

# OPENING THE BALLOT MARKING DEVICE



STEP  
1

Verify the seal number on the carrying case matches the number on the seal envelope. Cut it and place it in the envelope.



STEP  
3

Remove the ballot marking device, power cord, and headphones from the case. Place the device face down on a table.

Pull out the kickstand. Squeeze the legs to allow the kickstand to be placed in the fully extended position.



STEP  
5

Plug one end of the power cord in the back of the device and the other end in a power source.

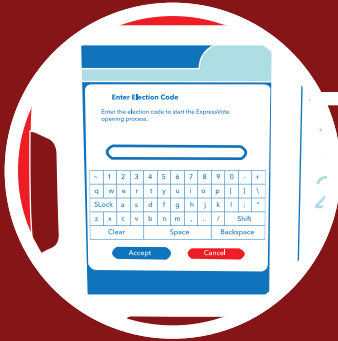
Arrange the rectangular power supply under the kickstand to secure it.



STEP  
7

Open the left side access door and verify the seal number on the thumb drive cover matches the number on the seal envelope.

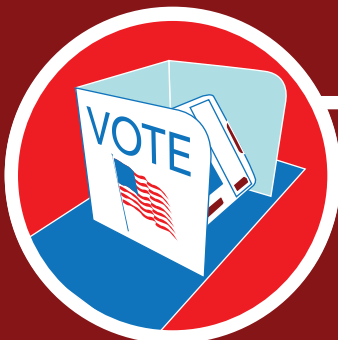
Flip the power switch to ON. Make sure the mode switch is on VOTER and the ADA controller is plugged in.



STEP  
9

Carefully close the access door, making sure that the cord for the ADA controller passes through the cut out in the door. Lock the door. Hang the headphones on the hook.

During start up, a welcome screen will appear. When prompted, enter the election code provided by the county office, then touch ACCEPT.



STEP  
11

On the next screen, confirm the device is plugged into power, and the election name, polling place, date, and time are correct. Touch OK.

Place a privacy screen around the device.

Repeat for each ballot marking device.



STEP  
2



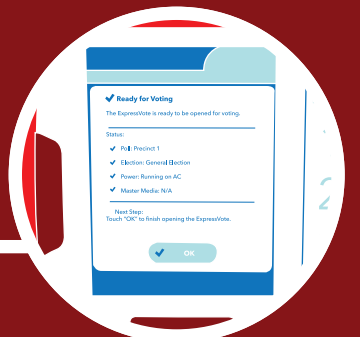
STEP  
4



STEP  
6



STEP  
8



STEP  
10



STEP  
12

**every vote matters.**  
**every vote counts.**

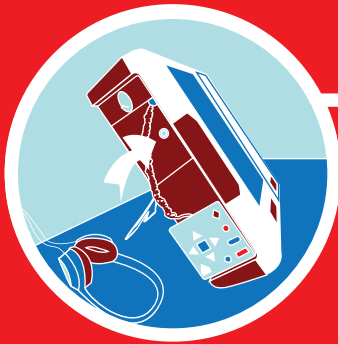
# CLOSING THE BALLOT MARKING DEVICE



**STEP**  
**1**

Remove the headphones and open the left side access door.

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**STEP**  
**3**

Close and lock the access door.

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**STEP**  
**5**

Turn the ballot marking device over. To remove the power cord from the back of the device, slide the sleeve on the plug up while pulling it out.

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**STEP**  
**7**

Fold the power cord and place it in the side pocket of the case. Return the ballot marking device and headphones to the case.

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Repeat for each ballot marking device.



**STEP**  
**2**

Switch the power to OFF. The device will shut down.

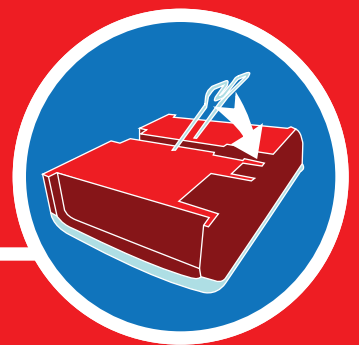
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**STEP**  
**4**

Unplug the power cord from the power source.

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**STEP**  
**6**

Push the kickstand down into the locked position.

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**STEP**  
**8**

**every vote matters.**  
**every vote counts.**