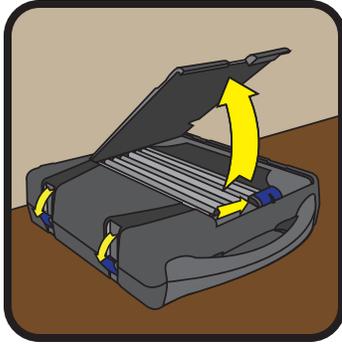
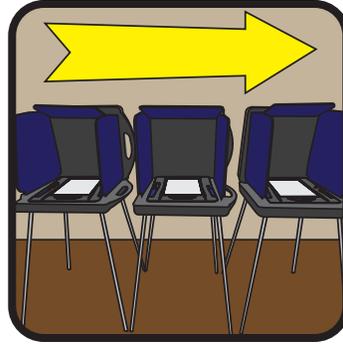


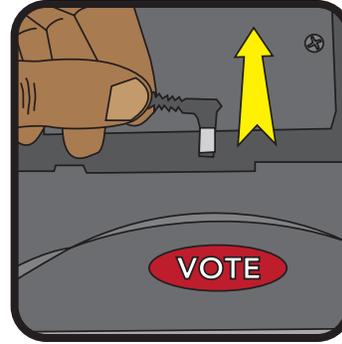
OPENING PROCEDURES



1. Assemble all voting machine booths.



2. Connect the voting booths to power, working from **left to right**.



3. Unplug the power connector and remove the **last** (or rightmost) machine from its booth, and place it on a table.



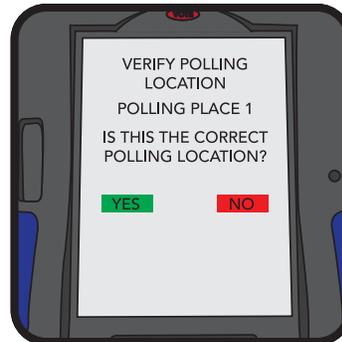
4. Verify the seal on the comm pack matches the number on the seal envelope. Cut it and place it in the envelope. ⚠️



5. Place the comm pack on the table next to the voting machine. Plug in the power cable, and connect the printer cable to the machine.



6. Remove the **GREEN PEB** from the comm pack and insert it into the first machine.



7. Verify the precinct name by selecting **YES**. ⚠️



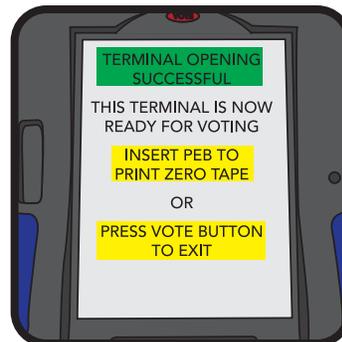
8. Follow the on-screen instructions. **DO NOT** remove the **GREEN PEB** until prompted to do so.



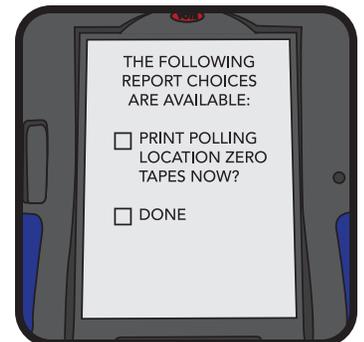
9. When prompted, press the **VOTE** button to exit. The voting machine is now ready for voters.



10. Using the **GREEN PEB**, repeat steps 5 through 7 to open all remaining machines, except for the one that you removed earlier.

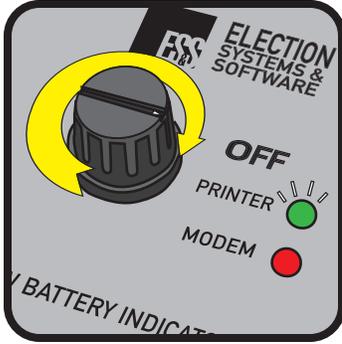


11. When you reach the machine on the table, proceed as above, except, when prompted, insert the **GREEN PEB** to print a zero tape.



