Monmouth County

Board of Elections

Election Day Equipment Guide

Board of Elections	(732) 431-7802 x7150
Poll Worker Hotline*	(732) 431-7040
Voting Machine Warehouse	(732) 431-7291
Voter Registration	(732) 431-7802 x7775

THANK YOU FOR BEING A POLL WORKER

The commissioners and staff of the Monmouth County Board of Elections would like to recognize the hard work and diligence that our poll workers put toward upholding the sanctity of our election process.

Efficient and secure elections are the cornerstones of our democracy and without the concentrated efforts of our poll workers, we would not be able to hold our elections to the high standards that all members of our county expect and deserve.

Thank you for your contributions to a pivotal role in our election process.

-Monmouth County Board of Elections Staff

SCOPE OF THIS GUIDE

This guide will cover the opening and closing of equipment at the polls. For details on procedures and processes for the operation of the polls, please refer to our Poll Worker Manual.

PDF & VIDEO INSTRUCTIONS

For PDF copies of the Poll Worker Manual and Equipment Guide please use the link below

https://www.co.monmouth.nj.us/page.aspx?ID=3704

For video instructions on how to open the equipment at the polls, please use the link below

https://www.co.monmouth.nj.us/page.aspx?ID=3759

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Starting the Wi-Fi device

Starting the Wi-Fi Device (Cradlepoint)

Please note: Your voting machines may not contain a Wi-Fi device.

Wi-Fi devices are distributed per voting *location*, not per voting *district*. If you do not have a Wi-Fi device in the rear compartment of either voting machine in your district, you may skip this section. In some instances a stronger Wi-Fi device may be allocated to your district. This device will come with a separate instruction sheet.

This device creates a secure network connection for the pollbooks at your voting location to utilize.

If your district has one, it will be located in the rear compartment of one of the voting machines.

Remove the device from the back of the voting machine.

This device should be turned on **immediately** in the morning prior to the opening of the pollbooks.

Place the Wi-Fi device in central location near the pollbooks. If pollbook performance is slow during the day, move the Wi-Fi device to a nearby window, if possible.

In locations where there are more than one district, your voting machines may not have a Wi-Fi device. Verify with other districts that it is plugged in and ready to use.

Starting the Wi-Fi device

Plug the power adaptor into an outlet.

Turn the device over and look into the vent slots.

Four LEDs will turn on after a few minutes.

Place the device near a wall or windows for the best reception. If possible, centrally locate among the location's pollbooks.

On the pollbook, you can check for a successful connection by checking for these three green icons across the top of the screen.

In addition to the network connection icons, there will be a printer icon indicating the status of the printer.

🖨 Printer Connected
🖨 Printer Not Connected

Pollbook Opening Procedure

Pollbook Opening Procedure

Obtain the power strips and extension cords from the back of the voting machine, if they have not already been retrieved.

Place the blue case flat on the table and rotate it so the orange buckles are facing you and the ES&S logo on top is visible.

Break the seal on the handle and unfasten the orange buckles to open the box.

Take the device labeled ExpressVote Printer out of the box and place it on the table, facing the poll worker.

Remove the pollbook screen from the box. Place it so the "Scan Here" icon is facing the voter side of the table.

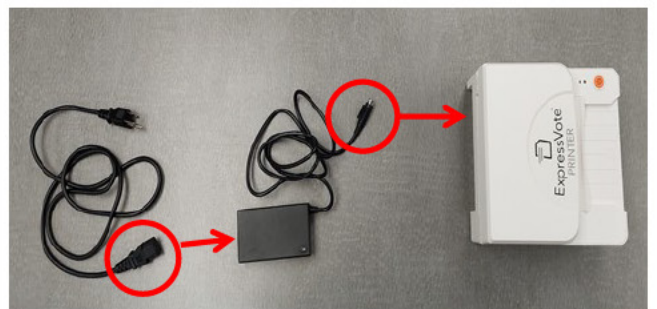Remove the remaining power cables and the white square power block from the case.

To connect the printer to power, grab:
- the cord with a power outlet prong
- the cord with the black power brick

Plug the power prong into an outlet and the other end into the black power brick.

Plug the circular plug attached to the power brick into the printer.

