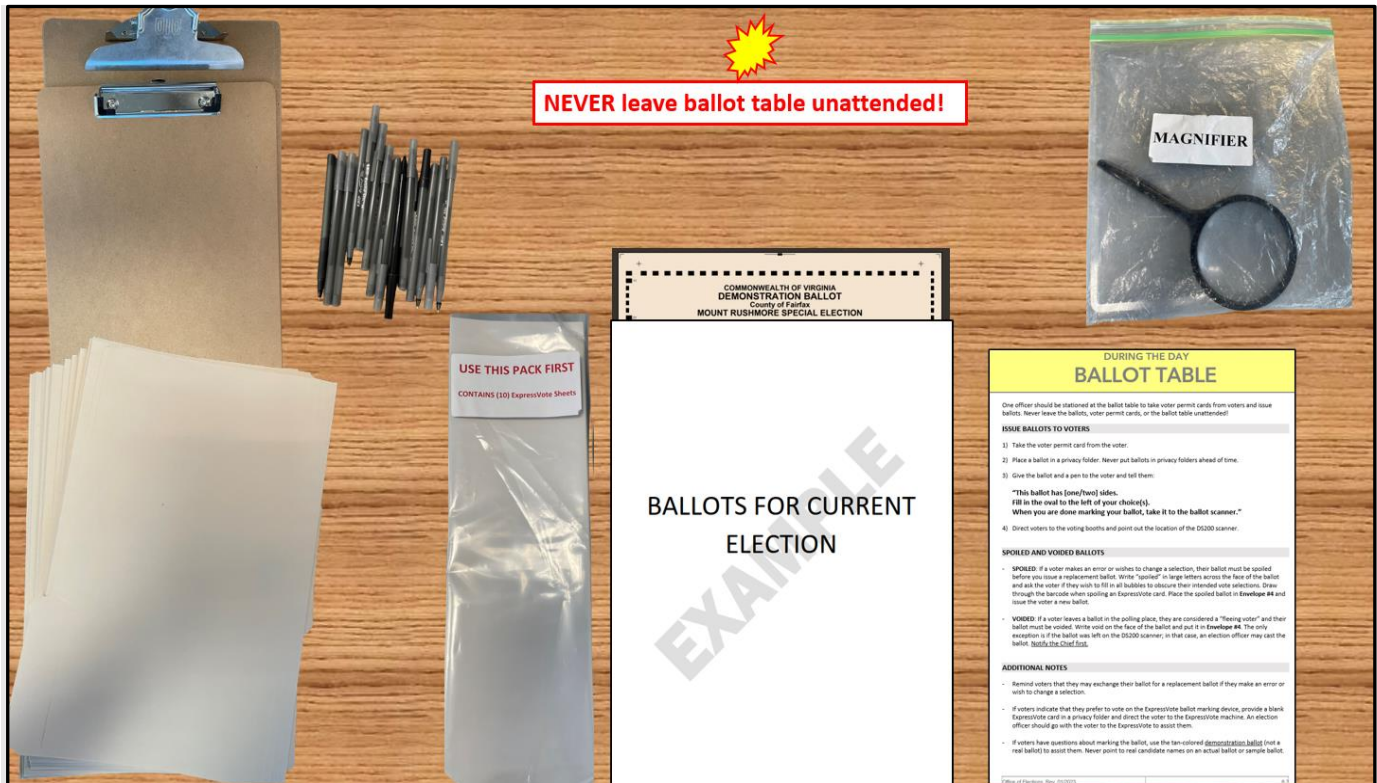
ADDITIONAL NOTES

- Remind voters that they may exchange their ballot for a replacement ballot if they make an error or wish to change a selection.
- If voters indicate that they prefer to vote on the ExpressVote ballot marking device, provide a blank ExpressVote card in a privacy folder and direct the voter to the ExpressVote machine. An election officer should go with the voter to the ExpressVote to assist them.
- If voters have questions about marking the ballot, use the tan-colored **demonstration ballot** (not a real ballot) to assist them. Never point to real candidate names on an actual ballot or sample ballot.

