

PREPARING THE VOTING MACHINE

OPENING THE POLLS

Inspectors must arrive at their Pollsite at least 30 minutes before the polls open, not too bad for a primary which means you'll need to be there at 11:30 a.m., but for the General Election, 5:30 a.m. You will be waking up the chickens!

In order to open the polling place and get started checking your Supply Bag and opening your machine, you must have at least one Democratic Inspector and one Republican Inspector. If you have two of the same kind, please call our office IMMEDIATELY so we can get a person to you. We must have our polls open in a timely manner. Also please call us if the polling place is still locked when you get there. Our number again is: 778-2172.

OK, everyone shows up on time and you are going to split up into two teams (a team is one Democratic and one Republican Inspector). One team will start checking the Supply Bag and the other team will start opening the machine.

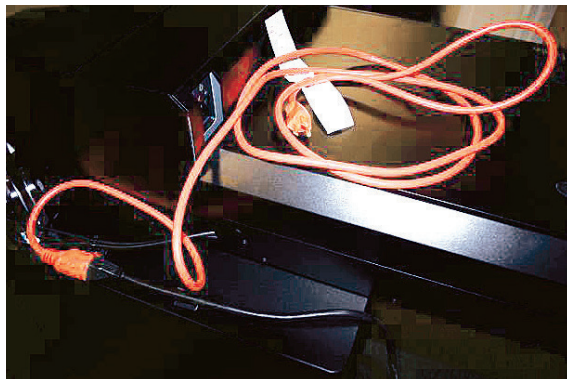
When you arrive at the poll, the voting machine will be at the Pollsite, and it may be covered.



1. Uncover machine, folding the cover as well as you can.
2. Take off the two foam pieces, putting them aside, out of the way.



1. All the voting machines have an extension cord attached to the power cord. If your machine is not already plugged into an outlet, please plug it in.



2. Lock the wheels so the machine doesn't roll.



3. Remove seal from the Ballot Box door. Set the seal aside as you will need to record the number on the Inspector Ballot and Seal Report (see page 19). You will find this report inside your Purple Ballot Bag.



BEFORE THE POLLS OPEN

Number of whole booklets received _____

Booklet sequence of numbers issued _____

ICP Serial number _____

Protective Counter Number _____

Ballot Box Seal _____

ATI Seal _____

Printer Seal _____

FLASH Seal _____

Admin Memory Card Seal _____

Pollworker Memory Card Seal _____

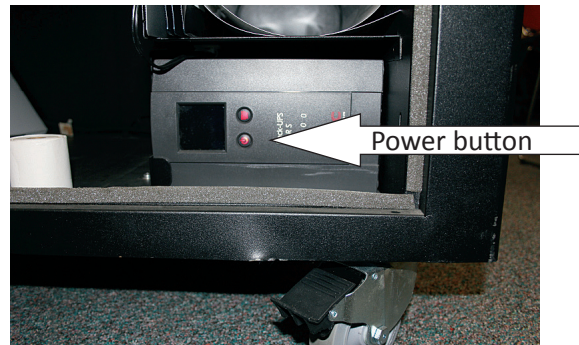
Record seal #

Place seal

BALLOT BOX SEAL

ATI SEAL

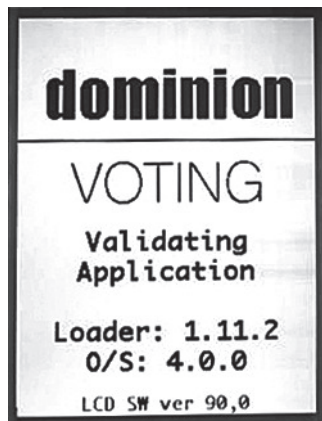
1. Using the machine key (in the small clear Security Bag), open the Ballot Box Door and REMOVE THE SUPPLY BAG AND THE PURPLE BALLOT BAG (see page 17).
2. Turn the machine on by pushing the bottom button as shown below.



