

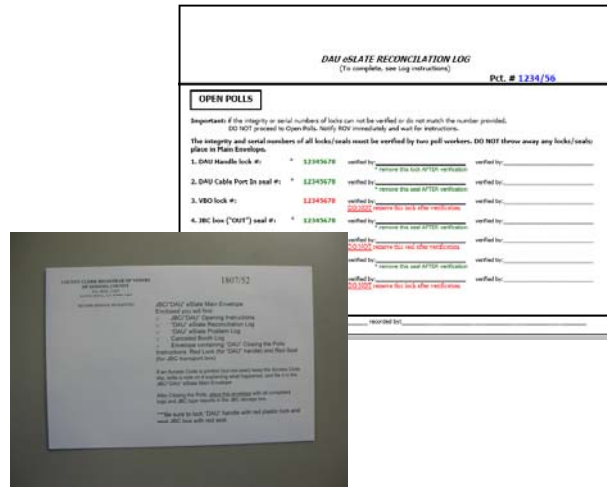
DAU eSLATE

EQUIPMENT SET UP
&
OPEN POLLS INSTRUCTIONS

DAU eSLATE EQUIPMENT SET UP & OPEN POLLS INSTRUCTIONS

PART I: SECURITY CHECK

1. Open DAU/JBC **Main Envelope**; place **Reconciliation Log** and **Canceled Booth Log** on Precinct Board Table.



2. BEFORE opening DAU booth, verify that a lock is around the DAU Booth handle. Verify the lock serial number and sign the **Reconciliation Log** where indicated. Ask a different poll worker to verify the lock serial number and sign the **Reconciliation Log** where indicated. Remove the lock on the handle AFTER both poll workers verify lock; place lock in **Main Envelope**.



3. Turn the DAU around to view the bottom edge. Locate the BLACK Cable-in port. Verify that a seal is placed over the port. Verify the seal number and sign the **Reconciliation Log** where indicated. Ask a different poll worker to verify the seal serial number and sign the **Reconciliation Log** where indicated. Remove the seal on the BLACK Cable-in port AFTER both poll workers verify seal; place the seal in **Main Envelope**.



4. IF EITHER THE LOCK OR SEAL ON THE DAU BOOTH IS BROKEN OR MISSING, NOTIFY ROV IMMEDIATELY AND WAIT FOR FURTHER INSTRUCTION. Record details of the missing lock/seal incident on the **Polling Place DAU Problem Log** in the **Main Envelope**. DO NOT throw away broken locks; put them in the **Main Envelope**.

**POLLING PLACE
DAU eSLATE PROBLEM LOG**

PRECINCT # _____ ELECTION DATE: _____

LOG INSTRUCTIONS: document any problems or incidents involving the DAU equipment.
DOCUMENT ALL INCIDENTS IN WHICH YOU REPLACE A SECURITY LOCK OR SEAL.

INCIDENT #: _____

Time of incident: _____ Reporting Poll Worker: _____

Equipment involved: ___ JBC ___ eSlate (booth) ___ VBO ___ other: _____

voter Name: _____
(if applicable)

Describe Problem: _____

Action taken, if any: _____

5. BEFORE opening JBC Box, verify that a seal is placed over the box lid. Verify the serial number and sign the **Reconciliation Log** where indicated. Ask a different poll worker to verify the serial number and sign the **Reconciliation Log** where indicated. Remove the seal on the JBC Box lid AFTER both poll workers verify the seal; place seal in **Main Envelope**.



6. Remove the JBC from the JBC Box and place on the precinct board table. Verify that a lock is placed over the MBB door (on the right side of the JBC). Verify the serial number and sign the **Reconciliation Log** where indicated. Ask a different poll worker to verify the lock serial number and sign the **Reconciliation Log** where indicated. DO NOT REMOVE THIS LOCK.



