



Santa Cruz County Tablet Manual

June 7, 2022

Set up the Tablet booth. Place according to your site-specific Blue Binder or Layout Card. Each one must be set up for maximum privacy.



1
Remove Velcro strap that holds the sides in place.



2
Open the left side all the way then the right side.



3
Pull up on the spring locking mechanism to release the bottom panel.



4
Lift the bottom up until it touches the bottoms of the left and right side.



5
Pull spring bolt back and release so that the pin is secure in the housing in the leg of the booth.



6
Assembled booth



**Do not place anything under the booths.
Underneath is to remain clear for accessibility**

Setting Up Accessible Tablet and Printer

- Once your booth is set up and in place, set up the Tablet and Printer

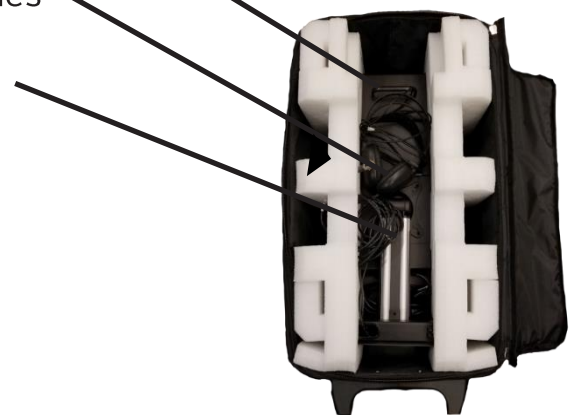


- Place the Tablet case either on the floor or on a table (whichever is easiest and comfortable for you to lift the machine)

Handle for lifting

Headphones

ATI Unit



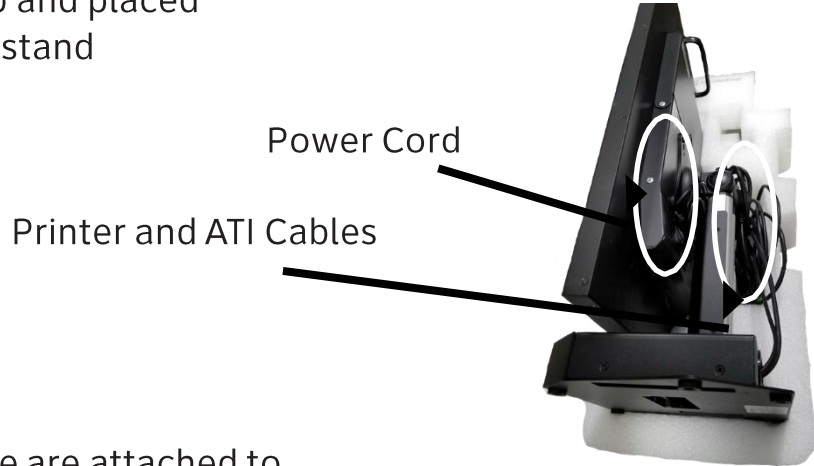
- Unzip the case, (the Tablet is to be packed facing down) remove the headphones and ATI unit.



- Grasp the handle on the back side of the tablet and the bottom of the tablet to lift out
- Lift the machine out and remove the protective foam casing from around the touchscreen
- Place foam back in the carry case



- The power cord is wrapped up and placed between the monitor and the stand



- The ATI cable and printer cable are attached to the Tablet
- Place the Tablet on the Tablet booth
- The empty Tablet case is not to be stored under any booth.

Place the printer case either on the floor or on a table (whichever is easiest and comfortable for you to lift).

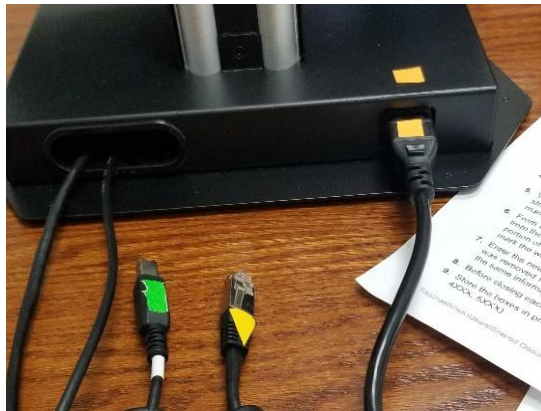


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- Lift the printer out and place it next to the Tablet
- Tablet printers will come preloaded with ballot paper

