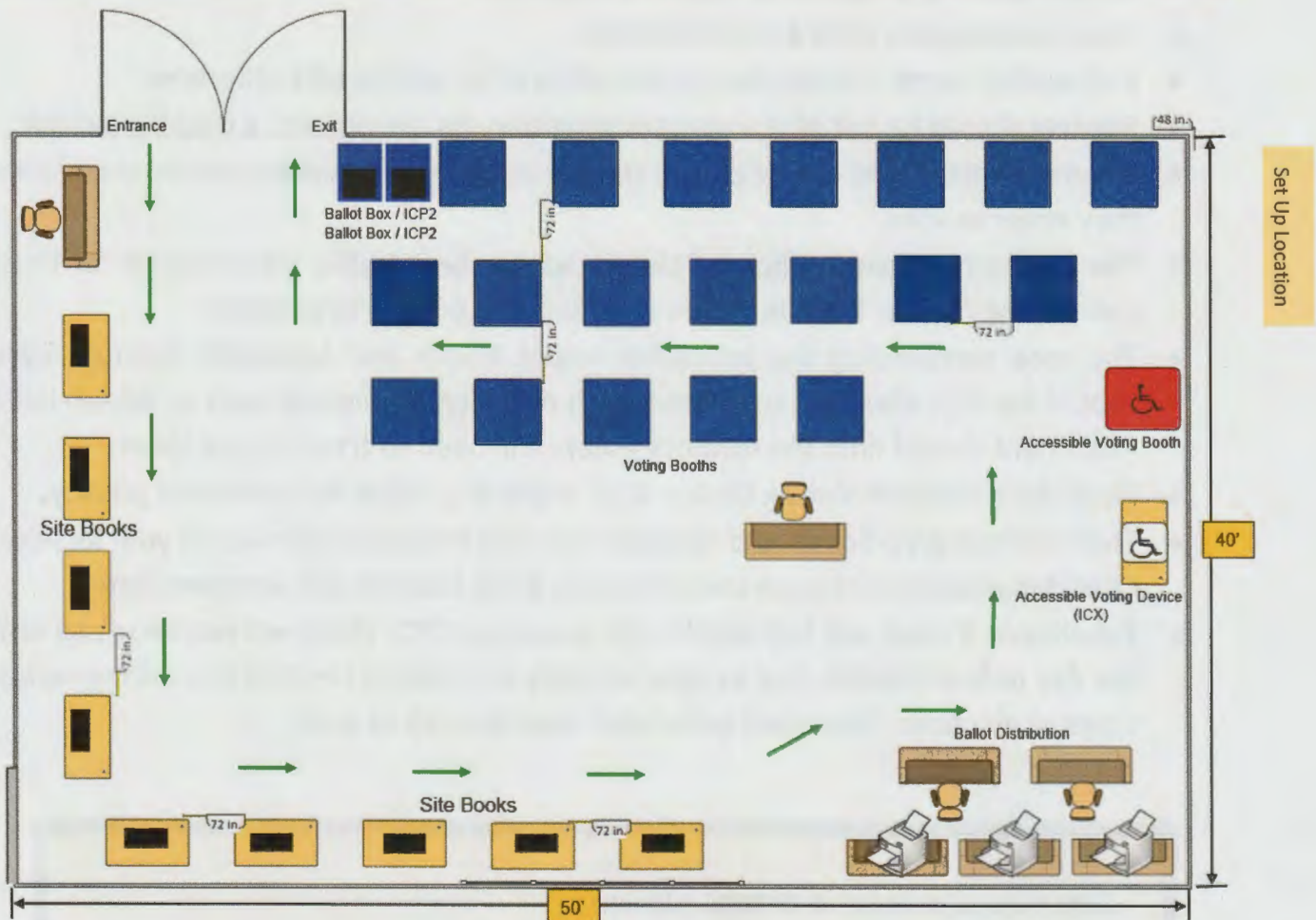


Section Four

Set Up the Voting Location



- Before your voting location opens, you will be contacted with a day and time for setting up the location. Three hours of pay will be added for setup. Inspectors are to notify the hotline if any workers on their boards are unable to attend setup.
- The layout above serves as a general guideline and may be adjusted depending on dimensions of the room and access points. You may have more or less equipment than shown here at your voting location.

Set Up the Voting Location, continued

- A team from Maricopa County will set up the Ballot on Demand (BOD) printer systems and layout equipment in its general location prior to full setup as it will be more difficult to move later. Please work closely with this team to balance an efficient, safe and functional voter flow layout.
- Ensure emergency exits are not blocked.
- Poll worker teams should plan on attending setup unless told otherwise.
- Printers should be out of the way ensuring they do not present a tripping hazard.
- Ensure the SiteBooks can be clearly seen or actively direct voters toward them when they enter to vote.
- The area around voting booths should not be high traffic areas except for those completing ballots. Provide voters with as much privacy as possible.
- The area surrounding the accessible voting booth and Accessible Voting Device should be kept clear for any voters with mobility equipment such as wheelchairs. Placement should limit the distance voters will need to travel to use them.
- Place the Accessible Voting Device at an angle to provide for additional privacy.
- The envelope drop box should be inside near the entrance/exit door of your location. Consider separate entrance and exit doors if the location can accommodate.
- Tabulators, if used, are indicated in the layout as ICP2. These will not be set up until the day before Election Day as they will **only** be used on Election Day during certain types of elections. These will be located near the exit as well.

