

# Section Three

## The Equipment

### Electronic Equipment

#### SiteBooks

Each voting location will be equipped with SiteBooks. Voters will use these touch screen terminals to check in. Once checked-in, the SiteBook will determine the correct ballot for each voter and will communicate this to the printer system where the voting materials print. SiteBooks are also used for clocking in and out, reporting wait times, issuing provisional ballots, and reissuing ballots to voters who have made errors on their ballots and have had them officially spoiled.



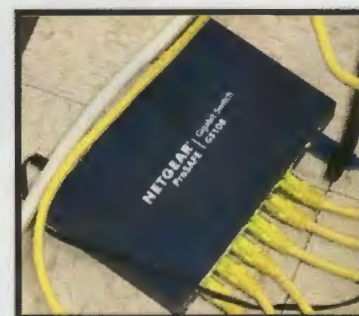
#### MoFi Router

Each voting location will have at least one MoFi router which allows the SiteBooks to communicate with the Elections Department and the Ballot on Demand printer systems. The MoFi provides a secure connection to the Elections Department VPN, not an internet connection. No election equipment from Maricopa County is connected to the internet for security reasons.



#### Switch

Each voting location may have at least one switch to connect the Ballot on Demand printer systems and SiteBooks to the MoFi router. Network cables are connected to the switch.



## Printers

**Up to two Ballot on Demand (BOD) printers may be at your voting location.** These printers communicate with the SiteBook check-in stations to print the voter's specific ballot. There are two varieties of BOD printers: Lexmark and Mini. They perform the same functions.

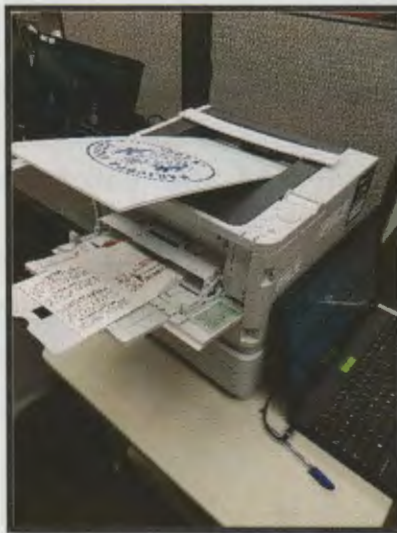
The BOD printer system includes an affidavit printer that prints the voter's affidavit envelope or control slip and provisional receipt. The Mini BOD is the exception, as it will print ballots, envelopes, and other documents without a separate affidavit printer. **Voting locations may have either BODs OR preprinted ballots and one affidavit printer to print other voter materials.**

The BOD printer system has a laptop either on a sliding tray that pulls out (Lexmark) or next to it (Mini). A password to this computer will be available when you begin working. Two applications will be open on the laptop throughout the day, which communicate with the SiteBooks to print the ballots. These applications are self-sufficient and do not require your input to function.

When loading the BOD printer with blank ballot paper, insert approximately half an inch of paper at a time. Let the tray completely empty before refilling the paper. Otherwise, the printer may jam.



Lexmark Printer System



Mini Printer System



## Accessible Voting Device (ICX)



Each location will be equipped with one Accessible Voting Device including a touchscreen, printer, Audio Tactile Interface (ATI) controller, headset, sip and puff adapter and privacy screen. The Accessible Voting Device is a ballot marking device that provides a wide variety of accommodations to voters.

Equipment

The Accessible Voting Device is activated by the Poll Worker Card, which is the responsibility of the Inspector. The card is inserted chip first with the image of a key face up into the yellow slot at the base of the touchscreen.



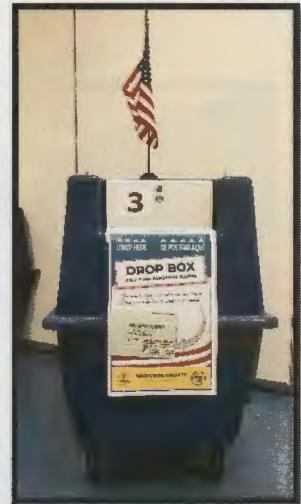
## Tabulator (ICP2) (Election Day only)

Tabulators are used for larger elections, but not for jurisdictional elections, which are conducted as all-mail elections. Each voting location will be equipped with two tabulators. On Election Day, voters will insert standard ballots directly into these devices for tabulation. Ensure set up the night before Election Day. Provisional Ballots and Early Ballots cannot be read by the tabulators and must go into affidavit envelopes.