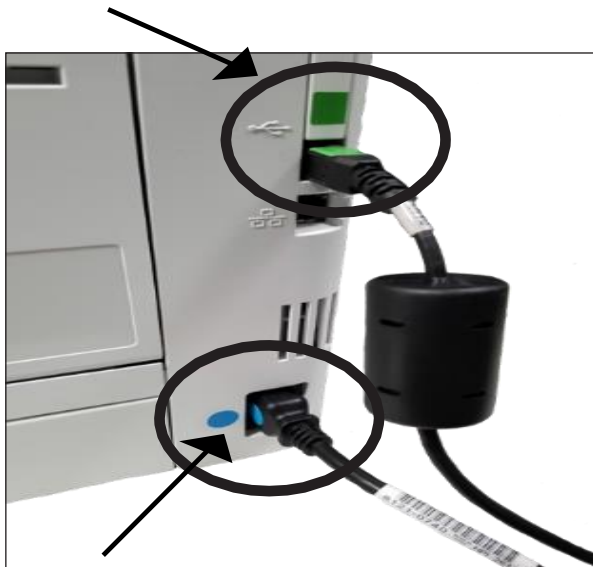


- Tablet, printer, headphones, and ATI cords are all shape/color coded for easy set up.

Connecting the Tablet, Printer and Accessible Controller.



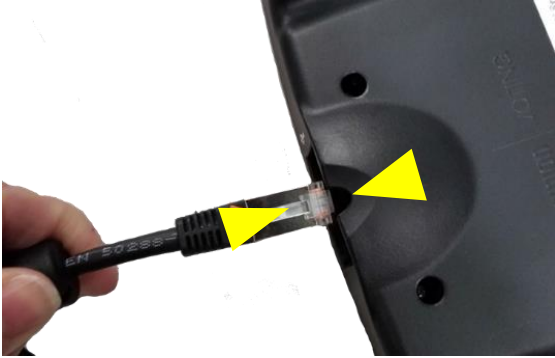
The Tablet power cord is marked with an Orange square ■ Plug the end with the orange square into the back of the Tablet and the other end into the surge protector provided.



The cord with the Green square ■ connects the Tablet to the printer. This is already attached to the Tablet. Plug the end with the green square into the back of the printer matching the green square with the green square.

The cord with the Blue Circle ● is the printer power cord. Connect the end with the

Blue Circle to the back of the printer, matching the blue circle with the blue circle. Plug the other end into the surge protector provided.



The cord with the Yellow triangle ▲ connects the Tablet to ATI device (accessible controller). This cord is already attached to the Tablet. Ensure the end with the yellow triangle is securely attached to the ATI controller.

- Place the headphones and ATI unit directly behind the Tablet, easily accessible when needed
- **The empty printer case is NOT to be stored under any booth**



To meet ADA requirements, the printer should not be placed back farther than 6 inches from the front edge of the booth

Opening the Polls on the Tablet

Each Vote Center will be issued 2 Poll Worker card. The Poll Worker Card can be found inside red-striped envelope.

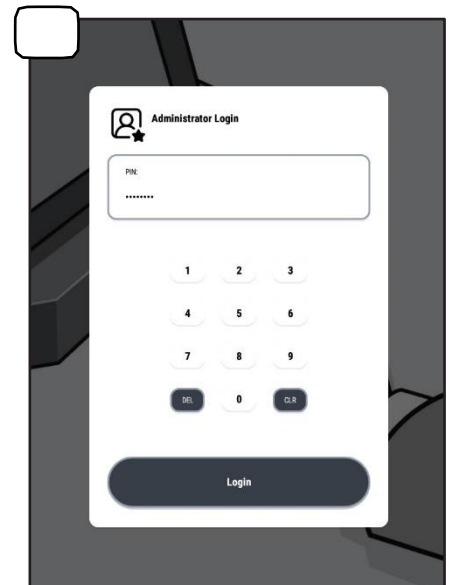
The Poll Worker Activation card should be kept on the Lead' or Tablet Clerk's lanyard at all times. Do not leave the card unattended.