Once equipment is setup, please...

- Do not attempt to move any equipment without calling the Hotline for approval and guidance.
- Do not touch any electrical connections or plug anything into power strips or outlets shared by equipment unless asked to do so by the Hotline.

Call the Hotline with any setup concerns.



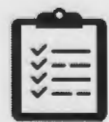
Setup Checklist

Use the following checklist to make sure your Vote Center is fully set up. Items on the checklist do not necessarily need to be completed in this order. If you need assistance, contact the Poll Worker Hotline.



Set Up Location

- ☐ Meet your poll worker team, review this checklist, and discuss where each person can best help with setup.
- ☐ Review expectations for working at the voting location from Section 2 (work schedule, being present all day, what to wear, what not to wear, topics of discussion to avoid, showing respect to fellow team members and voters, bringing their manuals, etc.).
- ☐ Take inventory of the supplies. **See Supply List on page 144.** Ballot boxes may contain supplies or equipment. Notify the setup team if any supplies are missing.
- ☐ Once the layout is determined, set up the voting booths per instructions on **page 60**. Tape voting instructions in each booth with the masking tape.
- ☐ Set up a table with all the forms and documents.
- ☐ Post interior signage (**page 34**). If there is interior signage to be posted outside of the room, such as arrows, wait until opening morning to post them.
- ☐ Assist the setup team with equipment setup if necessary. They will focus on setting up the BODs, MoFi(s), SiteBooks, Switches, Network Cables, and possibly other equipment.
- ☐ Test the Accessible Voting Device (**pages 57-59**). The setup team should set it up.
- ☐ Test your site badge, setup team runs test prints on each SiteBook, and ensure each SiteBook is locked before leaving (**pages 45-46**).
- ☐ Seal the following items in the Inspector box (**RED** transport box): site badges, Poll Worker Card, wristlet with key(s), log, and Inspector packet items not in use. (**See page 151 for Badge/Key Log sample of form to be used each day when unsealing and resealing the box.**)
- ☐ On the day prior to Election Day, set up the tabulators, if they will be used. (**See page 61**)



Assemble the MoFi

There are two varieties of MoFi which may be at your voting location. For setup purposes, the difference is that the MoFi has two paddle antennas and the Sierra MoFi only has one.

1. Plug the **Power Strip** into a wall outlet.
2. Remove the **MoFi** components from the clear bubble pack.



Set Up Location

3. Using the red dots on the MoFi, screw in a **paddle antenna** on each side of the MoFi. Bend up both antennas so that they are standing upright (like bunny ears).
4. Plug one end of the MoFi **power cord** into the power strip and the other end into the MoFi.
5. On the MoFi, you are fully connected when the world icon has a green light over it and the light is no longer flashing (**may take up to 5 min**).



On the Sierra MoFi, you are fully connected when the lights in the red square in the picture to the right are solid regardless of color.



Once the MoFi is fully connected, you can begin networking other equipment to it such as switches, SiteBooks, and printers by connecting them with the yellow network cables.

Set Up SiteBooks

Assemble SiteBooks

In most cases, a setup team will setup the SiteBooks. There are **two varieties of SiteBooks**. One has a **kick stand** and the other has a **collapsible stand**. You will have one or the other at your site, but not both. (Refer to the **GREEN** job aid to setup the SiteBooks with the collapsible stands.) The SiteBook with the collapsible stand will have an additional strap around the SiteBook case securing the collapsible stand against the case. Release the strap and snap the strap around the handle of the case.

1. Gently place the SiteBook Case face down (flat side down) on a table.
2. Remove the **power cord** from the zippered pouch and unlock all four clasps. If the power cord is not in the zippered pouch, check the Yellow/Green Bags where you will also locate the **scanners, network cables, and cable locks**.
3. Open the flaps and **connect the power, network, and scanner cables to the back of the SiteBook**. The sticker on the back of the SiteBook will indicate where to connect the cables.
4. Plug the **power cord** into the **power strip**.
5. Take the **yellow network cable** and plug it into any port in the back of the **MoFi** or a **Switch** that is connected to the MoFi.

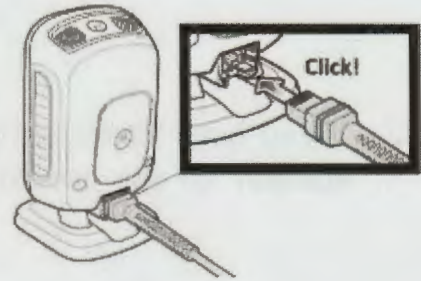


Set Up Location



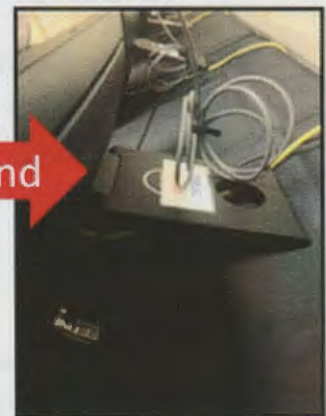
Set Up SiteBooks, continued

6. Plug the **GRAY cable** into the backside of the scanner (if not already connected) making sure you hear it click into place.