12. Press **PRINT POLLING LOCATION ZERO TAPES NOW**.

OPENING PROCEDURES



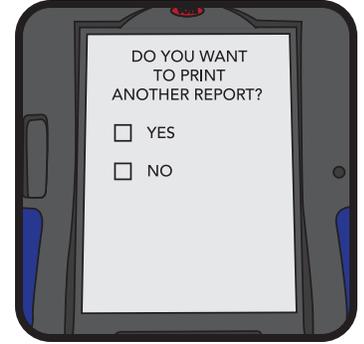
13. Turn the comm pack selector to **PRINTER**, as prompted on the screen.



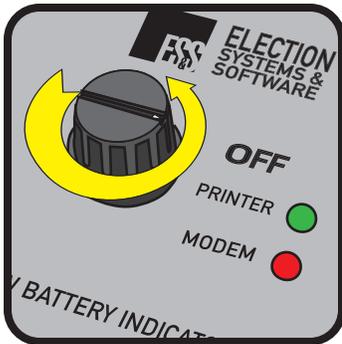
14. Hold down the small black button on the printer until the green light comes on.



15. Press the **PRINT** button on the screen to print the zero tape. Two tapes should print.



16. If only one tape prints, press **YES** to print another. Otherwise, press **NO**.



17. When prompted, turn off the comm pack by turning the selector switch to **OFF**.



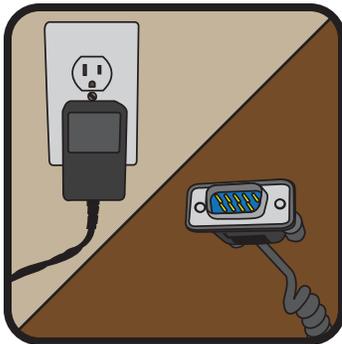
18. Have at least two poll managers confirm the public counts on the tape read zero, and the protective counts match the seal envelope. ⚠️



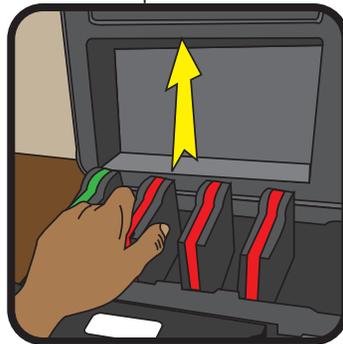
19. Have at least two poll managers sign the first zero tape and place it in the comm pack. Post the second tape for public viewing.



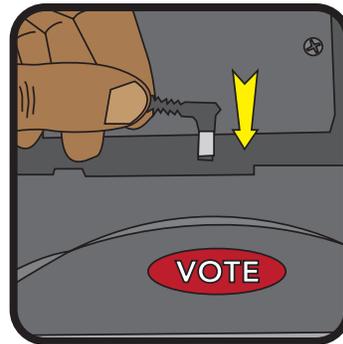
20. Return the **GREEN PEB** to the comm pack. It will not be used again until the end of the day.



21. Disconnect the comm pack's power and printer cables, and place them inside the pack.



22. Remove **RED PEBs** from the comm pack. Place the pack in a secure area. Use **RED PEBs** to activate ballots, keeping them secure at all times..



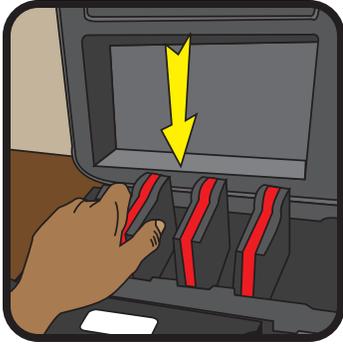
23. Place the last voting machine back in its booth, and be sure to reconnect the power cable.



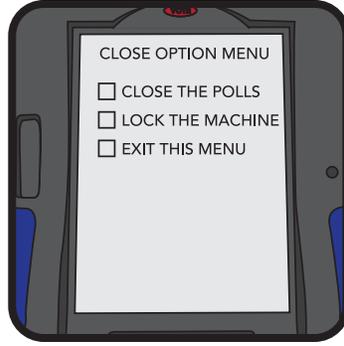
24. Congratulations! The polling place is now open for voting.