Pollbook Opening Procedure Continued

Take the remaining black cable and plug the rectangular USB end into either plug on the side of the pollbook's base.
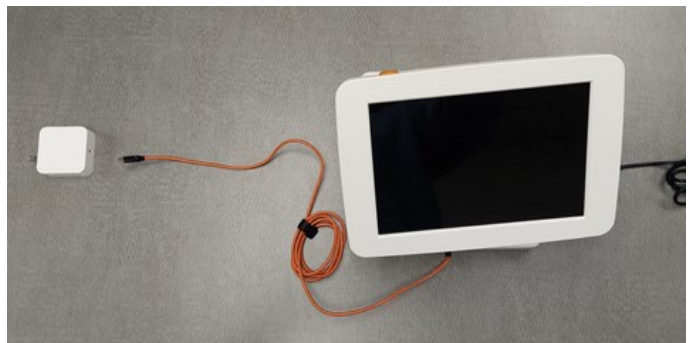
Take the other end of the cable and plug it into the remaining plug on the back of the printer.

Plug the orange cable attached to the pollbook into the white power block.

Plug the white power block into an outlet.

Note: If the power prongs on the block are not lowered, use your finger to pull them down.

Briefly press the orange power buttons on both the printer and pollbook.

The printer will beep and its button will light up to indicate it is on.

After the pollbook has powered on, touch the Launch button on-screen.

When prompted, enter the PQC code. This code can be found on the passwords sheet located in your district's blue envelope.
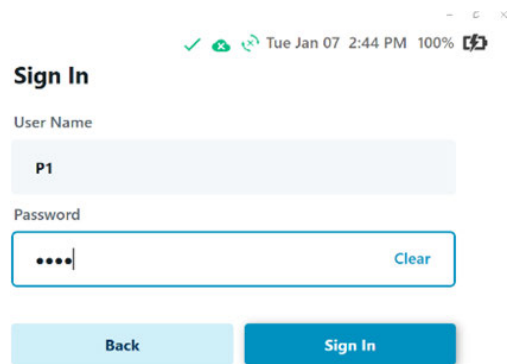
Pollbook Opening Procedure Continued

Verify that the poll place location and district number information in the top left corner of the screen matches your assigned area.

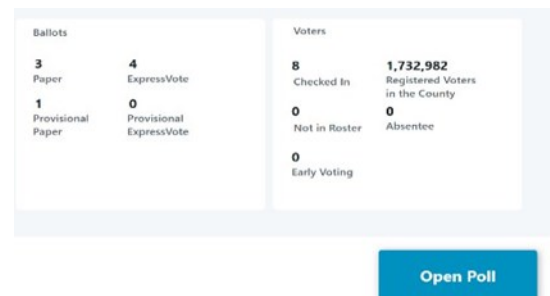Enter the user name, and password found on your passwords list in the Blue Canvas Bag, then touch "Sign In."

Note: If the boxes turn red indicating that the incorrect information was entered, touch "Clear" and carefully retype the user name and password.

The pollbook will display the following screen.

Touch "Open Poll" immediately after the pollbook has been set up.

Do not process any voters until the polling start time.

Check for the following green icons across the top of the screen. If these icons are red, ensure that the Wi-Fi device for your polling location has been turned on. If the printer logo is red, ensure the printer is properly plugged in. Reconnect the cables if necessary.

If the Wi-Fi device is on, but you still see red or yellow icons, the Wi-Fi device may be located too far away from the pollbook.
(Not every **district** has a Wi-Fi device, but every **location** will have one.)
Note: Ensure the green checkmark is displayed.
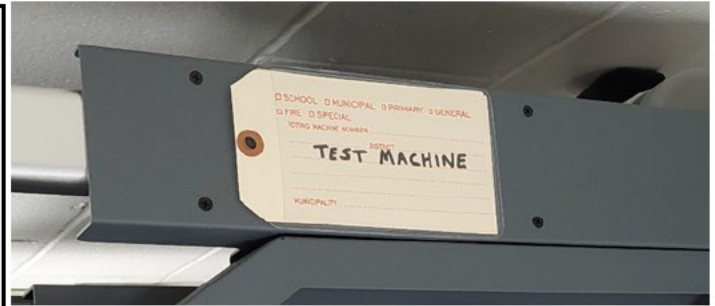**Intermittent connectivity for the cloud icon is okay.**

Voting Machine Opening Procedure

Voting Machine Opening Procedure

Ensure the label on the side of the voting machine matches the municipality and district you are working in.

