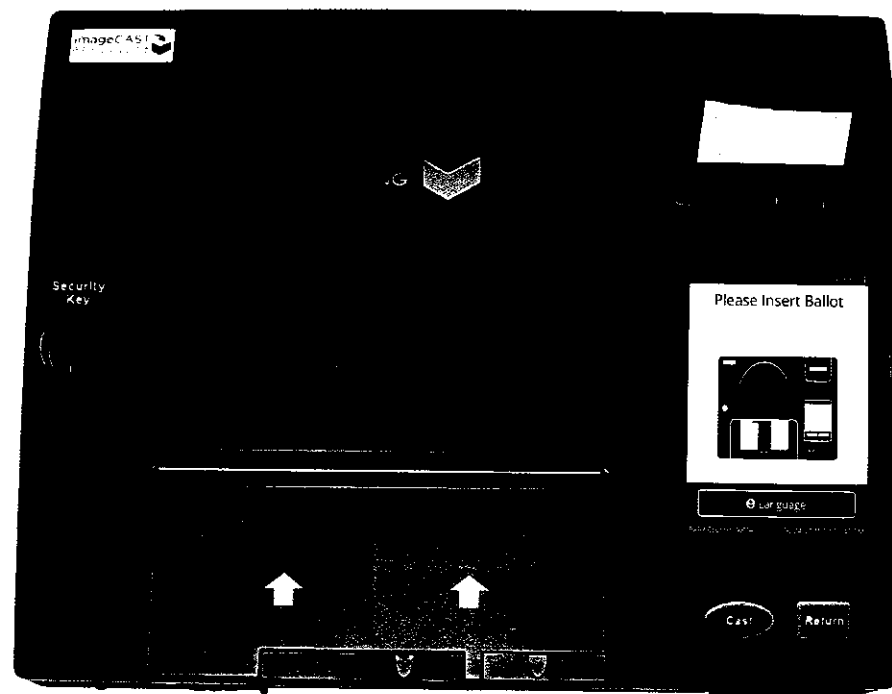


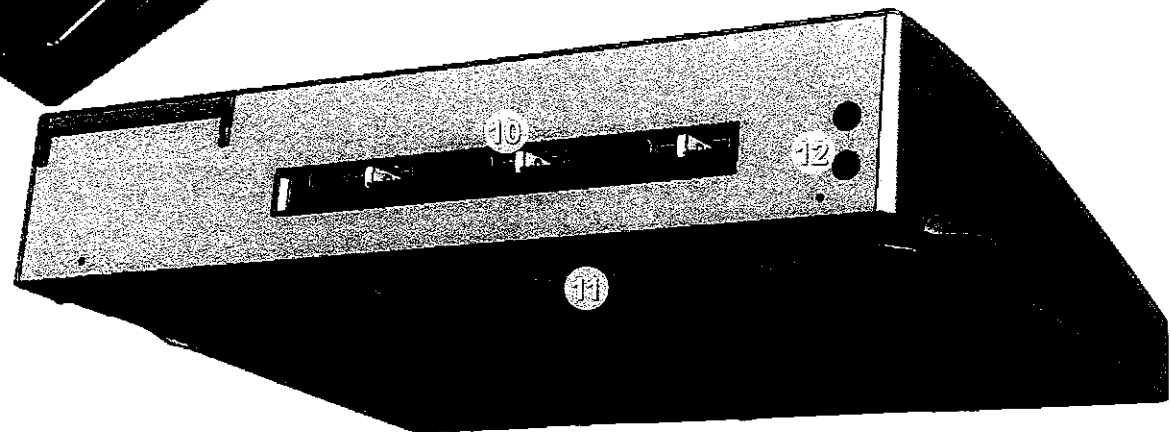
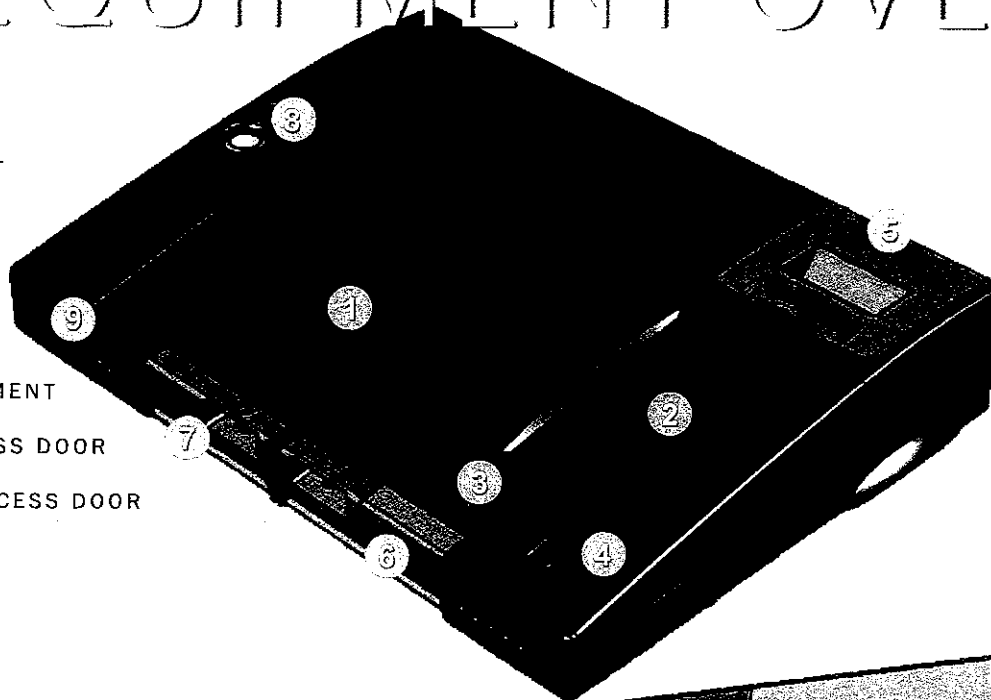
# THE IMAGECAST PRECINCT<sup>®</sup> TABULATOR



## POLL WORKER MANUAL

# EQUIPMENT OVERVIEW

- 1 BALLOT ENTRY SLOT
- 2 LCD DISPLAY
- 3 "CAST" BUTTON
- 4 "RETURN" BUTTON
- 5 PRINTER COMPARTMENT
- 6 POLLWORKER ACCESS DOOR
- 7 ADMINISTRATOR ACCESS DOOR
- 8 SECURITY KEY PAD
- 9 POWER BUTTON
- 10 BALLOT EXIT SLOT
- 11 BALLOT DIVERSION SLOT
- 12 AC POWER PORT



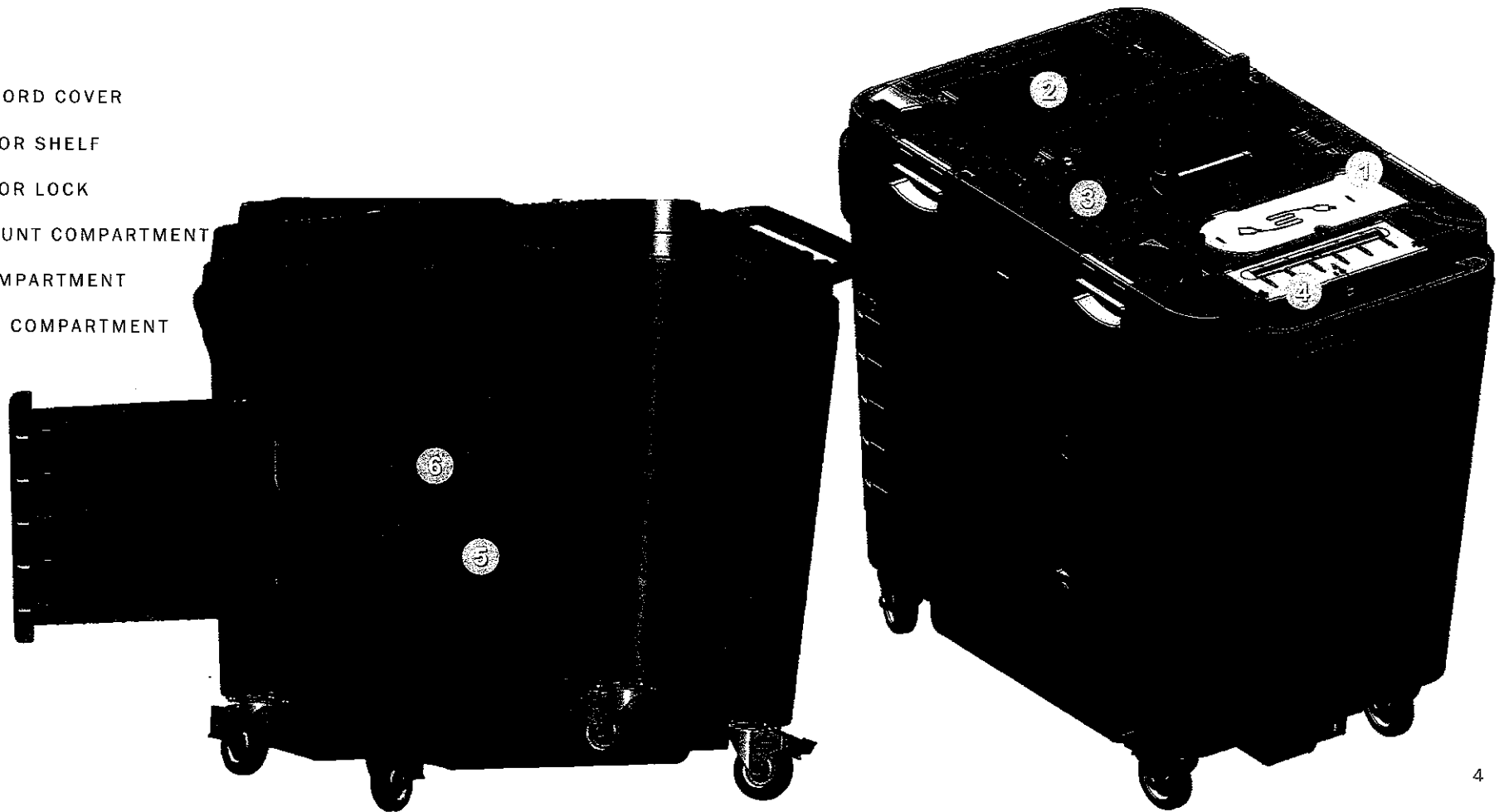
# EQUIPMENT OVERVIEW

- 1 LEFT COVER LOCK
- 2 RIGHT COVER LOCK
- 3 CASTOR WHEEL LOCKS (4)
- 4 MAIN COMPARTMENT ACCESS DOOR



# EQUIPMENT OVERVIEW

- 1 POWER CORD COVER
- 2 TABULATOR SHELF
- 3 TABULATOR LOCK
- 4 HAND COUNT COMPARTMENT
- 5 MAIN COMPARTMENT
- 6 WRITE-IN COMPARTMENT

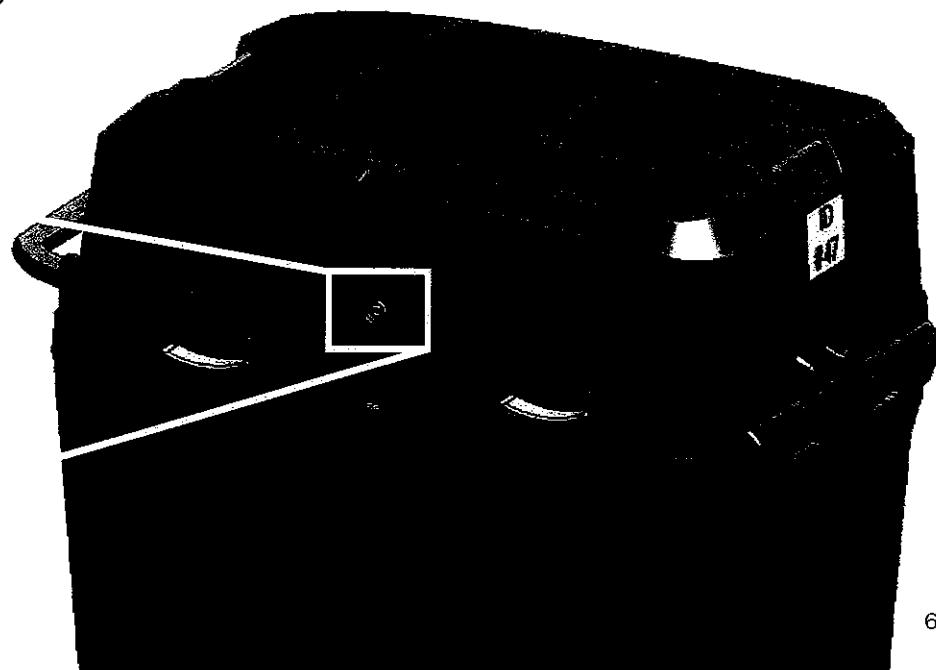
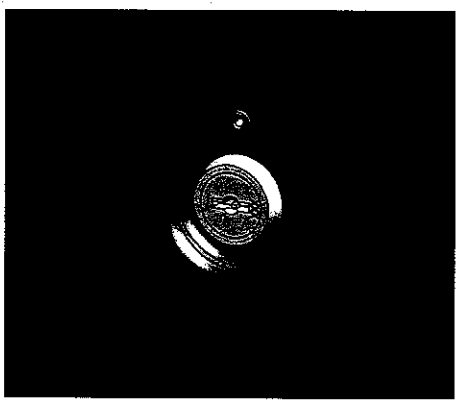


OPENING THE POLLS

# OPENING THE POLLS

## 1] UNLOCK COVER

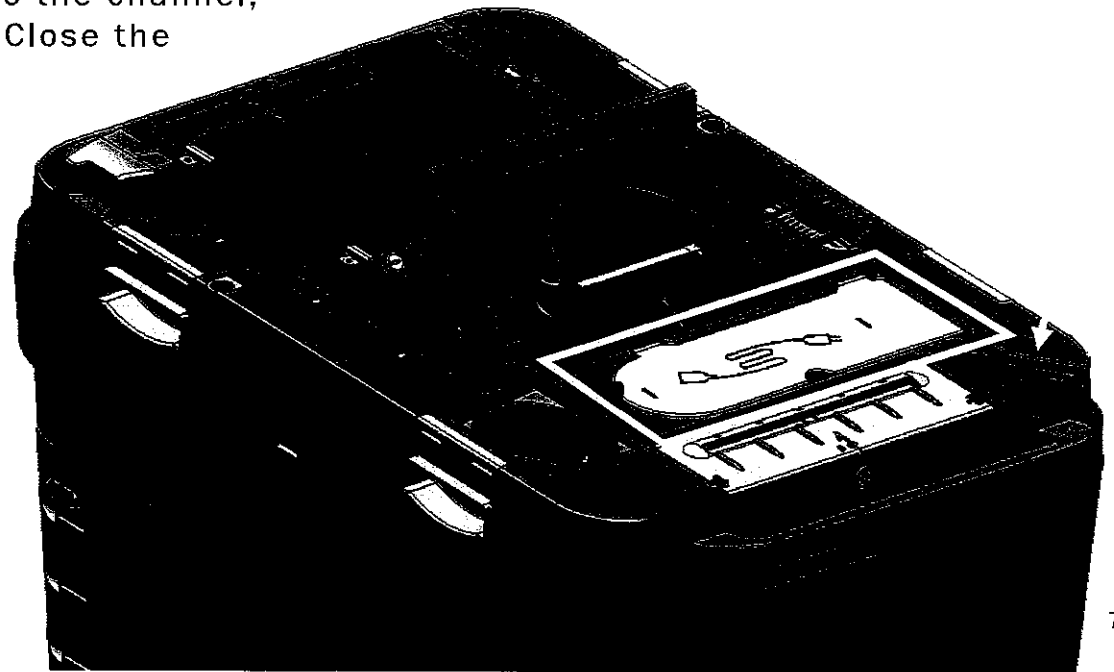
Using the set of keys provided, unlock the locks on both the left and right side of the ballot box cover. Then remove the cover.



# OPENING THE POLLS

## 2 CONNECT POWER

Open the power cord cover on top of the ballot box. Uncoil the cord, press it into the channel, and plug into a surge protector. Close the power cord cover.

