State of Alaska, Division of Elections
Touch Screen Voting Unit Closing Instructions for Optical Scan Precincts
Read and Complete Each Step One at a Time

STEP 1

Remove the red Supervisor Card from your touch screen voting unit supplies. Insert the Supervisor Card into the unit. Enter the provided password at the authorization screen.

STEP 2

Remove the Supervisor Card. To end voting and print results, touch "End Voting" on the screen. A warning screen will appear to ask if you want to end voting. Touch "Yes".


Touch the End Voting Button

WARNING! Selecting this option will completely end the voting process for this election. No more votes can be cast after this point.
Are you sure you wish to proceed?

Yes   No

STEP 3	STEP 4

STEP 3

At the AVPM Printer Notification screen, touch "OK".
If any of the following print messages appear, answer as follows:
Print Full Totals Report? Touch "Yes"
Print Write-in Candidates? Touch "No"
Print Long Report? Touch "Yes"
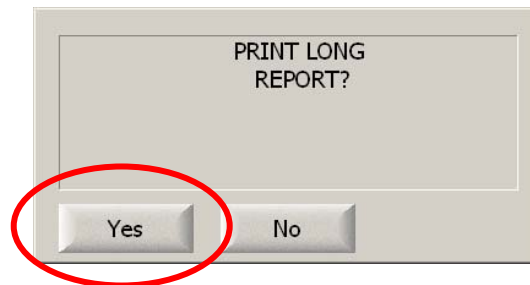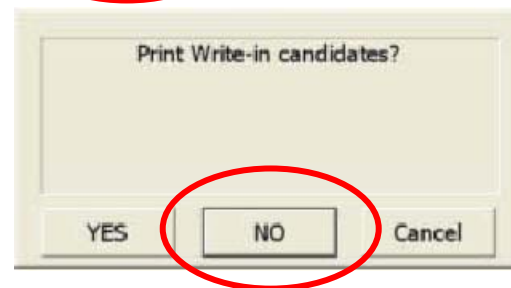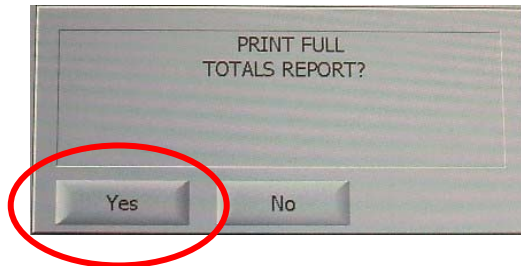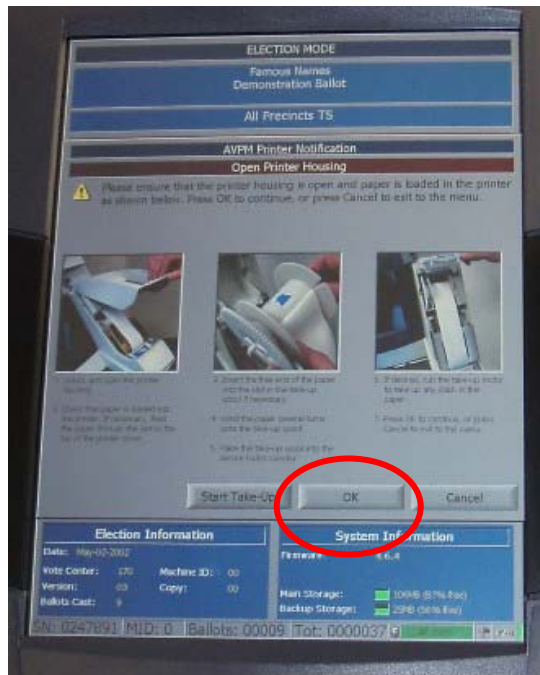
STEP 4

When printing is finished, unlock and raise the printer housing cover.
Have all election workers serving in the evening sign the results tape.