Obtain the voting machine keys from the red pouch located inside the Blue Canvas Bag for your district.

Use the **Silver Hand Bars (not curtain arms)** to position the machine near an outlet.

Using your foot, press the wheel locks down to lock the machine into place.

Remove the two red seals from the back of the machine.

The first seal is located towards the top of the machine.

The second seal is located on the rear access bin.

(In some instances a tiny piece of the seal may break off and remain behind. Check that the seal breaks clean.)

Voting Machine Opening Procedure

Use the voting machine keys to **open the rear access door** on all voting machines. Remove the surge protectors, extension cords, activation cards, audio headset, and the ADA controller inside.

If inside, remove the **Wi-Fi device** (as pictured on the right) from the machine. **Only one Wi-Fi device will be given to each voting location. Not all districts will have this device.** Refer to the Wi-Fi device opening procedure if this device was inside your district's machine.

Close the rear access door while carefully threading the controller cable **through the cable slot** on the upper left corner of the door.

Place the controller on the body of the machine.

Unwind the power cord on the side of the machine and plug it into an outlet.

Ensure the large **Green Light** on the side of the machine illuminates.

Voting Machine Opening Procedure

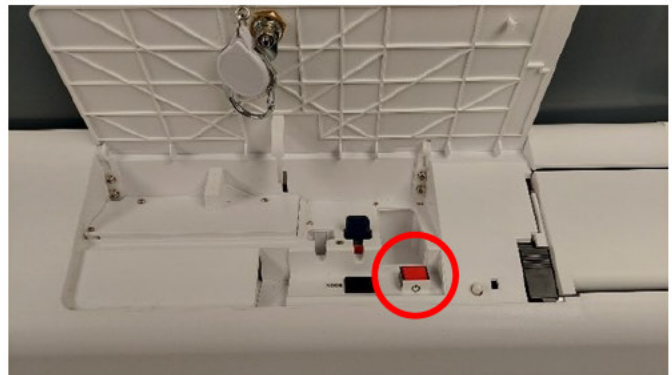Raise the gray screen cover and adjust the angle of the screen by gently tilting it from the base.

Using the voting machine key, unlock and open the media access door on top of the machine.

Press the **Red Button** inside the media access door to power the machine on.

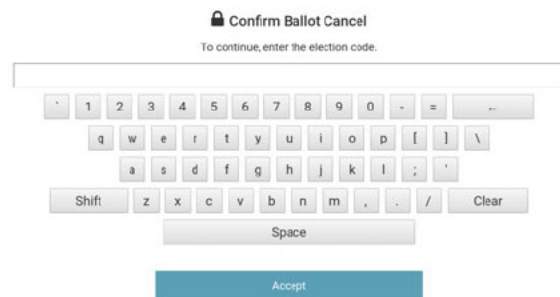Once the screen begins to power on, close and lock the compartment.

Note: If left open, a warning will display. To continue, close and lock the media access door.

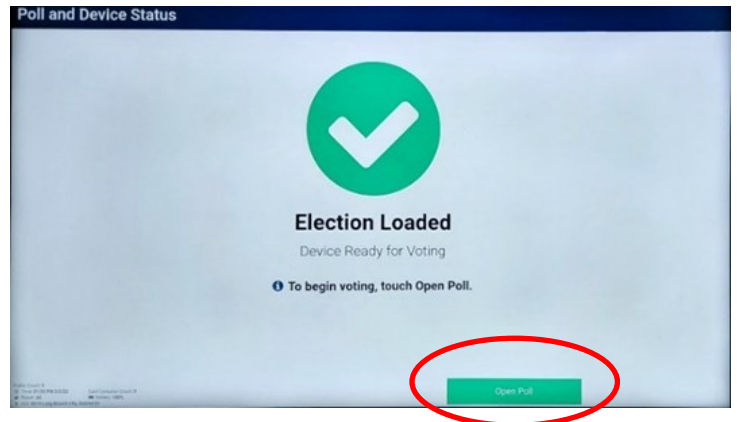Enter the **Election Code (<u>found inside the blue envelope on the passwords sheet</u>)** Press shift to capitalize any capital letters within the code.
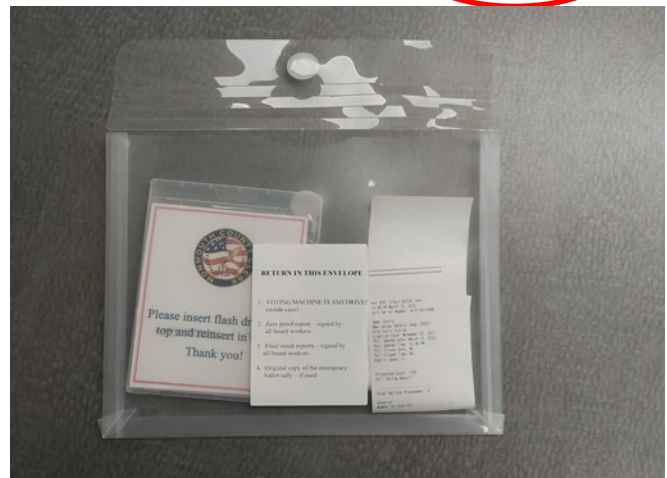
Touch Accept when finished.