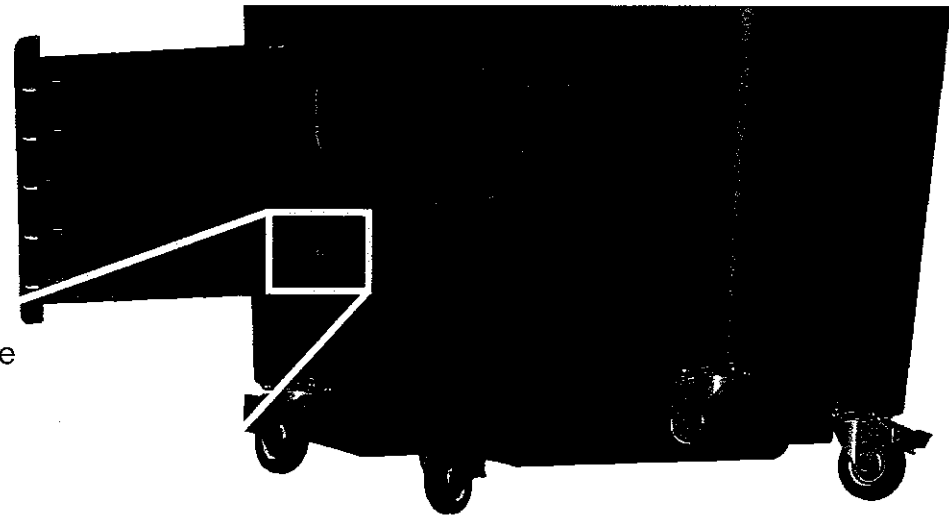
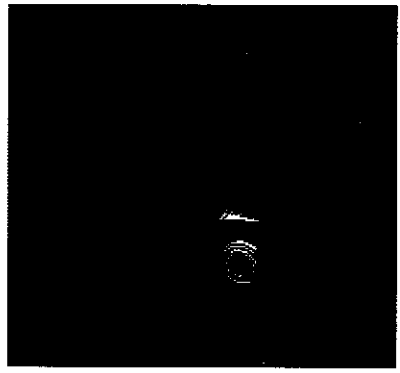


# OPENING THE POLLS

3

## INSPECT MAIN COMPARTMENT

Unlock the main compartment access door (lock #3), open the door by sliding it to the left, and inspect the compartment to ensure no ballots are present.



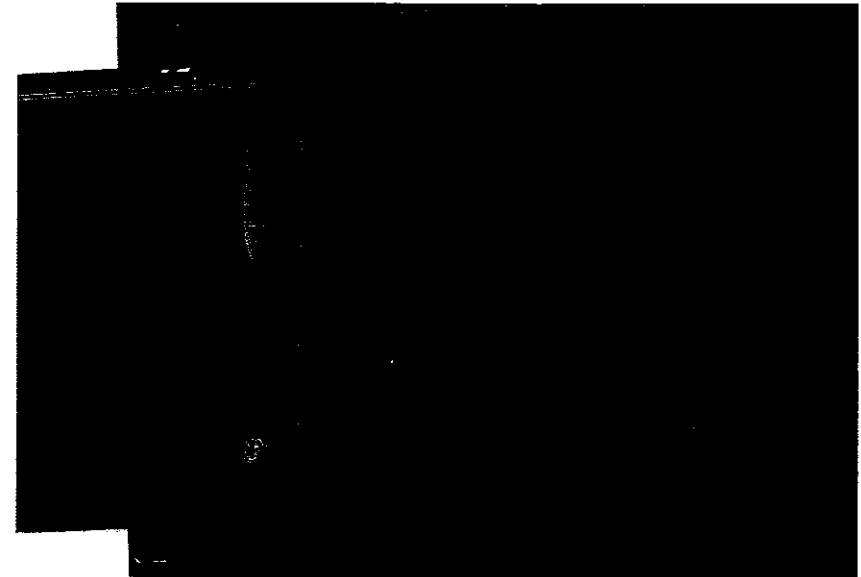
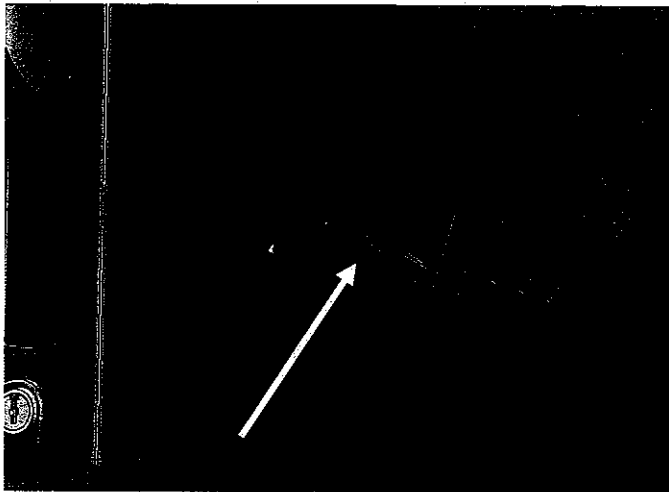


# OPENING THE POLLS

4

## INSPECT WRITE-IN COMPARTMENT

Open the white write-in access door by pushing up about an inch until it hits the top stop and allow the door to swing open. Inspect the compartment to ensure no ballots are present.

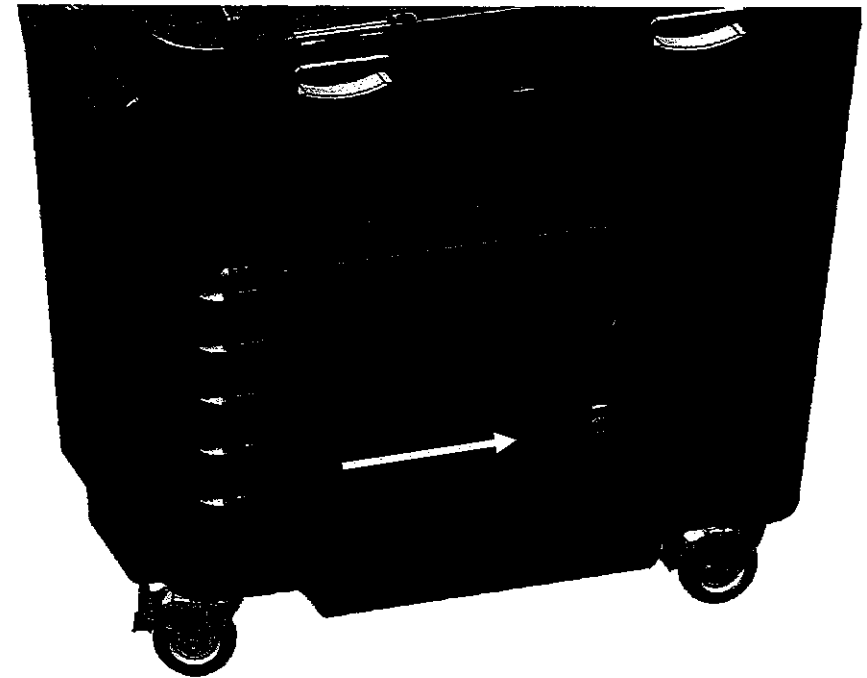
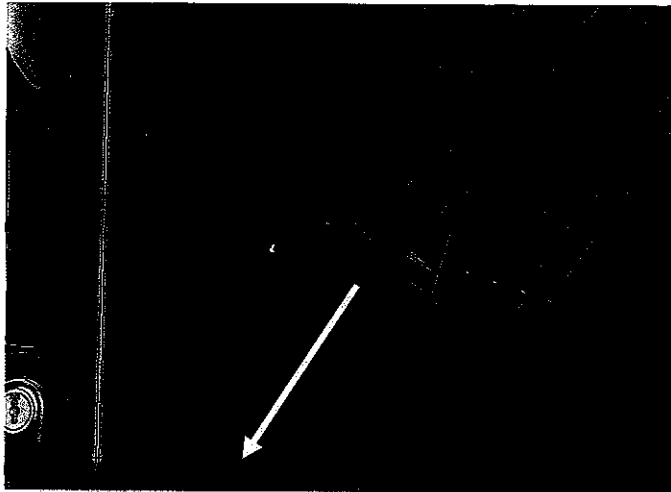


# OPENING THE POLLS

10

## SECURE COMPARTMENTS

Secure the write-in access door by lifting and dropping it back into place. Slide the main compartment access door closed and lock it.

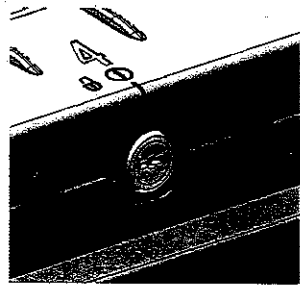
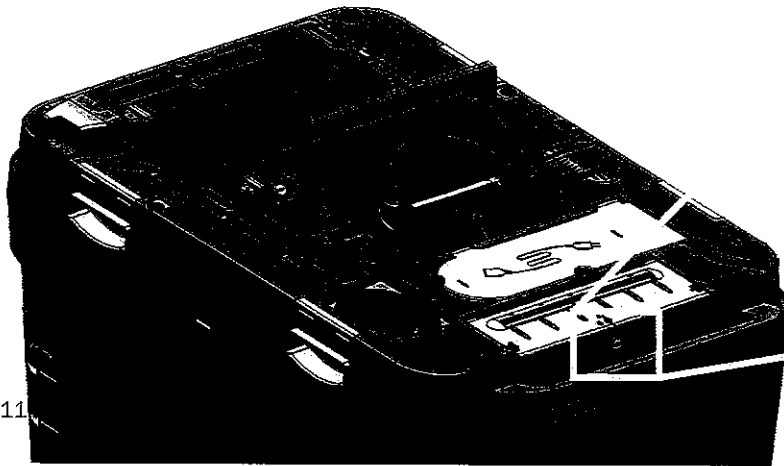


# OPENING THE POLLS

3

## INSPECT HAND COUNT COMPARTMENT

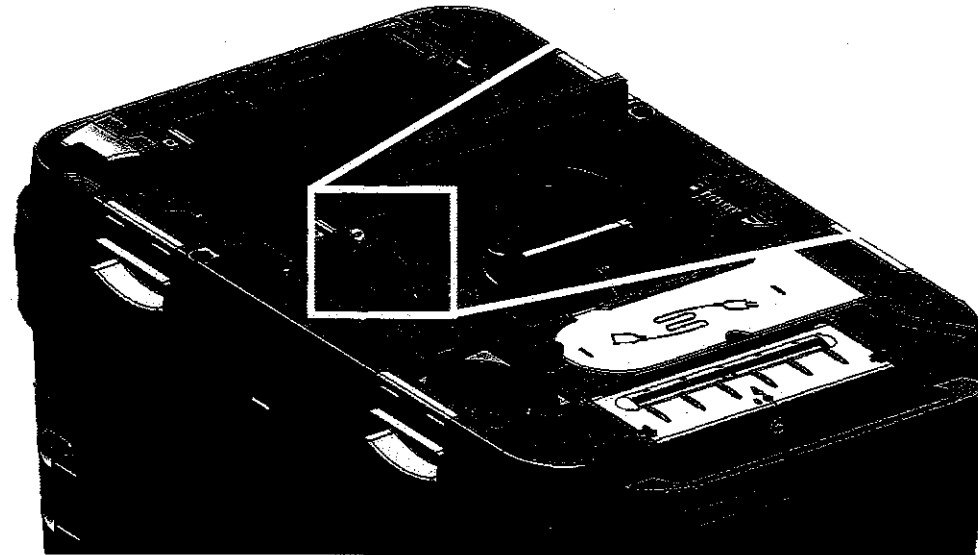
Unlock the hand count compartment access door (lock #4) at the rear of the ballot box, lift the cover, and ensure no ballots are present. Push up on the tab inside the cover to open the ballot slot. Close and lock the compartment.



# OPENING THE POLLS

## 7 UNLOCK TABULATOR LATCH

Unlock the tabulator lock cover (#6) to the right of the ballot path and open it to reveal the latch. Lift the latch to the open position.

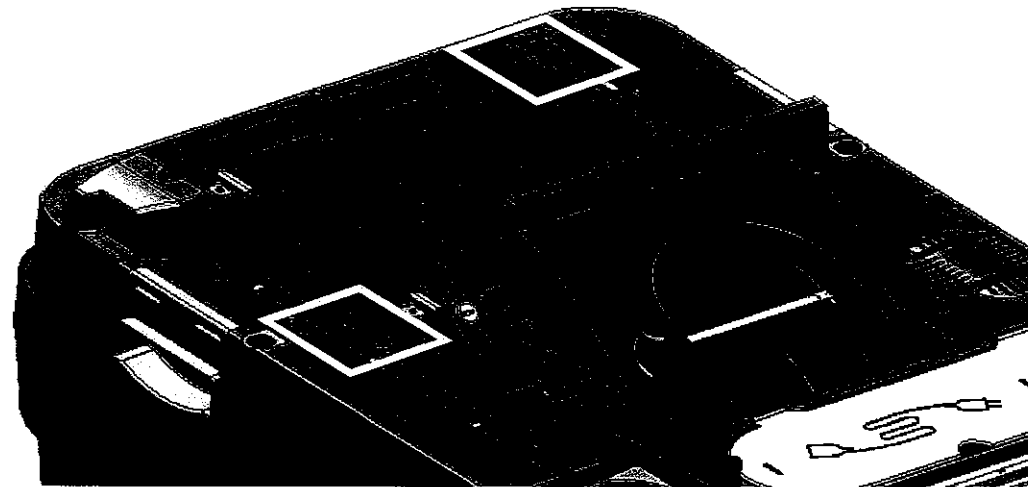
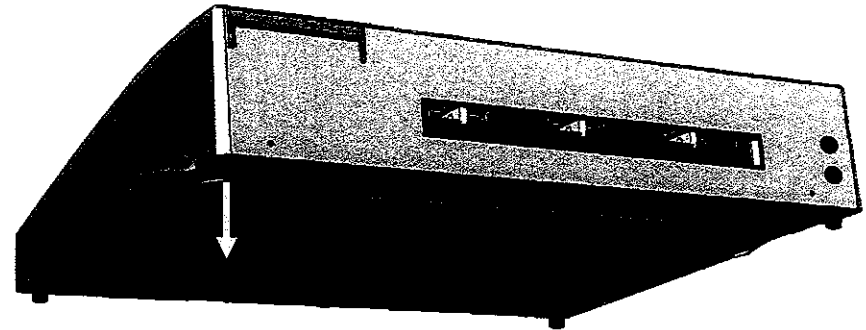


# OPENING THE POLLS

3

## ATTACH TABULATOR

Remove the ImageCast tabulator from its carry case and place it on the ballot box by lining up the rubber legs on the bottom of the machine with the grooves on the tabulator shelf.



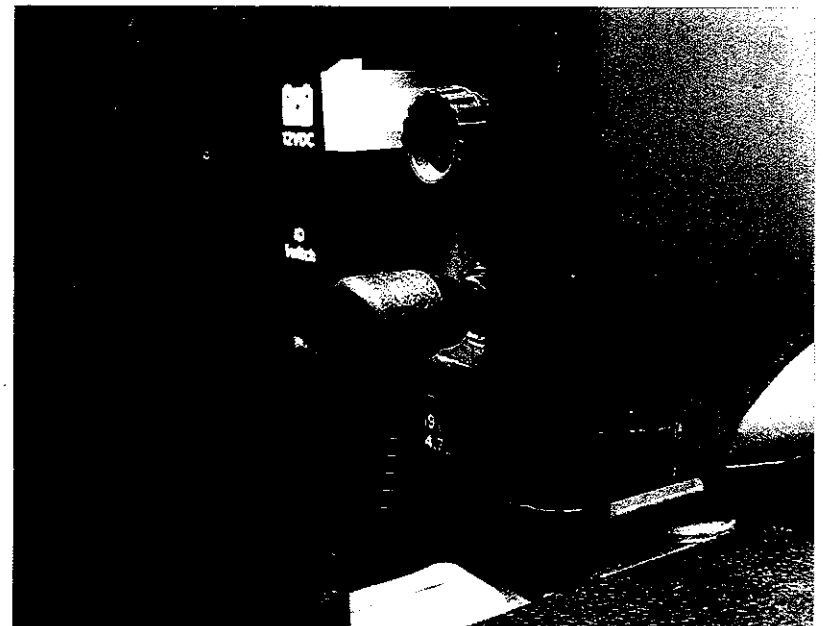
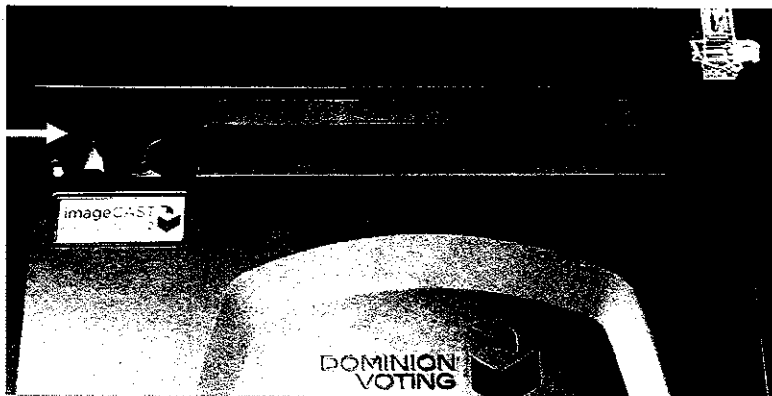
# OPENING THE POLLS

9

## CONNECT POWER

Once the legs are in place, slide the machine three quarters of the way toward the back of the ballot box.

Plug the power cord (located on the left side of the ballot path) into the AC power port at the back of the tabulator.



# OPENING THE POLLS

## 10 LOCK TABULATOR

Slide the ImageCast unit the rest of the way so that it is flush with the opening of the ballot path. Hook the lock latch onto the bracket at the back of the tabulator to secure the unit. Then close and lock the cover (#6).