Print a second and third copy of the results. At the "NEED ANOTHER COPY?" screen, touch "Yes". Repeat this procedure to print a third copy. Have all election workers serving in the evening sign the second and third copy. After the third copy, touch "No". Close but do not lock the printer housing cover.
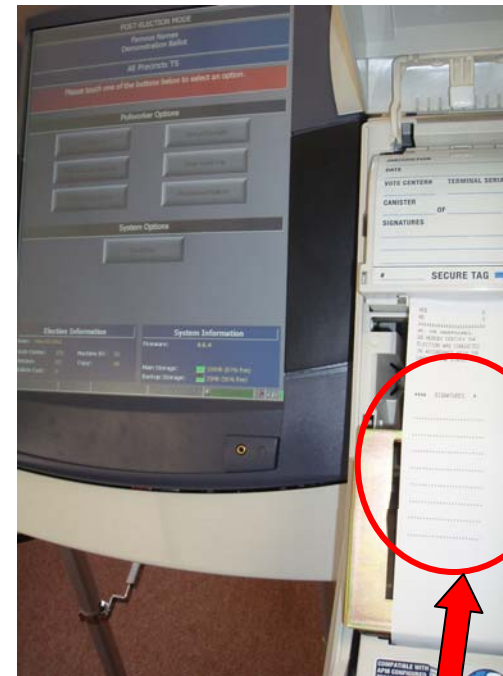
Sign the results tape
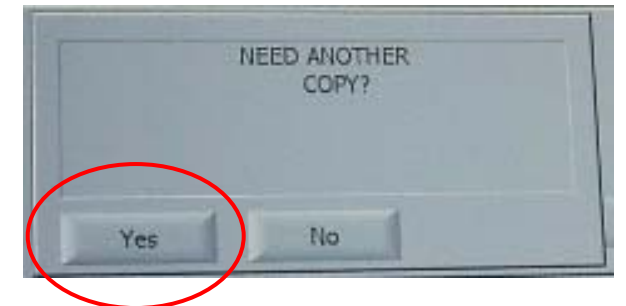
<u>Place Result Tapes in the Following:</u>
3rd Copy- With Precinct Register
2nd Copy- E-38 Memory Card Envelope
1st Copy (includes Voted Ballots)-
E-33TS Voted Touch Screen Ballot Envelope