7. If you have SiteBooks with **kick stands**, lift the **kick stand** on the back of the SiteBook and stand the SiteBook upright on the table while another worker removes the case from underneath.

Kickstand



If you have SiteBooks with the **collapsible stands**, extend the collapsible stand and turn the SiteBook upright on the table while another worker removes the case from underneath.

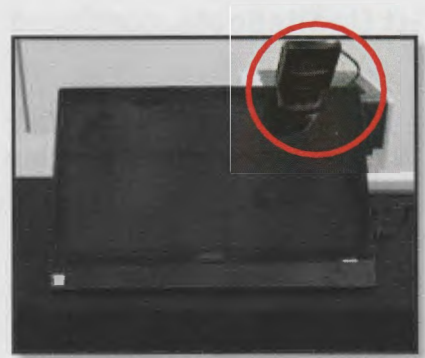
Collapsible Stand

Collapsible Stand



Set Up SiteBooks, continued

8. If you have SiteBooks with **kick stands**, attach the **scanner** to the Velcro on the **top right corner**.



If you have SiteBooks with **collapsible stands**, attach the **scanner** to the Velcro on the **front of the SiteBook stand**.



Set Up Location

9. The SiteBook should automatically boot up. If it does not, press and hold the power button on the bottom right side of the SiteBook with **kick stand** until the light turns on. For the SiteBooks with **collapsible stands**, press the power button on the front of the SiteBook on the lower right corner
10. Repeat steps 1-9 with the other SiteBooks.

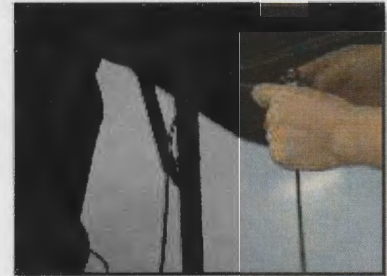
Secure SiteBooks

To secure the SiteBooks, attach a combo cable lock to the table and to the SiteBook at that table. Repeat for each SiteBook at each table.

1. Run one **cable lock** through the table leg and support as shown.
2. Slide the lock end through the small, looped end and pull it tight.
3. Locate the small hole on the back of the SiteBook. Press and hold the black button on the top of the lock with the yellow side facing out and visible and insert the small end of the lock into the hole.

If the lock is not on the right code, the button will not depress. Enter this number on the yellow side of the lock.

4. Release the black button to engage the lock. Using your thumb and forefinger, scramble the code on the lock.
5. Verify that the lock is secured.



Set Up Location



Set the Site Location on SiteBooks

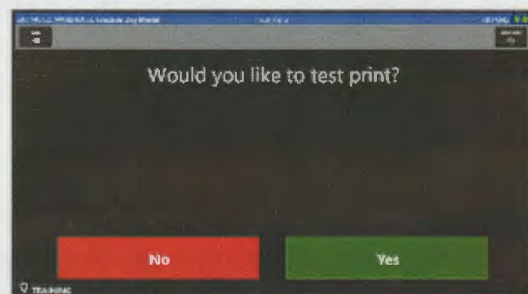
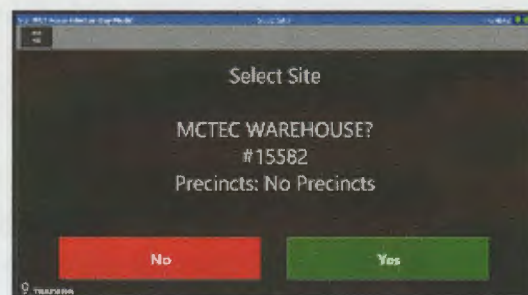
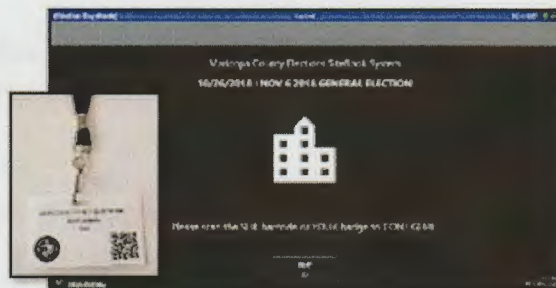
1. Verify that the facility number and name on your Site Badge matches the location where you are working.
2. Using the scanner on the top right of the SiteBook, scan the **Site Badge**.
3. If this is the correct location for where you are working, tap the **Yes** button.

If it is incorrect double-check the location number on the Site Badge and call the Hotline.