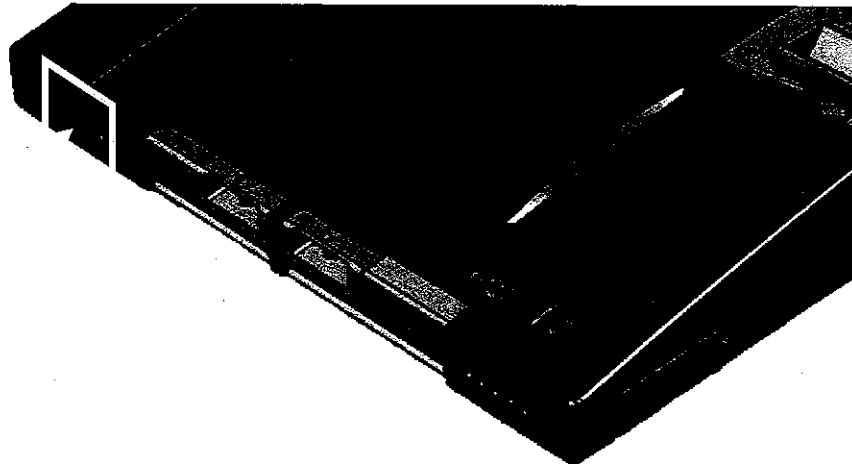


# OPENING THE POLLS

11

## POWER ON TABULATOR

With the ImageCast tabulator now secured to the ballot box, power it on by using a pen or pencil to press and hold the power button on the front of the unit until it emits a series of 5 beeps.



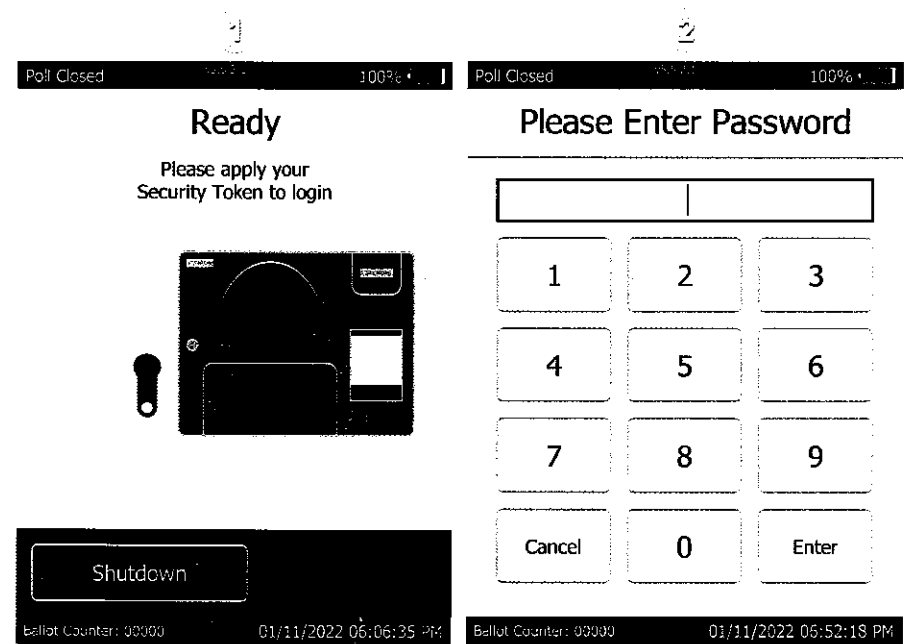
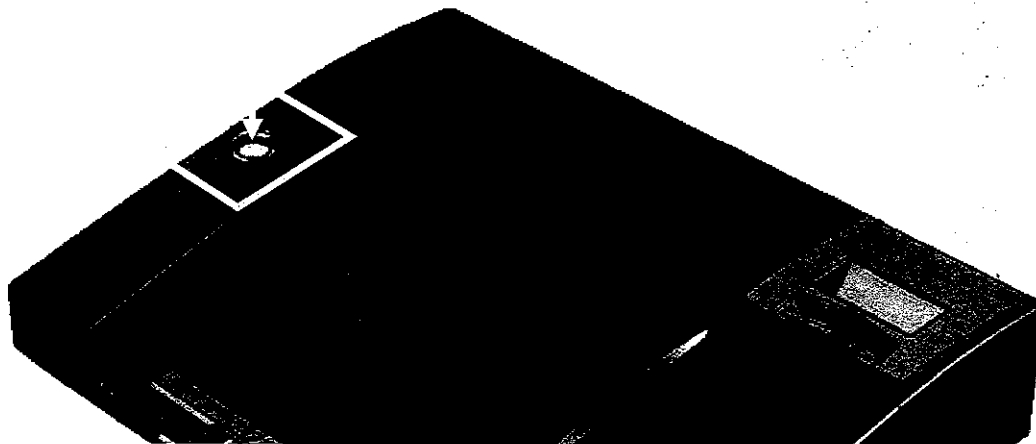


# OPENING THE POLLS

12

## APPLY SECURITY KEY

After about 60 seconds, the tabulator will instruct for the security key to be applied to the security key pad on the top left of the unit. Place and hold firmly until the password prompt appears. Remove the security key, enter the key password, and press “Enter”.

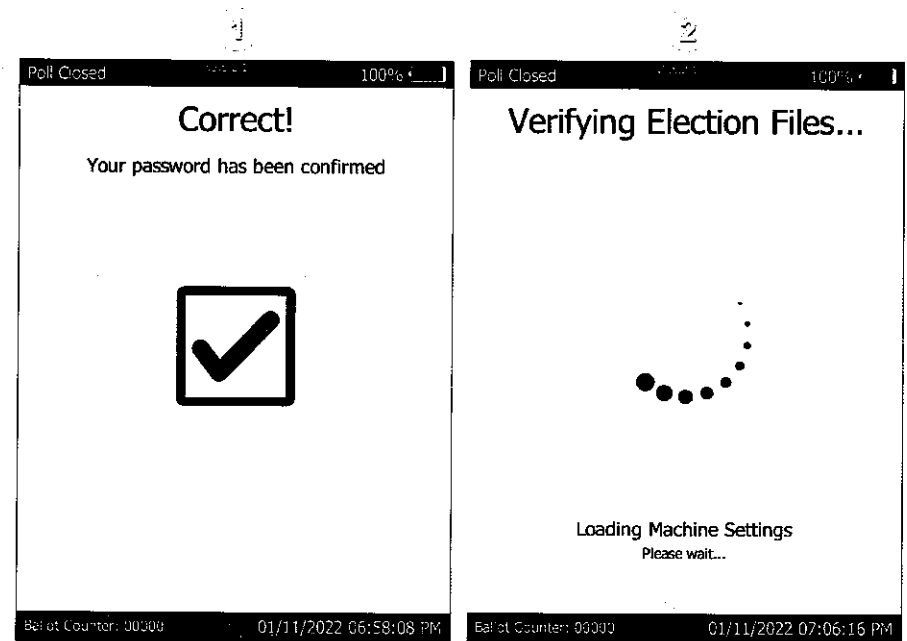


# OPENING THE POLLS

13

## AUTHENTICATE ELECTION FILES

After confirming the correct password, the tabulator will then begin authenticating the election files encrypted on the memory cards.

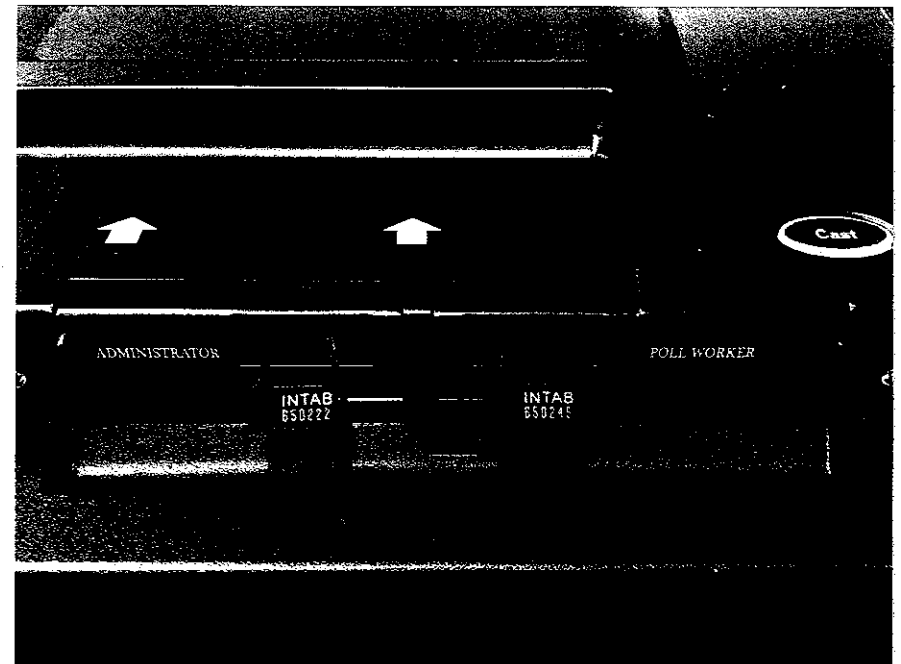


# OPENING THE POLLS

14

## VERIFY SERIAL NUMBERS

While the election files are being authenticated, verify that the serial numbers on the seals around both memory card access doors match the serial numbers documented during pre-election testing.



# OPENING THE POLLS

15

## VERIFY DATE & TIME

Once the election files are validated, a prompt will appear to confirm the date and time. If correct, press “Confirm”.

If incorrect, press “Change” and follow the instructions on page 69 of this guide to correct.

Poll Closed 100% 100%

Today is

**January 11, 2022**

And the time is

**07:07:08 PM**

✓ Confirm Change ▶

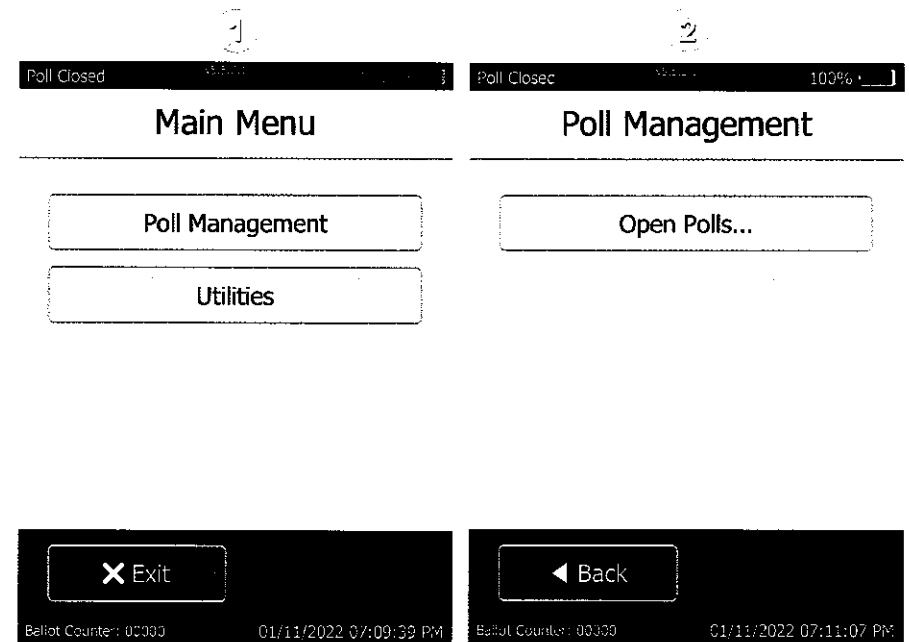
Ballot Counter: 00000 01/11/2022 07:07:08 PM

# OPENING THE POLLS

15

## OPEN POLLS

From the Main Menu, select “Poll Management”. Then select “Open Polls”.



# OPENING THE POLLS

## 17 PRINT ZERO REPORT

The tabulator will then immediately prompt you to print the Zero report. While the default selection will be 1 copy, refer to your specific municipality guidelines for the required number of copies.

Select “Next” to proceed.

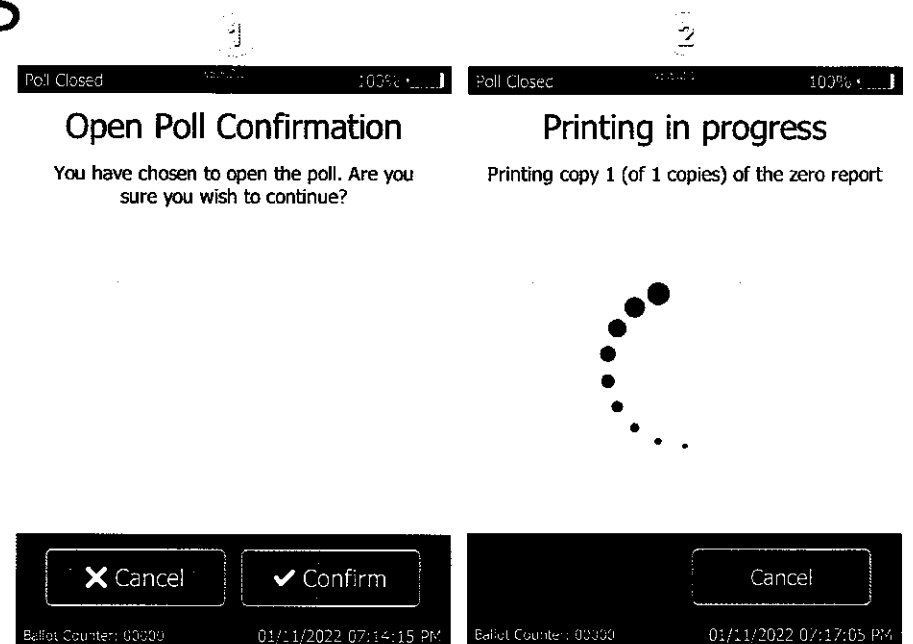
The screenshot shows a software interface for a poll system. At the top, a black status bar contains the text 'Poll Closed', 'v3.5.3.1', and '100%' next to a progress indicator. Below this, the title 'Enter Number of Copies' is centered. A horizontal line separates the title from the input area. In the center, there is a large minus sign, the number '1', and a plus sign inside a square button. At the bottom, a black bar contains two buttons: 'Back' with a left arrow and 'Next' with a right arrow. Below the buttons, the text 'Ballot Counter: 00000' and the timestamp '01/11/2022 07:13:04 PM' are displayed.

# OPENING THE POLLS

18

## CONFIRM OPEN POLLS

Confirm you'd like to open the polls by selecting "Confirm". The Zero report will automatically begin printing.



# OPENING THE POLLS

## 19 FINALIZE OPEN POLLS

Review the Zero report printout to verify that the election date/title and precinct are correct and that all candidates show zero votes.

Once verified, refer your specific municipality guidelines for how to handle the Zero report printouts.

```
*****
Demo Election
55 FULL PRODUCT DEMO
Tuesday, June 21, 2016

Tabulator Name
ICP2

Tabulator ID
2

Voting Location
FAMOUS NAMES

Voting Location ID
1

Precinct
PRECINCT 1

-----
Total Cast          : 0
Total Voters        : 0

=====
TOTALS for all Ballots
Total Cast          : 0
Total Voters        : 0
=====

MAYOR OF WONDERLAND (1)
WIZARD OF OZ          : 0
DOROTHY               : 0
TOTO                  : 0
Write-in              : 0
Total Votes           : 0
Number of Overvotes   : 0
Number of Undervotes  : 0
```

Unit Model: ICP2 (1.3)  
Unit Serial: FA18370272  
Protective Counter: 195  
Software Version: 5.5.2.1

### 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.

Inspector Signature

Inspector Signature

Inspector Signature

Inspector Signature

Results are zero. Unit ready.  
Wednesday Jan 19 10:53:12 2022



# OPENING THE POLLS

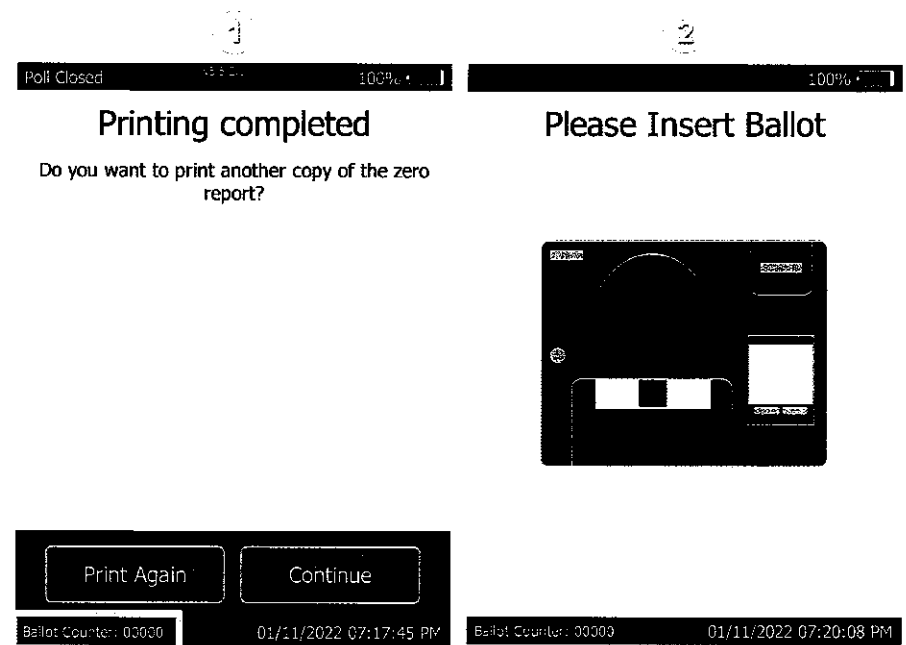
## 20 COMPLETE PRINTING

To print additional copies, press “Print Again.” Once the desired number of copies has been printed, select “Continue”.