STEP 5	STEP 6
Transmitting Election Results You will transmit your touch screen voting unit's election results using the same telephone line/jack you used to send your optical scan voting unit's results. Make sure that your optical scan results have been uploaded first. Instructions for uploading optical scan voting unit results are found in your election materials. If your optical scan voting unit's results do not transmit, do not attempt to transmit the touch screen voting unit's results. Follow the instructions provided by your election supervisor.	While leaving the unit turned on, remove the touch screen tablet from the stand by pressing the black button on top of the tablet and pulling the tablet forward. Remove the keypad connector from the back of the tablet. Carefully lift the tablet up and out of its housing. Take the tablet to the designated telephone jack. Press the black button Pull the tablet forward **Remove the keypad connector** Lift the tablet out of its housing
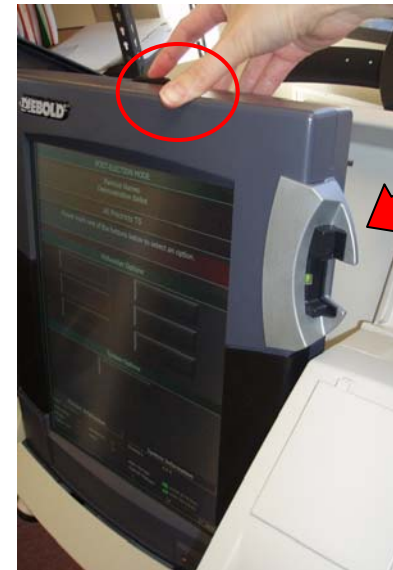
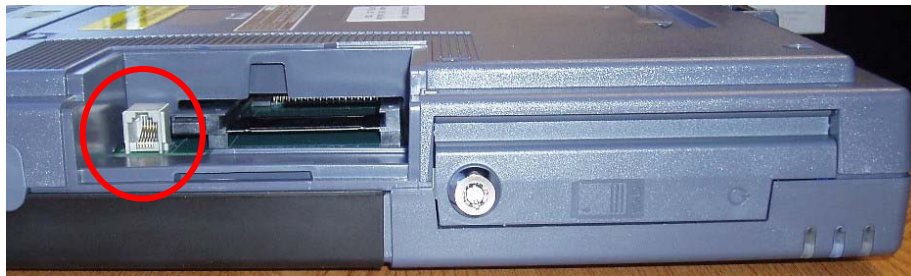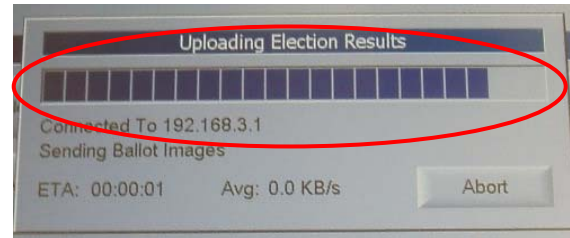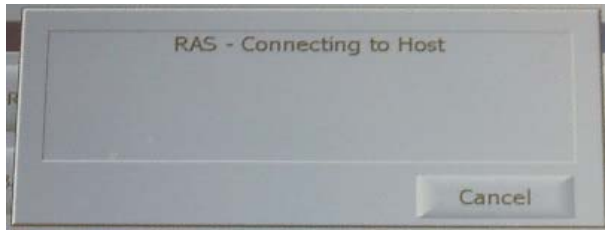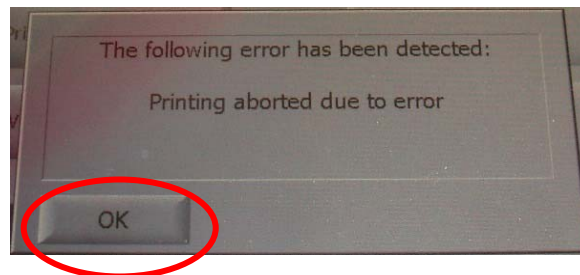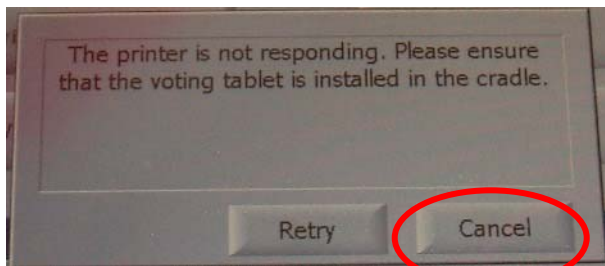| **STEP 7**	**STEP 8**