# Other Equipment

## Envelope Drop Box

The envelope drop box is for ballots sealed in envelopes including braille and large print ballots in manila envelopes. Inspectors may unlock Door #3 for voters to deposit manila envelopes, lock Door #3, and complete a Goldenrod Event/Information Report with the date and time. Ballot Couriers will pick up ballots daily. At the end of Election Day, poll workers will transfer all envelopes to **BLUE** transport boxes to be returned to the Elections Department. Transport boxes are sealed with zip ties for security.



Equipment



## Voting Booths

The voting location will have multiple voting booths, including a red wheelchair accessible voting booth. The black leg extenders for the front legs of the wheelchair accessible voting booth are located with other supplies. (See Supply List in the Appendix on **page 144.**)

## Yellow or Green Bags

These bags contain supplies for the SiteBooks and other equipment. See the Yellow/Green Bags Inventory List in the Appendix on **page 145** for a complete list of contents.



## Black Ballot Bag

This black canvas bag is used to transport voted ballots and Results Reports/Totals Tapes #2 from the **tabulators** to the receiving site after closing at the end of Election Day. Bags are sealed with a zip tie for security.



# Envelopes and Bubble Pack

## Clear Official

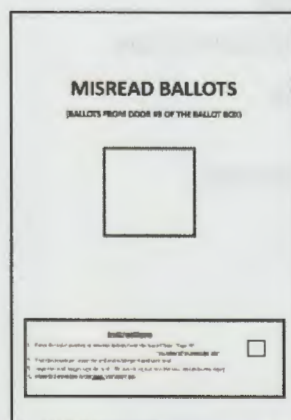
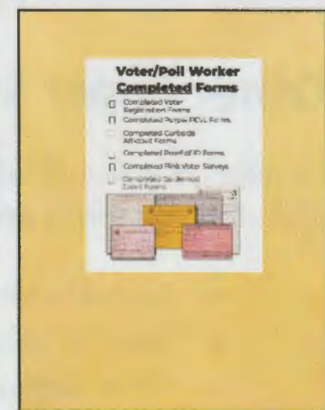
Place spoiled test prints, spoiled ballots, spoiled envelopes, and other spoiled voter materials in the Clear Official. Seal with a red and white seal signed by the Inspector and Judges at the end of Election Day. Affix a voting location label or hand write the location on this envelope. If you have tabulators, you will complete a Precinct Ballot Report where you will record a count of your spoiled ballots.



Equipment

## Completed Forms Envelope

Place all completed forms such as voter registration forms, Polling Place Event/Information Reports, and early voting list add/remove forms in the Completed Forms Envelope. (See Supply List in the Appendix on page 144 for forms.)



## Misread Ballots Envelope

Count and place misread ballots from Door #3 of the ballot boxes under the **tabulators** and loose ballots from the envelope drop box in this envelope at the end of Election Day. These ballots still need to be tabulated when returned to the Elections Department. Write the count on the envelope and on the Precinct Ballot Report. Affix a voting location label or hand write the location on this envelope and seal for transport.



## Clear Bubble Pack

This clear bubble pack will hold the following items from each **tabulator** at the end of Election Day: Poll Worker Results Memory Cards, Results Reports/Totals Tapes #1 including the zero reports, and Inspector's wristlet with keys. Seal for transport.

# Paper Supplies

## Ballots

Ballot paper for printing voter specific ballots will be provided to voting locations with Ballot on Demand (BOD) printer systems. Locations without BODs will be provided with preprinted ballots.

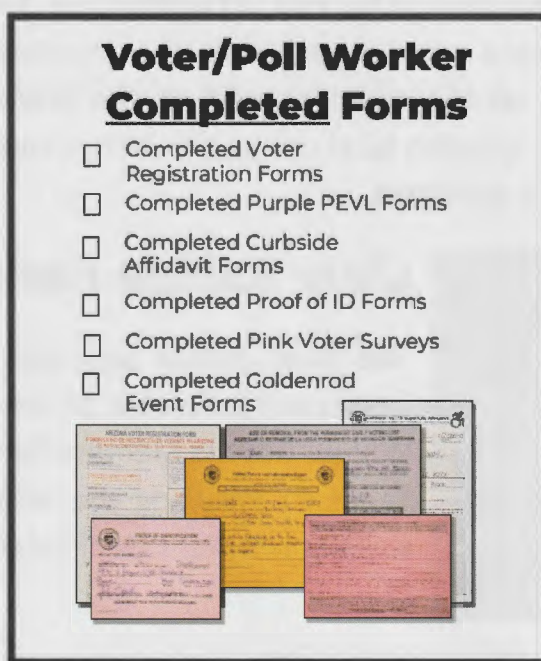
Each voting location will be supplied with paper specifically for the Accessible Voting Device printer. This paper is heavier than standard copy paper and is used to print completed ballots from the Accessible Voting Device. Please be sure to identify this ICX paper in your supplies, separate it and reserve it for use only in the Accessible Voting Device printer.

