

Appendix B

Opening the Polls

Unisyn OVO and OVI

2.3 Equipment Setup

The following steps should be performed approximately 30 minutes before the polls open:

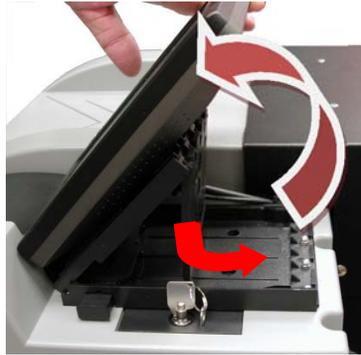
- 1) Make sure the equipment received matches the equipment listed on the Technician's List. If it does not, call the troubleshooter's hotline.
- 2) Set up voting booths. Follow jurisdiction guidelines for privacy and safety.
- 3) With two UPS units, locate one UPS unit near the OVI voting booth and one near the designated OVO position.
 - a) Plug the UPS units into a three wire grounded outlets. Do not use extension cords, adapter plugs, or surge strips.
 - b) Press and release the On/Off button to turn the UPS on.
 - c) The UPS will sound a one beep alarm and the LEDs will cycle while the UPS performs a five second internal self-test.
 - d) Once the UPS has passed its internal self-test, the UPS will provide an output to the unit plugged into its outlet in the back.
- 4) If a Portable Ballot Box is utilized and delivered to the Precinct, following the instructions provided in Section 16.1 for assembly and attaching the OVO to the ballot box., otherwise preside to step 5.
- 5) Move the OVI to the correct position in the ADA privacy voting booth, in an orientation where other voters will not be able to see the displayed ballot and selections, that provides the necessary privacy and is near an electrical outlet.



- 6) Set up the OVO in a location apart from voting booths in an orientation where voters have full privacy.
 - a) Raise the OVO display from its shipping position to its operating position



Step 1) Display in Shipping position

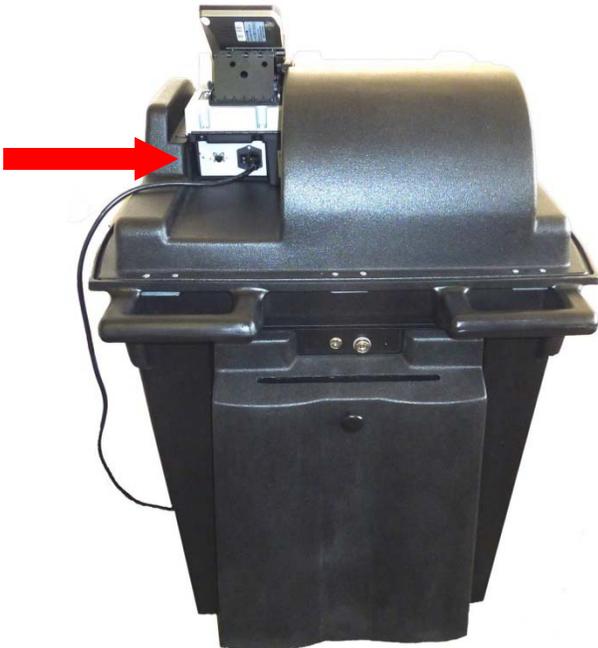


Step 2) Raise Display, kickstand swings back.



Step 3) Kickstand Positioned to back, In operating position

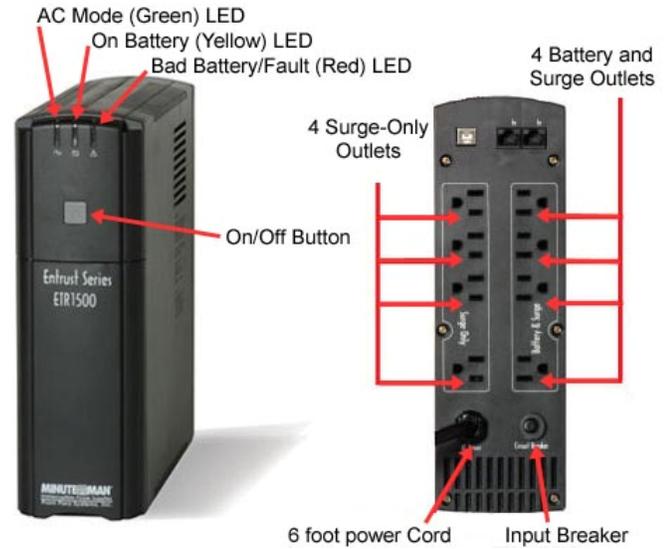
- b) Plug the OVO power cord into the back of the OVO unit (location illustrated below). The cord is not plugged into the OVO for shipment. It is with the OVI cord(s) with the other precinct materials delivered.



- c) Plug the OVO into the UPS in one of the 4 battery and surge outlets (refer to section 1.3)



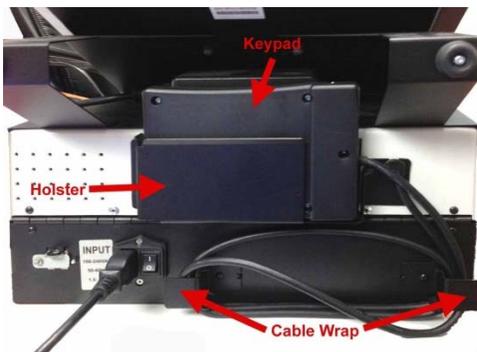
Do not use extension cords, adapter plugs or surge strips on the output of the UPS.