Carefully place the tablet face-down on a flat table, making sure there is nothing underneath the tablet. Unlock the telephone compartment cover with the key provided (located just next to the memory card compartment door). Remove the cover from the telephone compartment by sliding it straight out (like a drawer). Connect one end of the telephone cord to the telephone port on the touch screen voting unit and the other end to the designated telephone jack. Slide out telephone compartment cover to remove Telephone Jack 	Turn over the tablet to view the screen. Touch "Upload Results". At the Upload Ballots screen, touch "OK". The Touch Screen Voting unit will dial into election headquarters and begin to upload the election results.
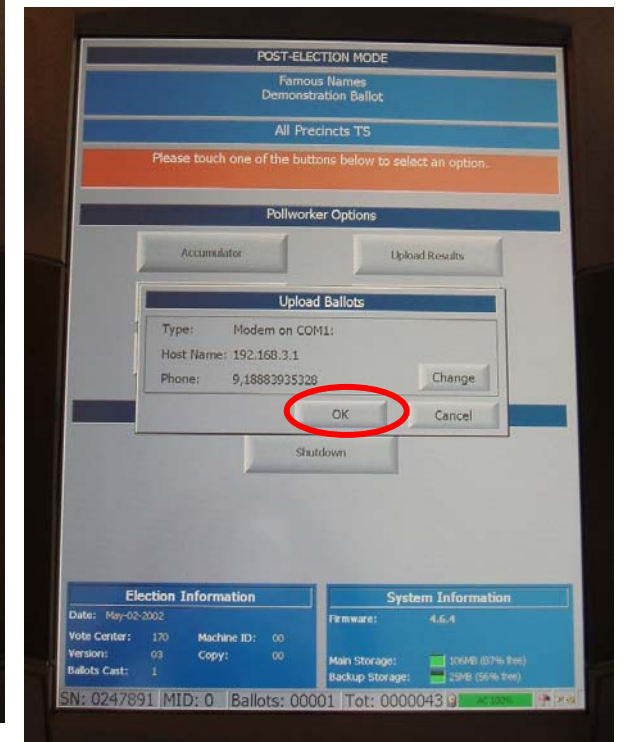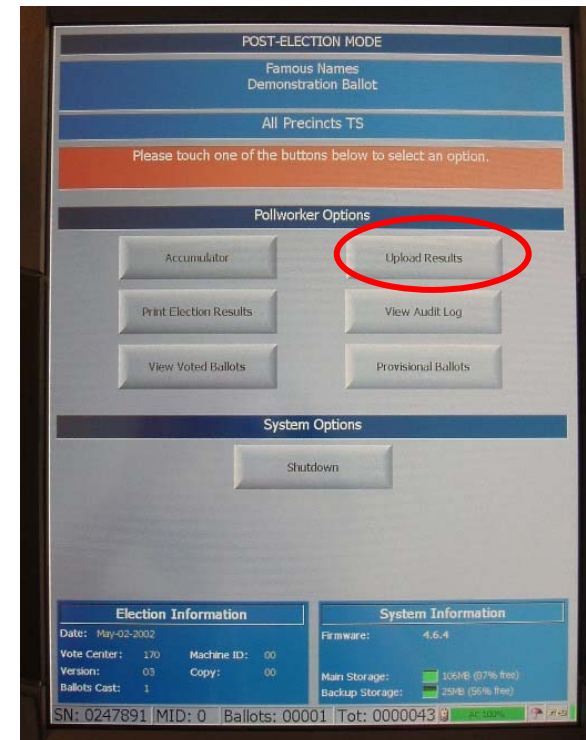
STEP 9	STEP 10
Messages will appear to confirm that the upload is taking place. When the progress bar on the Uploading Election Results message is complete, the upload is complete. No further confirmation message that the results have uploaded will appear.	When upload is complete, unplug the telephone cord from the unit and replace and lock the telephone compartment cover. Return the tablet to the touch screen voting unit and place the tablet back in its housing.