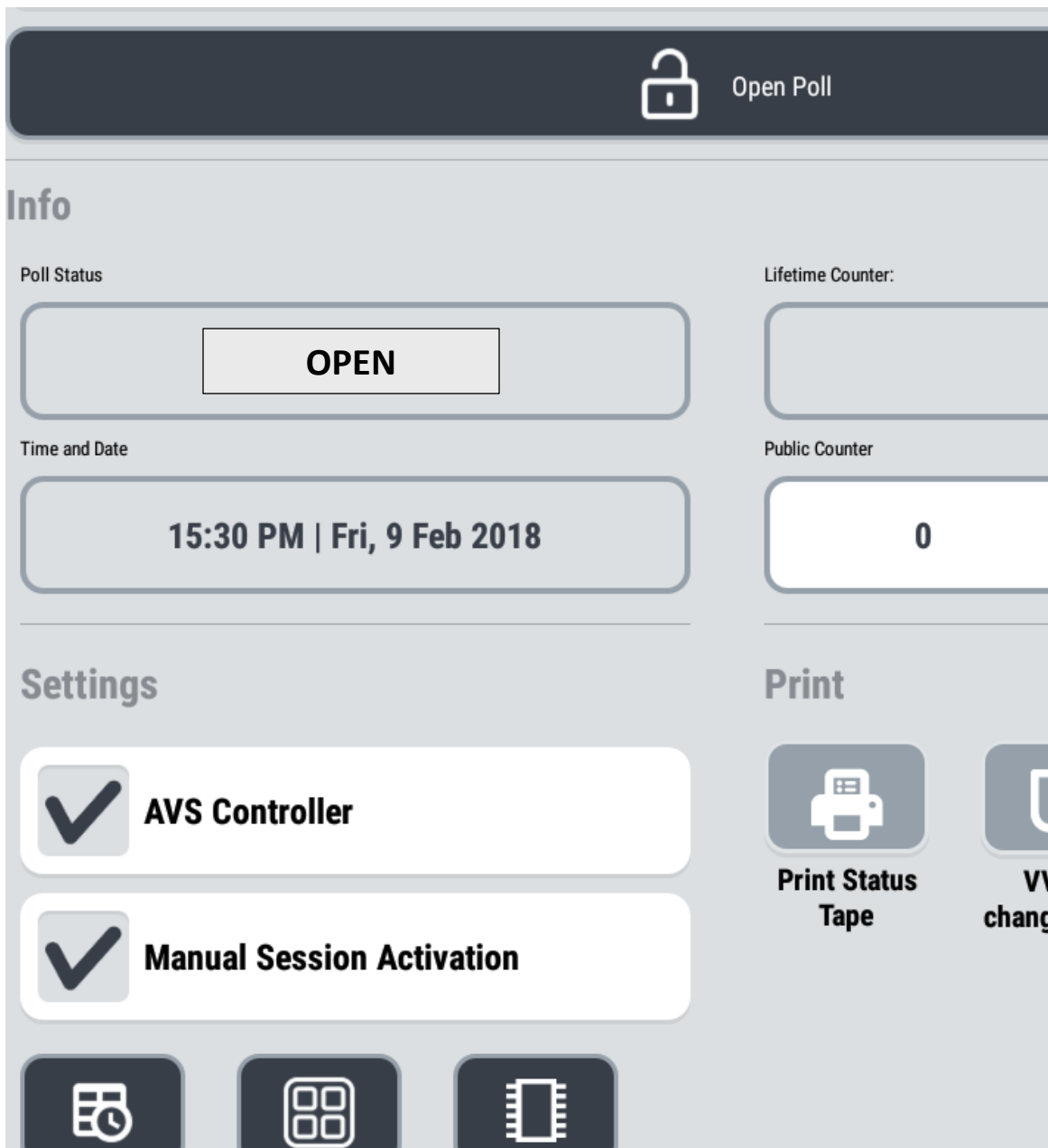
Once the Tablet is set up and plugged in it will power up and the polls will be OPEN. If it does not, STOP and call the hotline 454-3081.

To be ready for the first voter:

- Insert the Poll Worker card into the slot in the front of the Tablet.
- Select LOG IN tab to left.
- Enter the Administrator login PIN
(Your Lead will have the Admin PIN)
- Select **“Login”**

Verify that the date and time are correct



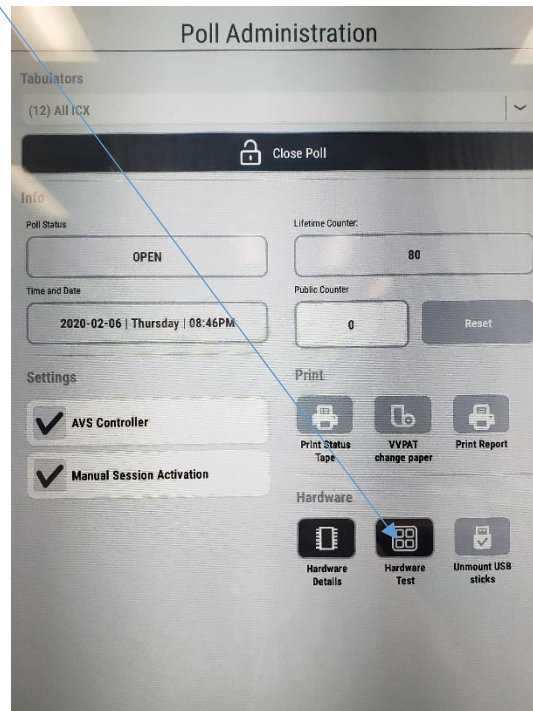


Check to be sure:

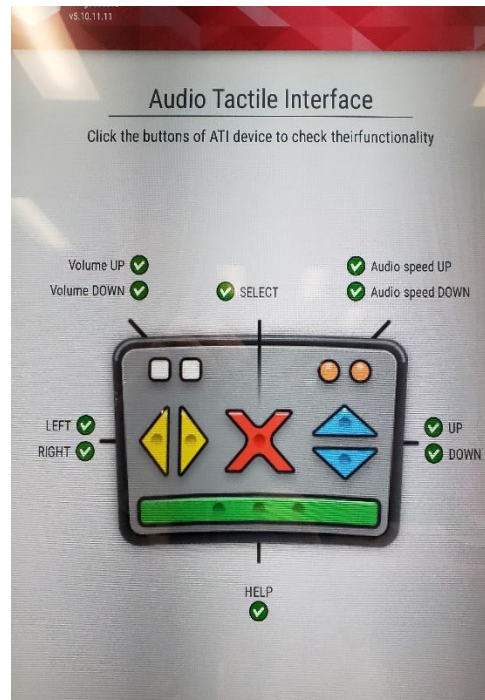
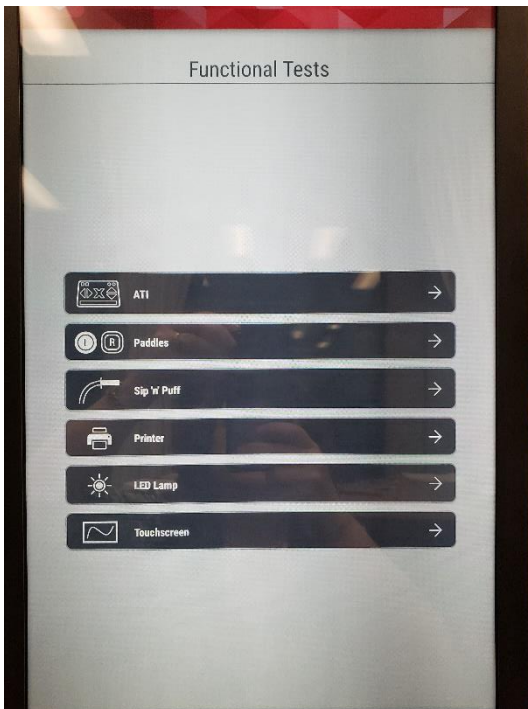
- **“AVS Controller”** and **“Manual Session Activation”** boxes are checked. If not, tap to check the box
 - Verify the Public Counter reads **“0”**. If not zero, call the Hotline 454-3081
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Hardware Test

Tap Hardware Test button (at the bottom of the icons) to begin tests.

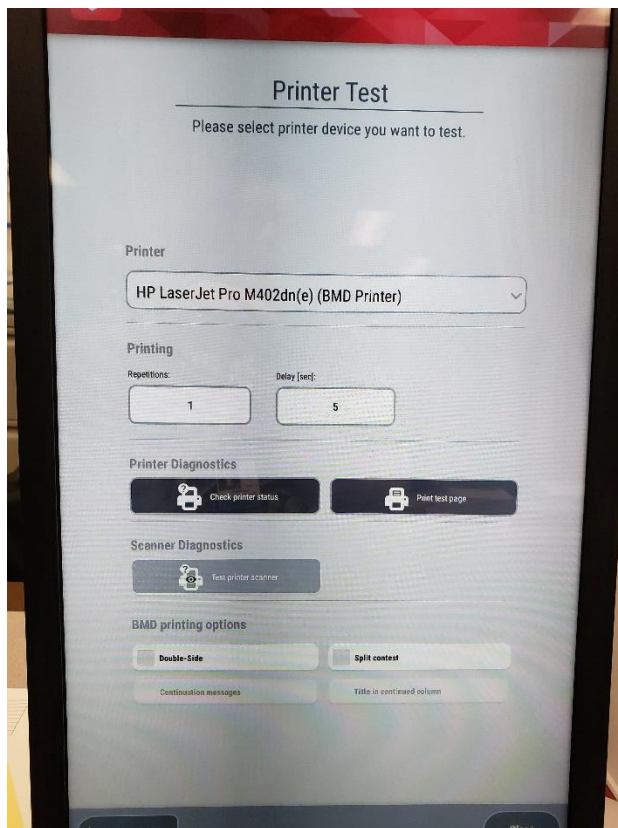


Functional Tests - Only the ATI, printer and the touchscreen will be tested.

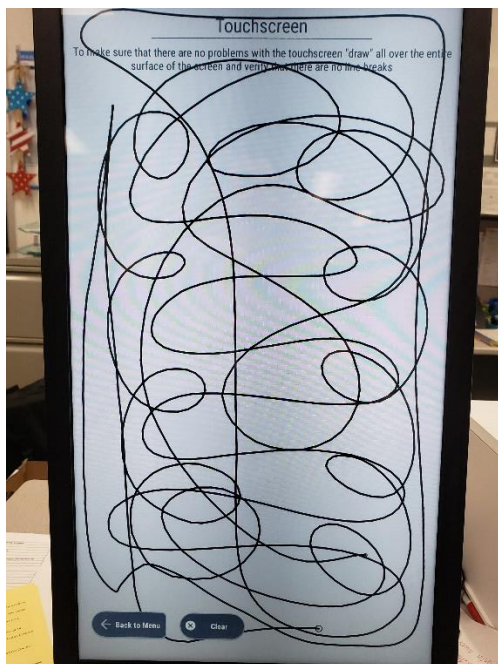


1. Tap the ATI button to test the ATI functionality
Press every button on the ATI until all question marks are replaced by green check marks. Press Back to Menu button in bottom left corner.
2. Tap the PRINTER button. Press PRINT TEST PAGE. Place Test Page in

Red stripe Envelope. Press Back to Menu button in bottom left corner.