1. Collect needed materials and arrange on table

- During the Day Ballot Table guide
- Ballot Receipt form and a pen.
- Ballot Worksheet.
- Envelope #4 (unless Chief keeps at Chief's table).
- Demonstration ballot.
- Loose pack of 10 ExpressVote cards (contained in clear plastic bag inside brown envelope in kit)
- Privacy folders.
- Pens, magnifying glass, magnifying sheet, clipboards.

 **NEVER LEAVE BALLOT TABLE UNATTENDED!**



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. Remove headphones from inside the case with the ExpressVote.



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.



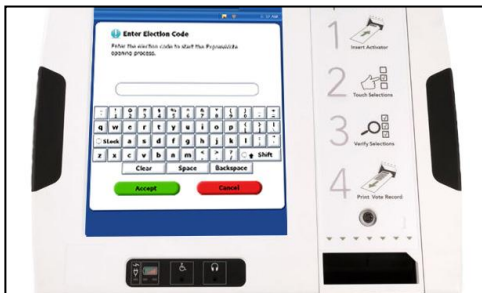
OPENING PROCEDURES

EXPRESSVOTE



5. Turn machine on

- Flip the power switch to on.
- The device will take about three (3) 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.



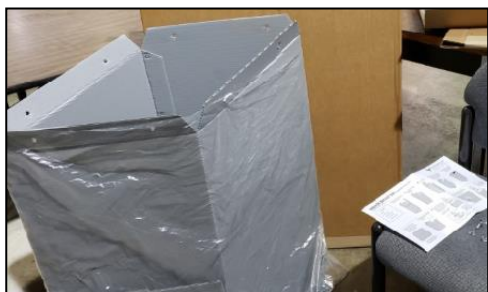
7. Prepare for voters

- 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 equipment cart.



ASSEMBLY INSTRUCTIONS

ABSENTEE BALLOT DROP BOX



1. Unpack contents from box

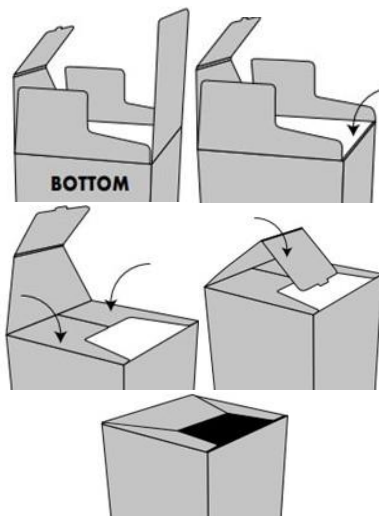
Verify you have the following items:

- 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.



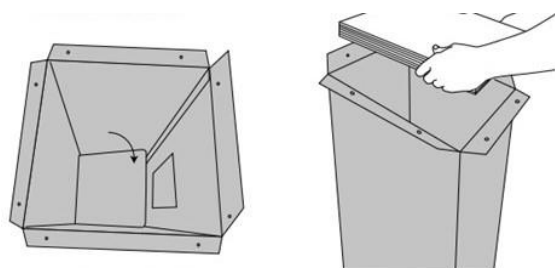
2. Remove the hardware from the clear plastic portfolio

- The clear plastic portfolio is stored in the black kit. 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.



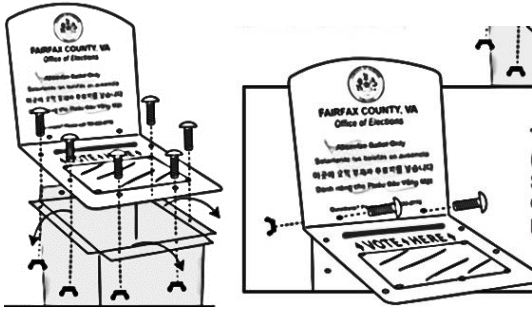
4. Insert weighted base and top lid panel

- 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.