Messages will appear to confirm that the upload is taking place. When the progress bar on the Uploading Election Results message is complete, the upload is complete. No further confirmation message that the results have uploaded will appear.

RAS - Connecting to Host

Cancel

Uploading Election Results

Connected To 192.168.3.1
Sending Ballot Images

ETA: 00:00:01   Avg: 0.0 KB/s   Abort

Uploading Election Results
Progress Bar

If the tablet has been removed from its housing for upload, a printer error screen may appear. Touch "Cancel" and "OK" at the screens shown below. The printer is not necessary for the upload process.

The printer is not responding. Please ensure that the voting tablet is installed in the cradle.

Retry   Cancel

The following error has been detected:

Printing aborted due to error

OK

If there is a problem transmitting election results, follow the instructions provided by your election supervisor.

When upload is complete, unplug the telephone cord from the unit and replace and lock the telephone compartment cover. Return the tablet to the touch screen voting unit and place the tablet back in its housing.

Turn off the unit by touching "Shutdown" on the screen.

Unlock the memory card compartment door using the key provided. Remove the memory card by pushing the black eject button. Place the memory card in the memory card envelope. Close and lock the memory card compartment door.

Return tablet to housing
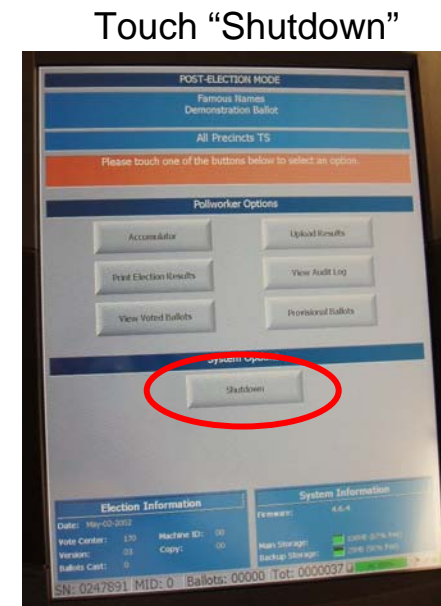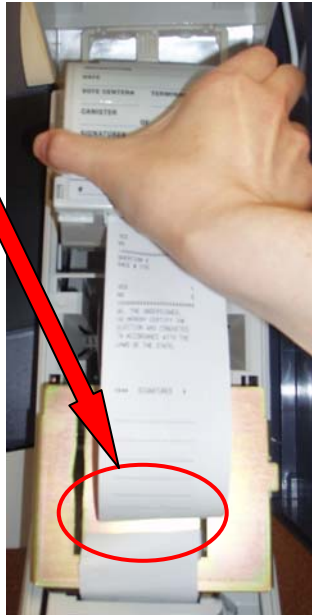
Touch "Shutdown"

Black eject button

Step 11	Step 12
You are now ready to remove the voted ballots and the totals reports (including the original zero totals report printed before the start of voting) from the security canister. The touch screen ballots will only be counted in case of a recount.	You will now remove the zero totals report and the voted ballots, with the first copy of the totals report still attached, from the security canister. Open the security canister.
Open the printer housing cover. Carefully tear or cut the totals report below the signatures so the paper is no longer attached to the roll in the unit. Then, remove the canister from inside the printer compartment. Open the security canister and unwind the second copy of the totals report. Remove this copy from the first totals report by carefully tearing or cutting just below the signatures from the first copy.	Record the number of touch screen ballots (found on the totals report under SUMMARY TOTALS as TOTAL BALLOTS) on the ballot statement provided in your election materials.
Place the second copy of the totals report in the memory card envelope. Seal the memory card envelope closed.	Carefully unwind the ballots from the spool. As you are unwinding the ballots, fold them neatly. Remember, these are official ballots and they must be handled gently. Place the ballots in the Voted Touch Screen Ballots envelope and seal the envelope closed.

Step 11

Cut or tear paper below signatures and remove security canister

Cut or tear second totals report just below signatures

Step 12
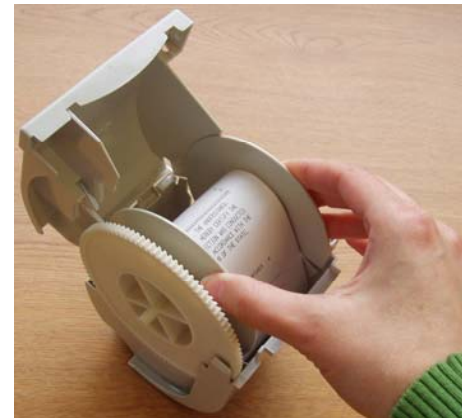
Open the security canister to unwind ballots

Folded ballots

Place Result Tapes in the Following:
3rd Copy- With Precinct Register
2nd Copy- E-38 Memory Card Envelope
1st Copy (includes Voted Ballots)- E-33 TS Voted Touch Screen Ballot Envelope

Step 13

You are now ready to remove the printer and prepare the touch screen voting unit for storage.

Make sure the printer cover is unlocked and open. Raise the metal plate and remove the paper roll. Push the blue lever towards you.

Lower the metal plate and pull the release lever towards you to unlatch. Close the printer cover and gently remove the printer, starting with the top end, by pivoting it towards you.