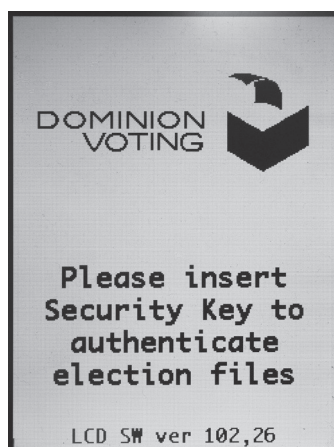
AFTER YOU HAVE TURNED ON THE MACHINE, IF YOU HEAR A SERIES OF FOUR (4) BEEPS, THAT MEANS YOUR MACHINE IS NOT PLUGGED IN, OR THE OUTLET HAS NO POWER TO IT.

(You must find an outlet that is working if this is the case)

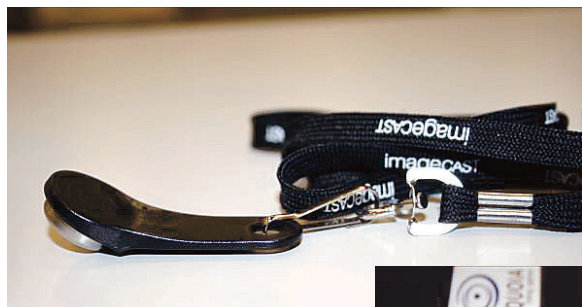
1. These screens will appear as all the information is being loaded:



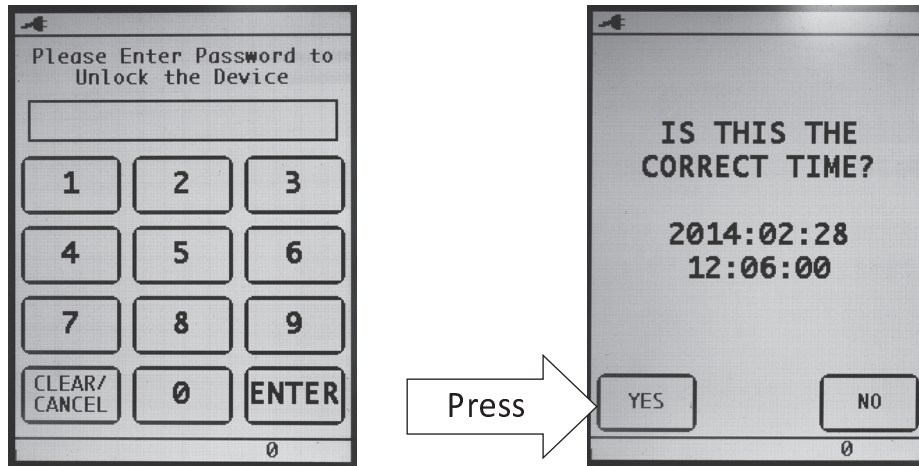
2. When the machine starts beeping continuously, this message will appear:



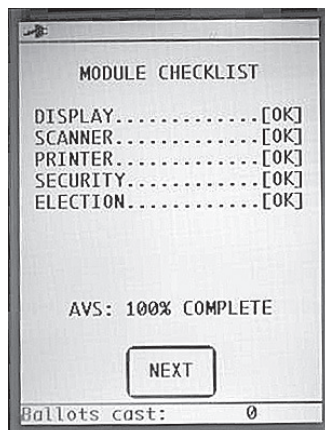
3. Put the iButton (security key) on the Security Keypad.