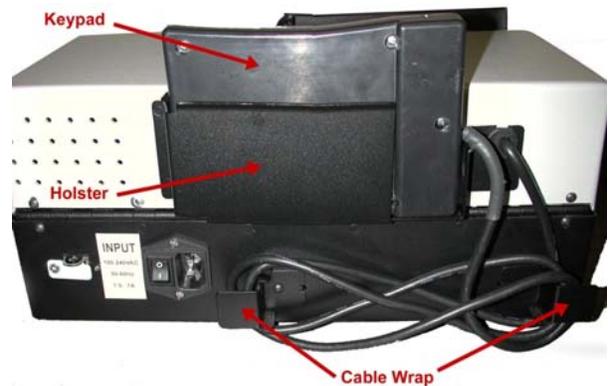
- 7) Set up the OVI to be used for ADA voting in the ADA privacy voting booth, in an orientation where other voters will not be able to see the displayed ballot and selections, and provides the necessary privacy.

The accessible voting station will provide a clear floor space of 30 inches (760 mm) minimum by 48 inches (1220 mm) minimum for a stationary mobility aid. The clear floor space is to be level with no slope exceeding 1:48 and positioned for a forward approach or a parallel approach.

- a) Remove the Keypad from its storage holster on the back of the OVI and unwrap the cord.



15" OVI



7" OVI

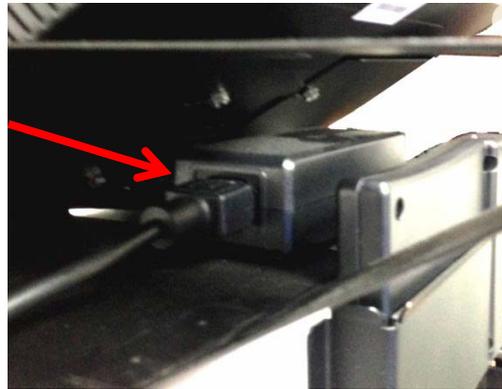
- b) Plug the OVI power cord(s) into the OVI unit (location illustrated below).
The cord(s) is not plugged into the OVI for shipment in the ballot box. It is with the OVO cord with the other precinct materials delivered.

NOTE: The 15" OVI has two power cords (one for the display and one for the unit), the 7" OVI has only one power cord (one for the unit).

15"
OVI

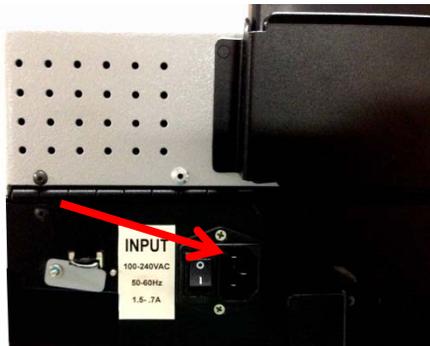


Display cord to left of power switch



Display cord behind keypad Holster

7" OVI



Display cord to right of power switch

- c) Plug the OVI into a UPS in one (or two) of the 4 battery and surge outlets.
(See UPS illustration on previous page).



Do not use extension cords, adapter plugs or surge strips on the output of the UPS.

- 8) If a voting center is being setup, distribute the OVI-VC units and set them up for the appropriate access requirements.

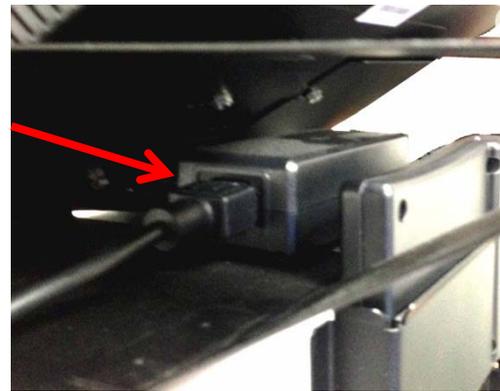


The OVI-VC (as shown below) has two power cords that need to be connected and plugged into the same UPS unit.

15"
OVI



Display cord to left of power switch



Display cord behind keypad Holster

- 9) Follow election procedures to post sample ballots and registered voter information.
- 10) Review procedures for assisting voters with all poll workers.
- 11) Note the total number of blank ballots received on the technician sheet.

Follow the election procedures to prepare voter rosters and precinct ballots and ballot pages for voting by precinct.

2.4 Items to have ready for startup, initialization, and voting

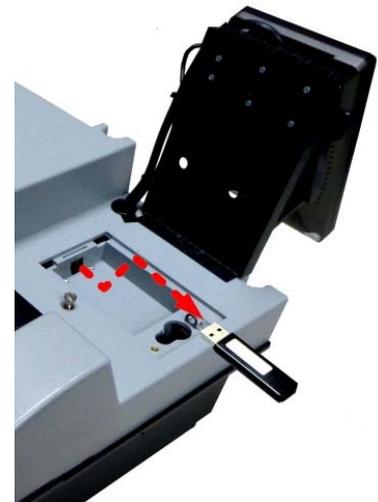
- 1) Ensure you have the interface devices (headphones and Sip & Puff) ready to plug into the OVI keypad.
- 2) Ensure you have available disposable covers for the headphones and Sip & Puff devices.
- 3) Ensure you know the Election Password.
 - (a) The Election Password is required to run a voting session on the OVI
 - (b) The Election Password is optional at the OVO, dependent upon jurisdiction preferences.
- 4) Ensure you have available the supplied 'magnification device' provided for the OVI voter to optionally view the screen or paper ballot in a larger format.
- 5) Ensure you have the Precinct Ballots for the voting location.
- 6) Check the OVO, ballot box(s), and OVI(s) security by verifying:
 - a) The OVO and OVI transport seals were unbroken on Election morning.