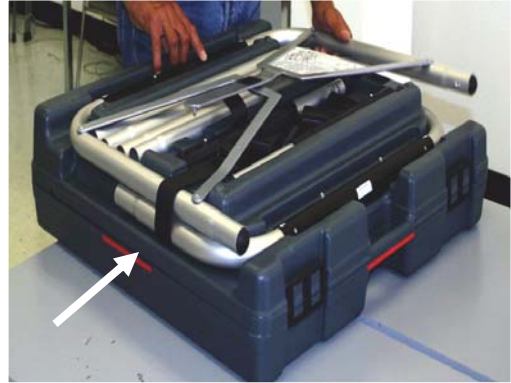
7. Turn the JBC around to view the back of the console. Verify that there are two Seals—one covering the Printer and Modem Ports, and one covering the RED Booth Out computer port. Verify the serial numbers and sign the **Reconciliation Log** where indicated. Ask a different poll worker to verify the lock serial number and sign the **Reconciliation Log** where indicated. Remove the seal on the RED Booth Out Port only AFTER both poll workers verify both seals; place seal in **Main Envelope**. DO NOT REMOVE ANY OTHER SEALS.



(remove this one)

PART II: EQUIPMENT SET UP

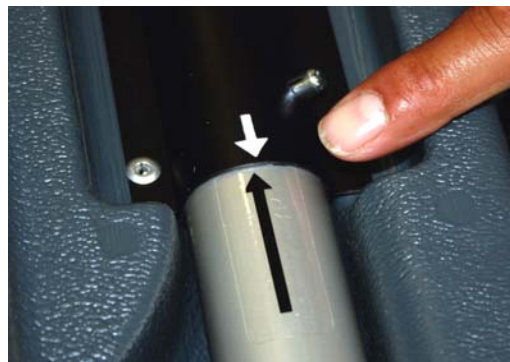
8. Disconnect **three Velcro straps** holding DAU legs in place.



9. Grasp **LEFT back leg** while pressing and holding down button. Raise the leg and slide out.



10. Align arrows to lock button.



11. Repeat steps 9 and 10 for **RIGHT back leg**.



12. Lock **BACK leg braces** by pressing the button into hole on center tab.



13. Position the **FRONT legs** using same procedure for **BACK legs** (See #9 on previous page).



14. Insert straight **leg tubes** into each of **FRONT/BACK legs**; rotate tube until button locks.



15. Attach **black feet** to ends of legs. The feet extend toward front of the booth (i.e. toward handle).



16. Pull both **Feet Extenders** out all the way until buttons lock.

17. Using two people, turn booth over and set upright on floor.



18. Open case by releasing **two latches** next to handle; raise lid.



19. Push **lid brace** until it snaps into place.



20. Lift storage **compartment lid** (above eSlate) and remove **VBO power cord**; insert into **VBO power port** at the top of the VBO, if not already done.



21. Remove **headphones** from storage compartment and hook over booth handle.



22. Release **privacy screen** from clips.



(Close-up of clip)



23. Unfold **privacy screen** and locate two **loops**.



24. Slip **loops** over **posts** (near corners of booth) to hold **privacy screen** open.

25. BEFORE connecting the DAU Booth to the JBC, verify a lock is in place to secure the VBO (inside DAU booth). Verify the lock serial number and sign the **Reconciliation Log** where indicated. Have a different poll worker verify the lock serial number and sign the **Reconciliation Log** where indicated. DO NOT REMOVE THIS LOCK.



26. If you have not already done so, remove black **JBC power cord** and gray **JBC cable** from the "Hart" cardboard box. Do not connect to any power source yet.



27. Plug one end of the JBC cable into the **Booth out port** on the back of the JBC; tighten thumbscrews.
Note: Connect Red plug to Red port.



28. Plug other end of JBC cable into the port on the back of the **DAU booth**.
Note: "TOP" must be face up on cable end when connecting to port.



29. Insert the **JBC power cord** into the back of the JBC.

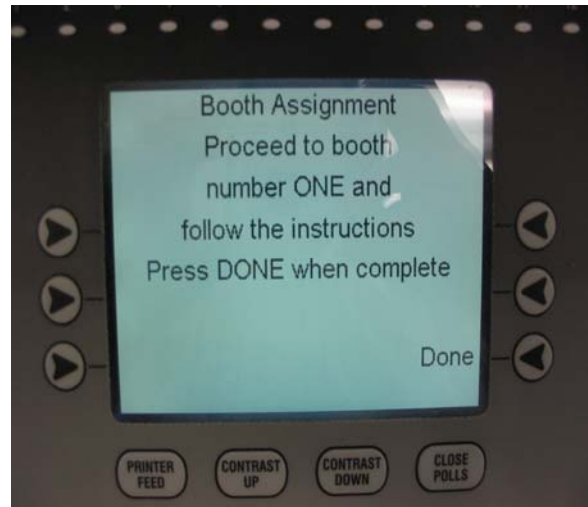


30. Connect other end of **JBC power cord** to a power outlet. Connect **VBO power cord** into power outlet (if not already done). If using a power strip, be sure it is turned on.