3. Tap the TOUCHSCREEN button. With your finger, draw on the entire screen to ensure there are no line breaks. Press Back to Menu button in bottom left corner.



Tap the CLOSE button at the bottom of the screen.
Remove the card from the Tablet.



The tablet is now ready for the first voter!

Voting on the Tablet

Insert Poll Worker card.

To activate, enter Precinct number from Tablet ID card

Press ACTIVATE button.

Remove Poll Worker card and step away for Voter Privacy.

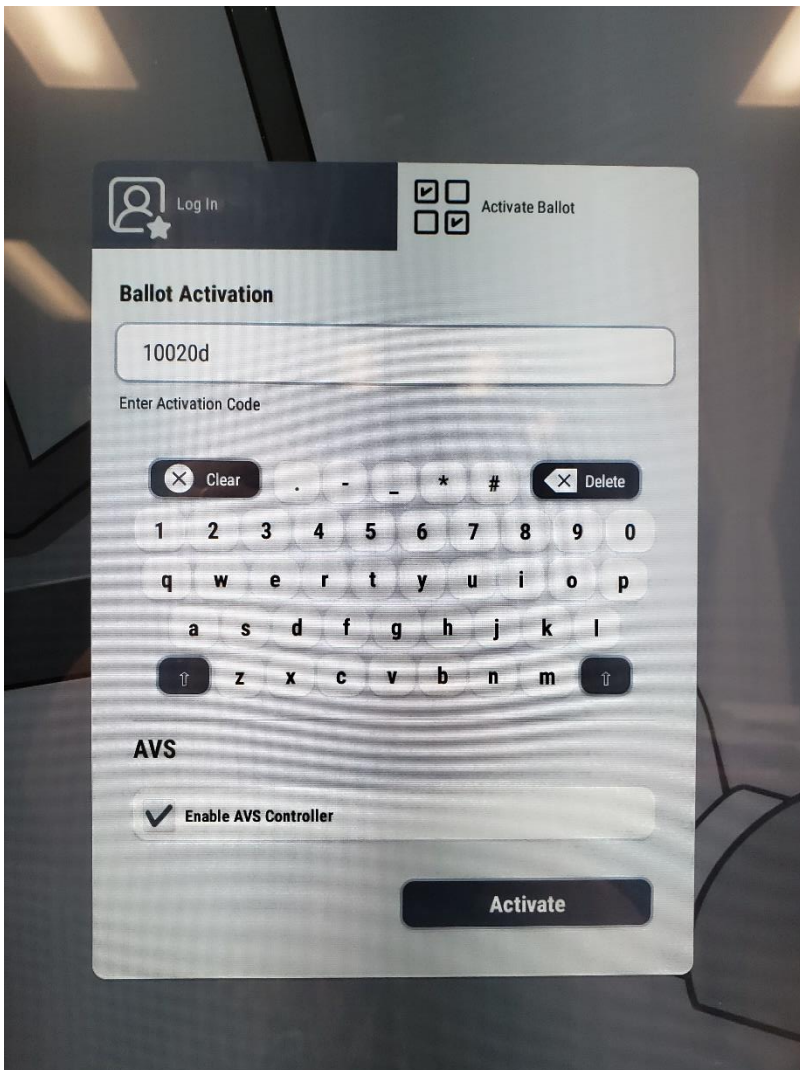
Accessible Voting on the Tablet

The voter should be comfortably positioned at the Tablet with the Accessible Controller and headphones prior to starting the accessible voting session.

Insert the Poll Worker Card into the Tablet to start the voting session.