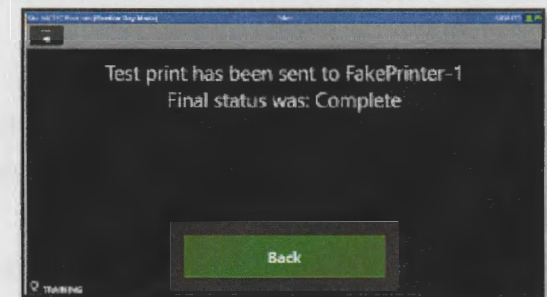
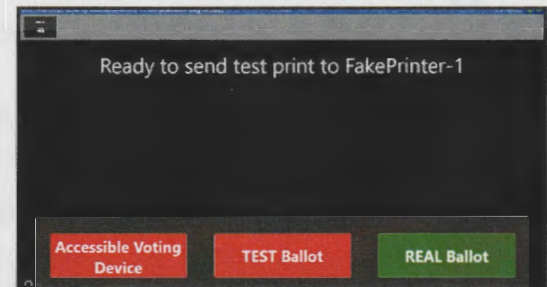
SiteBook Test Print

4. The screen will ask if you would like to test print. Select **YES**. Proceed with the following steps to Test Print.
5. Select the **printer**.



Set Up SiteBooks, Test Print, continued

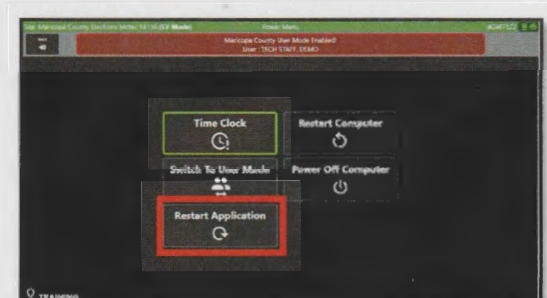
6. **Submit** test prints for both red buttons: Accessible Voting Device and Test Ballot.
7. Once test prints are completed, tap the **Back** button once and respond **No** to test printing.
8. Repeat steps 2–7 on all SiteBooks for all printers.
9. **Inspect, SPOIL, sign, and date** all test prints and place them in the **Clear Official**. Notify the setup team or Hotline if there are any print issues.



Set Up Location

Lock All SiteBooks

1. Tap the **POWER** button (top right).
2. Scan your Site Badge.
3. Tap **Restart Application** to lock the SiteBook for the night.
4. Repeat steps to lock all SiteBooks.



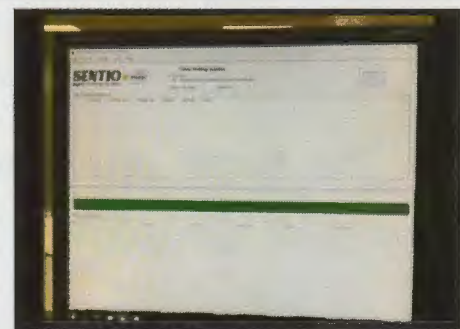
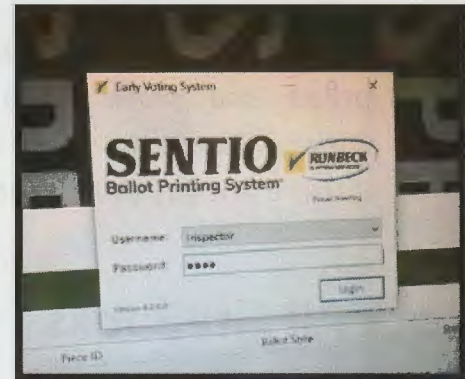
Login to Ballot on Demand Printer Systems

Once the Ballot on Demand (BOD) printer systems are set up by the setup team (see **page 27** for pictures of BODs after setup), they will login to the laptop connected to each printer, wait for the applications to launch, and login to the Sentio Ballot Printing System before performing test prints.

1. Login to each laptop with the Inspector login and password provided in the Inspector packet.
2. The two applications will automatically open upon login. Once they are open, login to the Sentio Ballot Printing System with the same Inspector login and password.
3. The Early Voting System (Sentio Ballot Printing System) application icon looks like a gold box with a blue checkmark and the Envelope Printing System application looks like an envelope. Ensure only one instance of each application is open. If more instances are open, voter materials may print multiple times.
4. Once logged in, the screen will look like this one.



Set Up Location



Load Ballot on Demand Printers

There may be up to three Ballot on Demand (BOD) printers at the voting location. The BOD printer will use information transmitted by the SiteBook during a voter's check-in process to print the voter's specific ballot.

Loading the Ballot Paper- Lexmark

When adding ballot paper to the printer, take these precautions to avoid printing complications.

1. Before adding ballot paper to the printer, remove any existing ballot paper.
2. Never exceed about a half inch of paper.
3. Ensure that the guides on either side of the tray are flush with the paper to prevent printing crooked ballots.
4. Use the corrugated plastic ballot guide, which sits on top of the Lexmark ballot feed tray for longer ballot paper.



Set Up Location



Load the Ballot on Demand Printers, continued

Loading the Mini BOD

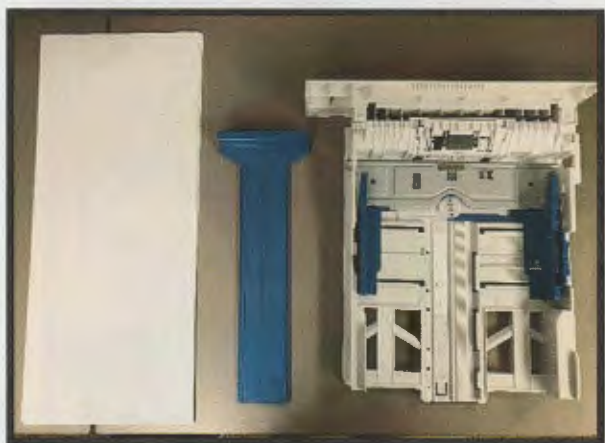
The Mini BOD is an all-in-one printer that will print ballots, envelopes, and other voter materials.