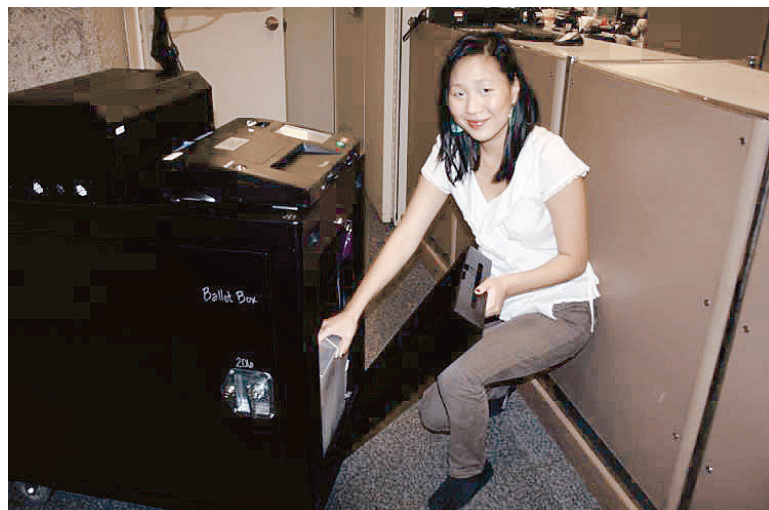
1. A message will appear asking for the password. The password is the 2-digit month, 2-digit day and 4-digit year of the election. For example, if the election is November 4, 2014 you will press 11042014 then press ENTER. Then you will be asked if this is the correct date and time, press "YES".



2. You will now see this screen:



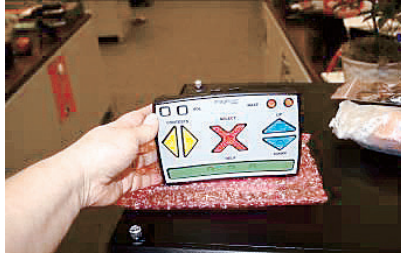
3. Open the EMERGENCY BALLOT DOOR and take out the plastic folder. **MAKE SURE YOU CLOSE THIS DOOR COMPLETELY AFTER REMOVING PLASTIC FOLDER.** It should only be open in emergency situations (see page 44).



The plastic folder contains:



a. ATI



b. ATI cord



c. Headphones



d. There are other various items also found in the folder such as your Sip and Puff device and the accessories that go with it, headphone covers, plastic gloves, etc. See page(s) 69-76 for handicap voting instructions.

1. Take off the seal from the ATI port, stick it on the Inspector Ballot and Seal Report (see page 19). Plug one end of the ATI cord (the cord that looks like a telephone cord) into machine, and the other into the ATI (remote control).