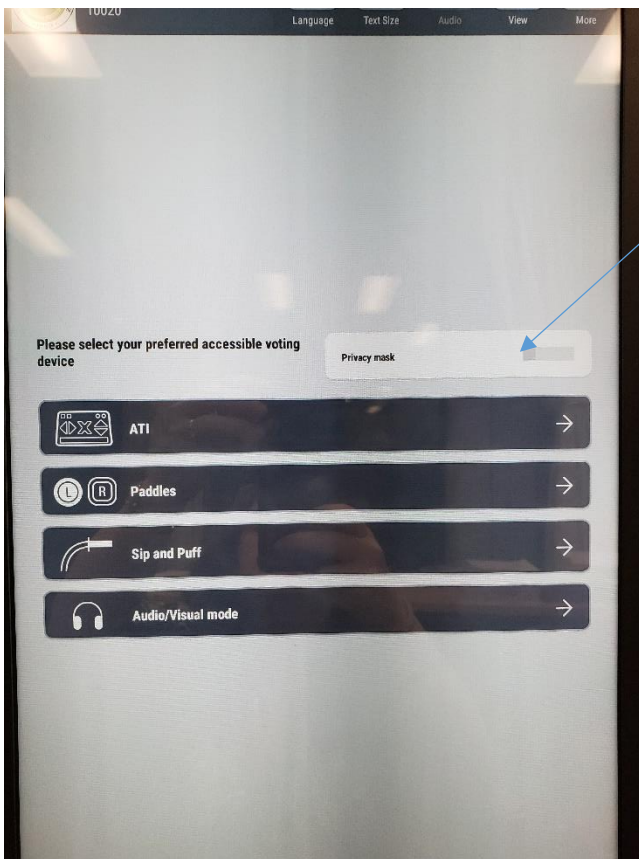
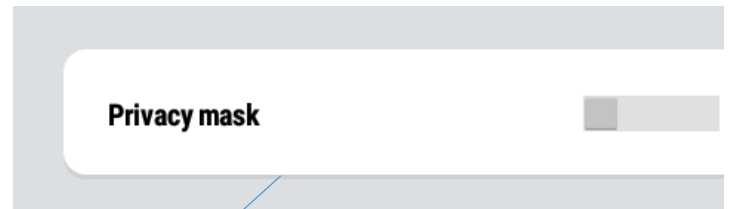
Enter the precinct number from the Tablet ID Card.

Before hitting the activate button, be sure that the box next to “Enable AVS Controller” is checked.



The Tablet Clerk or the voter then chooses their desired language by tapping on either Spanish or English. Audio guidance is not available for language selection. Ask the voter if they would like to vote in English or Spanish and select the language for them.

Prior to selecting the mode of accessible voting, the voter has the option to engage the Privacy mask by tapping the **Privacy mask** button. The Privacy mask electronically covers the contest display area on the screen protecting the voter's privacy. Audio guidance is not yet available so the voter may need assistance.



As soon as you press a mode of accessible button the audio will start and the voter will hear instructions based on the chosen method of accessible voting before proceeding to the ballot.

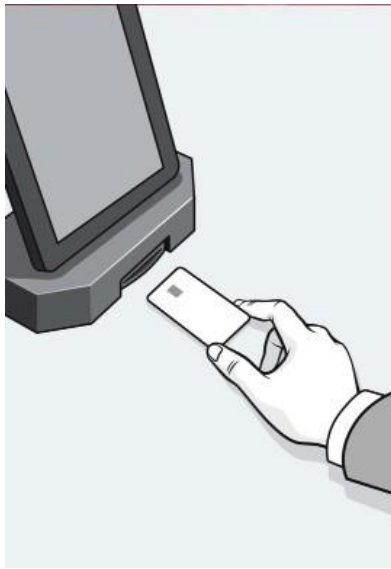
The voter will take it from here. Give the voter space and allow them to vote privately and independently, unless they specifically ask for assistance.

When assisting a blind voter let them know where to find the printer before they start to vote so they can easily find their ballot and protect their privacy. Remember NEVER TOUCH A VOTED BALLOT unless it is your own or the voter has asked for assistance.



Standard Voting on a Touchscreen

1
The Clerk inserts the Poll Worker Activation card into the Tablet to start the voting session. Once the ballot is activated, remove the card and step away allowing the voter privacy.

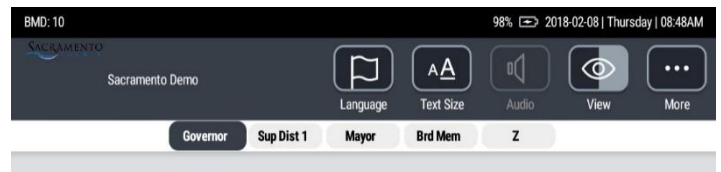


2
The voter then chooses their desired language by tapping on a language button

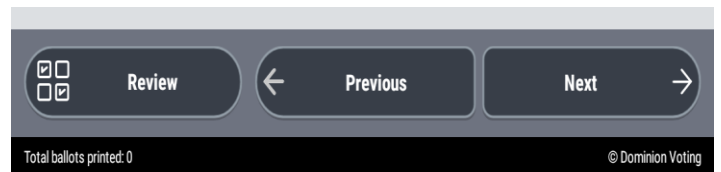


4
The voter navigates the ballot by tapping the contest tabs at the **TOP** of the screen or the navigation buttons at the **BOTTOM** of the screen.

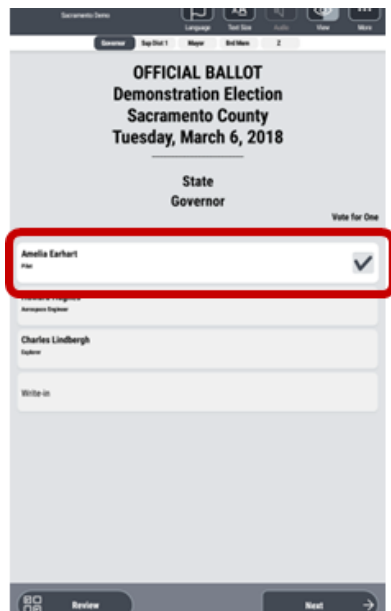
Top - Contest Buttons



Bottom - Navigation Buttons



3
The first contest is displayed. The voter makes their selections by tapping the candidate(s) of their choice.





5

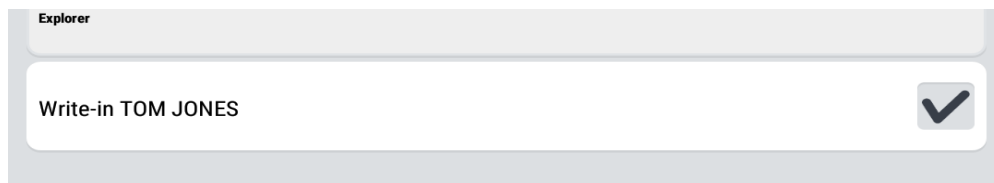
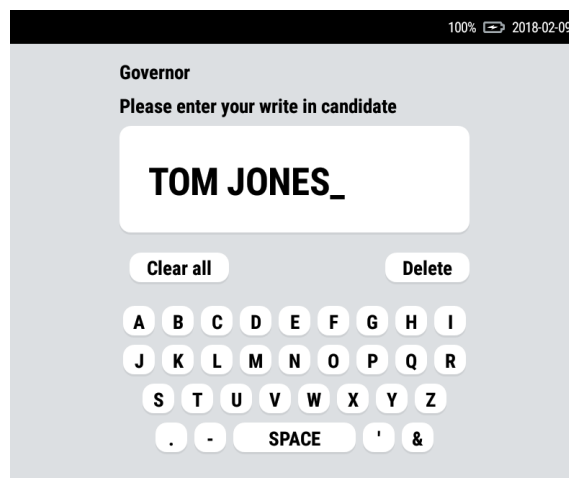
The voter may change their language selection and/or the size of the displayed text at any time by tapping the **Language** or **Text Size** buttons at the top of the screen.



6

To vote for an available write-in candidate, the voter taps on **Write-in** in the candidate listing then types in the candidate's name using the pop-up keyboard and taps the **Accept** button when finished.

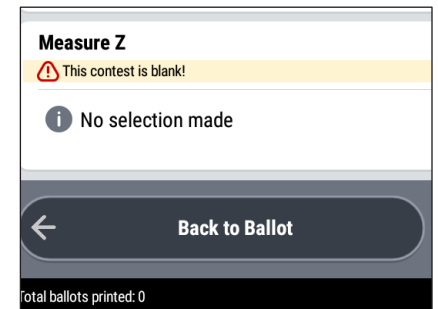
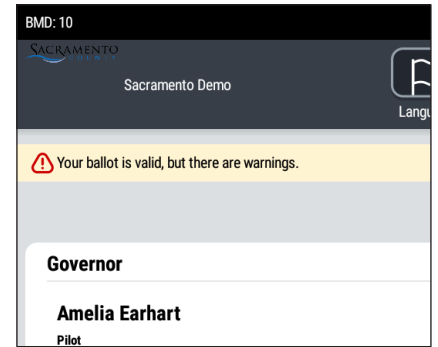
The entered name is then displayed as the selected candidate in the contest.



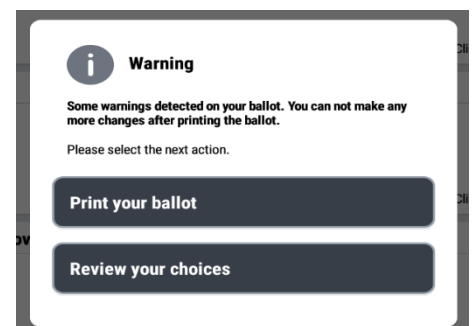
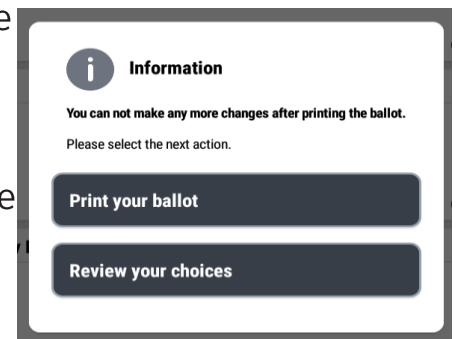


7
After the last contest, or when the **Review** button is tapped, the voter is taken to the **Ballot Review** screen.

- The voter reviews their selections and can return to the ballot by tapping a displayed contest or the **Back to Ballot** button. **Warnings** are displayed for any blank or under voted contest(s).
- **Scroll Up** and **Scroll Down** buttons will be available to review any contests not displayed on the screen.
- When the voter is satisfied with their selections, they can tap the **Print Ballot** button.



