



Using the brass key with plastic key cap unlock the bottom lock on the front of the ballot box and lift the lid. Verify that the ballot box is empty of ballots and close and re-lock.



Remove the security plate from the ballot path on rear top of ballot box.



Unlock the retaining door of the ballot box by inserting the plastic key in the top lock on the front of the ballot box.



Remove the AccuVote unit from its carrying case and guide the unit into position on top of the ballot box. Be sure to leave enough space between the unit and the ballot box to reach the red ON/OFF switch on the back of the unit.



Thread the power cord through the round chute on the back of the ballot box and connect to the AccuVote unit. Plug the power cord into an electrical outlet.



Using the plain brass key, unlock and remove the printer cover. Place it on the back of the ballot box.



Power the AccuVote unit on by pushing the red ON/OFF switch on the back of the unit and then finish sliding the unit firmly into place.



Within 15 seconds, the Zero Totals Report will automatically print. When the printing is complete, verify that all totals show "0" votes.



9 After verifying the Zero Totals Report, sign the tape. Use the printer cover as a writing surface.



10 The LCD Screen on the AccuVote Unit will display, "NEED ANOTHER COPY?" Push YES to print an additional copy and then push NO when prompted again.



11 When all necessary reports have been printed and been signed, fold or roll at least one report and place it in the printer compartment.



12 Replace the printer cover and using the plain brass key, lock the printer.



13 Lock the retaining door on the ballot box using the brass key with plastic key cap.



14 Verify the LCD display on the AccuVote Unit shows the precinct or poll number and that the public counter (TOTCOUNT) is at "0."



15 You are now ready to open the polls! Be sure to give voters instructions on the correct marking of ballots.



16 When a voter completes their ballot, the ballot should be inserted into the AccuVote unit like a dollar bill changer. The ballot is tallied and pulled into the ballot box.



17 In the instance the AccuVote unit fails, unlock the top left side door on the ballot box using the brass key with plastic key cap. Direct voters to deposit voted ballots into this slot and call your assigned support team for further instructions.

AccuVote-OS Quick Reference Guide - How to Vote



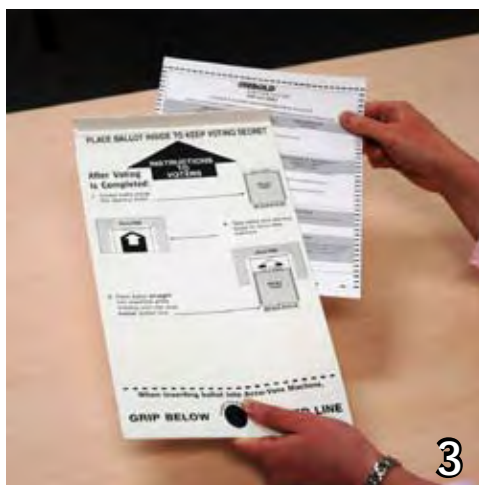
1

After receiving your ballot, use a blue or black pen to completely fill in the oval next to the candidate or issue of your choice.



2

To vote for a write-in candidate, fill in the oval next to "Write-In," and write the candidate's name on the line.



3

When you have completed voting, place your ballot into a secrecy sleeve so your votes cannot be seen.



4

Take your ballot to the AccuVote-OS, and feed it into the unit as shown. Return the secrecy sleeve to a poll worker. If you need assistance, a poll worker will help you.



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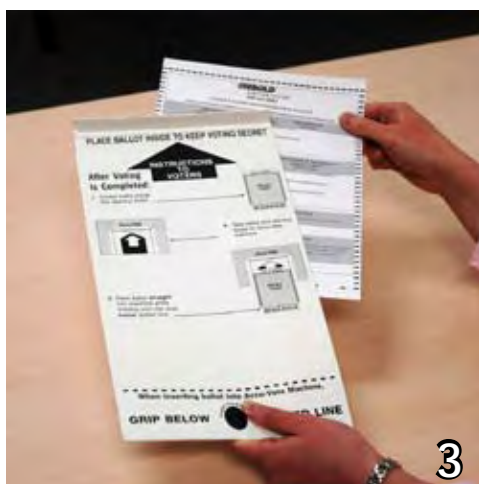
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Start
After the last voter has cast their ballot, lock the door on the upper door on the left side of the ballot box and unlock the lower door using the plain brass key.



If any uncounted ballots were dropped in the lower door, remove them and handle per instructions from your local election office. Uncounted ballots may be processed through the AccuVote unit at this time.



When all uncounted ballots have been removed, re-lock the door.



Unlock and remove the printer cover using the plain brass key. Unlock and open the retaining door of the ballot box using the brass key with plastic key cap.



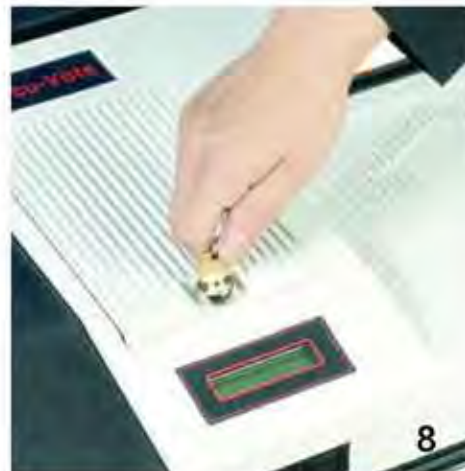
Locate the ENDER Card. Press and hold the YES and NO buttons at the same time. While holding the two buttons, insert the ENDER CARD into the AccuVote unit.



The final Summary Results Report will print automatically. When the tape is finished printing, the LCD on the AccuVote will display: "Need Another Copy?" Following directions from your local Elections Office push YES or NO on the unit.



After verifying the Summary Results Report, sign the tape, then CAREFULLY tear the tape off.



When all copies of the Summary Results Report needed have printed, replace the printer cover and lock the printer using the plain brass key. Slide the AccuVote forward to access the power switch.



Turn off the AccuVote unit by pressing the red ON/OFF switch on the back of the unit. Unplug the power cord from the wall, then unplug the unit and remove the power cord. Repack the unit in its case.

Your local elections office will provide direction on how to securely store and transport your Summary Results Reports, Voted Ballots, Write-In ballots, Optical Scan units and other supplies. Follow these directions as provided.