BEFORE THE POLLS OPEN

Number of whole booklets received _____

Booklet sequence of numbers issued _____

ICP Serial number _____

Protective Counter Number _____

Ballot Box Seal _____

ATI Seal _____

Printer Seal _____

FLASH Seal _____

Admin Memory Card Seal _____

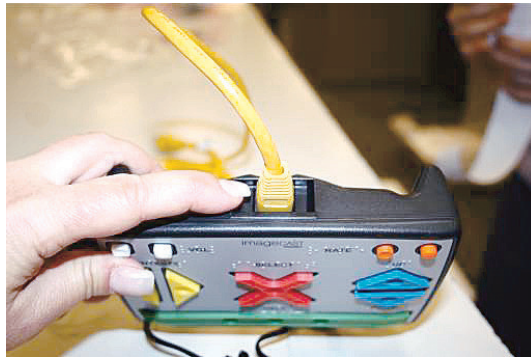
Pollworker Memory Card Seal _____

Record seal #

BALLOT BOX SEAL

ATI SEAL

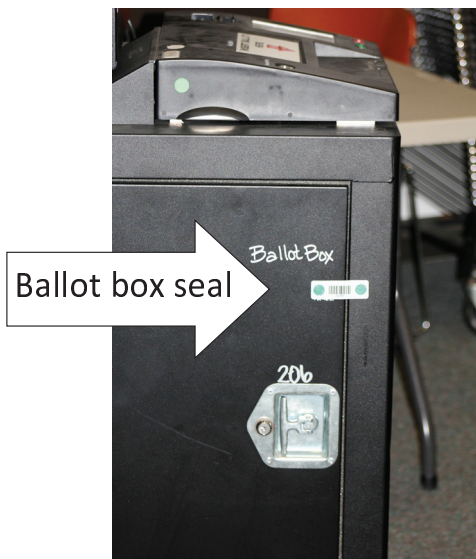
Place seal

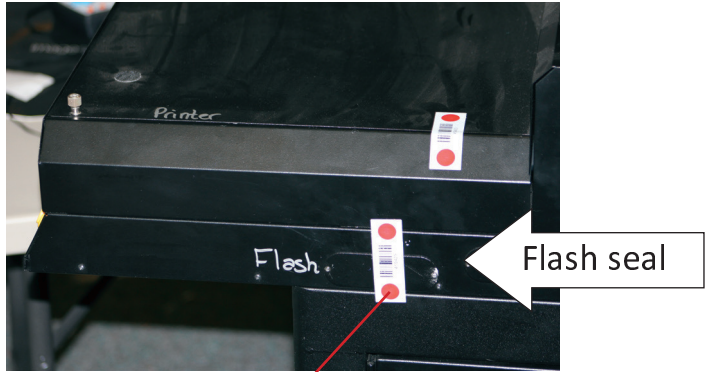
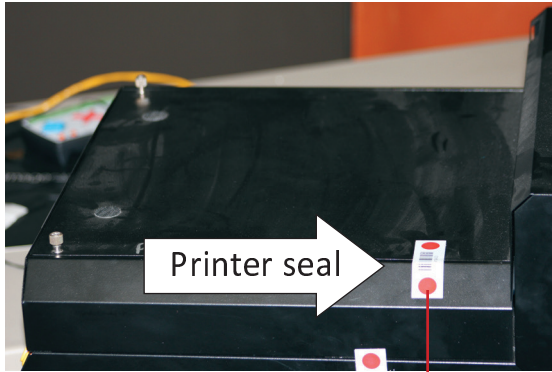


2. Plug headphones into ATI (remote control) under the blue "up and down" arrows.



1. Record all seal numbers on the Inspector Ballot and Seal Report (see page 19). If you have two machines, write the seal numbers next to each other. The actual ballot box seal and ATI seal will get put on this report in the appropriate boxes.





BEFORE THE POLLS OPEN

Number of whole booklets received _____
 Booklet sequence of numbers issued _____

