

## OPENING THE POLLS: Sequoia/Dominion ImageCast

**STEP 1:** Remove the protective cover by disconnecting the strap under the machine, and then store the cover for the day. Carefully raise the display screen and adjust it for convenient viewing.



Remove the white foam protective covers from the front and back of the ImageCast. Store these foam pieces for re-packing later in the day.

**STEP 2:** Check the serial numbers to verify that you have received the correct unit. Roll the machine to its location for the day and lock the wheels by pressing down firmly on each of the four wheel-locks with the ball of your foot.

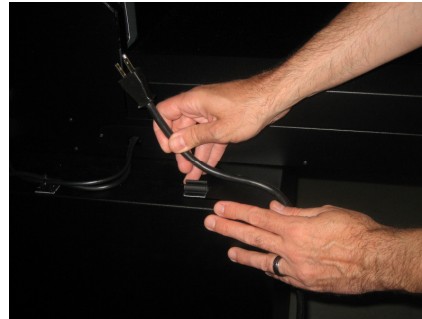
Serial Number



Push down to lock wheels in place



**STEP 3:** Lift the power cord from the storage clip and plug it into a power source. An extension cord may be needed. Secure the cords so they do not present a tripping hazard.




▶▶▶ **Important:** Remember to attach the privacy panels to the display screen with Velcro™ to ensure the voter's privacy. ◀◀◀

**STEP 4:** Unlock the ballot box. Turn the key vertically and then pull and rotate the handle to open the door. Remove the box of supplies from the ballot box.



▶▶▶ **Important:** Do not close ballot box door yet. ◀◀◀

**STEP 5:** Turn the power button ON by firmly pressing the round POWER button  located on the UPS box in the lower-right corner of the ballot box. Its LCD will light to show power-up activity.



**The ImageCast performs a series of internal checks to verify that the machine is ready to open the polls. During these checks, a solid red light is displayed on the side of the ballot box.**

**STEP 6:** An audible beeping tone begins sounding to prompt the Inspector to contact her or his security key (iButton) to the security keypad to verify the election files.



Hold the security key firmly against the metal pad labeled Security Key. It may take a minute or so before it registers correctly. Be patient!

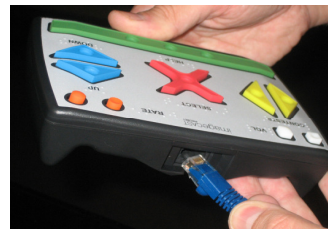
**STEP 7:** The operator screen displays the message: "Key accepted, validating election files, please wait."

The Administrator menu is displayed on the operator screen.

▶▶▶ **Important** – Do not touch the LCD Administrator screen while the **RED** status light is still on. It will take approximately 2 minutes for the status light to change to **GREEN**. ◀◀◀

Close the ballot box door by rotating the handle and pushing the handle down. Lock the door and keep the keys secure. Do not reopen the ballot box until you're ready to close the polls.

**STEP 8:** Connect the ATI (Audio Tactile Interface) to the ImageCast. The ATI must be connected in order to process an Audio Voter.



- Connect the ATI with the blue (or yellow) cable to the top of the ATI.
- Plug the other end of the cable into the end of the ballot-marking table.
- Connect the headset to the bottom of the ATI port labeled "audio" (under the blue buttons).

**STEP 9:** From the Administrator menu, open the polls by selecting the **OPEN POLL** option.

The ImageCast operator screen informs you that the results are zero and asks if you would like to print a Short or Long Zero Results Tape.

Press the **SHORT** button.

A single tape will print. After a few moments, the unit asks if you want to print additional tapes. Press YES if the ImageCast involves more than one canvass or Election District. Press NO if not or when you have finished.

**STEP 10:** Examine and verify that the information on the Zero Results tape is correct. Check the name of the voting location, the ED #, the machine's serial number, the total votes cast, and the protective counter, if necessary.



▶▶▶ **Keep the security key in a safe place at all times.** ◀◀◀