Release Lever

Press the Blue Lever

Raise the Metal Plate
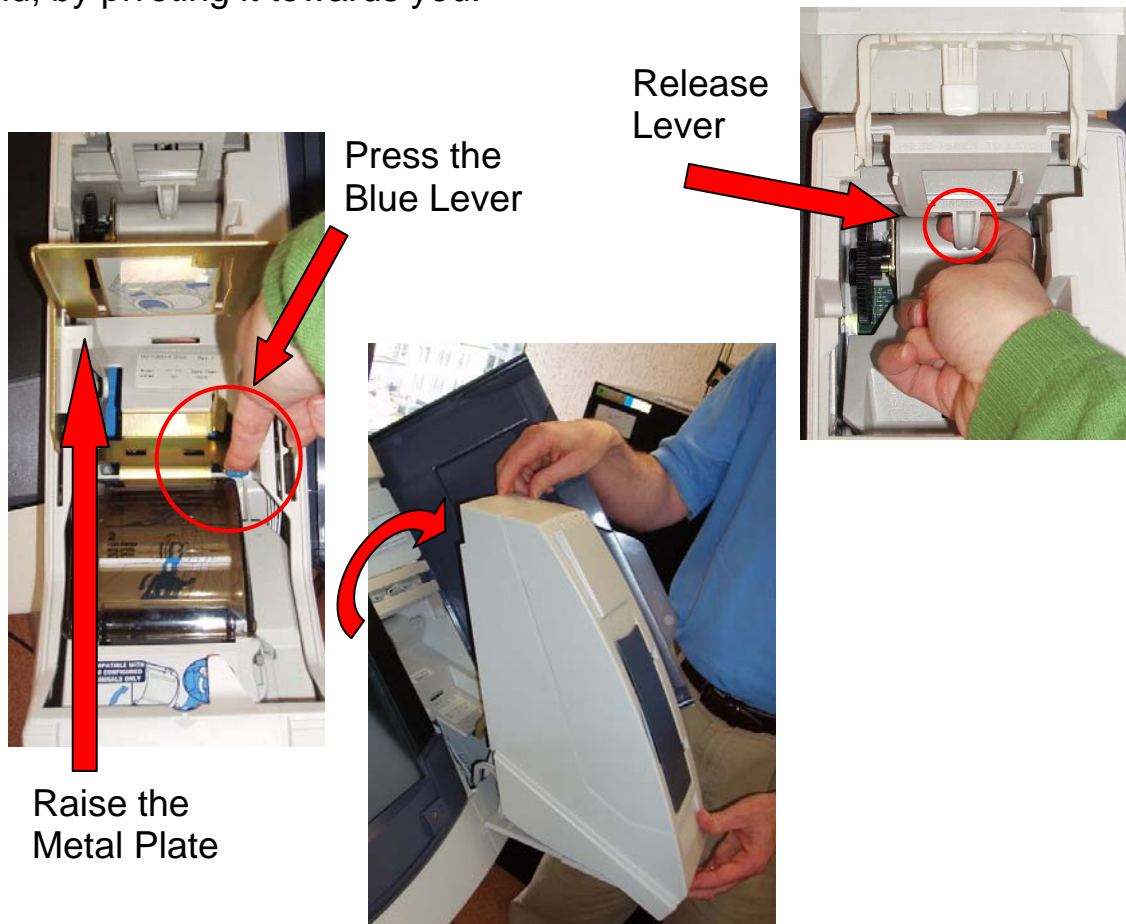
Step 14

Close the printer door on the front of the unit and lock it. If the keypad is still connected, press the black button at the top of the tablet and pull the tablet forward. Remove the keypad connector from the back of the tablet and return the tablet to the housing. If there are headphones plugged into the unit, unplug them for storage.

Close the front doors of the unit, making sure that they interlock and close flat.

Unplug the power cord from the outlet and the unit.