ICP Serial number _____

Protective Counter Number _____

Ballot Box Seal _____

ATI Seal _____

Printer Seal _____

FLASH Seal _____

Admin Memory Card Seal _____

Pollworker Memory Card Seal _____

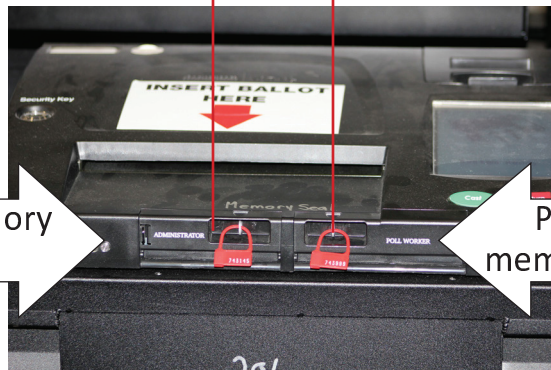
BALLOT BOX SEAL

ATI SEAL



Record Admin &
Poll worker seal

Record printer &
flash seals



Admin memory
card seal

Poll worker
memory card seal

**BEFORE THE POLLS OPEN**

Number of whole booklets received _____

Booklet sequence of numbers issued _____

ICP Serial number _____

Protective Counter Number _____

Ballot Box Seal _____

ATI Seal _____

Printer Seal _____

FLASH Seal _____

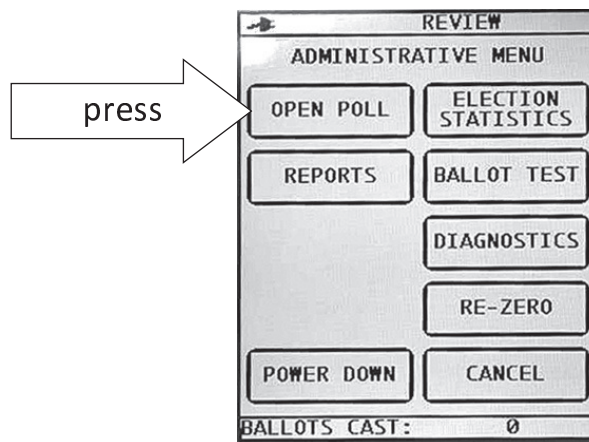
Admin Memory Card Seal _____

Pollworker Memory Card Seal _____

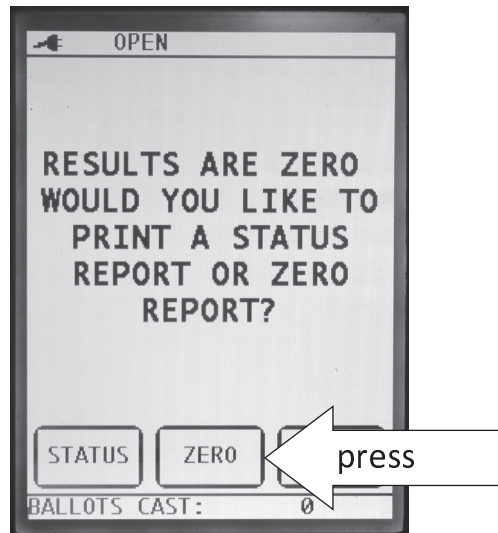
BALLOT BOX SEAL

ATI SEAL

1. If you have a SECOND machine that is non-handicap accessible, you will only have seals for the Ballot Box and memory cards. Record these seal numbers next to the seal numbers you have recorded from the machine that DOES have the handicap accessibility (BMD) seal numbers.
2. At the menu prompt, press "OPEN POLL" – **NOTE: If your prompt says "RE-OPEN POLLS" CALL THE ELECTION OFFICE IMMEDIATELY 778-2172**



1. At this prompt press "ZERO"



2. A report with all the offices and candidates will print. Check it to make sure it all the candidates read zero as well as the total scanned. Check the heading at the top of the tape to make sure it reads Broome County, the correct date, that the Voting Location corresponds to your polling place and that the precinct is your election district(s) (see page 14). Record the Protective Counter Number on your Inspector Ballot and Seal Report. All four Inspectors MUST sign the Zero Report.

WHOLE

Broome	
2013 Broome GEN	
Tuesday, November 05, 2013	
Tabulator Name	009 80170000
Tabulator ID	89
Voting Location	Family Enrichment Network
Precinct	Town of Union 17 11
Total Scanned	: 0
Total Voters	: 0
Ballot ID : 1094	
Ballots Scanned	: 0
=====	
Ballot ID : 1094	
Ballots Scanned	: 0
=====	
STATE SUPREME COURT	
JUSTICE 6th	
Judicial District	
(2)	
Eugene D. Faughnan	: 0
Republican @ 1B	: 0
Conservative @ 1C	: 0
Judith F. O'Shea	: 0
Republican @ 2B	: 0
Conservative @ 2C	: 0
Write-in	: 0
Total Votes	: 0
COUNTY CLERK (1)	
Rick Blythe	: 0
Republican @ 3B	: 0
Conservative @ 3C	: 0
Write-in	: 0
Total Votes	: 0
FAMILY COURT JUDGE	
(1)	
Spero Pines	: 0
Democratic @ 4A	: 0
Working Families @ 4D	: 0
Write-in	: 0
Total Votes	: 0
PROPOSAL NUMBER ONE.	
AN AMENDMENT	
Authorizing Casino	
Gaming (1)	
Yes	: 0
No	: 0
Total Votes	: 0
Unit Model : ICP (Rev 1031)	
Unit Serial : NYJAC8K1299	
Protective Counter : 1808	
Software Version : 4.9.10-US	
Certification	
WE, THE UNDERSIGNED, WERE	
PRESENT DURING THE OPENING OF	
THE POLLS AND PRINTING OF THIS	
RECORD AND CAN VERIFY THAT ALL	
CANDIDATE VOTE TOTALS ARE ZERO	
AT THIS TIME.	
Name	
Signature	
Name	
Signature	
Name	
Signature	
Name	
Signature	
Results are zero. Unit ready.	
Fri Feb 28 12:10:41 2014	