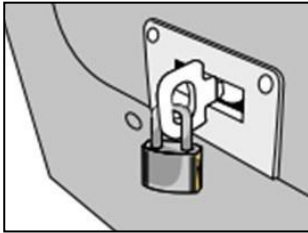
ASSEMBLY INSTRUCTIONS

ABSENTEE BALLOT DROP BOX



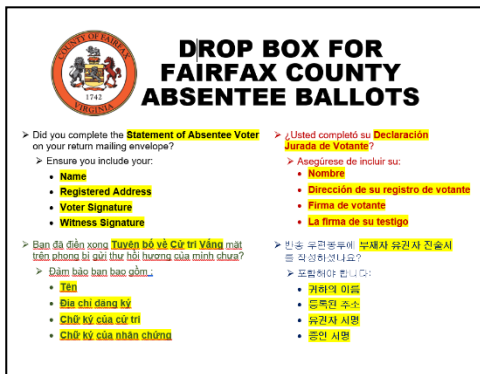
5. Secure top lid panel

- 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 back in the plastic baggie. Put plastic baggie back into the clear plastic portfolio and put in black kit.



7. Insert multilingual sign

- Insert the “Drop box for Fairfax County absentee ballots” multilingual sign from right side of the acrylic window.
- Return the cardboard box to the equipment cart.

8. Position the drop box

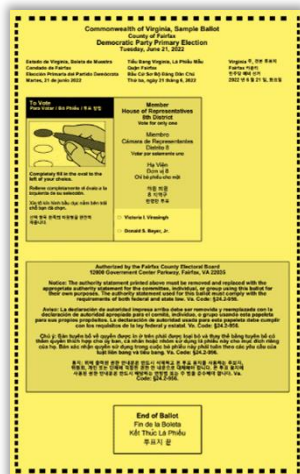
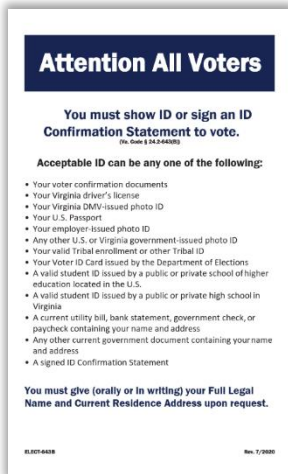
- The drop box should be located near the building entrance or near the voting room entrance, at the discretion of the Chief.
- The drop box should be ready for voter use by 6:00 AM.



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** instructions posters.
- **ExpressVote** instructions posters.
- Primary elections only: **No Write-Ins in a Primary**
- **Voter Rights and Responsibilities** posters. Post all languages together.
- **NEW: Opting Out of the Permanent Absentee List** poster.
- **NEW: Serve Your Community – Become an Election Officer** poster (you may post this near the Exit instead, if you prefer).



Post these additional signs **INSIDE** the voting room.

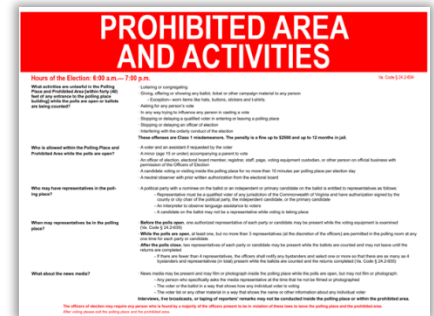
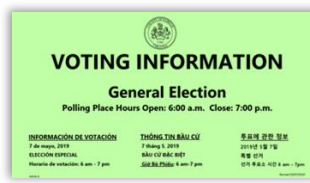
- Post additional signs as needed, such as **ARROWS**, **ENTRANCE**, and **EXIT** to direct voters into the voting room and through the voting process without crossing paths with other voters.
- Post “Do you have your ID?” sign near exit to help cut down on the number of people who forget their IDs in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

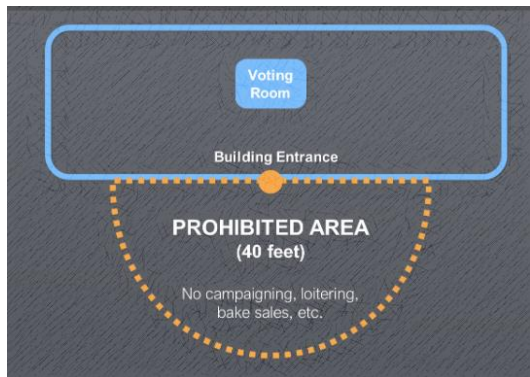


1. Identify supplies for marking Prohibited Activities Area

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.
- Roll of blue painter’s tape from the blue supply bag.



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. This image is an example only.