31. The JBC screen will prompt you to **proceed to Booth #1** to ASSIGN THE BOOTH.

Walk over to DAU booth;
proceed with step 32 (below).



32. Press the ENTER button on the eSlate to assign the booth. Return to JBC to continue opening procedures.



33. Press the ► next to DONE.

34. Press the ► next to NEXT. The JBC will print the **Network Configuration Report**.



35. Press the ► next to PRINT ZERO TAPE.

36. Verify the precinct number on the **Zero Tape**.



37. Check JBC Public Count number (**"PUB"**) on JBC screen; copy number onto **Reconciliation Log**. The **PUB** should be zero.

PART III: OPEN POLLS

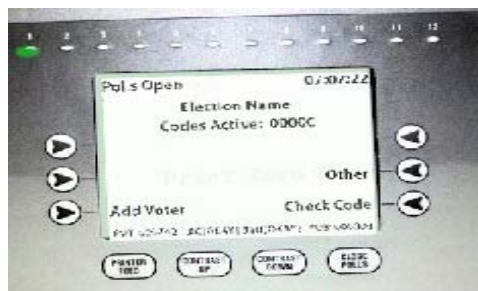
38. Press the ► next to OPEN POLLS.
39. Using JBC keypad, enter Open Polls Password (listed on **Reconciliation Log**), then press ► next to ACCEPT.



40. Tear off entire Open Polls tape and place in "JBC/DAU **Main Envelope**."



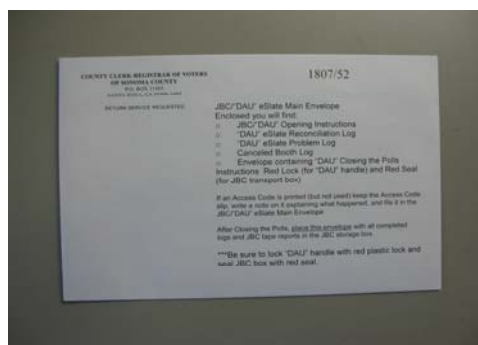
41. JBC Screen will display POLLS OPEN menu. You are now ready for your first voter.



42. Complete the **Reconciliation Log: Open Polls** section using information from the JBC screen and tape. Refer to the **Reconciliation Log Instructions** on reverse side of log.

| DAU eSLATE RECONCILIATION LOG | | Pct. # 1234/56 |
|---|------------|--------------------|
| OPEN POLLS | | |
| Important: If the integrity or serial numbers of locks can not be verified or do not match the number provided, DO NOT proceed to Open Polls. Notify SDV immediately and wait for instructions. | | |
| The integrity and serial numbers of all locks/seals must be verified by two poll workers. DO NOT throw away any locks/seals; place in Main Envelope. | | |
| 1. DAU Handle lock #: | * 12345678 | verified by: _____ |
| 2. DAU Cable Port In seal #: | * 12345678 | verified by: _____ |
| 3. VBO lock #: | 12345678 | verified by: _____ |
| 4. JBC box ("OUT") seal #: | * 12345678 | verified by: _____ |
| 5. JBC Handle/Printer Port seal #: | * 12345678 | verified by: _____ |
| 6. JBC Booth Out Port seal #: | * 12345678 | verified by: _____ |
| 7. HBB lock #: | 12345678 | verified by: _____ |
| 8. OPEN POLLS PASSWORD: 111111 | | |
| 9. Start of Day PDR count (JBC screen): _____ recorded by: _____ | | |

43. Place all tapes produced by the JBC into the **Main Envelope**.
44. Return **Reconciliation Log** to **Main Envelope** and set aside in secure location for later use.



45. Place **Canceled Booth Log** on Precinct board Table for use as needed.
46. Continue with **PRECINCT OFFICER CHECKLIST & INSTRUCTIONS** (in binder) to prepare to open the polling place.