## Other Paper Supplies

Familiarize yourself with all the supplies on the Supply List in the Appendix on **page 144** and all of the forms provided to you prior to opening your voting location.

- Curbside Voter Affidavits
- Proof of Identification
- Voter Registration
- Add/Remove from early voting list
- Pink Voter Surveys
- Poll Worker Interest
- Goldenrod Event/Information
- Proof of Citizenship

**Place completed forms inside the Completed Forms Envelope.**






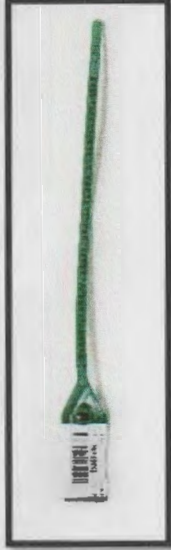



# Seals

Seals add security to our election process and ensure that important equipment and documents, such as tabulators or ballots, have not been tampered with.



Equipment

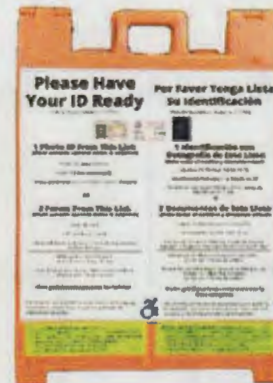
Tamper Evident Seal	Envelope Seal	Box Seal	Zip Tie Seal
			
<p>When removed, this seal reads "void" across it. If one of these seals must be removed while polls are open, contact the Hotline for permission.</p> 	<p>These seals are used to seal envelopes such as the Clear Official and Misread Ballots.</p>	<p>This seal is used to close the ballot box and any slots on blue boxes used to transport ballots.</p>	<p>These seals are used to seal equipment doors, and boxes used to transport ballots and important data and documents.</p>

# Exterior Signage

Note: Poll workers are responsible for setting up exterior signage in the morning at the voting location and bringing it in at closing.