TOP

Broome
2013 Broome GEN
Tuesday, November 05, 2013

Tabulator Name
009 80170000

Tabulator ID
89

Voting Location
Family Enrichment Network

Precinct
Town of Union 17 11

Total Scanned : 0
Total Voters : 0

Ballot ID : 1094
Ballots Scanned : 0

=====

Ballot ID : 1094
Ballots Scanned : 0
=====

STATE SUPREME COURT	
JUSTICE 6th	
Judicial District (2)	
Eugene D. Faushnan	0
Republican @ 1B : 0	
Conservative @ 1C : 0	
Judith F. O'Shea	0
Republican @ 2B : 0	
Conservative @ 2C : 0	
Write-in	0
Total Votes	: 0

COUNTY CLERK (1)	
Rick Blythe	0
Republican @ 3B : 0	
Conservative @ 3C : 0	
Write-in	0
Total Votes	: 0

County name &
date of election

Polling place

Town & ED(s)

Ballot ID (matches
printed ballots)

BOTTOM

PROPOSAL NUMBER ONE, AN AMENDMENT Authorizing Casino Gaming (1)	
Yes	0
No	0
Total Votes	: 0

Unit Model : ICP (Rev 1031)
Unit Serial : NYJAC8K1299
Protective Counter : 185
Software Version : 4.9.10-US

Certification

WE, THE UNDERSIGNED, WERE
PRESENT DURING THE OPENING OF
THE POLLS AND PRINTING OF THIS
RECORD AND CAN VERIFY THAT ALL
CANDIDATE VOTE TOTALS ARE ZERO
AT THIS TIME.

Name

Signature

Name

Signature

Name

Signature

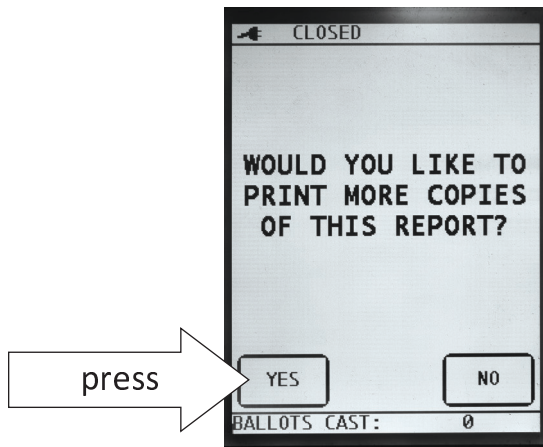
Name

Signature

Results are zero. Unit ready.
Fri Feb 28 12:10:41 2014

Protective
Counter #

1. If you are at a Pollsite that has more than one district, you must print out a Zero Report for each district - at this prompt press "YES". If you are the only district, press "NO". GENTLY tear the report/tape so that you don't cause a jam in the printer and subsequently need a technician's assistance at the end of the night.



2. Set up your Blue Privacy Screen, unfold the two sides, place on either side of the machine WITH THE CURTAIN IN THE BACK. The curtain separates the BMD voters from the voter inserting their ballot into the voting machine.



This is what it should look like:

