




OPEN/CLOSE INSTRUCTION SHEET for the ImageCast

The first 3 steps to **Open** the ImageCast are posted on the machine cover. These steps remove the cover, packing foam, locate the machine keys, & unlock the ballot box. In the ballot box is the instruction manual with steps 4 through 13 to setup the voting system.

* For the scanner-only machine follow steps 2 & 3, break the seal on the cover & lift the top, pull out the side panels & set in the slots on either side of the scanner.

<p>STEP 1: Reach under the protective cover & unhook the strap from the ballot box door handle. Remove & store the cover for the day. Raise the display screen & adjust for convenient viewing.</p>  <p>Remove the white foam covers from the scanner & the BMD printer. Store these foam pieces for repacking later in the day.</p>	<p>STEP 2: Roll the machine to its location for the day & lock the wheels by pressing down firmly on each of the four wheel locks with the ball of your foot.</p>  <p>The machine keys & Security Report are in the red security pouch with the Inspector/Coordinator supplies. Make sure the machine number matches the key envelope & security report.</p> <p>38</p>	<p>STEP 3: Unlock the ballot box. Turn the key vertically, pull the handle & rotate to open the door. Remove all supplies from inside the ballot box & verify that the box is empty. Do not lock the door yet.</p>  <p>OPEN POLLS/CLOSE POLLS instructions for the machine are in the Blue ImageCast Manual.</p>
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If ballot bags are packed in the machine, deliver them to the district tables. **Make sure you match the district number on the bag to the correct district table.** In the front pocket of the blue ImageCast manual is the open/close instruction sheet. Proceed with the opening instructions.

*For scanner-only machines, the machine will automatically start when it is plugged in; so skip the first part of step 5, then complete the setup through step 11.

To **Close** the ImageCast, follow the instructions on the reverse side of the opening sheet. Pack the voted ballots in the district bag, on top of the unvoted ballots. Place the write-in ballots in the write-in folder. **Do not** put the ballot bag back in the machine; the ballots are returned with the inspector bag.

*Extra ballot bags are supplied if districts are sharing more than one machines. District bags will be sealed with all unvoted ballots & spoiled, affidavit, etc. Extra ballot bags will be packed with all the voted ballots in the ImageCast they are assigned to.

*To close the scanner-only machines follow the power down procedures through step 7. When the LCD screen goes black, unplug the machine & wait for the front indicator lights to go black (2 small lights on the front of the scanner). Continue with the pertinent sections of steps 9 & 10. Close the cover & seal the lid.

OPENING THE POLLS

STEP 4:

Deliver the Blue Ballot Bag(s) to the correct district table.
Fill out the ImageCast Security Report while completing the remaining steps.



Lift the power cord from the storage clip & plug into a power source. An extension cord may be needed. Secure the cords with the floor mat.

STEP 5:

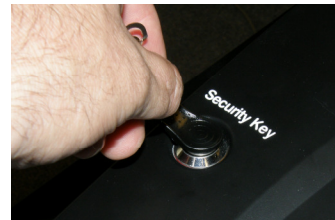
Turn the machine's power on by pressing the round POWER button. The power button is located in the lower right corner of the ballot box. The LCD on this box will light up to show power up activity.



Reconfirm the ballot box is empty and the ImageCast has power. Close the ballot box door by rotating the handle & pushing the handle down. Lock the door & remove the keys.

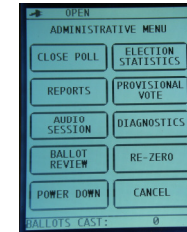
STEP 6:

An audible beeping tone begins sounding to prompt the Inspector to contact their security key (iButton) to the security key pad to verify the election files. Hold your security key against the metal pad labeled Security Key.



STEP 7:

The LCD touchscreen displays the message: **Key accepted, validating election files please wait.** The Administrative menu is displayed on the LCD screen.

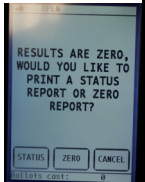


Important-

Do not touch the LCD Administrative screen until the **RED** status light goes off & the **GREEN** light is on.

STEP 8:

When the light is **GREEN**, From the LCD menu open the polls by selecting the **OPEN POLL** option. The message informs you no ballots have been deposited into the scanner—would you like to print a Status or Zero Report? Press **Zero** button.