Voting Machine Opening Procedure

Touch "Open Poll." A Zero Proof Report will print.	
Verify the results of the report indicate that 0 votes have been placed. After verification, have all workers sign the Zero Proof Report and place it inside the clear plastic envelope (as pictured).	
Unfasten the white clamps on both sides of the machine to raise the curtain arms. **Refasten** the clamps when the arms are fully extended upwards.	

Voting Machine Opening Procedure

Remove the smaller cap and take the curtain out from tube on the back of the machine. Unroll and insert the curtain poles into the curtain arms.

Please do not cut velcro.

The voting machine has now been successfully set up.

Repeat these steps on the second voting machine.

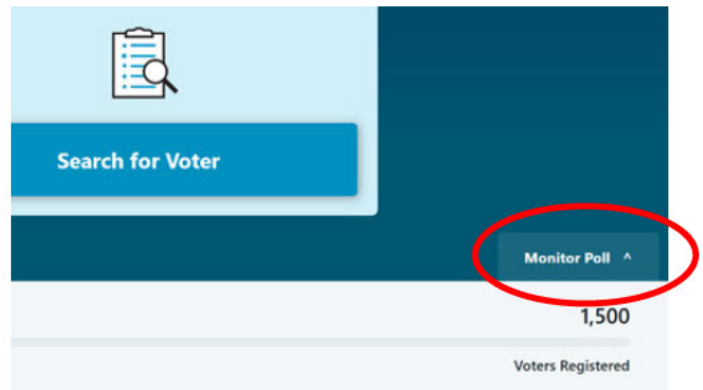**Do not process voters until the opening of polls.**

Pollbook Closing Procedure

Pollbook Closing Procedure

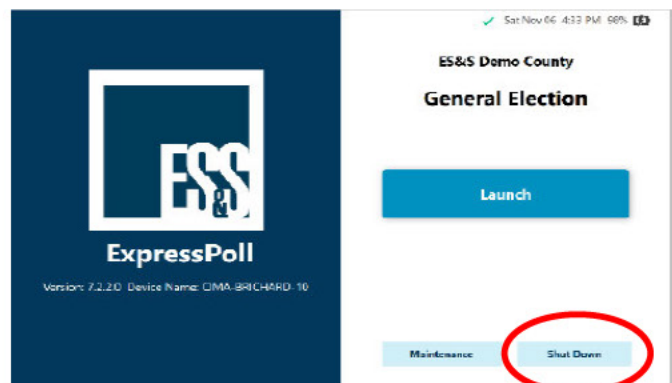Before closing the pollbook, ensure the Wi-Fi device for your location is still powered on.

Touch the "Monitor Poll" button on the main screen of the pollbook.

Touch the red "Close Poll" button in the bottom right corner of the screen.

Touch "Shut Down" then click "Yes" to confirm you would like to shut down the device.

Unplug the cables connecting the pollbook to the printer and the cables connecting both devices to power outlets.

Disconnect the white power block from the orange cable connecting to the pollbook.

Note: The orange cable does not disconnect from the pollbook.
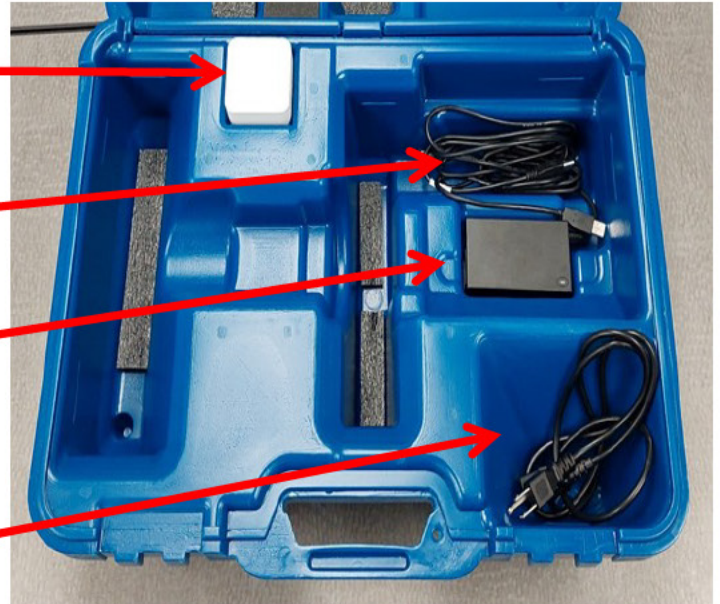
Pollbook Closing Procedure

Close the outlet prongs on the white power brick and place it in the following location.

Coil the USB cable and place it in the cable slot.

Place the rectangular black power cord in the rectangular slot and coil its cable in the slot above with the USB cable.

Place the cord with the power outlet prongs in the slot in the corner of the case.

Coil the orange power cable connected to the pollbook.

Rotate the screen so it is facing the "Scan Here" side.

Gently tilt the screen upwards, then place the pollbook inside the case with the **power cable facing down**. The base of the pollbook should be in the center of the case as pictured.

Lay the orange cable inside the cable slot.

Pollbook Closing Procedure

Place the printer on top of the coiled cables in the upper right corner of the case. The words on the printer should be facing you.

Close the top of the case and snap the orange buckles shut.

Note: If the case does not close easily, do not force it shut. Re-open the case and make sure all items are properly stored.

Voting Machine Closing Procedure
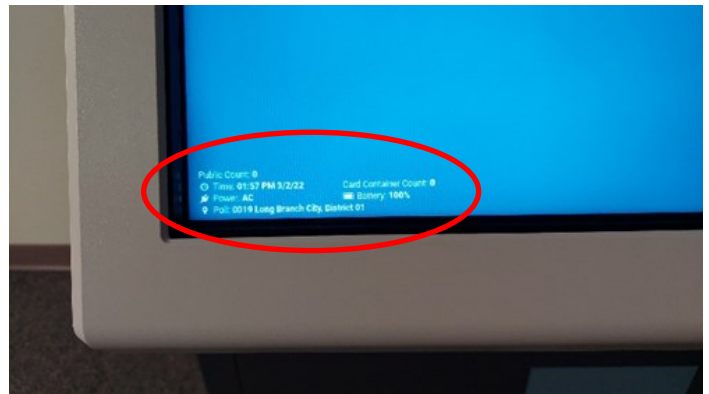
Voting Machine Closing Procedure

Remove the privacy curtain from its arms and roll up the curtain.

Place the curtain inside its tube located on the back of machine. Refasten the velcro straps to secure the tube.

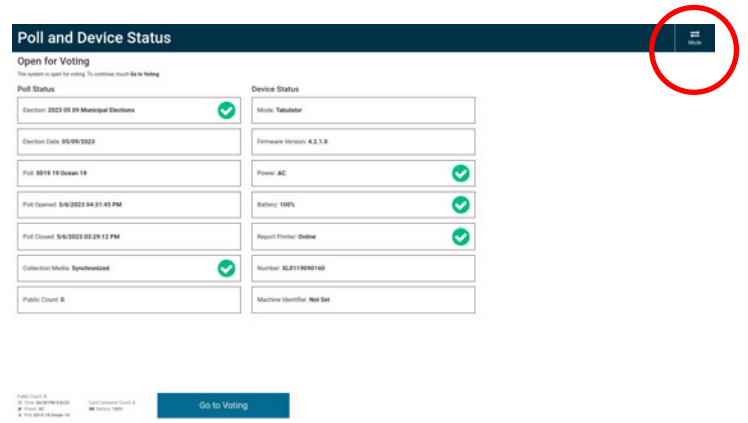Touch the text in the bottom left corner of the voting machine screen.

The screen will swap to a **"Poll and Device Status"** dashboard.

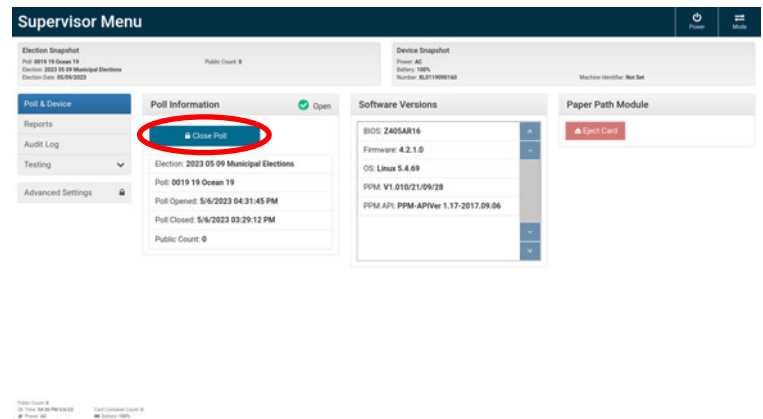In the upper right corner of the screen, touch the button labeled "**Mode.**"

You will be prompted to enter the **Election Code.**

Note: this is the same code/password used to open the polls.

Touch the **"Close Poll"** button located under the "Poll Information" section.

If prompted for the election code, enter it again.

Voting Machine Closing Procedure

A prompt will notify you that the results are being saved to a flash drive within the machine.

Several copies of the results tapes will begin to print.

Collect and have all poll workers sign the tapes on the indicated lines at the end of the report.

Place the signed tapes inside the clear plastic envelope along with the Zero Proof Reports from this morning.
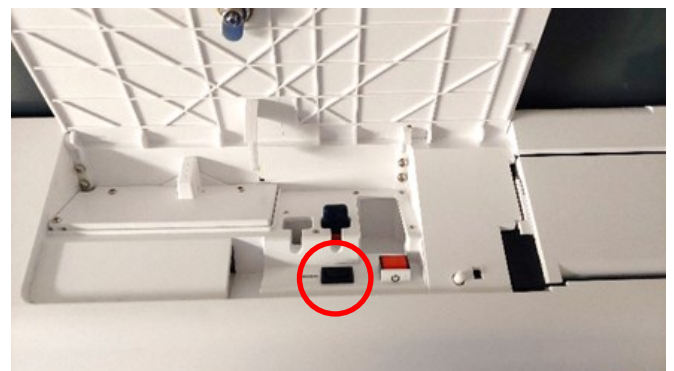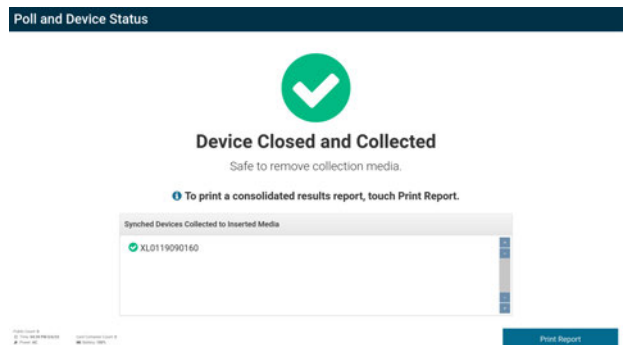

The following screen will display indicating that the results have been properly saved.

Note: Do not click the "Print Report" button unless fewer than 4 copies of the results were printed.

