# *Election Morning*

## ImageCast Precinct  (ICP)  (ElectionSource direct #1.888.742.8037)

- Refer to the ElectionSource ICP 5.5 Operations Guide **Inserting the Cards** and **Opening the Polls**.

  ➢ With the Tabulator unplugged, insert the 2 compact cards shiny side-up into the appropriate slot at the front of the Tabulator (green on right, red on left).

  ➢ Plug the Tabulator in, Wait for ICP to boot and load the election, once you hear the peep apply the security key, enter the election security code, and press Enter.

  ➢ Confirm the date and time; at the Administrative Menu press Open Polls.

  ➢ Press Zero, compare Zero Tape to Ballot to verify election date, precinct, offices, candidates, proposals, etc.  NO additional copies are necessary. Do not tear off Tape, all inspectors present sign Tape.

- Verify the actual serial and seal numbers to those listed in the Poll Book, Page 1 Clerk's Preparation Certificate.

- Start the day with a FULL thermal paper roll (refer to the ElectionSource Guide **Changing the Tape**).

## ImageCast X Ballot Marking Device (ICX)  (ElectionSource direct #1.888.742.8037)

The current election has already been loaded on to the ICX.  The top and bottom doors on the back of the monitor should be sealed, and the privacy shield positioned on the screen.

- Refer to ElectionSource ICX 5.5 Operations Guide **Opening Polls**.

  ➢ Plug-in the ICX and Printer. You will hear a tune, wait.

  ➢ Power ON the printer.

  ➢ Verify the actual serial and seal numbers to those listed in the Poll Book, Page 1 Clerk's Preparation Certificate.

  ➢ Insert the POLL WORKER **authorization** card into the card reader; Login with election security code password.  Confirm/Modify the date and time.  Select OPEN POLL, Yes to confirm.  Remove POLL WORKER card.

- Inset a VOTER **activation** card and using a blank piece of <u>COLORED paper</u> marked 'TEST BALLOT', tab through each screen then print a BLANK Test Ballot (we are making certain the machine and printer are working!). Remove the VOTER card. Repeat for each ballot style.

  ➢ Using colored paper for this test will alert inspectors that this ballot is unique and will NOT be run through the ICP Tabulator.
  ➢ Place the BLANK Test Ballot(s) in to the #3 Local Clerk Envelope.
  ➢ Return VOTER card(s) to inspector at EPB to be reused.

# *Closing the Polls*

## ImageCast Precinct  (ICP)  (ElectionSource direct #1.888.742.8037)

- Refer to the ElectionSource ICP 5.5 Operations Guide **Closing the Polls**.

  - ➢ Apply the security key, select Close Poll, enter the election security code, press Enter, and then Yes to confirm.

  - ➢ The Tabulator will automatically print 1 Results Tape. Tear off Tape, all inspectors' present sign Tape.  Print and sign at least 2 more copies.

    - ♦ If using **Cellular Modem**:  Confirm seal number on inside modem door to the number recorded in the Clerk's Preparation Certificate in the Poll Book.

      Break seal and when prompted connect the yellow end of the Cellular Modem device into the modem jack.

      In the Ready to Transmit screen tap OK; then Wait while a connection is established, results are transmitted, and report is printed.
      It is not necessary to reseal modem door.

    - ♦ If not using Cellular Modem:  select SKIP on the Transmit screen.

  - ➢ Power Down / Yes, unplug tabulator.

- If instructed by local clerk to remove **Compact flash cards** …

  - ➢ First confirm seal number on the front Compact flash drive door to the number recorded in the Clerk's Preparation Certificate in the Poll Book.

  - ➢ Then, break seal(s), remove both compact flash cards, seal both flash cards into a State-approved container, TWO precinct inspectors from opposing parties may transport sealed container to clerk's office.
    It is not necessary to reseal the front compartment door on the Tabulator.

## ImageCast X Ballot Marking Device (ICX)  (ElectionSource direct #1.888.742.8037)

- Refer to the ElectionSource ICX 5.5 Operations Guide **Closing Polls**

  - ➢ Insert POLL WORKER card
  - ➢ Login with election security code password
  - ➢ Select Admin menu, Close Poll, Yes
  - ➢ Select the red Power off button in bottom right corner of screen, Yes to confirm, wait
  - ➢ Remove POLL WORKER card
  - ➢ Turn Printer off
  - ➢ Unplug ICX VAT