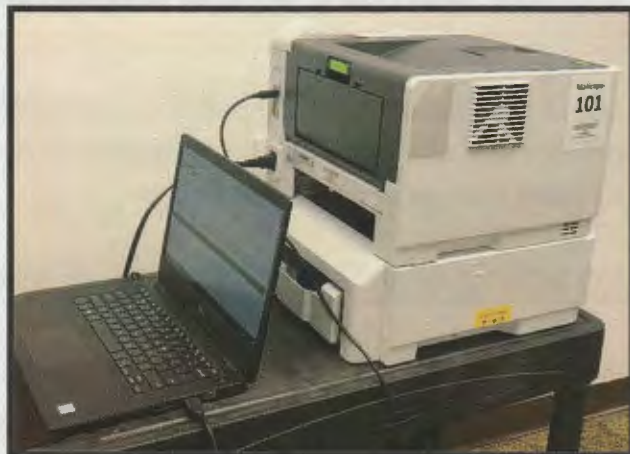
The bottom of the Mini contains the paper drawer for printing provisional receipts and control slips.

To load regular paper: Gently pull out the bottom drawer, load it with regular paper, and gently push it back in place.

The top of the Mini is separate and is stacked on top of the bottom. The top contains the paper drawer for the ballot paper. For the drawer to accommodate longer ballot paper, a blue extender must be used. There will be an indicator on one side of the drawer showing where the extender should line up when connected.



Loading the Mini BOD continues on the next page.



Set Up Location

Load the Ballot on Demand Printers, continued



To load ballot paper: Gently pull the drawer labeled "BALLOT" completely out of the printer, lay it on a flat surface, place a half inch of ballot paper in it, gently insert it back into the printer, and gently push it until it clicks into place. The drawer will extend out through the other side of the Mini BOD as shown in the image to the right.



Set Up Location

To load envelopes: Open and extend the front door flap for the envelope tray and load no more than 10 envelopes in the direction indicated on the green sticker. Adjust the guides to the width of the envelopes. Do **NOT** open the back door flap. All documents, including envelopes, will exit through the top of the Mini BOD printer. **Please note that this is different than on the affidavit printer.**

To print ballots: Guides will be added to the top of the printer to keep longer ballots on the printer. Ballots will print double-sided. The first side of the ballot will print and will almost completely exit the top of the printer. Then, it will be pulled back into the printer to print the other side of the ballot. Do **NOT** remove the ballot from the printer until the printer stops printing and the ballot fully exits the printer.



Ballots printed with excessive curl may jam if submitted to a precinct-based tabulator. If this occurs, gently roll the paper in the opposite direction of the curl to flatten the ballot prior to giving to the voter. If the ballot is to go into an envelope, this step is unnecessary.

Important: Ensure the intake and exhaust fans are unobstructed on both sides of the printer (see red oval in picture on one side of printer). If these fans are obstructed, the printer may overheat and give an error code.



Set Up Affidavit Printer

1. Insert the **power cord** into the back of the affidavit printer.
2. Plug the other end into the **power strip**.
3. Using the **25-foot yellow network cable** from the duffle bag, plug one end into the affidavit printer and one end into the MoFi.
4. Press and hold the **power** button on the front of the affidavit printer for a few seconds to turn it on. The printer shown is already on as the light is green.



Set Up Location

Load Affidavit Printer

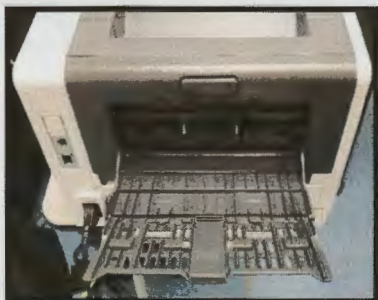
The affidavit printer can work alone or as a part of the Ballot on Demand (BOD) printer system to print envelopes and provisional receipts. Regular paper, loaded in the bottom tray, is used to print provisional receipts and control slips. The paper exits from the top of the printer. Envelopes, loaded from the front, will print out the rear of the printer to the back flap. **Please note that this is different than the Mini BOD printer.**

To load paper: Open the drawer beneath the front flap. Place half a package of regular paper in the drawer. Gently push the drawer closed. Be careful not to overfill paper, as this will cause the printing process to be slower.

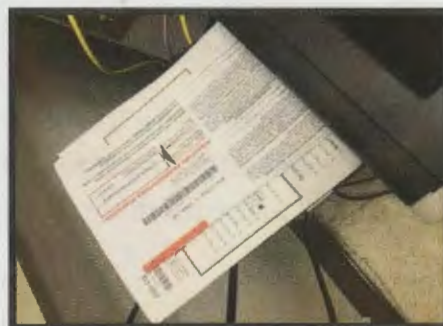


Set Up Location

To load envelopes: Open the **front door flap** of the affidavit printer and place no more than 10 envelopes in the tray using the green sticker on the right side for guidance. Adjust the guides to the width of the envelopes. Envelopes must be loaded facing the correct direction so that the voter's name and barcode print correctly. Start with blank envelopes (no voter name or barcode) and load them with the black arrow pointing to the signature box toward the printer as shown below.