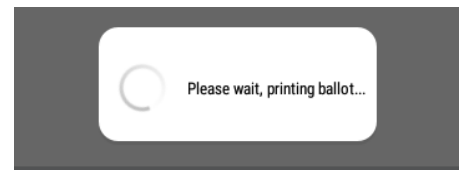
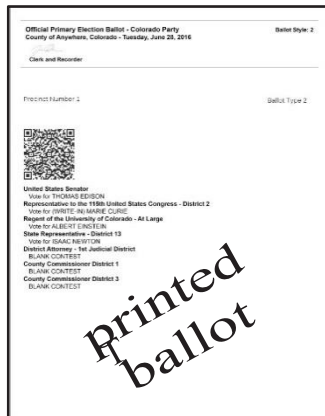
8
Once the voter taps the **Print Ballot** button, they will receive an **information** message or a **Warning** message. The **Warning** message only appears if one or more contests have been left blank or are under voted. The voter can tap the **Print your ballot** button to print the ballot and complete the voting session or tap the **Review your choices** button to go back to the **Ballot Review** screen.





9

- After tapping the **Print your ballot** button, the ballot will begin printing.
- The voter is notified when the ballot has successfully printed.
- The voter may now inspect their printed ballot and when ready, insert the ballot into the ballot box.



10

- After the voter inserts their ballot into the ballot box they will then get their "I Voted" sticker.

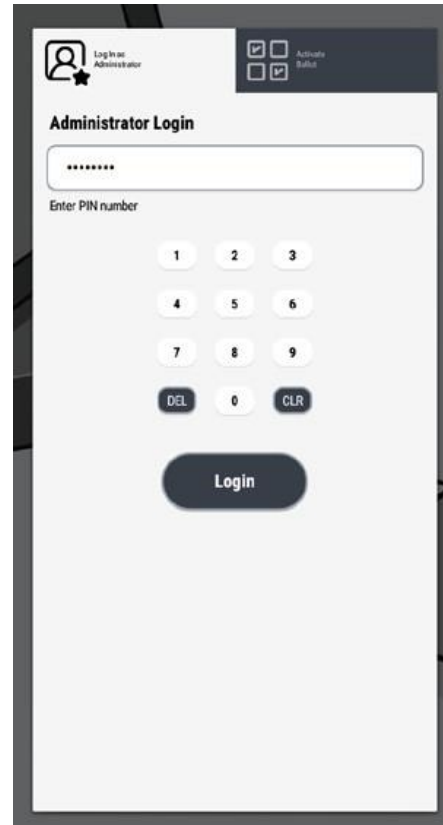


Closing the Polls on the Tablet

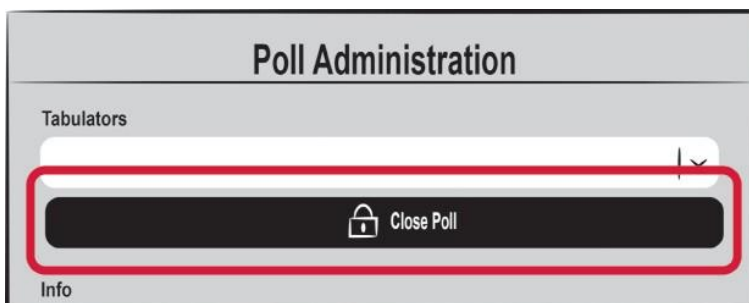
Insert the Poll Worker card

Enter the Administrator Login PIN then tap the **Login** button

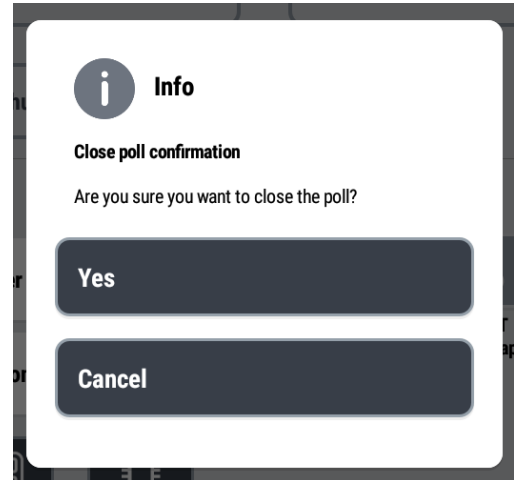
Your Lead has your PIN



Tap the **Close Poll** button



Tap the **Yes** button to proceed with closing the poll



Unplug and pack the Tablet and printer back into the cases they came in and leave them for the next day pickup. Make sure all cords are included and the right Tablet is in the corresponding black bag.

That's it! You did it! Congratulations!