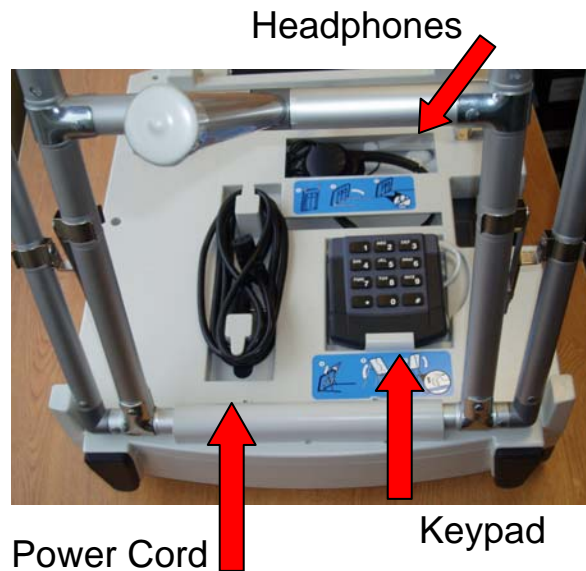Locking the printer door

Doors interlocking

Doors fully closed

| Step 15	Step 16
Carefully lay the unit on its front, either on a table or on the floor. Place the power cord, keypad and headphones in their storage spaces on the back of the unit. With one person on each side, collapse the inner legs by pressing the safety pins as you press down on the inner leg bar. There are two sets of safety pins, as shown below.	Collapse the brackets on each outer leg by pressing down in the middle of the bracket. Collapse each outer leg by pressing the safety pin and pushing the leg down.

Headphones

Power Cord

Keypad

Press down on inner leg bar

Inner Leg Safety Pins

Press down on brackets
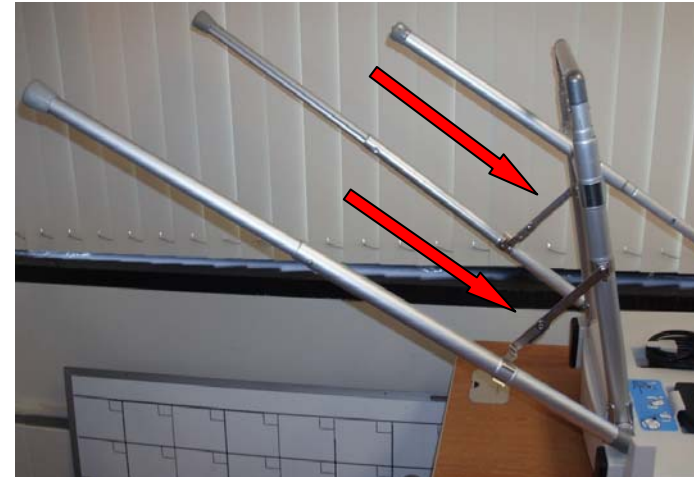
Step 17

Collapse the entire leg assembly by pressing on the two safety pins on the support bar one at a time and pushing the support bar in. The legs should all flatten against the back of the unit.
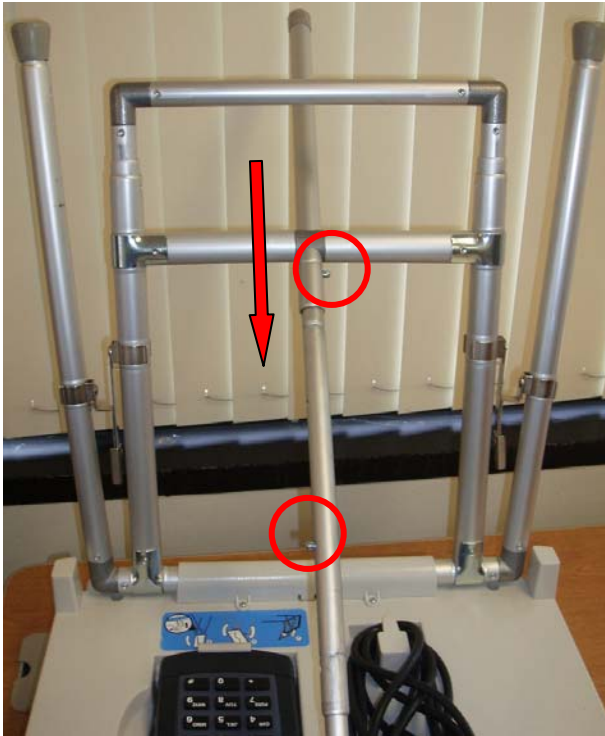
Step 18

Return the printer, security canister and spool, and paper spool to the printer transport case.

Return the touch screen voting unit (with the power cord, keypad and headphones) to the touch screen transport case.

The touch screen voting unit equipment is now ready to be stored or returned to your Regional Elections office for storage.