⚠️ Contact your county elections office or polling location technician if you encounter issues opening machines. ⚠️

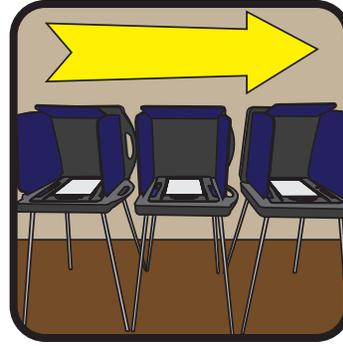
CLOSING PROCEDURES



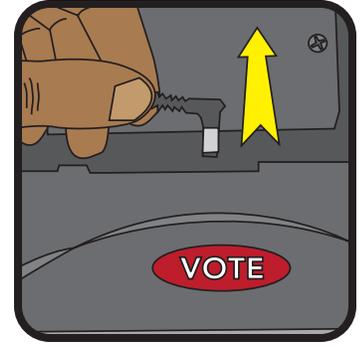
1. After all voters have cast their ballots, collect all of the **RED PEBs** and store them in the comm pack.



2. Insert the **GREEN PEB** and select the **CLOSE THE POLLS** option. Wait to remove the **GREEN PEB** until prompted on screen.



3. Repeat step two for all voting machines, closing them from **left to right**.



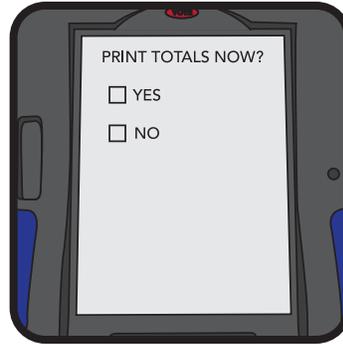
4. After closing the last machine, disconnect the power connector, and place the machine on the table.



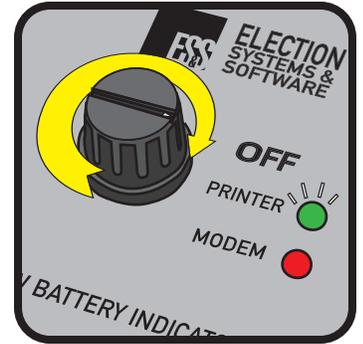
5. Place the comm pack on the table next to the voting machine. Plug in the power cable, and connect the printer cable to the machine.



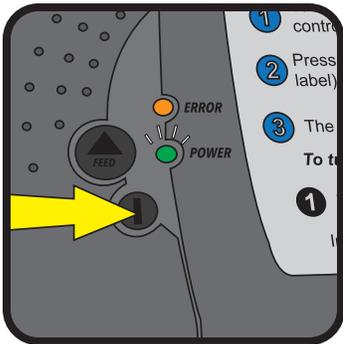
6. Insert the **GREEN PEB** into the machine on the table.



7. When the display reads, **PRINT TOTALS NOW**, select **YES**.



8. Turn the comm pack selector to **PRINTER**, as prompted on the screen.



9. Hold down the small black button on the printer until the green light comes on.



10. Following the prompts, press the **PRINT** button on the screen to print the totals tape. Two tapes should print.

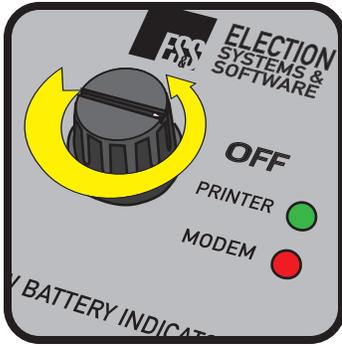


11. If only one tape prints, press **YES** to print another. Otherwise, press **NO**.

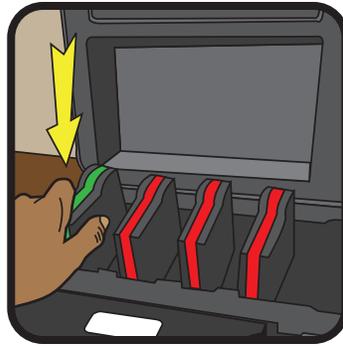


12. Sign both tapes. Place one in the comm pack, and the other on the wall with the zero tape.

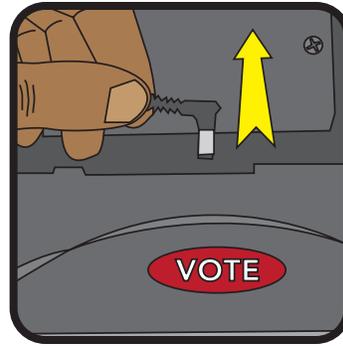
CLOSING PROCEDURES



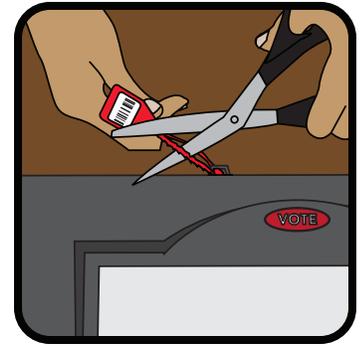
13. When prompted, turn off the comm pack by turning the selector switch to **OFF**.