To print envelopes: Open the **back door flap** of the affidavit printer when setting up the printer. Envelopes will be less likely to jam. **As a reminder, do not open the rear flap on the Mini BOD.**



Set Up Accessible Voting Device

The setup team should setup this device. Two (2) people are required to setup.

Verify that you have these three (3) items:



**Accessible Voting Device
Rolling Bag**



**Accessible Printer
Rolling Bag**



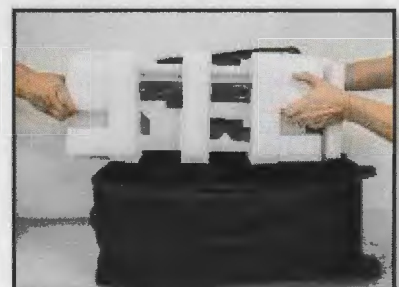
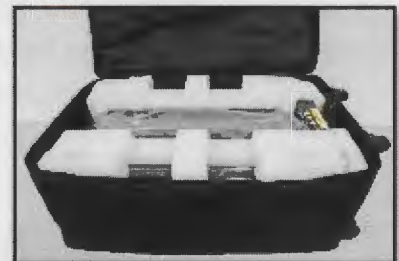
**Accessible Voting Device Controller Bag
(stored inside the printer bag)**

Set Up Location

If the bags have seals, place the broken seals inside the bags for later access.

Accessible Voting Device Touchscreen

1. With TWO (2) people, lay the Accessible Voting Device rolling bag on the floor with the zipper panel facing up. Unzip the bag.
2. The Accessible Voting Device will be wrapped in foam and plastic. Together, lift the entire unit out of the bag and place on table.
3. Remove the power cord from the bag.



Set Up the Accessible Voting Device, continued

4. Stand the Accessible Voting Device on the table and carefully remove the foam protectors one at a time, then the plastic bag cover. The back of the screen should have one seal on the upper door and one seal on the lower door.

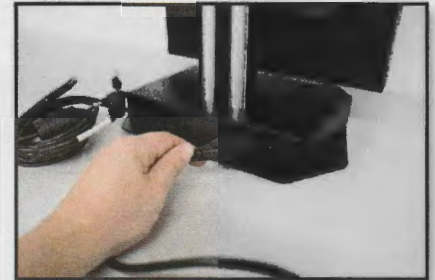


5. Place the foam and plastic back into the rolling bag, zip the bag up, and set aside.



Set Up Location

6. Plug the Accessible Voting Device power cord in the bottom right of the rear of the screen base. Plug the other end into a power strip or wall outlet. The screen will automatically begin booting up after about 30 seconds. If not, unplug it, wait 2 minutes, and plug in again.



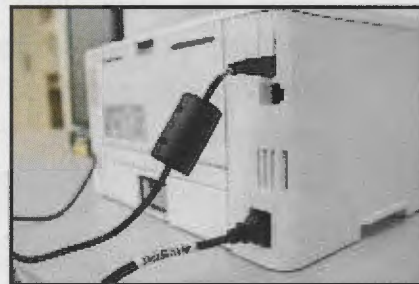
Accessible Voting Device Printer

1. Place the **rolling printer bag** on the floor with zippered panel facing up and unzip.
2. Remove **controller bag** and **power cable** and set aside.
3. Unstrap the Velcro and remove printer from bag.
4. Place printer next to the **Accessible Voting Device Touchscreen**.



Set Up the Accessible Voting Device, continued

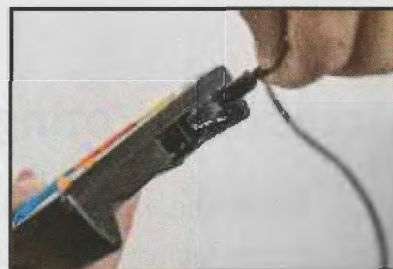
5. From the back of the Accessible Voting Device Touchscreen, plug the **BMD cable** into the **top port** on the back of the printer.
6. Plug the **printer power cable** into the back of the printer and then into the **power strip**. The printer will automatically begin booting up.
7. Position the printer so that the Accessible logo is facing forward.



Set Up Location

Accessible Voting Device ATI Controller

1. Remove the Accessible Voting Device ATI Controller and Headset from the audio bag.
2. From the back of the Accessible Voting Device, plug the cable labeled **USB ATI** into the ATI Controller. The tab on the cord will face down.
3. When it is fully connected you will hear a click and see a flashing green light where you plugged it in.



Set Up the Accessible Voting Device, continued

4. Plug the green end of the headphones into the port labeled **Audio** located on the bottom right side of the ATI Controller.
5. Place the **controller and headset** next to the Accessible Voting Device.
6. Place the controller bag in the printer bag, zip up, and set aside.