Open the media access door located on the top of the machine using the machine keys.
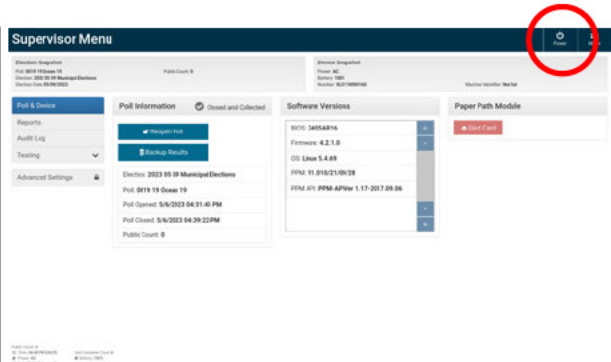
Briefly press the <u>black</u> switch labeled "mode." (**Do not hold this switch down.**)

The screen should switch to a menu labeled "Supervisor Menu" in the upper left corner.

Voting Machine Closing Procedure

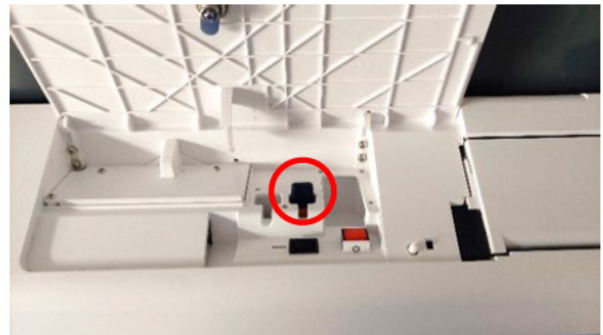In the upper right corner of the screen, press the "power" button, then press "Shut Down."

Wait for the machine to power off fully.

The center power icon in the upper left corner of the screen will turn off.

Once the machine has been shut down, peel back the red seal covering the flash drive inside the media access door.

Gently remove the blue flash drive by pulling it straight upwards.

NOTE: do not fully remove the seal, simply peel it back and leave it behind in the machine.

Immediately place the flash drive inside the plastic case located inside the clear binder with the results tapes.

Unplug the machine and re-coil the power cord on the side of the machine. Place remaining extension cords and surge protectors inside the back of the machine.

Repeat this procedure until all machines are shut down.

Wi-Fi device Closing Procedure (Cradlepoint)

Wi-Fi device Closing Procedure

Please ensure that polls have been closed on <u>ALL</u> pollbooks in your location before turning off the Wi-Fi device.

Unplug the Wi-Fi device from the wall outlet.

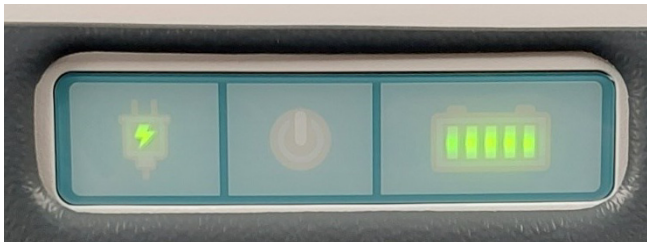Place the Wi-Fi device into the back of the voting machine it came from.

Troubleshooting Guide

Pollbook

- If the printer will not turn on and the pollbook is not receiving a charge, ensure all surge protectors are switched on.

- If the pollbook cannot establish a connection with the printer, ensure the printer has power, and the USB cable running between the pollbook and printer is pushed in fully. Restart the pollbook if still experiencing issues.

- If green icons are not displayed across the top of the home screen prior to the opening of polls, ensure the Wi-Fi device for your location has been turned on.

Voting machine

- Passwords on the voting machine are case sensitive.

- If the machine displays a warning that the media access door is open, ensure the front right corner of the media access door has been completely shut by gently pressing on it.
  - To suppress this warning, click the red circle on screen, and enter the election code.
- If the top access compartment or the rear compartment will not close, ensure the key has been turned to the unlocked position when closing the door. If the key is in the locked position, the lock inside will prevent the door from closing.
- The upper left corner of the machine has 3 icons. These icons can help indicate the status of the machine.

  - A green plug icon (left) indicates a machine is receiving power from an outlet.
  - A green power icon (center) indicates the machine is turned on. (In this picture, the machine is not turned on since the icon is not green.)
  - A green battery icon (right) indicates the remaining battery charge.

- If the voting machine displays a warning that the machine is not receiving power check the following:

  - Power cord on right side of machine is plugged in.

  - If utilizing a surge protector, ensure it is switched on.

  - Ensure the power plug beneath the green light on the right side of the machine is plugged into the base of the machine. The socket is labelled "15A MAX."

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