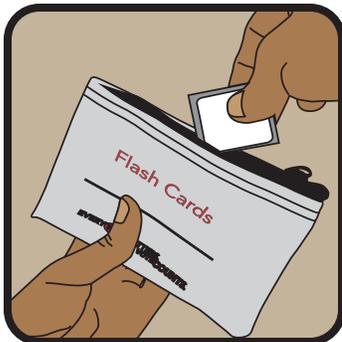
14. Remove the **GREEN PEB** from the machine, and secure it in the comm pack.



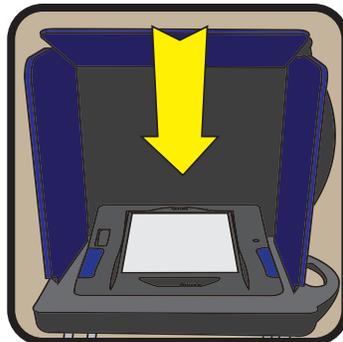
15. Unplug the power connector from the back of the first voting machine, and remove the voting machine from its booth.



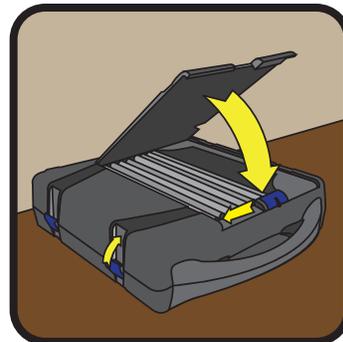
16. Cut the seal on the flash card door, which is located next to the power connector.



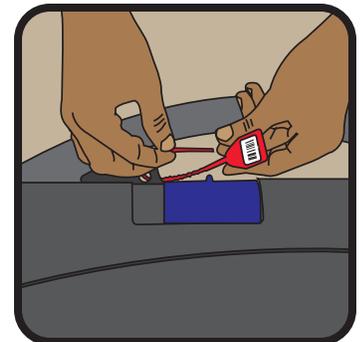
17. Slide the door open, remove the flash card, and place it in the pouch provided.



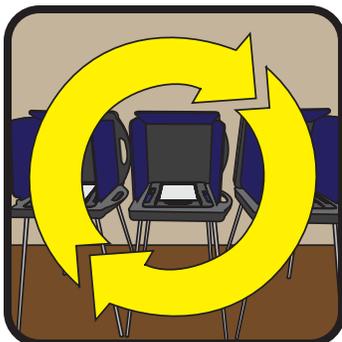
18. Return the voting machine to its booth.



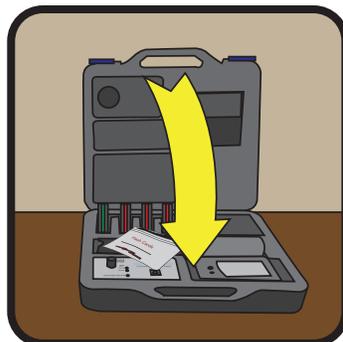
19. Close and disassemble each voting booth.



20. Secure each booth's handle with a seal, and record the seal number on the seal envelope.



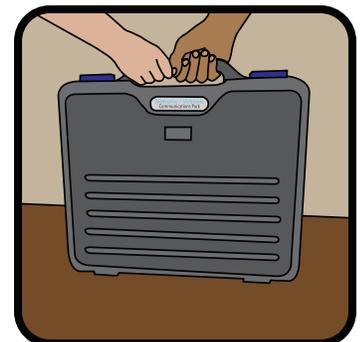
21. Repeat steps 15 through 20 for each voting machine.



22. Ensure that all flash cards, PEBs, and a copy of the zero and totals tape are in the comm pack, and close it.



23. Place a seal around the handle, and record the seal number on the seal envelope.



24. Ensure the comm pack, voting machines, and all other materials are returned to election central, following your county's procedures. The closing process is now complete!