

OPENING THE POLLS – M-100

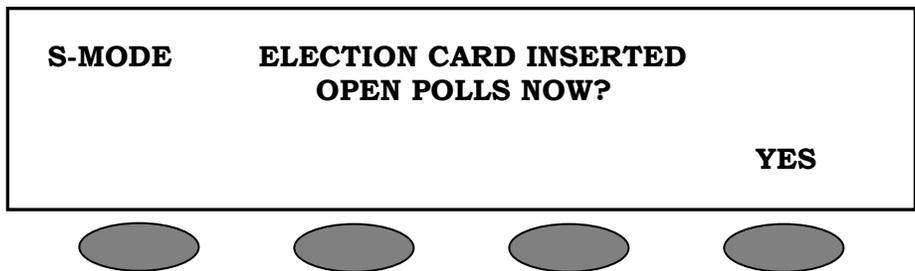
Step 1: Unlock doors A, B & C of the ballot box with the ballot box key and make sure they are empty. Close each door and lock it. When closing door C, make sure the flap on the door is in place so that no ballots can be inserted.

Step 2: Unlock flap E and drop the flap down. Remove the cover F by pulling and lifting the front of the cover. Look behind the ballot scanner on the top of the ballot box. If you see: **“Lift to Operate,”** go to the page in these instructions entitled **“Problem – Lift to Operate.”**

Step 3: Do not break the red seal. Confirm that the red seal is unbroken. Read the numbers on the red seal and compare with the seal number written in red ink on the first page in your Tally Book. If the seal number matches the number in the Tally Book, close flap E and lock it. If it does not match or if the seal is broken, call the county auditor’s office.

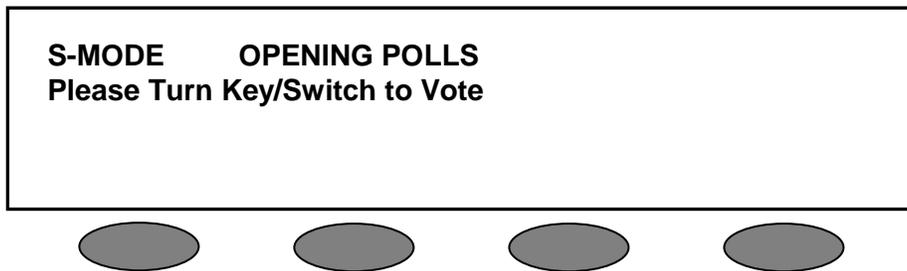
Step 4: Lift the key access panel (D) and insert the red-ring key. Turn it to **Open/Close Polls.** This will load the operating system, which takes about two minutes. Meanwhile the ballot scanner will print out the Initial State Report.

Step 5: The display on the ballot scanner will now have the following message:



Caution: If you see “**NO-AC**” in the upper right corner of the display, the ballot scanner is running on battery power. You will need to check that the power cord is attached to the ballot scanner and to a 120 volt AC outlet (regular wall outlet). If you still see the message “**NO-AC,**” call the county auditor’s office.

Step 6: Press the button under **YES** on the display to open the polls. On the display will appear the following message:



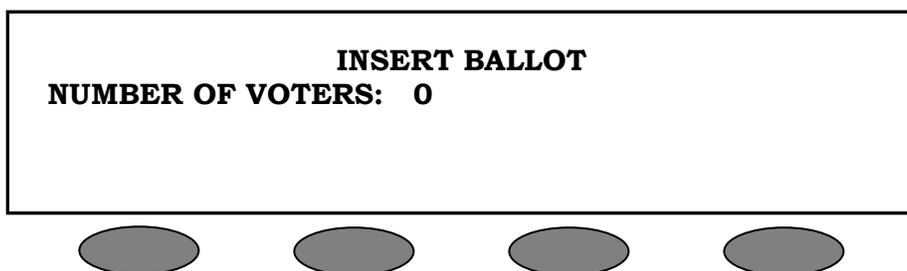
Step 7: Carefully turn the red-ring key to the **Vote** position. (The machine will beep until you take this step.) Carefully pull the red-ring key straight up and out of the lock, leaving the lock in the **Vote** position.

Caution: If the ballot scanner beeps continuously and displays the following message “**ERROR – Diverter Not Found,**” go to the page entitled “Problem – Diverter Not Found.”