“Would you like to print more copies of this report?” is displayed. Press **NO**.

STEP 9:

Confirm that the information on the Zero Report tape is correct. Check the date, voting location, ballots cast—verify the candidate names & that zero votes are registered. Sign the tape & attach to the Security Report. Place a seal on the ballot box door to secure it for the duration of voting & keep the machine key & iButton secure at all times.



STEP 10:

The machine is ready for voting. Set-up the privacy screen for the scanner & place the 'Wait Here' sign 6' back from the ImageCast.



STEP 11:



Set up the Pakflatt ballot marking booth in an area where the voters will have privacy. Place a small table or chair near the ImageCast to collect the privacy folders after voting the ballot.

STEP 12:

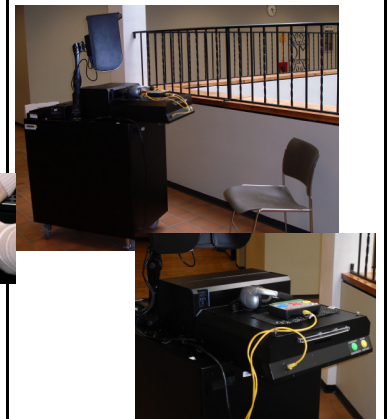
Organize your BMD supplies; Connect the ATI (Audio Tactile Interface) to the ImageCast.



- *Connect the blue (or yellow) cable to the top of the ATI.
- *Plug the other end of the cable into the ATI port at the end of the BMD table.
- *Connect the headset to the ATI port below the blue arrows.

STEP 13:

Arrange the BMD area with a chair & the monitor at a comfortable angle.



CLOSING THE POLLS

**STEP 1:
THE POLLS ARE
NOW CLOSING!**

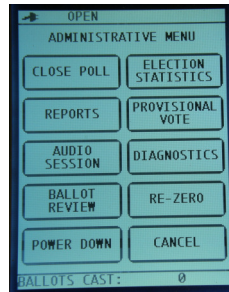
Cast Emergency Ballots (if used) in scanner prior to closing the machine.



STEP 2:
Contact the security key (iButton) to the security keypad to enter the Administrative menu.



STEP 3:
Press the **CLOSE POLL** option.



The message “Are you certain you wish to close polls?” is displayed. Press **YES**.

STEP 4:
The message “Polls being closed please wait” is displayed.
The closing tape is printed.



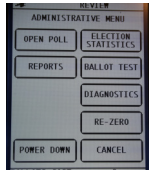
The message “Would you like to print more copies of this report?” is displayed. Press **NO**.

STEP 5:
Remove the Closing tape from the ImageCast. Report **Ballots Cast** to the district inspectors for the ballot transmittal form.



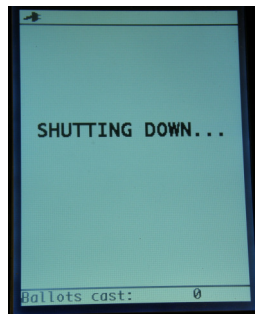
Record the Total Voters & Protective Counter on the security report.
Sign the tape & attach to the security report. Post one copy of the closing tape at the pollsite for public viewing.

STEP 6:
Once the polls are closed, it is important to properly power down the voting unit. Press the **POWER DOWN** button on the Administrative menu.



The message “Are you certain you wish to shut down tabulator?” is displayed. Press **YES**.

STEP 7:
The message **Shutting Down** is displayed. Wait for the LCD touch-screen to go black.



STEP 8:
The green status light turns off on the side of the ballot box.



Unplug the machine & secure the power cord in the storage clip.



Unlock & open the ballot box door. Power OFF the UPS by pressing the power button.



STEP 9:
After the district inspectors record the un-used ballot number on the transmittal form, they will remove the ballots from the ImageCast ballot box & package the ballots in the blue ballot bag.



Inventory the BMD supplies on the check-off list & place in the ballot box. To close the ballot box door, rotate the handle & push the handle down. Lock the box & place a seal on the door.

STEP 10:
Remove the Pollworker memory card & seal the memory card & machine keys in the security pouch with the signed tapes & reports. Replace the protective foam over the scanner & BMD printer. Reposition the monitor face-down on top. Replace the protective cover & secure the strap on the ballot box handle.