OVO (Plastic Ballot Box)

 1. Regular Ballot Door (back of ballot box)
 2. Secondary Ballot Door (back of ballot box)
 3. OVO to Ballot box (left top front of ballot box and OVO)
 4. TM compartment (under OVO display)
 5. Front middle of OVO to secure OVO enclosure together

OVI

 1. Front middle of OVI to secure OVI enclosure together
 2. LAN connector cover (back of unit)
 - b) Numbers on security seals match those on Technician's List.
 - c) The security seal on 7" OVI storage door (if the OVI was delivered in the Ballot Box) has been reapplied.
 - d) Top access door on OVO under the touchscreen is locked down.



3. Voting Startup

Items to Confirm during Voting Startup activities at both the precinct and voting centers are:

- 1) Confirm election title/date displayed on startup. Initializing additional precincts for voting after voting is open is set via election parameters by the Election Headquarters.
- 2) On startup, inspect the Zero Count report and Open Voting Ballot for correct election information.
- 3) Inspect the Zero Count for “0” counts next to candidates.
- 4) Inspect the Zero Count to match the Protective Count to the Technician’s list. The Public Count should be “0.”
- 5) On startup or recovery, if a ballot is ejected from the OVO, hold the ballot for inspection at Election Headquarters.

When the OVO(s) and OVI units are powered on, they will automatically perform a series of diagnostic tests.

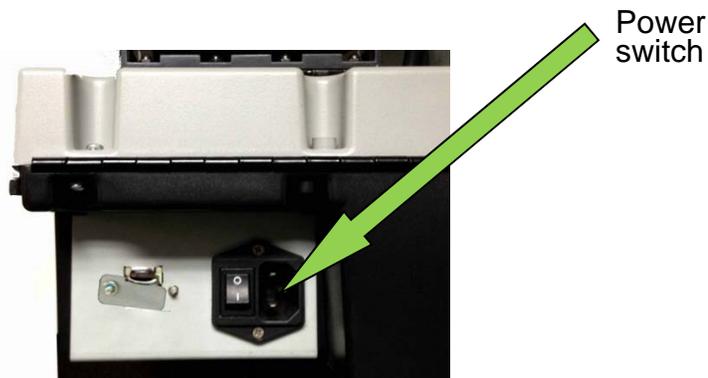
It is recommended to power on the OVO(s) first, then power on the OVI(s) while the OVO is going through the diagnostics.

3.1 Precinct Startup

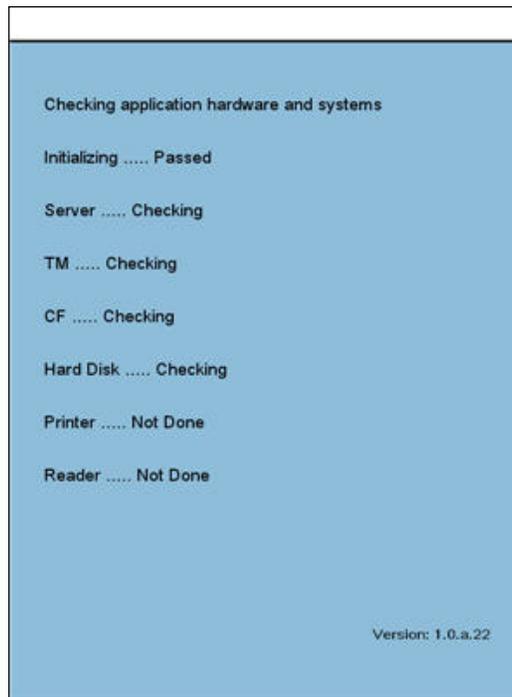
A voting precinct typically has only one OVO and one OVI.

3.1.1 Precinct OVO Start and Initialization

- 1) Start the OVO by turning on the power switch in the back of the unit (through an opening in the ballot box) .



- 2) The OVO will go through a series of system verification tests to ensure the OVO is working



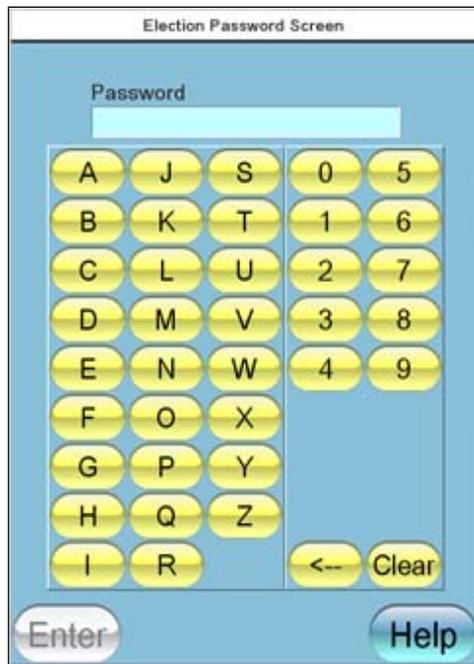
If there is an error during the self-testing—a vital component is not powered on or properly functioning—“Error” appears at the end of the status line. When all components have been tested, a message prompts the operator to call Technical Support, and the OVO startup stays at this screen.

A full screen error appears for printer problems. The OVO will wait for the problem to be correct; if it can, the OVO will then continue with startup.



Never open the OVO case without assistance from a certified technician.

- 3) If the jurisdiction has selected the Election Password option, you will be prompted to enter the Election password. Enter the Election password on the Election Password Screen and press Enter.



If the jurisdiction has not selected the Election Password option, the Election Password Screen is not displayed.

- 4) The OVO will then print a "Machine Info" report that should be retained with the precinct records:

```
Machine Info

Election Title:
  Unisyn County CA USA
  General Election - 2015
Election Date:  Tues Oct 12, 2015
Current Date:
  Tues Oct 12, 2015  07:30:11 AM
Election ID:    106
Election Version:  77.4.6
Startup Type:
  Successful Recovery
Voting Status:
  Voting open
Machine Name:  UNI000123
Public Count:  0
Protective Count:  213
Software Version  1.2.2
OS Version:  OVO OS ver. 06.09.09

Time Zone: Pacific Standard Time
Region America, Unisyn County
IP Address: 192.168.203.30
Printer Model: Star Micronics
TSP743II
CPU Speed: 1500MHz
Memory Size: 438MB

Technical Support:
  1-xxx-xxx-xxxx
```

- 5) If the OVO has been used previously for a voting session (the same day or a prior day) and a clean TM has been inserted, the OVO will prompt you "Do you want to clear vote files" prior to opening the voting session. Answer yes if the TM is clean. If you answer no, the system display the Admin menu (since voting is closed).

If you are unsure, call a troubleshoot for support.

- 6) If the OVO has been pre-initialized with a group of precincts, the system will automatically print a zero report for each precinct that was pre-initialized.



The Zero Count report must be retained and returned to Election Headquarters

Once all zero count reports are completed, skip to step 24.

If the OVO was not pre-initialized, continue on to step 7.

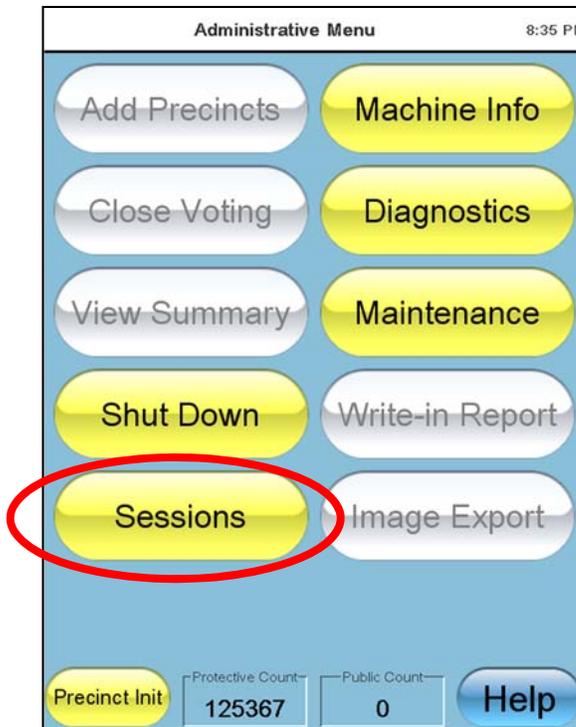
- 7) The OVO will prompt you to insert a “Header” ballot with the following screen.

Test ' e Primary Election	
Insert the header ballot	
into the Ballot Reader slot	
Admin	
Protective Count	Public Count
125375	0

- 8) If the jurisdiction has determined the OVO will be initialized for All Precincts (and it was not done automatically via the pre-initialized ALL Precincts function prior to the election), continue on to Step 9, otherwise go to Step 21.
- 9) There is a **Admin** button in the lower left side of the OVO display (illustrated above). Press this button and then enter the Election Password on the Password screen (illustrated to the right).



10) On the Admin menu select the **Sessions** button.

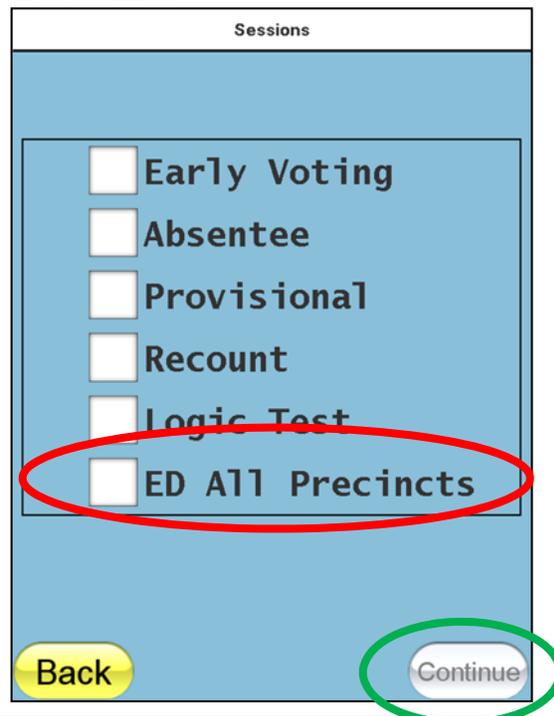


You will notice, the button in the bottom left corner of the above display will return you to the **Precinct Init** screen where header cards can be scanned.

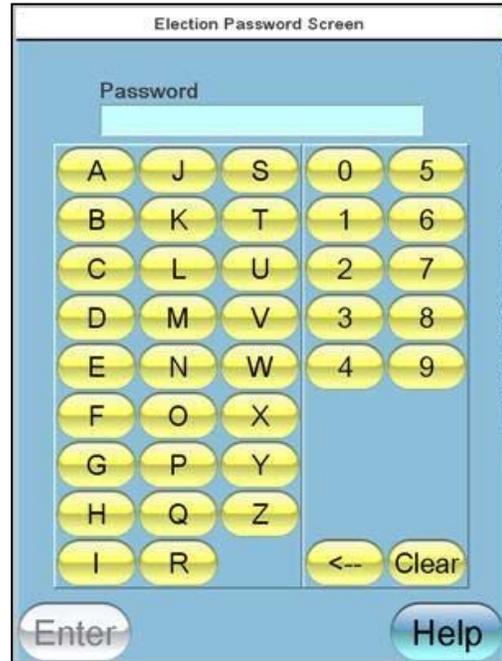
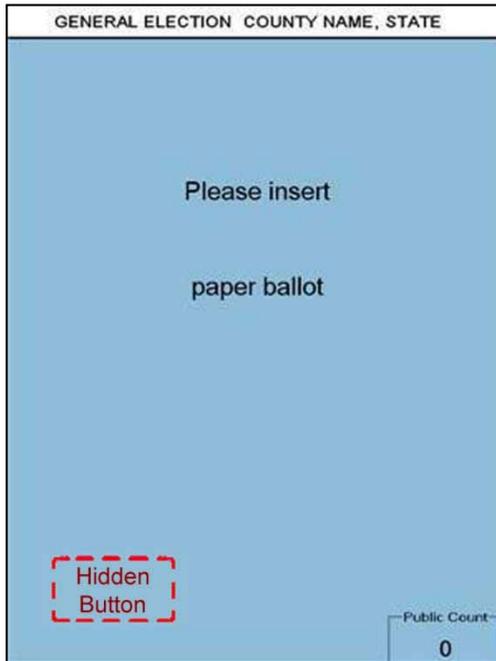
11) The Session Menu (illustrated to the right) will present the sessions available. Touch the checkbox for ED ALL Precincts (Election Day All Precincts) (circled in Red to the right). The Continue button will be enabled.

12) Press the Continue Button (circled in Green), a consolidated Zero Count report will be printed.

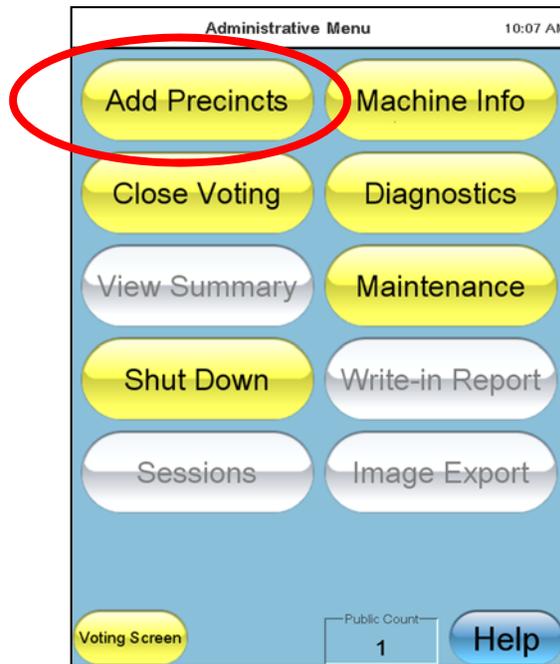
13) If Vote by Ballot style is used by your jurisdiction, then continue on to Step 14 where you will establish a mapping between ballot styles and precincts, otherwise skip ahead to Step 24 with the OVO will be open for voting and the main Voter Screen is displayed..



- 14) There is a hidden **Admin** button in the lower left side of the OVO display (illustrated below and to the left). Press this button and then enter the Election Password on the Password screen (illustrated below and to the right).

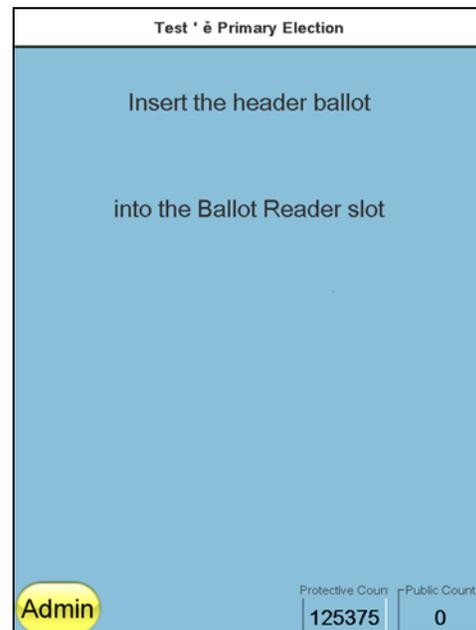


15) On the Admin menu select the **Add Precinct** button.



16) Once the **Add Precinct** button is pushed the “Insert Precinct ballot” message is displayed, as illustrated to the right.

17) Insert your first header card as shown below:

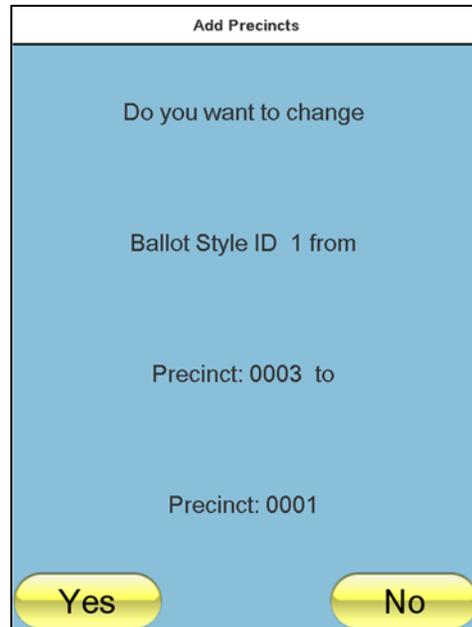


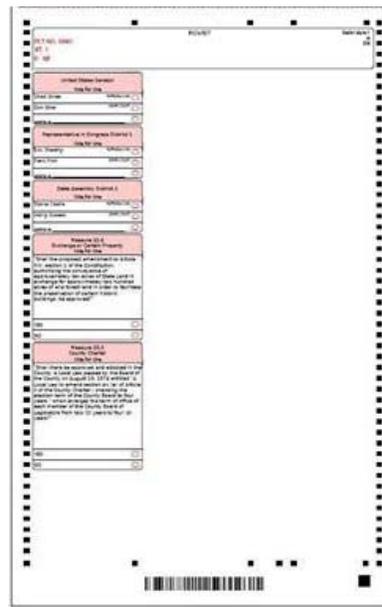
- 18) If the ballot inserted is a Header Ballot where the Ballot style being entered is already mapped to a precinct, then the screen to the right is displayed:

You have the option to select yes, and the ballot style will be reassigned to the new precinct (Precinct 1 in this example), or select NO. If there is any question, call the hot Line for help.

NOTE: if ballots have already been processed for the original mapping, the ballot Style will not be allowed to be remapped.

- 19) When the ballot page is inserted the precinct will be initialized, the Zero Count report for that precinct will be printed, and the ballot/header will be ejected back to you. Inspect the Zero Count to make sure all candidates have a "0" count.
- 20) When you are finished initializing precincts, select the **Done** button which will be displayed on the screen.
- 21) If vote by ballot style is used by the jurisdiction, then you will be supplied with Header Cards (illustrated below to the left). These header cards should be entered one at a time. If header cards are not supplied, then blank precinct ballots (example below to the right) for each precinct ID that can have votes cast at this location should be entered.





22) Initialize each precinct by inserting the header card or ballot in the Ballot Reader on the OVO.

Insert one Header ballot at a time.

A Zero Count report will print for the precinct ID read from the card inserted.



The Zero Count report must be retained and returned to Election Headquarters.



If the ballot consists of multiple pages, to setup a precinct for voting on an OVO, only one page of the precinct ballot style needs to be inserted, not all pages, and it doesn't matter which page of the set is inserted.

23) When you are finished initializing precincts, select the **Done** button which will be displayed on the screen.

24) An election official will verify and sign the zero count report (s).

- The poll official signs each Zero Count and notes the time on his/her watch, for comparison to the OVO recorded time at the top of the report.
 - All Zero Count reports are stored and returned to Election Headquarters when polls close. The Zero Count report identifies the precinct that was initialized.

- Note Counts on the Technician's List. Makes sure the Protective and Public counts on the Zero Count reports match the counts on the Technician's List.



Failure of System. If the Zero Count does not print, if a test fails, or if there is any system error, the official should call the election hotline immediately to receive a replacement unit.

Consult with an election official for specific procedures related to your precinct.

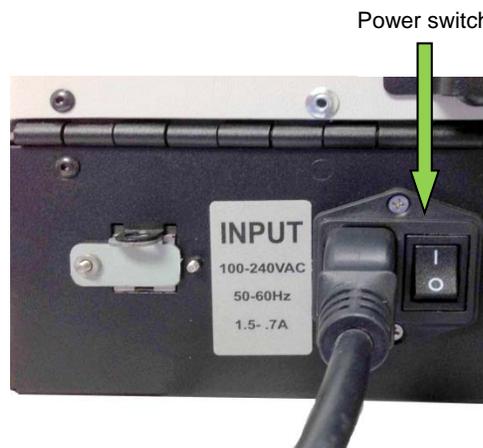
The OVO is now available for voting.



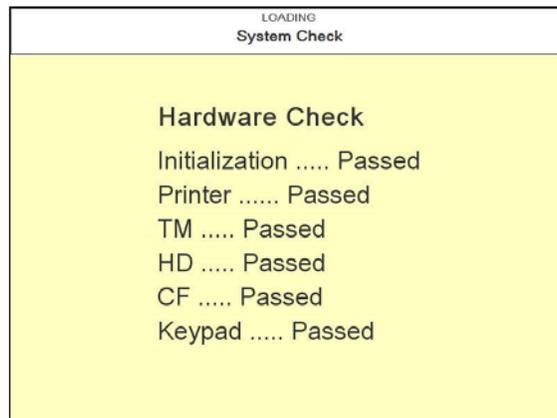
Voting systems should not be left unattended by a poll official.

3.1.2 OVI Start and Initialization

- 1) Start the OVI by turning on the power switch in the back left side of the unit.



- 2) The OVI will go through a series of system verification tests to ensure it is working.



If there is an error in the self-testing—a vital component is not powered on or properly functioning—“Error” appears at the end of the status line. When all components have been tested, a message prompts the operator to call Technical Support, and the OVI startup stays at this screen.

A full screen error appears for printer problems. The OVI will wait for the problem to be correct; if it can, the OVI will then continue with startup.

- 3) The OVI prints a Machine Info Report with information on the OVI.

Machine Info

Election Title:
 Unisyn County CA USA
 General Election - 2015
Election Date: Tues Oct 12, 2015

Current Date: Tues Oct 12, 2015 07:30:11 AM
Software Version 1.1.2
OS Version: OVI OS ver. 01.08.10
Machine Name: UNI150221

Election ID: 106
Election Version: 77.4.6
Session Type:

Voting Status: NEW
Open Time:

Protective Count: 1253
Public Count: 0
Session Count: 0

Session Canceled: 0

Precinct Count: 0

Time Zone: Pacific Standard Time
Region America, Unisyn County
IP Address: 192.168.203.30
Printer Model: Star Micronics TSP743II
CPU Speed: 1500MHz
Memory Size: 438MB

Technical Support: 1-xxx-xxx-xxxx

- 4) The OVI is now available for voting.

3.2 Polls Open

When the OVO and OVI are powered on, the precincts are initialized, the Ballot Reader on the OVO is ready for voting, and the printer on the OVI is ready to print, The Inspector announces “Polls Open.”

Voting systems should not be left unattended by a poll official.

3.3 Initializing Precincts with Polls Open

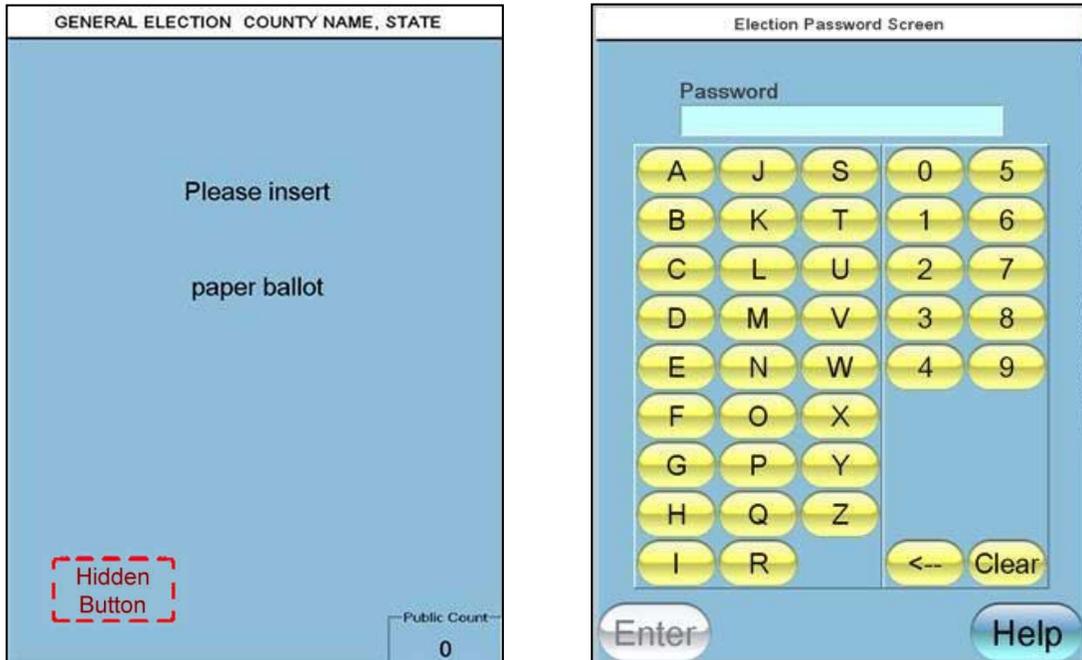
If the jurisdiction allows, additional precincts can be initialized for voting after the polls are open and voting is taking place. Precinct initialization works with either a blank Header Ballot (in the case of vote by ballot style) or a regular ballot (whether voter-marked or blank).

The missing initialized precinct is detected by either a voter inserting a ballot page (or a poll official inserting a header ballot page once the Polls are open). The OVO reads the ballot page and rejects it with the message “New Precinct.”

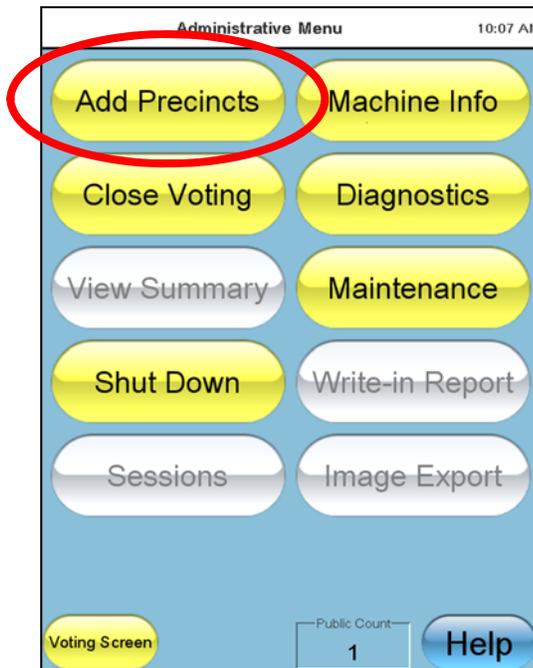


1. If adding precincts is not allowed, an “Invalid Ballot” status message appears on the OVO. Voting may continue with the next ballot page submitted.
2. If adding precincts with polls open is allowed, instruct voters to wait until the procedure is complete.

3. There is a hidden **Admin** button in the lower left side of the OVO display (illustrated below and to the left). Press this button and then enter the Election Password on the Password screen (illustrated below and to the right).

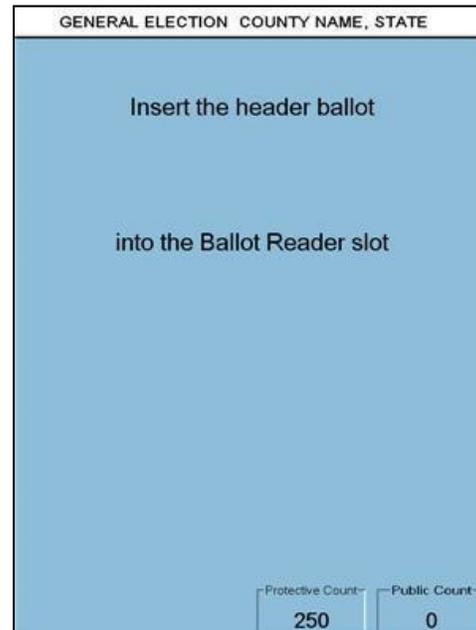
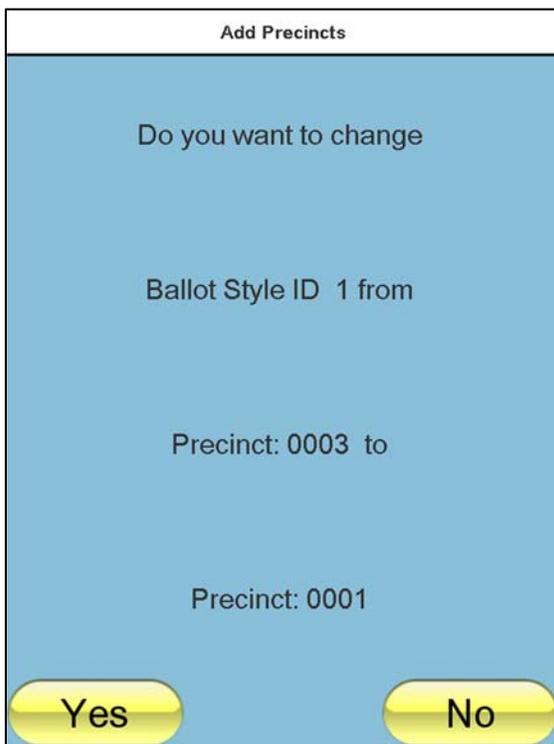


4. On the Admin menu select the Add Precinct button.



If the button is disabled (similar to the Sessions key above) then adding precincts is not allowed. If a voter has a ballot for an uninitialized precinct, place their voted ballot pages in a provisional envelope and note the issue. This envelope is then inserted in the secondary ballot slot.

- 5) Once the **Add Precinct** button is pushed the “Insert Precinct ballot” message is displayed.
- 6) If the ballot inserted is a Header Ballot where the Ballot style being entered is already mapped to a precinct, then the screen below is displayed:



You have the option to select yes, and the ballot style will be reassigned to Precinct 1, or select NO. If there is any question, call the hot Line for help.

NOTE: if ballots have already been processed for the original mapping, the ballot Style will not be allowed to be remapped.

- 7) When the ballot page is inserted the precinct will be initialized, the Zero Count report will be printed, and the ballot will be ejected back to you. Inspect the Zero Count to make sure all candidates have a “0” count.
 - a) To setup a precinct for voting on an OVO with a full page ballot, only one page of the precinct ballot style needs to be inserted, not all pages, and it doesn’t matter which page of the set is inserted.

*If voting has begun, the **Public Count** on the report will reflect the number of ballots cast so far by voters.*

- 8) If there are vote selections on the ballot page, direct the voter to reinsert the ballot page for validation and casting.



If the ballot consists of multiple pages, each page is handled, reviewed, and cast independently by the OVO. Problems with one ballot page do not affect already cast ballot pages of the same ballot or subsequent pages of the ballot.