Set Up Location

Note: A Sip and Puff Device should also be in the controller bag. If you have a voter who wishes to use Sip and Puff technology, this adapter may be needed for them to connect to the ATI controller. Keep the device in the controller bag and access it only if needed.



7. Finally, place the blue privacy screen around the Accessible Voting Device and printer.



Test Accessible Voting Device

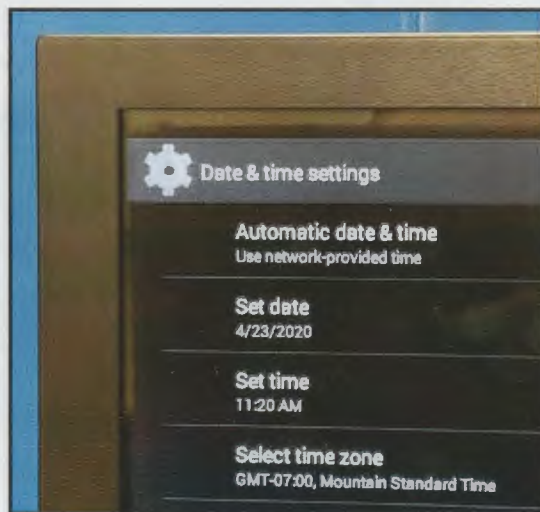
The **Inspector** will test the equipment after setup.

1. Insert the **Poll Worker Card** into the card reader located in the base of the Accessible Voting Device so that the gold chip on the top goes in first and the image of a black key is facing up.
2. When prompted, enter the **login pin number** on the screen. Your login pin number will be in your Inspector packet. Then tap **Login**.



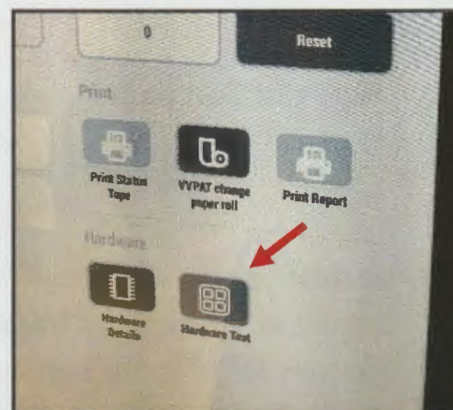
Set Up Location

3. Verify the Date and Time are correct. If correct, tap **Confirm**. If the time is more than 10 minutes different from current time, or the date is wrong, tap the **Modify** button. Note: Time will show in military time but will display in standard time in the upper right corner of the screen.
 - a. To adjust date: Tap **Set Date**, select the current date from the calendar, then touch done.
 - b. To adjust time: Tap **Set Time**, scroll up or down on the hour, minute, and/or AM/PM to set to current time, then touch done.
 - c. Tap the **back** button at the bottom center of the screen to return to main menu.



Test the Accessible Voting Device, continued

4. Tap the **Hardware Test** button on the bottom right of the screen.

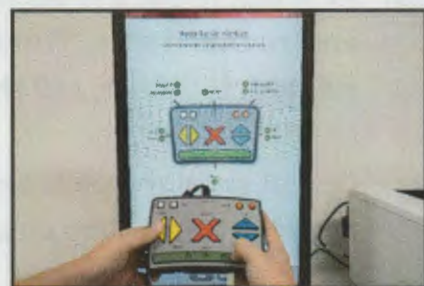


Set Up Location

5. Tap the **ATI button** on the screen. This will test the controller.



6. On the **ATI Controller**, press every button and verify that there is a green check mark next to each button on the screen.



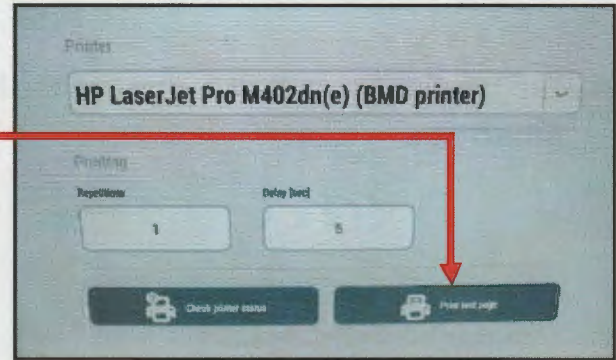
7. Once you have verified that all buttons are functioning, tap the **Back to Menu** button at the bottom center of the screen.

8. Tap the **Printer Button** on the screen. Note that this option is also found under Hardware Test.



Test the Accessible Voting Device, continued

9. Tap **Print Test Page**.



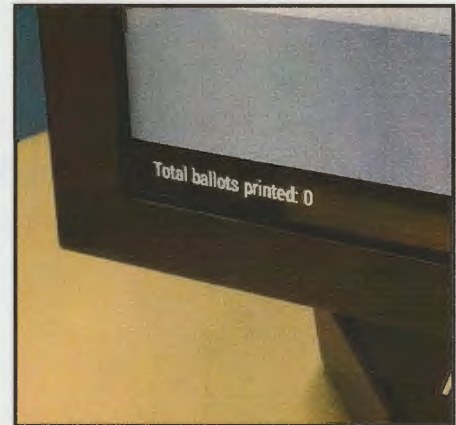
10. A test page will print from the attached Accessible Voting Device printer. **SPOIL it by crossing out the QR code, and sign and date it.** Place the test page in the **Clear Official**.