Step 8: The Status Report, Zero Totals Report and certification with signature lines will now print. While reports are printing you will hear the diverter inside the ballot box doing a test. Verify that the reports show all vote totals as zero, and that the date, time and polling place are correct. If any of the preceding is incorrect call the county auditor’s office.

Step 9: Do not remove the print-out tape. All officials need to sign the report on the lines printed at the bottom of the certification.

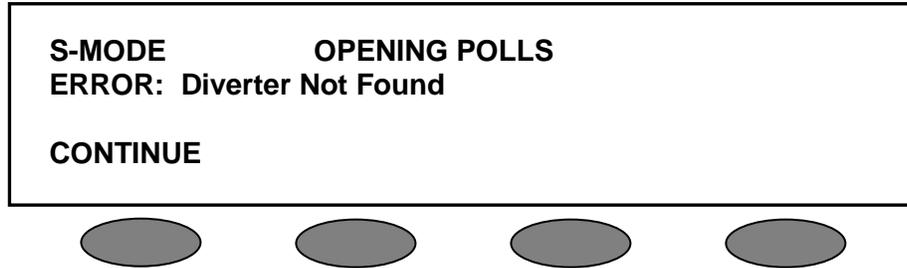
Step 10: Tuck the print-out tape into the key access panel area, and close the key access panel (D). The ballot scanner is now ready for ballots to be inserted, and the display will show the following message:



You are now ready for voters to insert their voted ballots.

Problem – Diverter Not Found

After turning the red-ring key to the **Vote** position, the machine beeps continuously and you see the following screen:

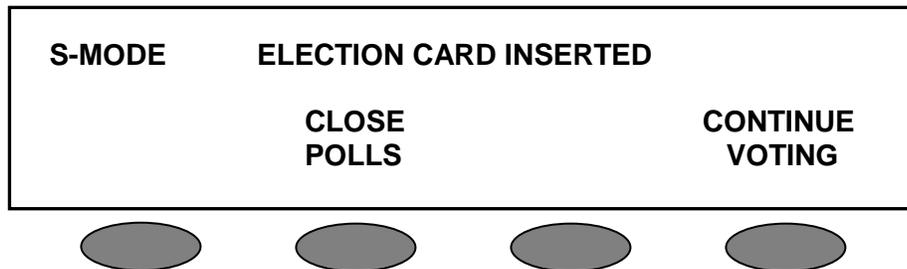


Step 1: Turn the red-ring key to the **Off** position.

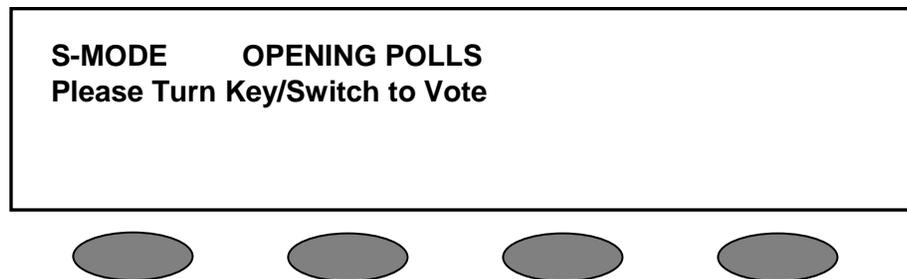
Step 2: Unlock flap E and drop the flap down. Pull the ballot scanner toward the front of the ballot box until it stops. Push the ballot scanner back **firmly** until it is seated against the back of the ballot box. Close flap E and lock it.

Step 3: Turn the red-ring key to Open/Close Polls. This will load the operating system, which takes about two minutes. Meanwhile the ballot scanner will print out the Initial State Report.

Step 4: The display on the ballot scanner will now have the following message:



Step 5: Press the button under Continue Voting. The display will now show the following:



Step 6: **Carefully** turn the red-ring key to the **Vote** position. (The machine will beep until you take this step.) **Carefully** pull the red-ring key straight up and out of the lock, leaving the lock in the **Vote** position.

Now return to **Step 8** on the **OPENING THE POLLS – Ballot Scanner** directions.

Problem – Lift to Operate

If you see “Lift to Operate” behind the ballot scanner on top of the ballot box:

Step 1: Pull the ballot scanner toward the front of the ballot box until it stops. Push the ballot scanner back **firmly** until it is seated against the back of the ballot box.

Now return to Step 3 on the **OPENING THE POLLS – Ballot Scanner** directions.