Confirm the ballot counter in the bottom left corner of the screen reads “0”.

The ImageCast is now ready to accept ballots for Election Day!

Ballot Counter: 00000



DURING THE POLLS

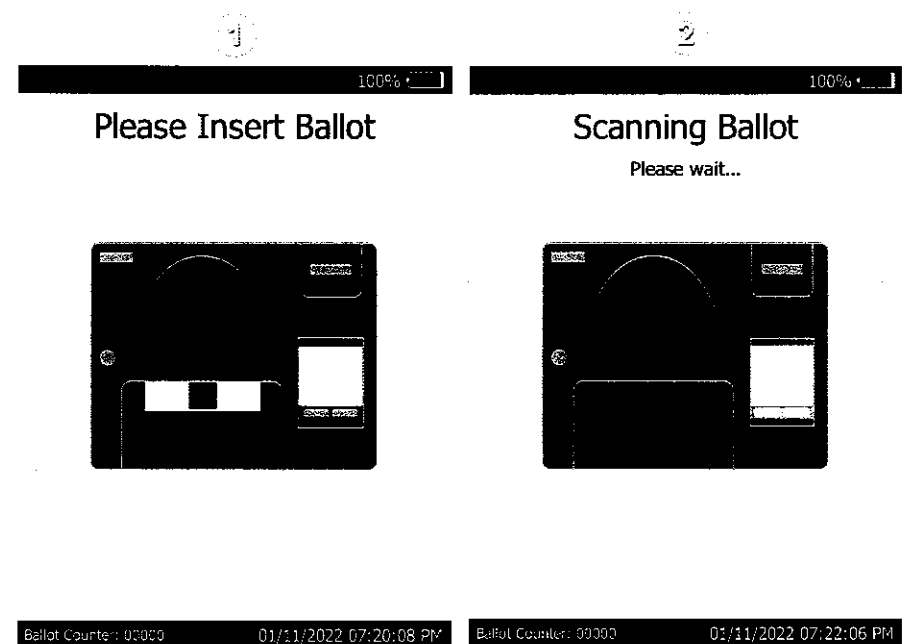
# DURING THE POLLS

## PURE BALLOT

1

### INSERT BALLOT

The voter will insert his/her ballot into the ballot entry slot. The tabulator will then scan the ballot.



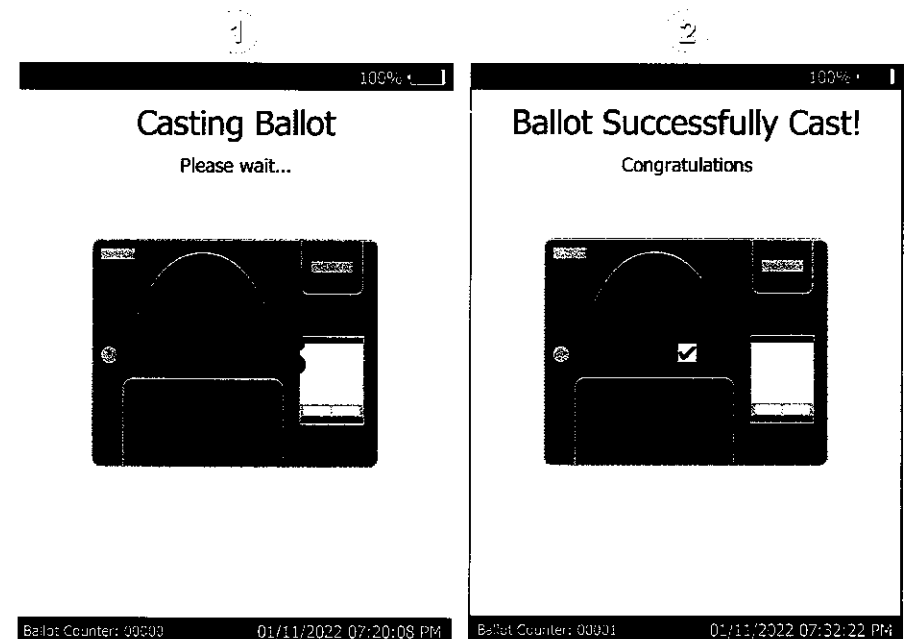
# DURING THE POLLS

## PURE BALLOT

### 2 CAST BALLOT

Once the tabulator determines it has scanned a valid ballot, it will cast the ballot and display a “Ballot Successfully Cast” message.

Once the ballot is securely in the ballot box, the screen will return to the “Please Insert Ballot” message and the ballot counter will have increased by 1.



# DURING THE POLLS

## OVERVOTED BALLOT

### 1 QUICK REVIEW

If the tabulator determines it has scanned a ballot with at least one overvoted contest, it will notify the voter of the exact contest(s) needing attention.

The voter can use the UP and DOWN arrows to scroll through the message.

#### Quick Review

There is at least one overvoted contest detected.

**You filled in too many ovals in 2 contest(s).**

UNITED STATES SENATOR

You chose 2  
You are allowed 1

BOARD OF EDUCATION

You chose 2  
You are allowed 1

#### Quick Review

BOARD OF EDUCATION

You chose 2  
You are allowed 1

Please correct the ballot

To correct your ballot, press 'Return' and ask a Pollworker for a new one.

To cast your ballot with votes that will not count, press 'Cast'

# DURING THE POLLS

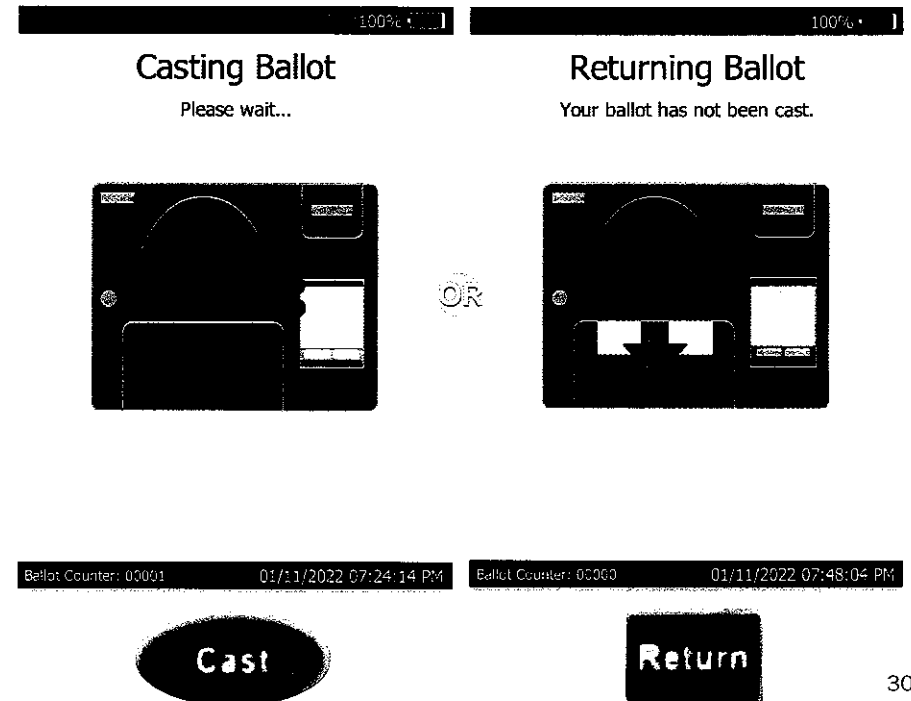
## OVERVOTED BALLOT

2

## CAST/RETURN BALLOT

If the voter wishes to cast his/her ballot as is, he/she may press the green 'Cast' button below the LCD display screen. **No votes will be recorded by the tabulator for the over-voted contest;** however, any other contests with valid voter markings will be counted.

If the voter wishes to correct his/her ballot, he/she may press the red 'Return' button below the LCD screen to return the ballot for correction.



# DURING THE POLLS

## BLANK BALLOT

1

If the tabulator determines it has scanned a ballot with no voter markings at all, it will notify the voter of the discrepancy.

## Quick Review

**Blank ballot detected.**

Please ensure that you have used the proper marking pen in the proper voting areas.

To correct your ballot press  
'Return'

To cast your ballot as-is press  
'Cast'



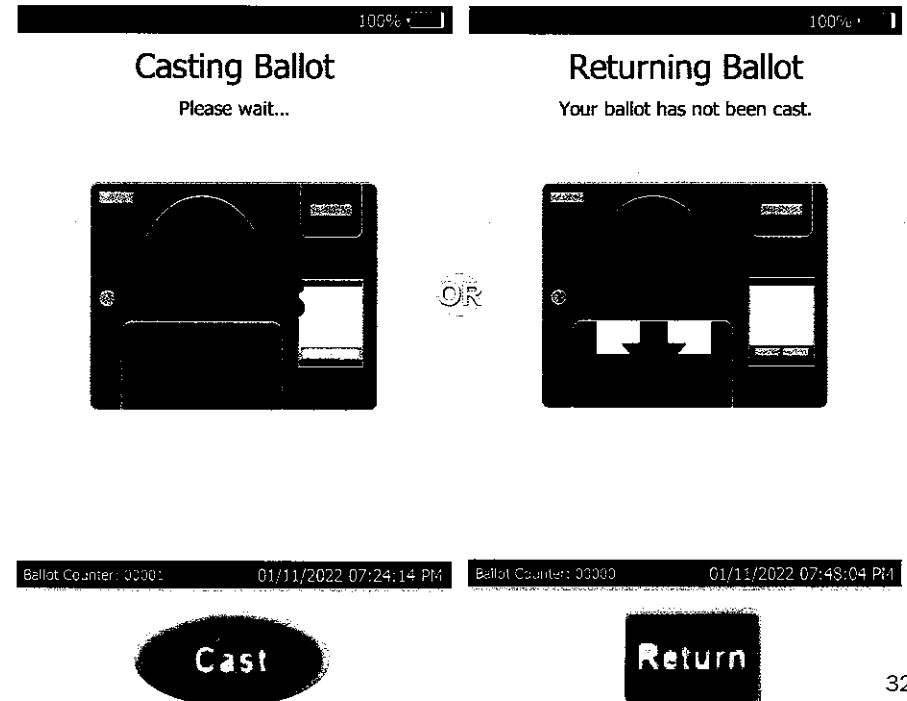
# DURING THE POLLS

## BLANK BALLOT

### 2 CAST/RETURN BALLOT

If the voter wishes to cast his/her ballot as is, he/she may press the green 'Cast' button below the LCD display screen. **No votes will be recorded by the tabulator for any of the contests.**

If the voter wishes to correct his/her ballot, he/she may press the red 'Return' button below the LCD screen to return the ballot for correction.





# DURING THE POLLS

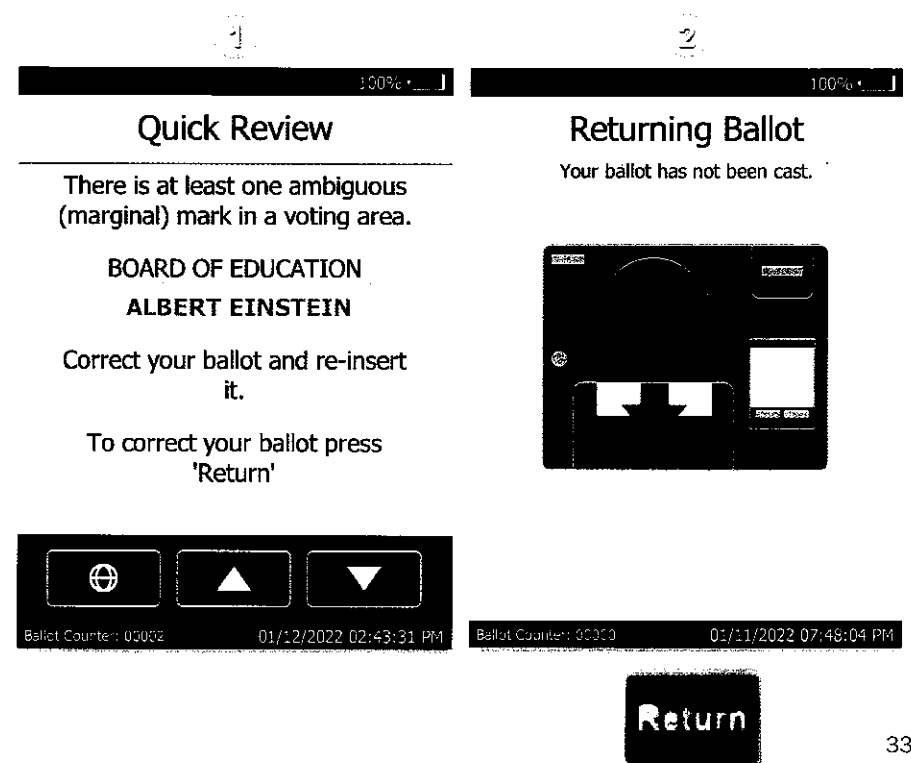
## AMBIGUOUS MARK

1

### QUICK REVIEW

If the tabulator determines it has scanned a ballot with one or more ambiguous marks—meaning the mark in the target voting area is not clear enough for the tabulator to be certain of the voter's intent—it will notify the voter.

The voter's only option is to press the red "Return" button below the LCD display screen to return their ballot.



# DURING THE POLLS

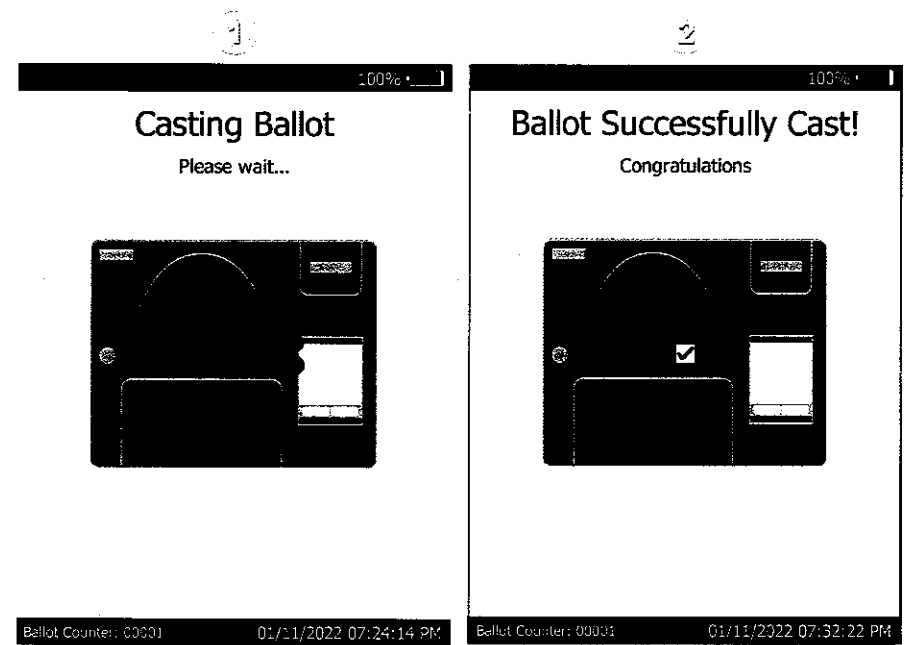
## AMBIGUOUS MARK

2

## CAST BALLOT

The voter can either clarify their existing ballot and re-insert it, or fill out a new ballot and insert it into the tabulator.

If the voter does not wish to do either, they may elect to place their ballot into the hand count compartment.



# DURING THE POLLS

## MISREAD BALLOT

1

### QUICK REVIEW

If the tabulator determines it cannot read a ballot, it will notify the voter and return the ballot to the voter.

A ballot can be misread for a number of reasons: a fold or tear in the ballot, an incorrect ballot style, or a defect in the ballot's registration marks.



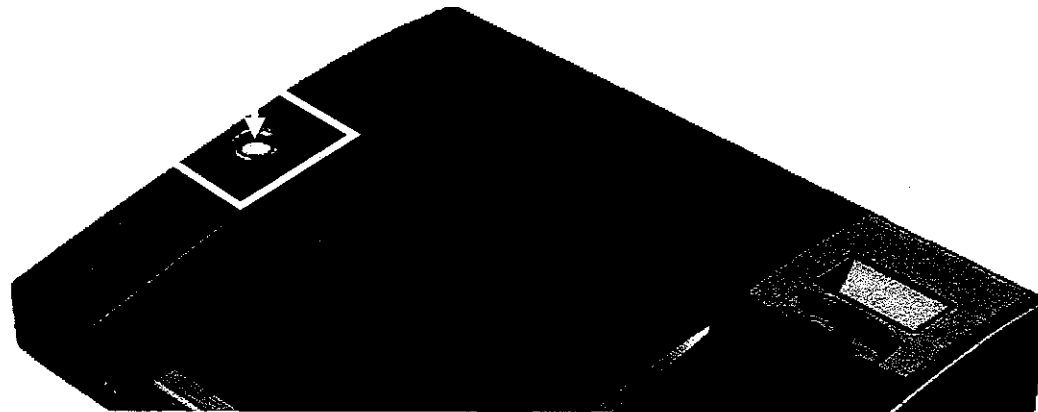
# DURING THE POLLS

## JAMMED BALLOT

### 1] ASSISTANCE REQUIRED

If a voter's ballot becomes jammed inside the tabulator, the voter will be prompted immediately to ask for the Poll Worker's assistance.

To see the details of the error, the Poll Worker must place the security key onto the security key pad of the tabulator.



100% • ... I

### Assistance Required!

Please ask a Poll Worker  
for assistance.



⌕ Language

Ballot Counter: 00000 01/12/2022 02:31:37 PM

# DURING THE POLLS

## JAMMED BALLOT – RESULTS NOT SAVED

2

### RESULTS NOT SAVED

If the tabulator was not able to read, interpret, and tally the voter's ballot before it became jammed, a message will read "Results Have Not Been Saved".

The jammed ballot will need to be cleared from the ballot path and then **re-inserted into the tabulator**.

Poll Open 100% 1

#### Paper Jam

**IMPORTANT:**  
**RESULTS HAVE NOT BEEN SAVED**

Try to manually remove the ballot from the device.

Once the ballot has been removed,  
**DO NOT** place it in the ballot box.

Shut down

Cleared

Ballot Counter: 00000

01/11/2022 07:17:45 PM

# DURING THE POLLS

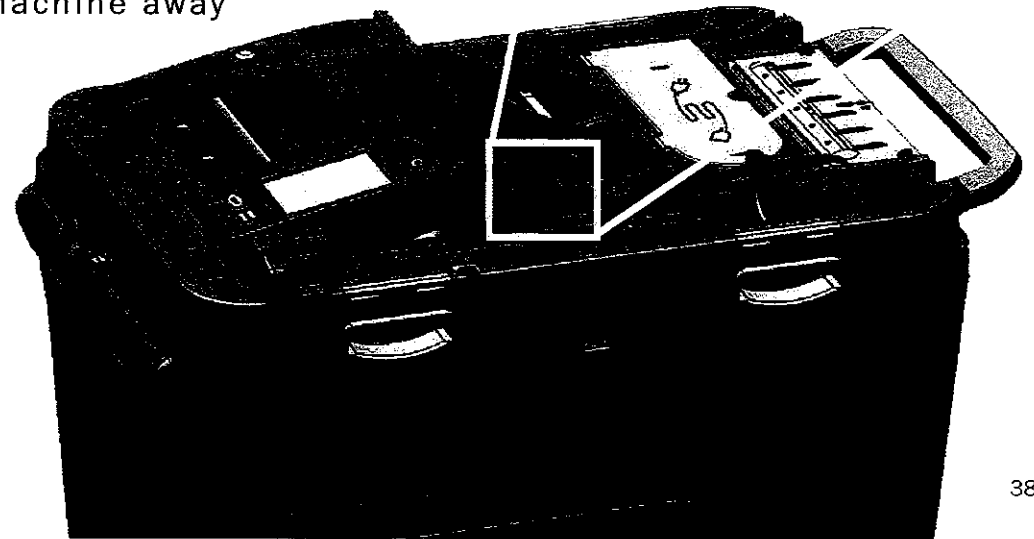
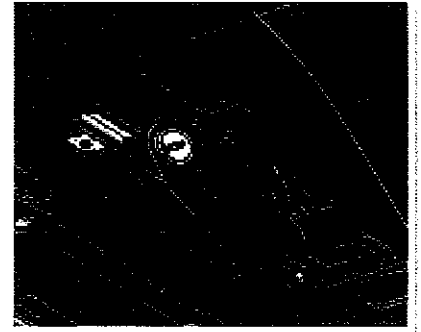
## JAMMED BALLOT - RESULTS NOT SAVED

3

### UNLOCK TABULATOR

First, unlock the tabulator lock cover (#6) using the ballot box key.

Then unhook the latch from the bracket on the back of the tabulator and slide the machine away from the ballot path.



# DURING THE POLLS

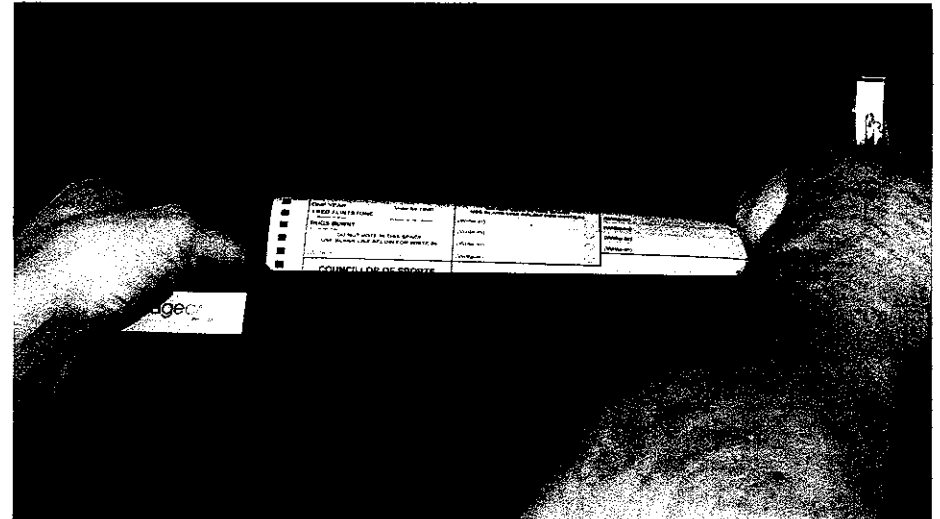
## JAMMED BALLOT – RESULTS NOT SAVED

4

### CLEAR JAM

The jammed ballot may now be visible.  
If so, gently remove it by pulling it out  
the back of the tabulator.

Since the ballot has **not** been counted,  
give it back to the voter for re-insertion.



# DURING THE POLLS

## JAMMED BALLOT – RESULTS NOT SAVED

1

### CLEAR JAM

If the ballot is not visible upon sliding the tabulator away from the ballot path, the ballot may be jammed in the write-in slot.

Lift the tabulator off of its shelf and check the ballot diversion slot underneath.





# DURING THE POLLS

## JAMMED BALLOT – RESULTS NOT SAVED

5

### CLEAR JAM

If the ballot is visible, gently remove it by pulling it out the rest of the way.

Since the ballot has **not** been counted, give it back to the voter for re-insertion.



# DURING THE POLLS

## JAMMED BALLOT – RESULTS NOT SAVED

7

### PRESS CLEARED

Slide the tabulator back toward the ballot path, re-hook the latch onto the bracket at the back of the tabulator, and close and lock the cover (#6).

Press the “Cleared” button on the LCD display screen and **have the voter now re-insert their ballot.**



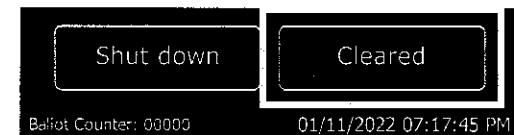
Poll Open 08:50:00 100% [ ]

### Paper Jam

**IMPORTANT:  
RESULTS HAVE NOT BEEN SAVED**

Try to manually remove the ballot from the device.

Once the ballot has been removed,  
**DO NOT** place it in the ballot box.



# DURING THE POLLS

## JAMMED BALLOT – RESULTS SAVED

2

### RESULTS SAVED

If the tabulator **was** able to read, interpret, and tally the voter's ballot before it became jammed, a message will read "Results Have Been Saved".

The jammed ballot will need to be cleared from the ballot path and then **placed in the appropriate compartment of the ballot box with the rest of the counted ballots.**

Poll Open 05:01 100% 

#### Paper Jam

**IMPORTANT:  
RESULTS HAVE BEEN SAVED**

Try to manually remove the ballot from the MAIN EXIT slot.

Once the ballot has been removed, place it in the MAIN ballot box.



# DURING THE POLLS

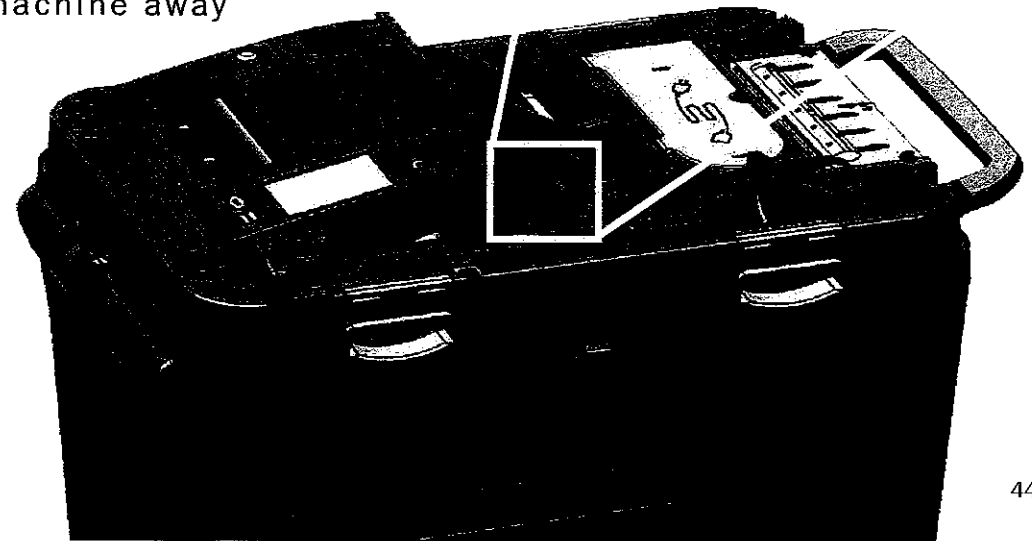
## JAMMED BALLOT - RESULTS SAVED

3

### UNLOCK TABULATOR

First, unlock the tabulator lock cover (#6) using the ballot box key.

Then unhook the latch from the bracket on the back of the tabulator and slide the machine away from the ballot path.



# DURING THE POLLS

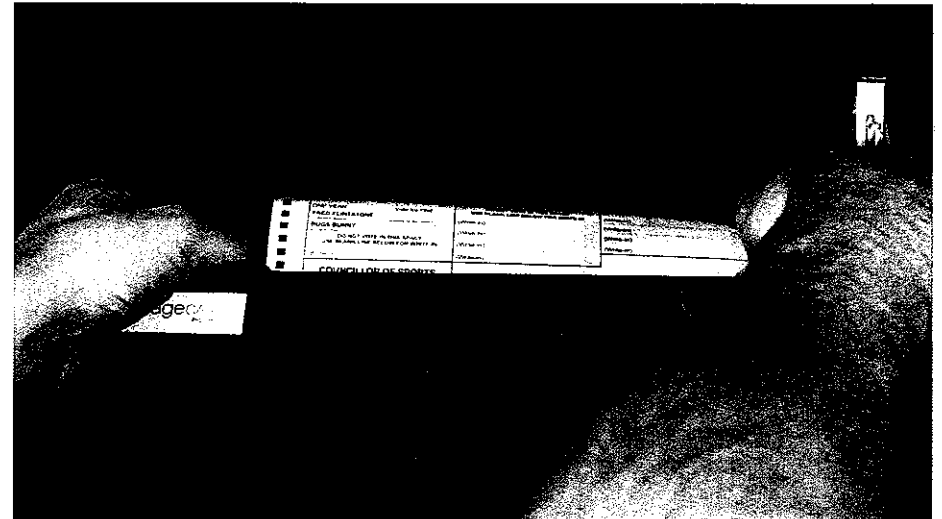
## JAMMED BALLOT – RESULTS SAVED

4

### CLEAR JAM

The jammed ballot may now be visible. If so, gently remove it by pulling it out the back of the tabulator.

Since the ballot **has** been counted, you may guide it the rest of the way into the ballot box's main compartment.



# DURING THE POLLS

## JAMMED BALLOT – RESULTS SAVED

5

### CLEAR JAM

If the ballot is not visible upon sliding the tabulator away from the ballot path, the ballot may be jammed in the write-in slot.

Lift the tabulator off of its shelf and check the ballot diversion slot underneath.



# DURING THE POLLS

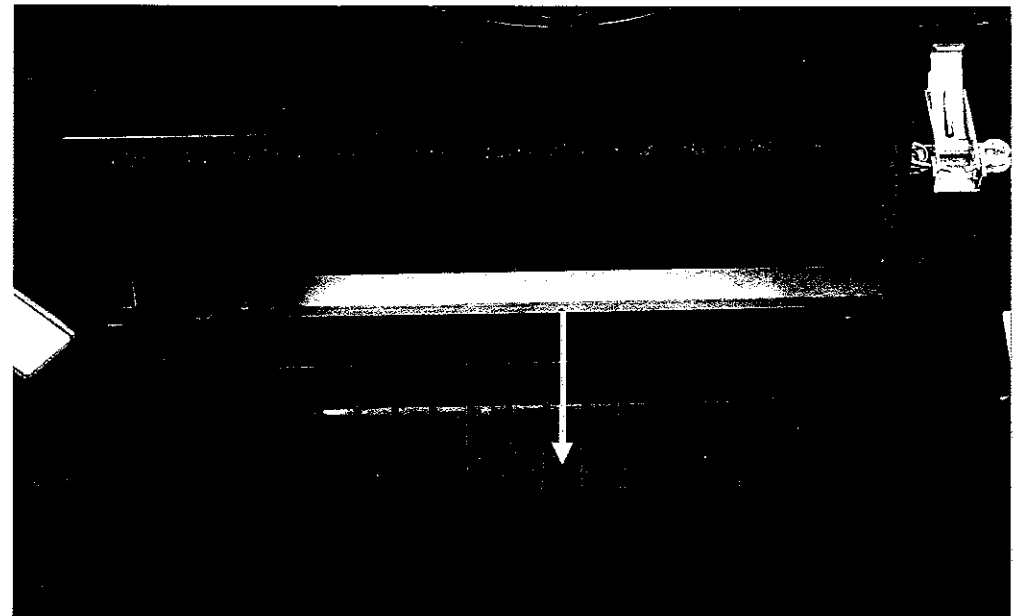
## JAMMED BALLOT - RESULTS SAVED

5

### CLEAR JAM

If the ballot is visible, gently remove it by pulling it out the rest of the way.

Since the ballot **has** been counted, you may drop it into the ballot box's write-in compartment.



# DURING THE POLLS

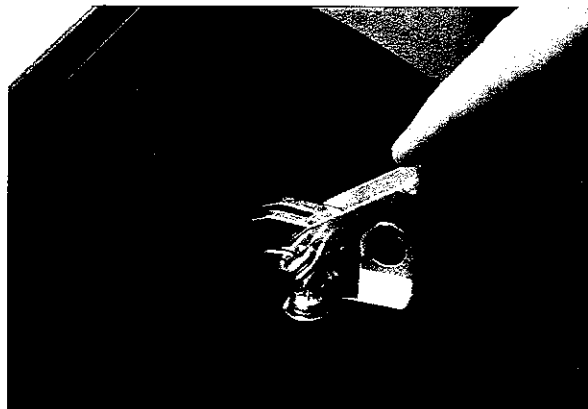
## JAMMED BALLOT – RESULTS SAVED

7  
B.

### PRESS CLEARED

Slide the tabulator back toward the ballot path, re-hook the latch onto the bracket at the back of the tabulator, and close and lock the cover (#6).

Press the “Cleared” button on the LCD display screen and allow voting to continue.



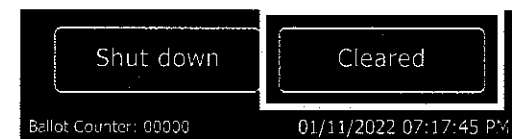
Poll Open v8.5.1.1 100%

### Paper Jam

**IMPORTANT:**  
RESULTS HAVE BEEN SAVED

Try to manually remove the ballot from the MAIN EXIT slot.

Once the ballot has been removed, place it in the MAIN ballot box.



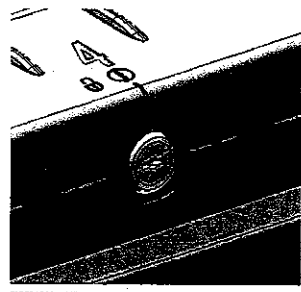
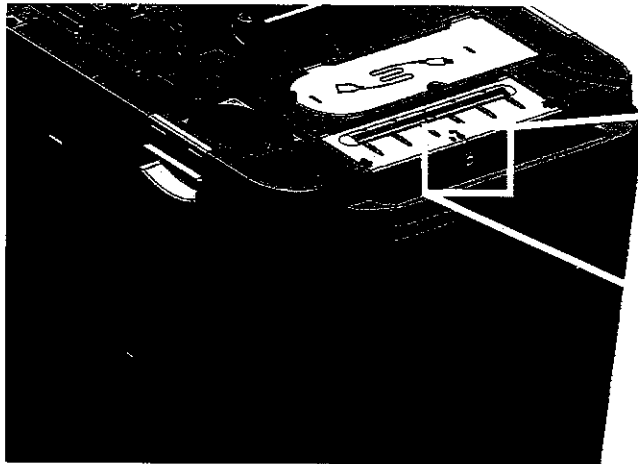


CLOSING THE POLLS

# CLOSING THE POLLS

## 1] EMPTY HAND COUNT COMPARTMENT

Once voting has ended, unlock the hand count compartment access door (lock #4), lift the cover, and remove all ballots. Push down on the tab inside the cover to close the ballot slot. Close and lock the compartment.



# CLOSING THE POLLS

2

## TALLY HAND COUNT BALLOTS

All ballots not able to be read by the tabulator must be given to an election official to hand count using a Tally Sheet to record the votes for each contest.

### HAND COUNT TALLY SHEET

Instructions: Please use the provided pen to mark "tally marks" in the provided space to keep track of the total number of votes for each candidate. When you have counted all ballots, please write total counts in the "Total" column, including an overall total for the total number of ballots.

Mayor of Wonderland (Vote for ONE)	Tally Marks	Total
Wizard of Oz		
Dorothy		
Toto		
Blank		
CONTEST TOTAL - MUST EQUAL TOTAL BALLOTS COUNTED →		

Rep in Cartoon Congress (Vote for ONE)	Tally Marks	Total
Fred Flintstone		
Bugs Bunny		
Blank		
CONTEST TOTAL - MUST EQUAL TOTAL BALLOTS COUNTED →		

Councilor of Sports (Vote for ONE)	Tally Marks	Total
Ted Williams		
Babe Ruth		
Pete Maravich		
Blank		
CONTEST TOTAL - MUST EQUAL TOTAL BALLOTS COUNTED →		

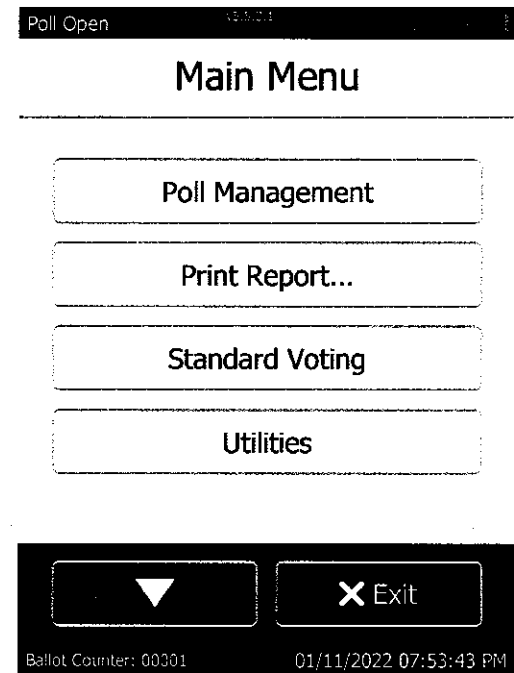
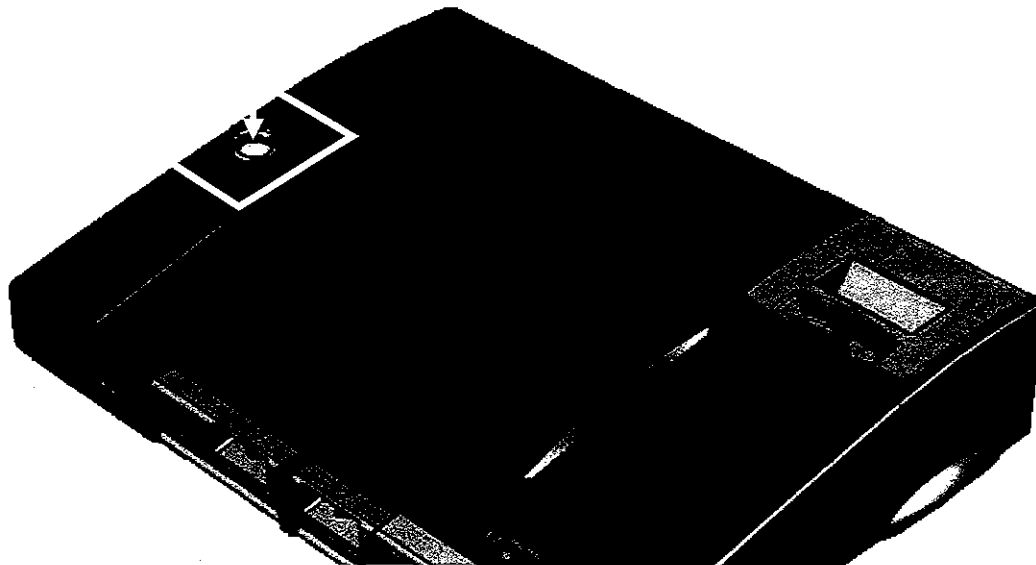
County Super Hero Commissioner (Vote for NOT more than FOUR)	Tally Marks	Total
Batman		
Superman		
The Flash		
Iron Man		
Wonder Woman		
CONTEST TOTAL - MUST EQUAL TOTAL BALLOTS COUNTED →		

# CLOSING THE POLLS

3

## APPLY SECURITY KEY

Place the security key onto the security key pad on the top left of the unit and hold firmly until the Main Menu appears.

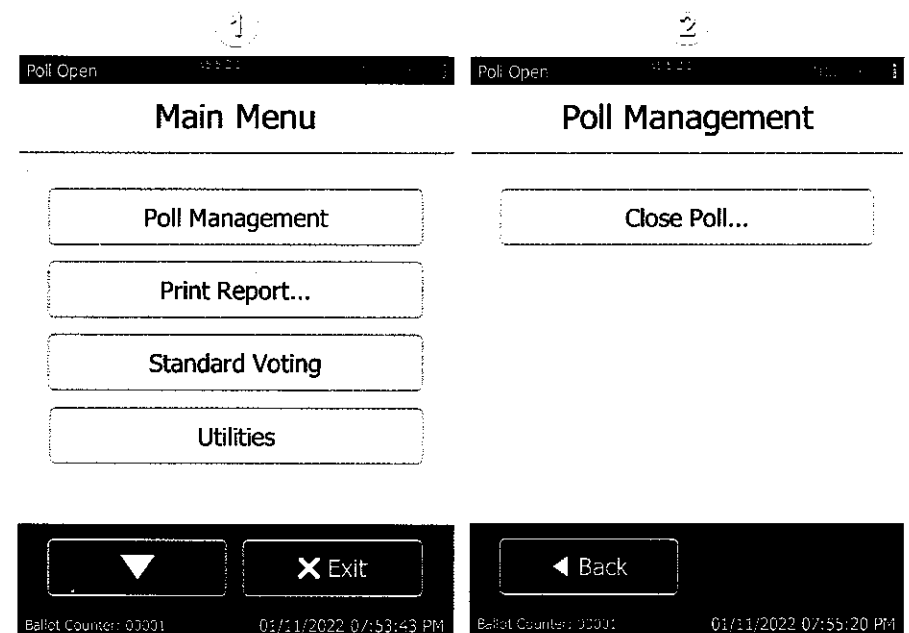


# CLOSING THE POLLS



## CLOSE POLLS

From the Main Menu, select “Poll Management”. Then select “Close Poll”.



# CLOSING THE POLLS

5

## CONFIRM PASSWORD

Enter the key password to confirm you wish to close the polls.

1

Poll Open 07:57:39 100% 1

Please Enter Password

1

2

3

4

5

6

7

8

9

Cancel

0

Enter

Ballot Counter: 00001 01/11/2022 07:57:39 PM

2

Poll Open 07:58:52 100% 1

Correct!

Your password has been confirmed

✓

Ballot Counter: 00001 01/11/2022 07:58:52 PM

54

# CLOSING THE POLLS

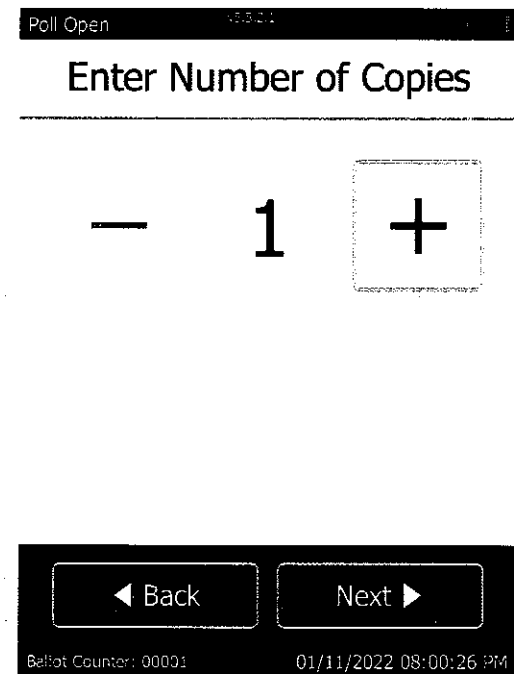
6

## PRINT RESULTS REPORT

The tabulator will then immediately prompt you to choose how many copies of the Results report to print.

While the default selection will be 1 copy, refer to your specific municipality guidelines for the required number of copies.

Select “Next” to proceed.



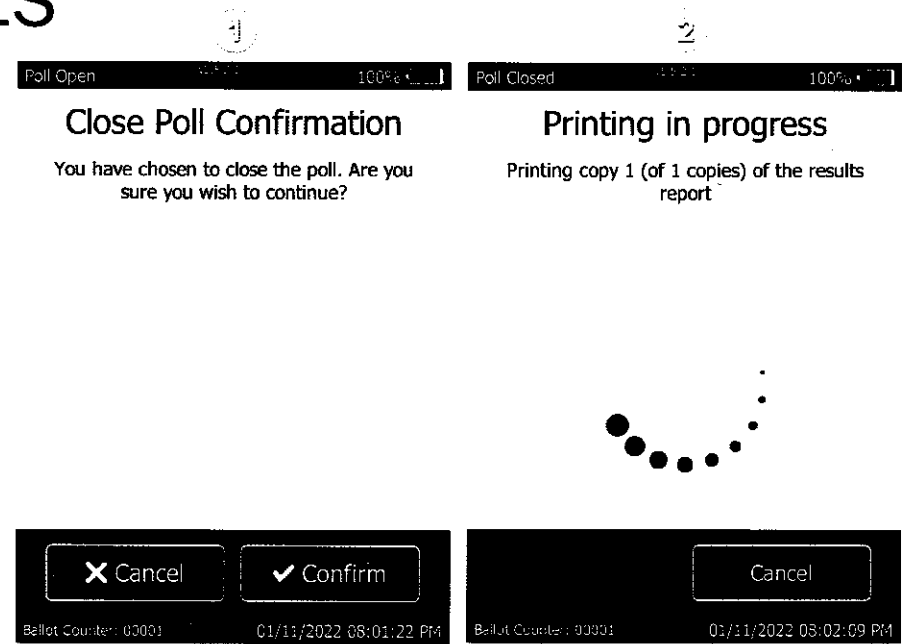
The screenshot shows a software interface for entering the number of copies to print. At the top, a status bar displays 'Poll Open', 'v0.3.2.1', and a small 'Print' icon. Below this, the title 'Enter Number of Copies' is centered. A horizontal line separates the title from the input area. In the center, there is a large minus sign ('-'), the number '1', and a plus sign ('+') inside a square box. At the bottom, there are two buttons: '◀ Back' and 'Next ▶'. Below the buttons, the text 'Ballot Counter: 00001' and the timestamp '01/11/2022 08:00:26 PM' are displayed.

# CLOSING THE POLLS

7

## CONFIRM CLOSE POLLS

Confirm you'd like to close the polls by selecting "Confirm". The Results report will automatically begin printing.





# CLOSING THE POLLS

3

## COMPLETE PRINTING

To print additional copies, press “Print Again.” Once the desired number of copies has been printed, select “Continue”.

You will now have returned to the Main Menu. Select “Exit”.

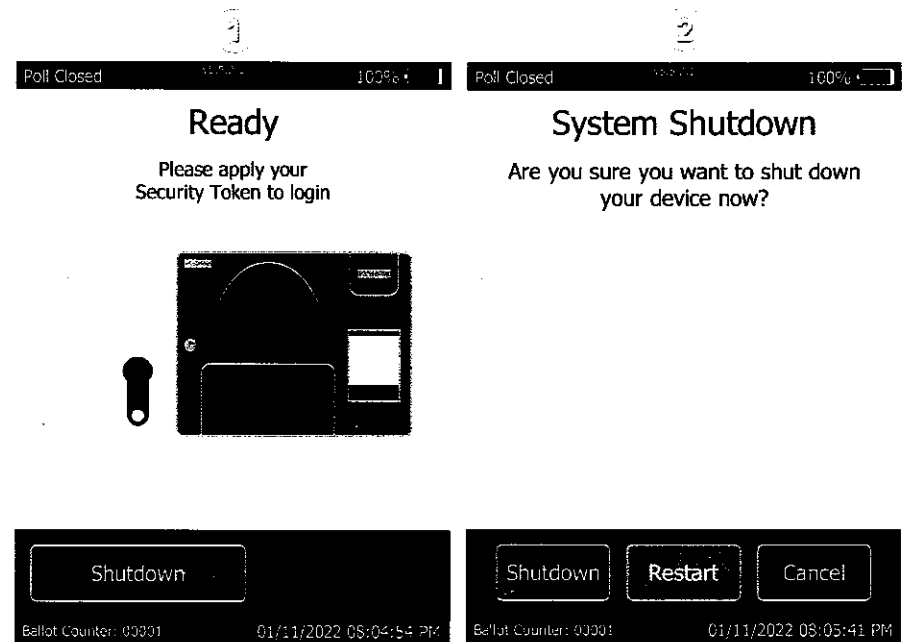


# CLOSING THE POLLS

9

## POWER DOWN

On the security key prompt screen, select “Shutdown”. On the following screen, select “Shutdown” again to confirm.



# CLOSING THE POLLS

10

## FINALIZE CLOSE POLLS

Election officials should sign all copies of the Results report and mark them “UNOFFICIAL RESULTS”.

Handle copies of the Results report in accordance with your specific municipality guidelines.

```
*****
Demo Election
SS FULL PRODUCT DEMO
Tuesday, June 21, 2018

Tabulator Name
ICP2

Tabulator ID
2

Voting Location
FAMOUS NAMES

Voting Location ID
1

Precinct
PRECINCT 1

-----
Total Cast : 14
Total Voters : 14

=====
Precinct
PRECINCT 1
Voters: 14
Ballots Cast: 14

MAYOR OF WONDERLAND (1) : 7
WIZARD OF OZ : 6
DOROTHY : 0
TOTO : 0
Write-in : 0
Total Votes : 13
Number of Overvotes : 0
Number of Undervotes : 1

REPRESENTATIVE IN CARTOON CONGRESS (1) : 11
FRED FLINTSTONE : 2
BUGS BUNNY : 0
Write-in : 0
Total Votes : 13
Number of Overvotes : 0
Number of Undervotes : 1
```

Unit Model: ICP2 (1.4)  
Unit Serial: FAL19061247  
Protective Counter: 927  
Software Version: 5.5.2.1

### Certification

WE, THE UNDERSIGNED ELECTION OFFICIALS,  
HEREBY CERTIFY THAT THE ABOVE ELECTION  
WAS HELD IN ACCORDANCE WITH THE LOCAL  
AUTHORITY ELECTION ACT AND REGULATIONS OF  
THIS JURISDICTION.

Inspector Signature

Inspector Signature

Inspector Signature

Inspector Signature

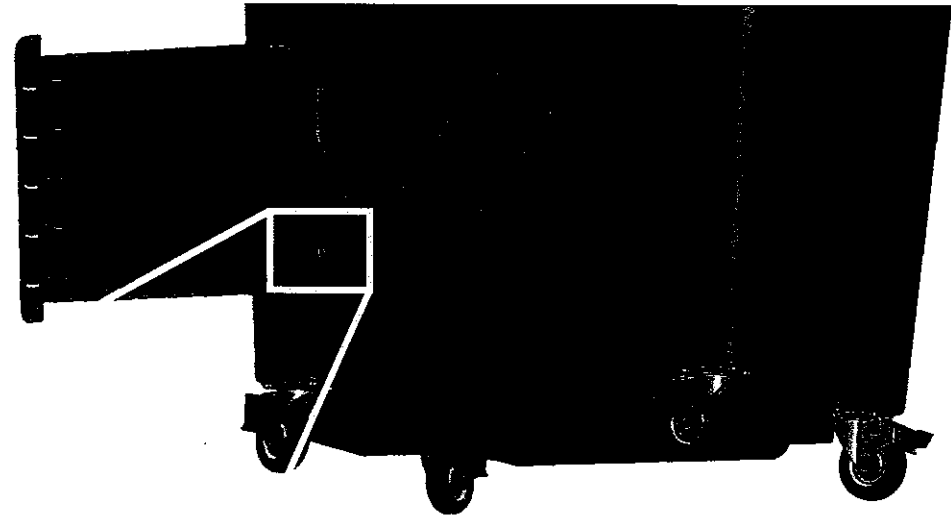
Poll closed.  
Monday Jan 31 15:28:06 2022

# CLOSING THE POLLS

11

## EMPTY MAIN COMPARTMENT

Unlock the main compartment access door (lock #3), open the door by sliding it to the left, and remove all ballots from the compartment. Handle the processed ballots in accordance with your specific municipality's procedures.

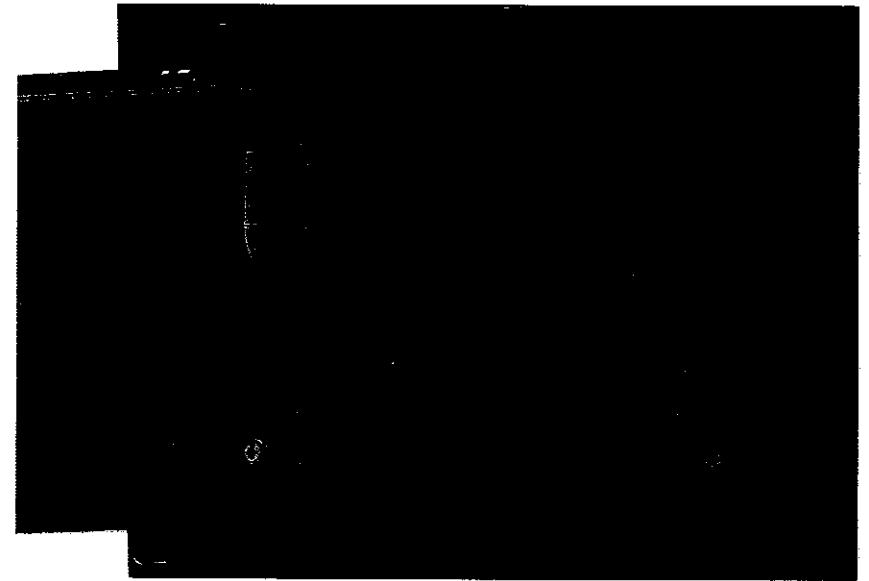
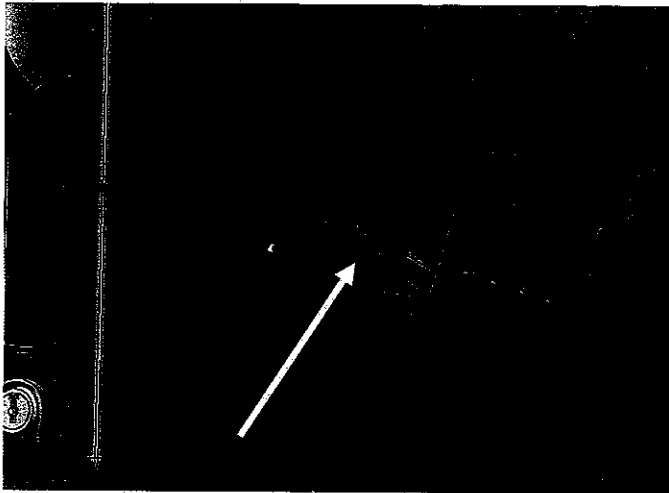


# CLOSING THE POLLS

12

## EMPTY WRITE-IN COMPARTMENT

Taking care not to mix the write-in ballots with the ballots from the main compartment, open the white write-in access door and remove all ballots.



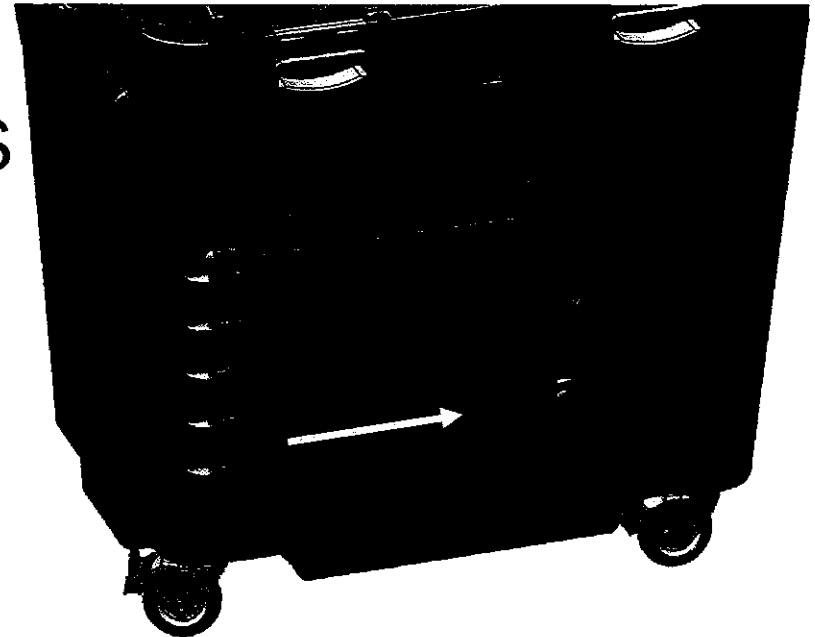
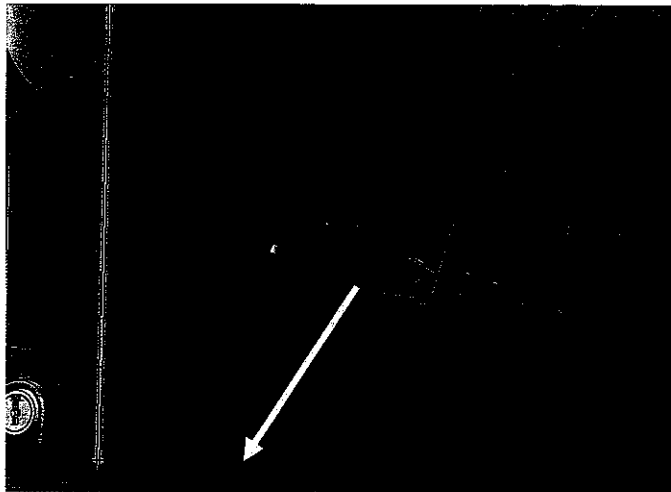
Handle write-in ballots in accordance with your specific municipality's procedures.

# CLOSING THE POLLS

13

## SECURE COMPARTMENTS

Once you've ensured all ballots are removed from both compartments, secure the write-in access door by lifting and dropping it back into place. Slide the main compartment access door closed and lock it.

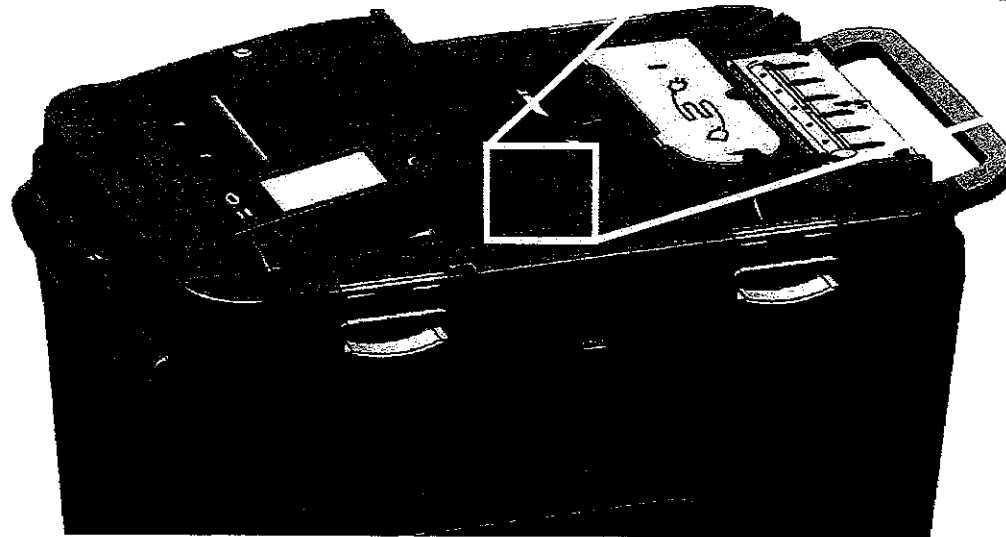
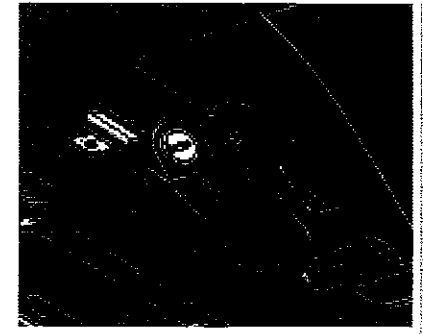


# CLOSING THE POLLS

14

## UNLOCK TABULATOR LATCH

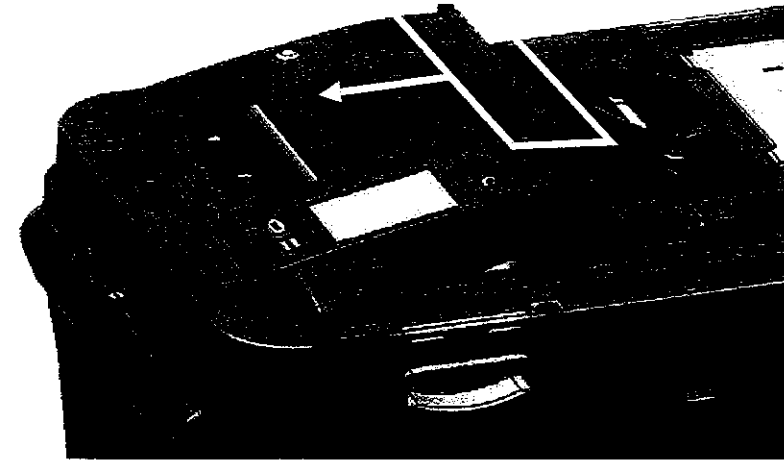
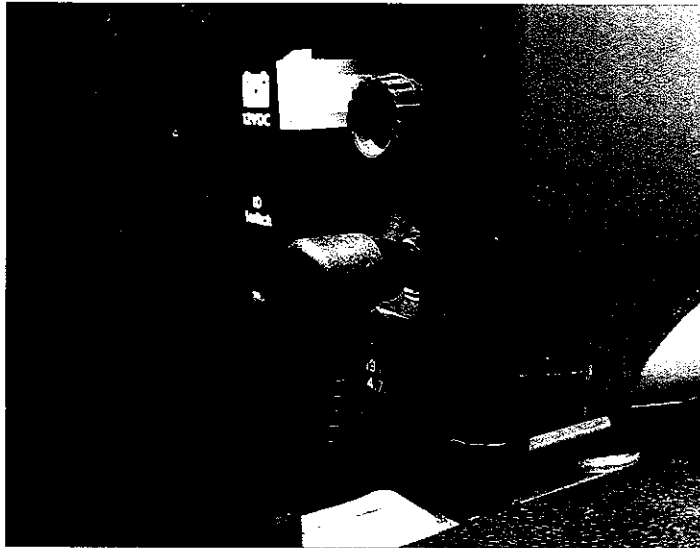
Unlock the tabulator lock cover (#6) and unhook the latch from the bracket on the back of the tabulator.



# CLOSING THE POLLS

## 15 DISCONNECT POWER

Slide the ImageCast unit away from the ballot path and unplug the power cord from the AC power port at the back of the tabulator.

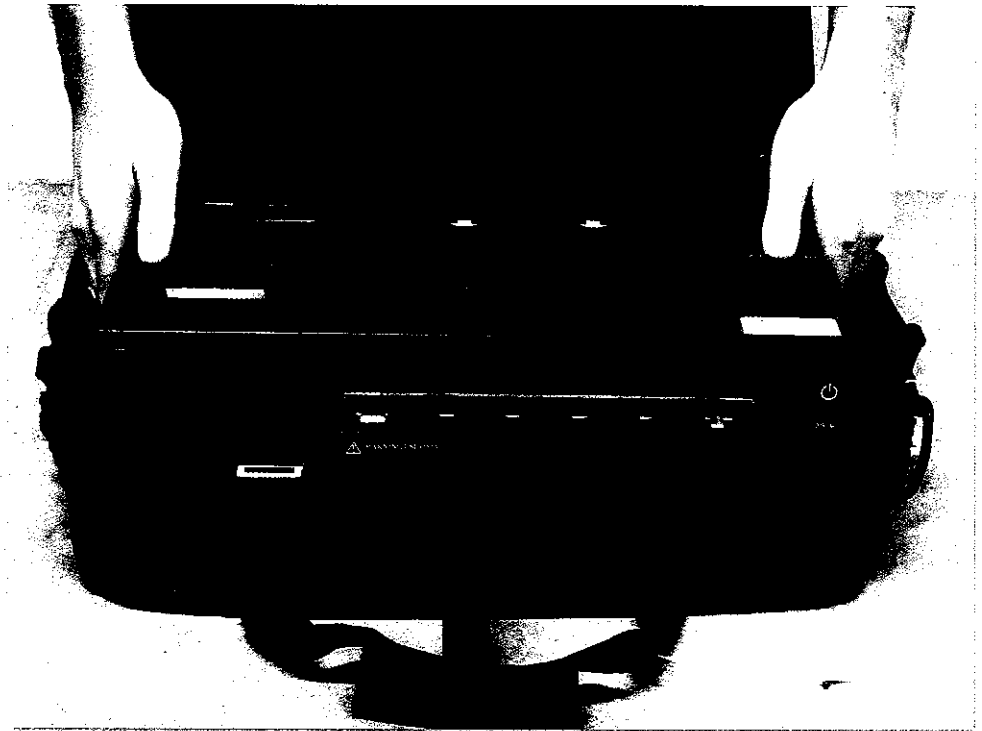




# CLOSING THE POLLS

## 15 PACK TABULATOR

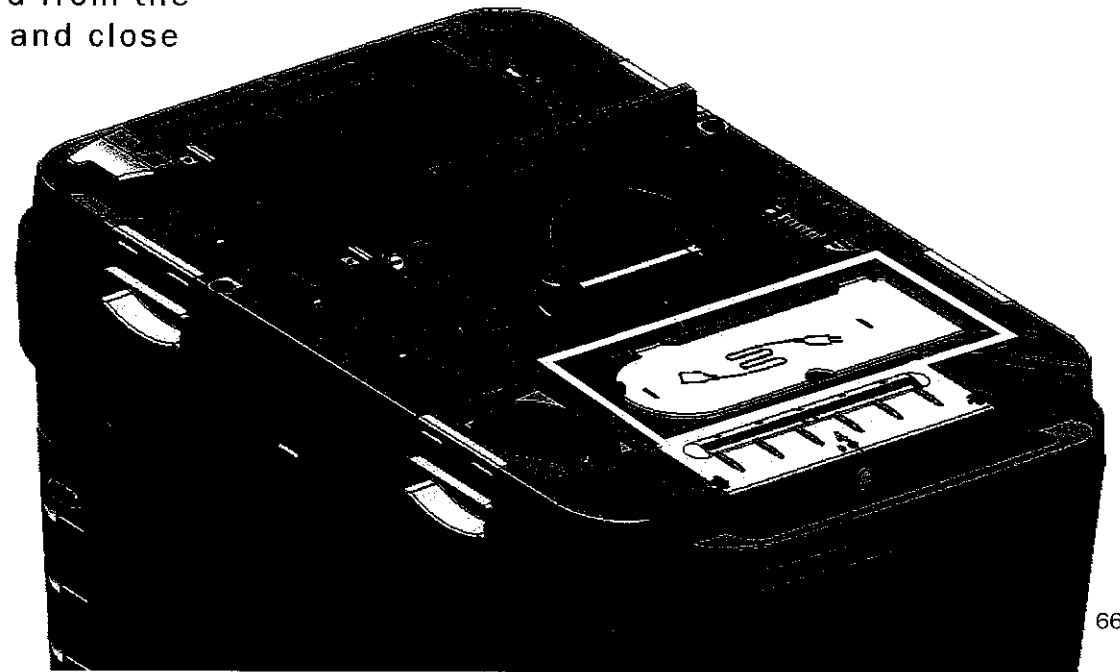
Place the tabulator in its carry case and handle in accordance with your specific municipality's guidelines.



# CLOSING THE POLLS

## 17 DISCONNECT POWER

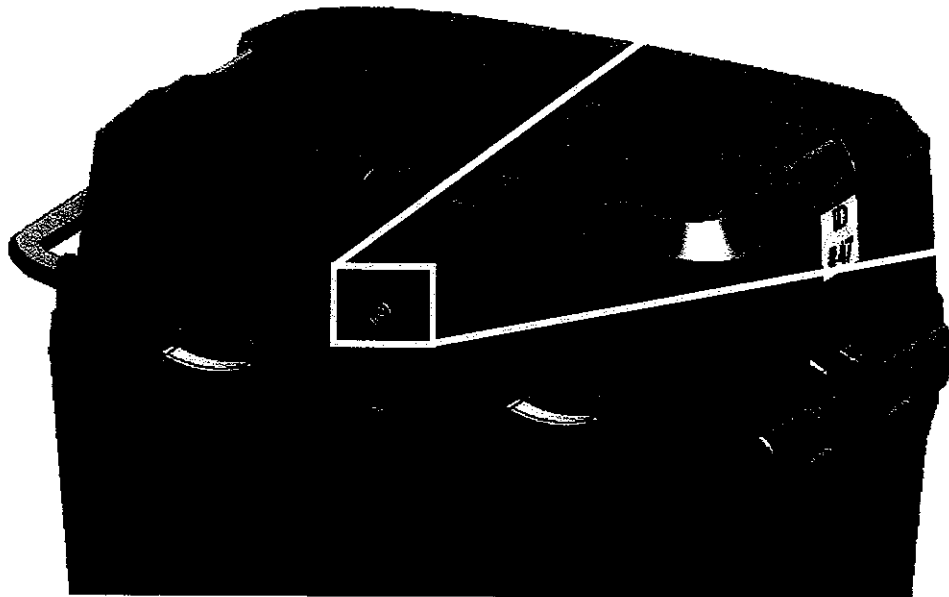
Open the power cord cover on top of the ballot box. Unplug the power cord from the surge protector, recoil the cord, and close the power cord cover.