11. Tap **Close** and remove the Poll Worker Card.

12. At setup, check the bottom corner of the screen to ensure that it says, **“Total ballots printed: 0.”** If not, call the Hotline.



Do not open the polls on the device until the first morning your voting location is open for voters.



Set Up Voting Booths

1. Set up the accessible voting booth by locating the case with one red side.
2. Open the case and remove the privacy screens and legs.

3. Identify the front of the booth and flip over to access the front holes underneath.



4. Locate the accessible voting booth leg extenders in the supplies and attach them to the front holes.



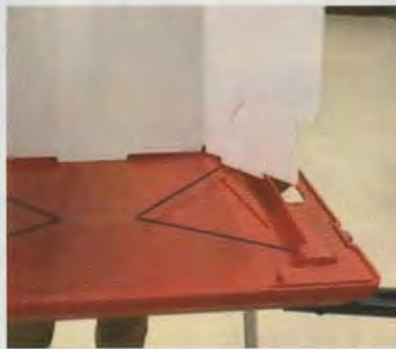
5. Extend four of the legs and insert them into the back holes. Twist and push until securely attached.



6. Insert legs into the holes of the extenders and raise to stand on the legs.



7. Place a privacy screen on top.



8. Tuck the bungee cords into the privacy screen side flaps to secure.



9. Set up the remaining blue voting booths without the leg extenders.

Set Up Tabulators

Set up the night before Election Day for Election Day use **ONLY!**



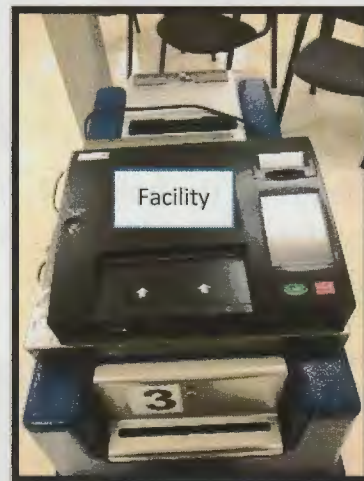
IMPORTANT!

There are two (2) doors on the front of the tabulators that contain memory cards. The Administrator door on the left is sealed with a plastic seal. **DO NOT OPEN THIS DOOR.** If this seal is broken, you must call the Hotline immediately. The tabulator cannot be used. A replacement tabulator will be sent to your location.



Set Up Location

The ballot box should arrive assembled with the tabulator positioned on top.



1. Ensure tabulators are for your facility by checking the card on top of the tabulators.
2. Ensure ballot boxes under the tabulators are empty and that the separator is inserted to separate Door #3 (misread ballots) from Doors #1 and #2. Use your gold key to open doors 1, 2 and 3 to verify. No separator is necessary between Door #1 and #2, as write-in and standard ballots will both drop into this area.
3. Ensure the metal flap on top of the box is open and visible behind the tabulator on top of the ballot box. If you can't see it, the slots are blocked and all ballots will jam.

Set Up the Tabulator continues on next page.

Set Up the Tabulators, continued

4. The adapter latch at the rear of each tabulator will hold the tabulator in place. This latch will be locked with a plastic seal that should not be removed (unless necessary to clear a jam as a last resort).
5. Plug the power cord into the back of the adapter under the latch. The adapter will be plugged into the power supply strip or wall outlet. The orange light to the left of the Administrator Door will illuminate to show that the tabulator is powered.
6. Ensure power cords do not present a tripping hazard.
7. The Inspector will need to verify seal and tag numbers on each tabulator on the Precinct Ballot Report.
 - a. Administrator Door – zip seal at bottom of first picture below
 - b. Poll Worker Door – sticker seal to the right of the Administrator door in first picture below
 - c. Thermal Paper Door – sticker seal at top right of pictures below
 - d. Tabulator Asset Tag (Property of Maricopa County) – right side of tabulator in second picture below – may be located on back side instead

Set Up Location



Set Up the Tabulator continues on next page.



Set Up the Tabulators, continued

8. Ensure the unit is plugged in by checking that the orange light to the right of the locked Administrator Door is on.
9. To the left of the 3 LED lights next to the Administrator port door, insert a stylus into the hole and hold for 2 to 3 seconds. The tabulator will power on and emit a sound.
10. The tabulator displays a “Verifying Configuration Files” message, then the “Ready” screen will appear prompting for the black Security Key.
11. Hold the black Security Key against the Security Key button area on the top left of the tabulator until the screen changes.
12. Enter the provided password and tap **Enter**.

The tabulator will verify election files (this may take some time), then ask you to confirm the date and time. Choose **Confirm**.

13. The “Main Menu” screen will appear. Confirm the bottom left corner reads, “Ballot Counter: 00000.” If it reads any differently, call the Hotline immediately.
14. Tap **Exit**. On the “Ready” screen, tap **Shutdown** in the lower left corner. On the “System Shutdown” screen, tap **Shutdown** to power off the tabulator.



DO NOT open the polls until the morning of Election Day.



Set Up Location