Vote Here



Have Your ID Ready



Envelope Drop Off Instructions



75-Foot Limit Triangle



Curbside Voting



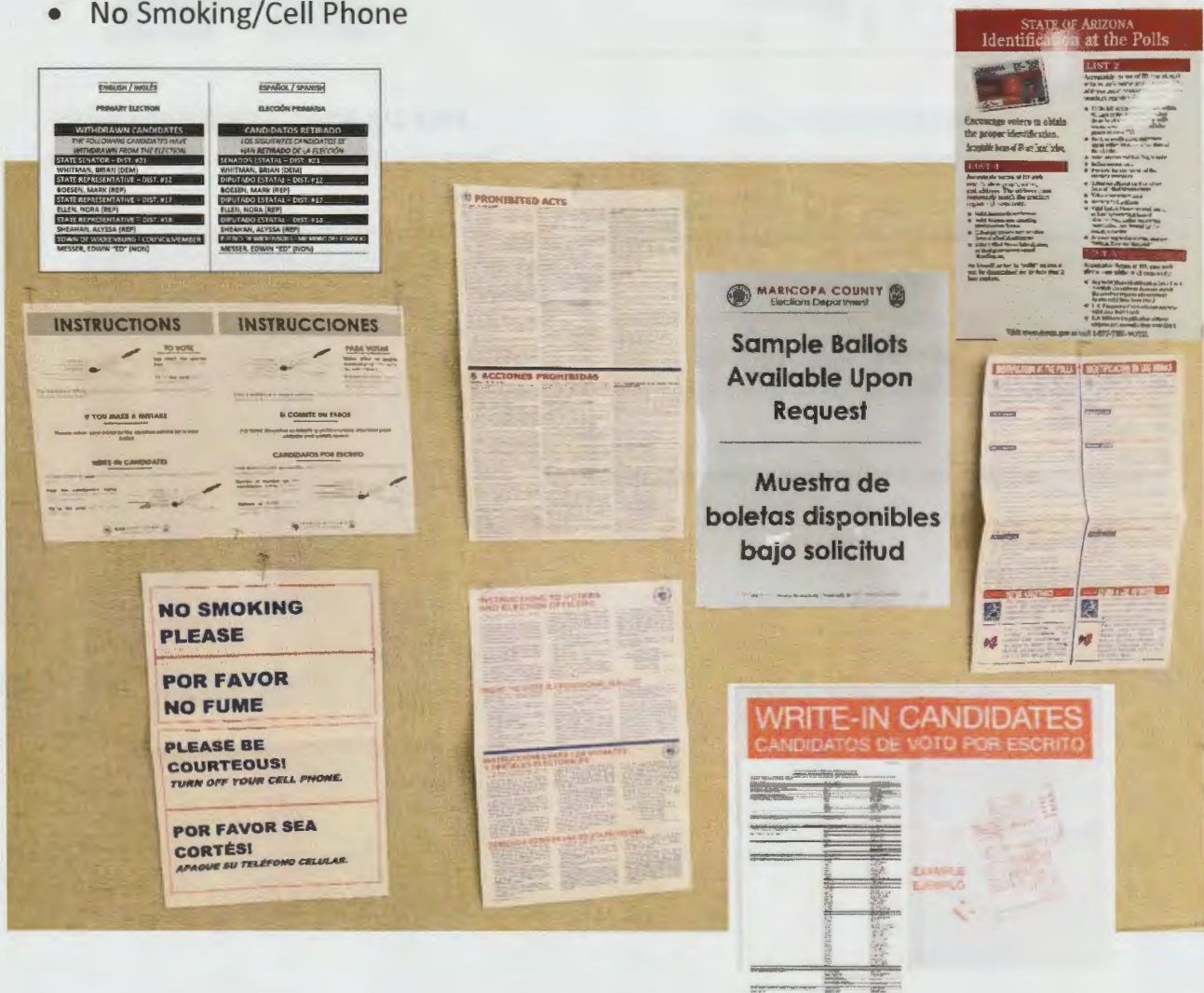
Accessible Voter Entry Arrow



# Interior Signage

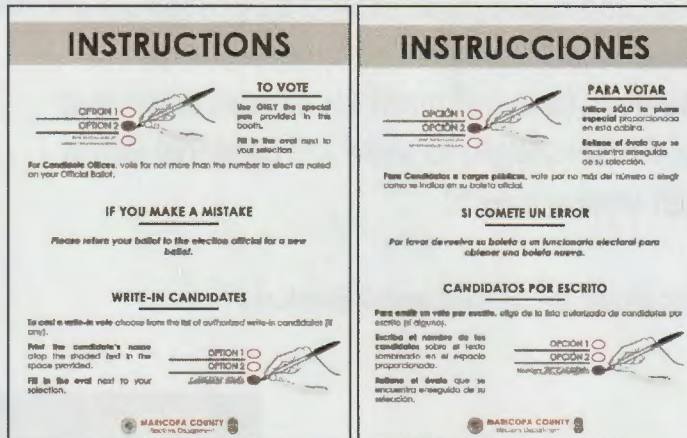
Place these signs in a prominent place inside the voting location and read them to be familiar with their contents. In many cases, these can be posted on setup day.

- Write-in Candidates and Withdrawn Candidates signs should be posted where they can be seen by voters from the voting booths (only for certain elections)
- State of Arizona Identification at the Polls (only required for certain elections)
- Instructions to Voters and Elections Officers/Right to Vote a Provisional Ballot
- Voting Instructions (also post in each Voting Booth)
- Prohibited Acts
- Sample Ballots Available on Request (may be in Inspector packet)
- Identification at the Polls
- No Smoking/Cell Phone

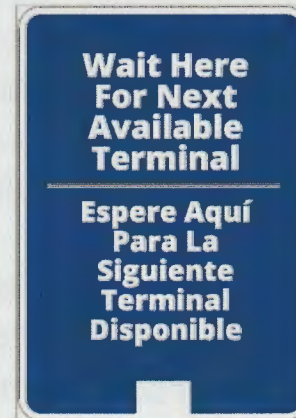


## Interior Signage, continued

### Voting Booth Ballot Instructions Place in each voting booth

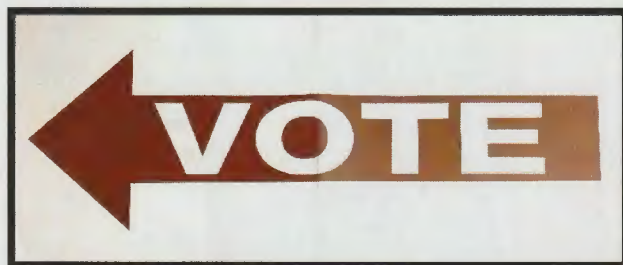


### Wait Here For Next Available Terminal Place six feet before first SiteBook



Equipment

### Red Vote Arrow Signs Post in the morning to direct voters



### Pick Up Your Ballot Here Signs Post on table at Ballot Pick Up Area