# CLOSING THE POLLS

## 18 LOCK COVER

Place the ballot box cover back on top of the ballot box and lock the locks on both the left and right side.



TROUBLESHOOTING

# CHANGING DATE & TIME

1

## SELECT CHANGE

If the Date & Time shown during startup of the tabulator is incorrect, select “Change”.

Poll Closed 08:25 100%

Today is

**January 11, 2022**

And the time is

**08:25:28 PM**

✓ Confirm

Change ►

Ballot Counter: 00000

01/11/2022 08:25:28 PM

# CHANGING DATE & TIME

2

## SET DATE

Use the UP and DOWN arrows on the LCD display screen to adjust the Month, Day, or Year.

Once correct, select “Next”.

Poll Closed 08:26:02 100% 1

### Set Date

Use the arrows to set the date

▲	▲	▲
February	12	2023
January	11	2022
	10	2021
▼	▼	▼

✕ Cancel Next ▶

Ballot Counter: 00009 01/11/2022 08:26:02 PM

# CHANGING DATE & TIME

3

## SET TIME

Use the UP and DOWN arrows on the LCD display screen to adjust the Hour, Minute, or AM/PM.

Once correct, select “Next”.

Poll Closed 08:26 100% 1

### Set Time

Use the arrows to set the time

▲	▲	▲
9 8 7	27 26 25	PM AM
▼	▼	▼

◀ Back Next ▶

Ballot Counter: 00000 01/11/2022 08:26:32 PM

# CHANGING DATE & TIME



## CONFIRM DATE & TIME

Confirm that the newly adjusted Date and Time are correct. If so, select "Confirm".

Poll Closed 08:26:57 100%

Today is

January 11, 2022

And the time is

08:26:57 PM

Back

Confirm

Ballot Counter: 00000

01/11/2022 08:26:58 PM



# THERMAL PRINTER ERROR

## 1] READ ERROR MESSAGE

If the tabulator encounters an error with the thermal printer, it will display a message on the LCD display screen.

Poll Open 000000 100% 

### Thermal printer error

Error: Out of Paper Error. Please resolve and press Continue to resume report printing, or Reprint to restart report printing. Press Cancel to cancel print request.

Continue

Reprint

Cancel

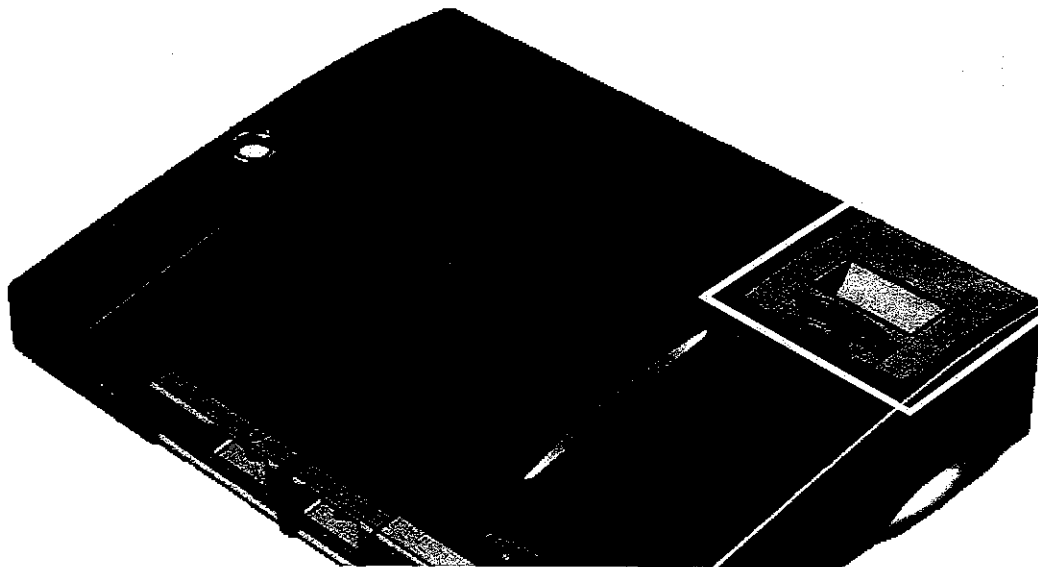
Ballot Counter: 00000

01/12/2022 12:55:43 PM

# THERMAL PRINTER ERROR

## 2 OPEN PRINTER COVER

Open the printer cover on the top of the tabulator by squeezing the tab at the front of the cover and pulling up.



# THERMAL PRINTER ERROR

## 3 REMOVE BAR

Remove the metal bar from the printer compartment by gripping the bar and pulling up until it comes loose. Place it off to the side.

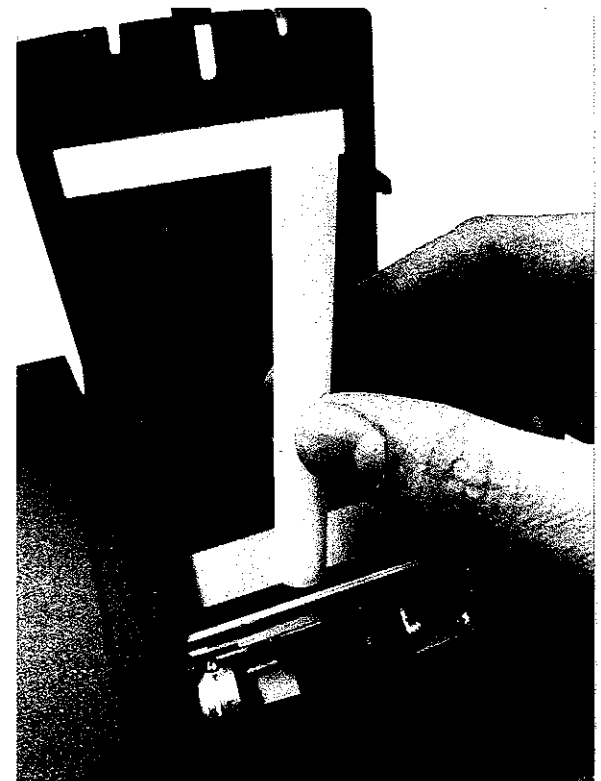
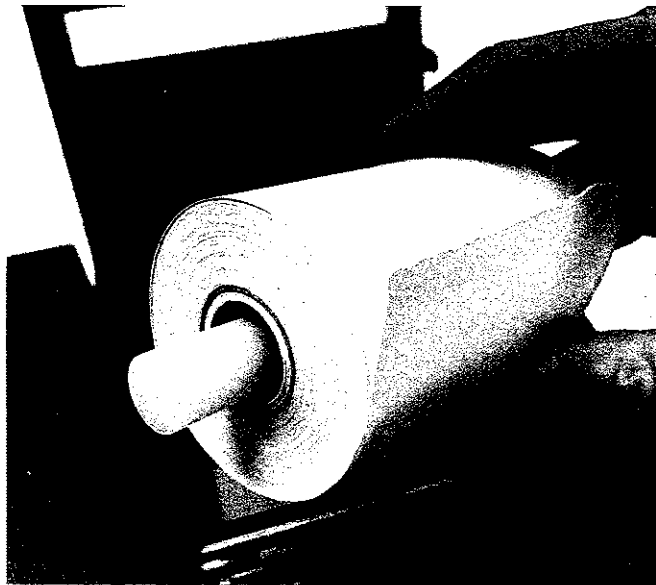


# THERMAL PRINTER ERROR

4

## REPLACE PAPER

Remove the plastic rod from the compartment and feed it through the new roll of paper.



# THERMAL PRINTER ERROR

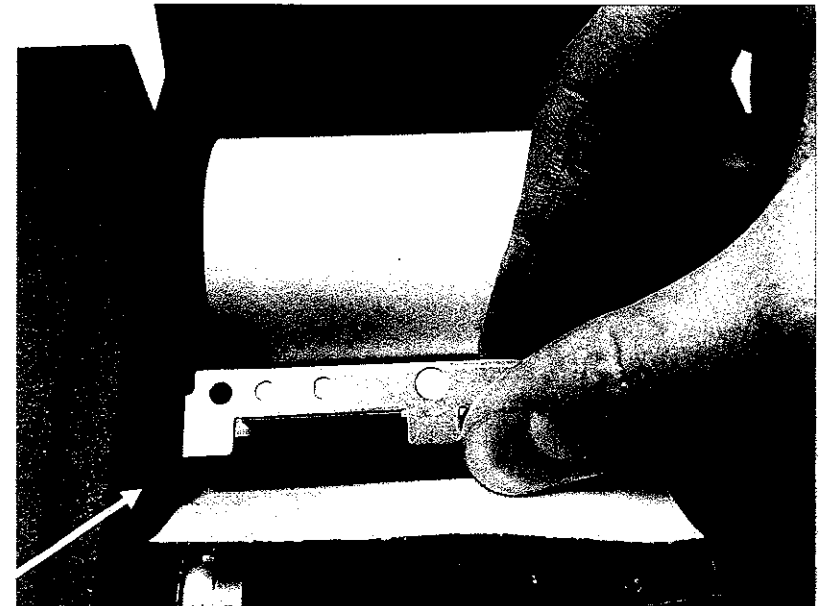
5

## REPLACE BAR

Place the new paper roll into the printer compartment, ensuring the paper is coming up from the bottom rather than over from the top.

Place the metal bar over the paper roll with the gear on the left side and push until it clicks back into place.

Be sure to leave about an inch of paper coming out to be fed through the opening of the printer cover.



# THERMAL PRINTER ERROR



## CLOSE PRINTER COVER

Feed the end of the new paper roll through the opening of the printer cover and close the cover by pushing down on the top until it snaps into place.



# RESTORING POWER

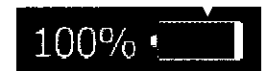
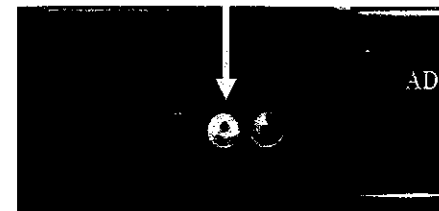
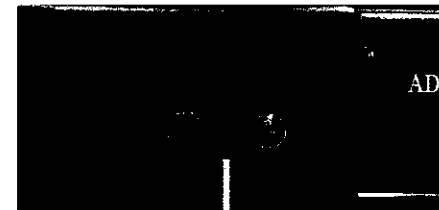
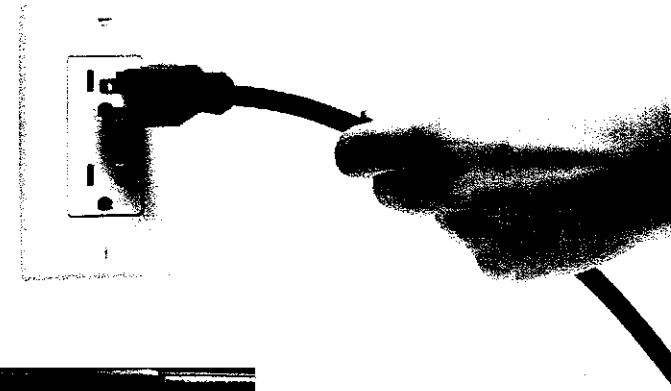
1]

## CHECK PLUG

If the tabulator loses AC power, it will make the switch to battery power automatically. The internal battery can sustain the tabulator for up to 4 hours.

Battery power is indicated on the tabulator by the icon in the top right corner of the LCD display screen, as well as a solid orange light on the front left of the unit.

If you notice the tabulator has switched to battery power, check the power cord's connection to the power strip, the power strip's connection to the wall outlet, the power strip is on, and the wall outlet is live.



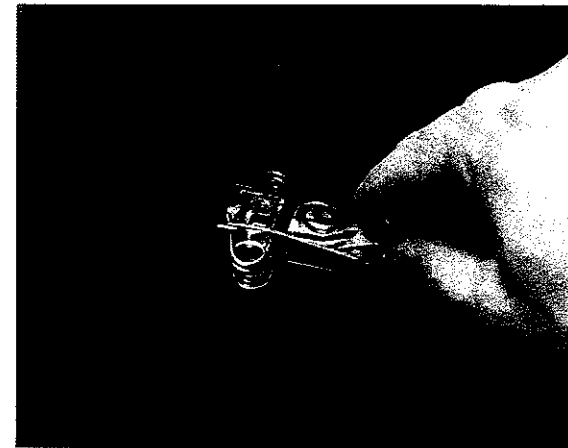
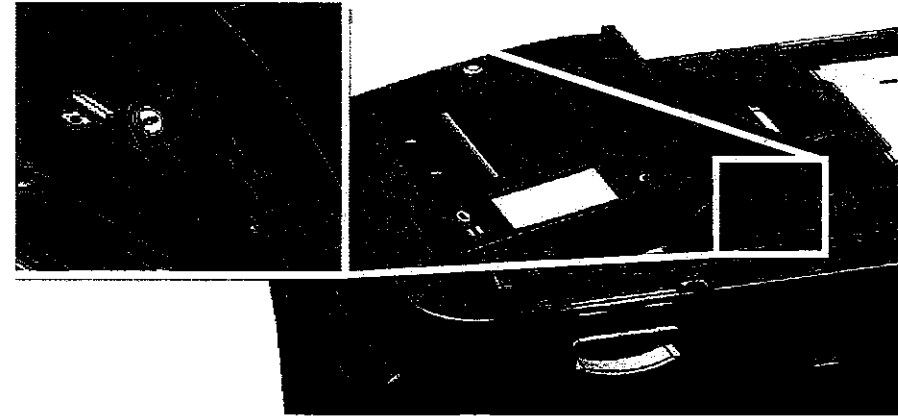
# RESTORING POWER

2

## CHECK AC PORT

If the power cord is securely connected to the wall outlet, next check the cord's connection at the back of the tabulator.

First unlock the tabulator lock cover (#6) and unhook the latch from the bracket on the back of the tabulator.



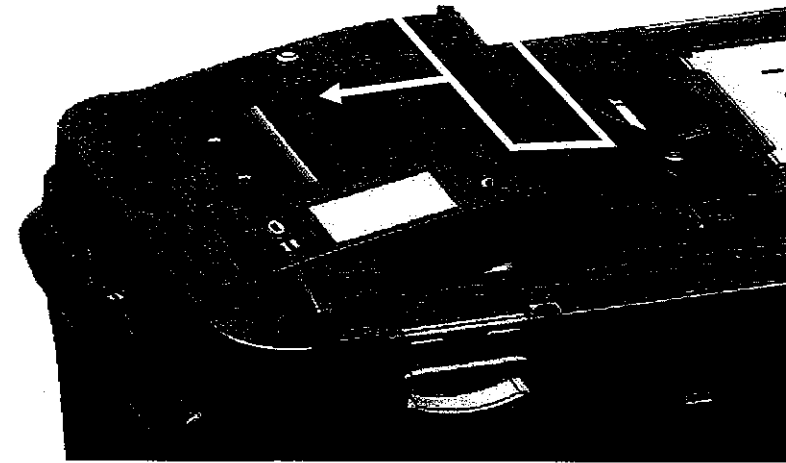
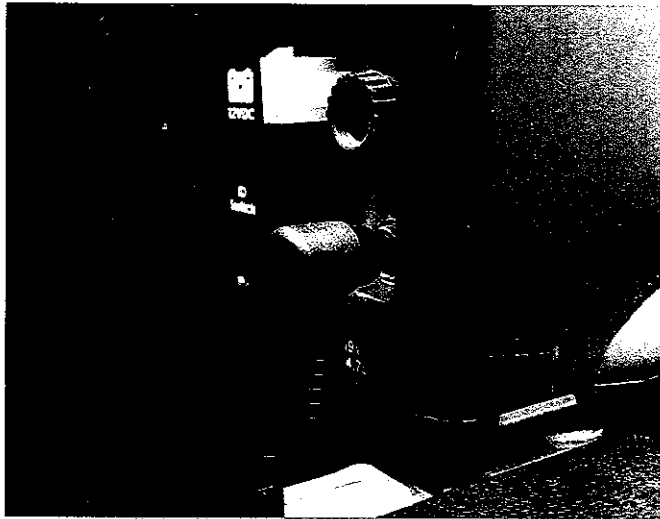


# RESTORING POWER

3

## CHECK AC PORT

Slide the tabulator forward away from the ballot path and make sure the cord is securely plugged in to the AC power port at the back of the tabulator.



Also confirm that there is no damage to the power cord.

# RESTORING POWER



## CONTACT LHS

If both ends of the power cord are securely connected and the tabulator is still running on battery power, notify your local election official so they can submit a request for vendor services.

