

Sequoia Voting Machine

Board Worker Training

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Board of Elections

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Introduction

- ◆ Machine is lighter so it can be positioned to better assist Board Workers.



- ◆ Through this presentation, you will learn all the operations relevant for Election Day.

SUBJECTS COVERED

- ◆ Overview.
- ◆ Vocabulary used.
- ◆ Opening of the machine.
- ◆ Opening the polls.
- ◆ Machine Operations.
- ◆ Closing of the polls.
- ◆ Securing machine for shipment back to warehouse.

Overview

- ◆ The Sequoia Voting Machine is a battery operated Direct Recording Entry Voting Machine. Machine operates on FIRM WARE not software. Once a vote has been recorded on the machine it remains there until the machine is reset after the election.
- ◆ Understanding the operation of the machine will allow you to assist voters in any difficulty they should encounter.

Vocabulary

- ◆ ZERO PROOF REPORT – The early morning print out verifying that all the electronic counters are at zero to start the Election.
- ◆ RESULTS PRINT OUT – This replaces the old return sheet that had to be filled out by hand.
- ◆ RESULTS CARTRIDGE – The removable cartridge that has the results of the election on which must be removed at the close of the election and return to Municipal Clerk.

Opening the machine

- ◆ Roll the machine into the desired position and LOCK the back wheels.



Opening the machine



- ◆ With two workers, bend down and lift the cabinet into the vertical position.

Opening the machine

- ◆ Release the latch in the back of the machine and put into normal voting position.



Opening the machine



►► Break the seal on the front doors and open up the front of the machine.



Opening the machine



- ▶▶ Remove curtains from curtain holding tube at bottom of machine and insert into holders in front doors.



Opening the Polls



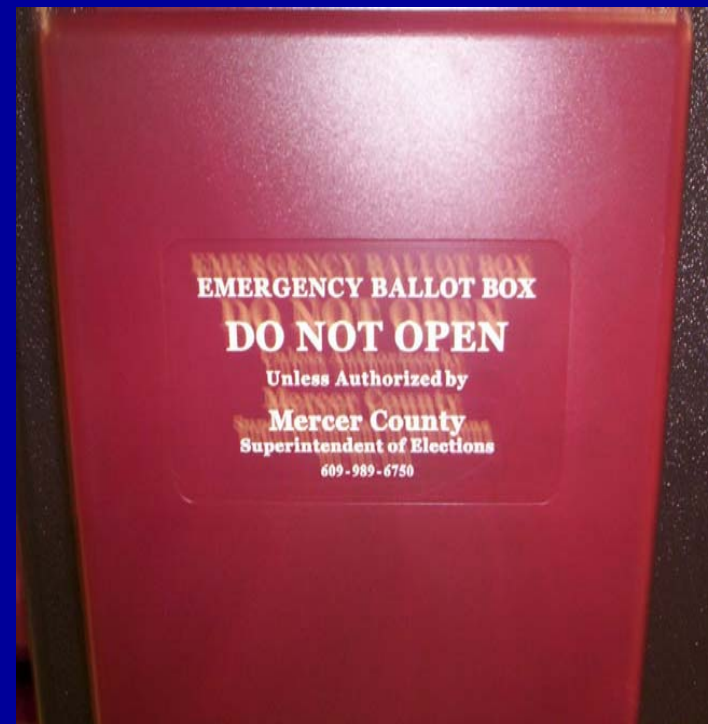
After opening the front of the machine, go to the rear door, unlock with yellow key, remove the operator panel and hang the panel on the side of the machine.



Opening the Polls



- ◆ Remove ALL supplies from the rear door of the voting machine.



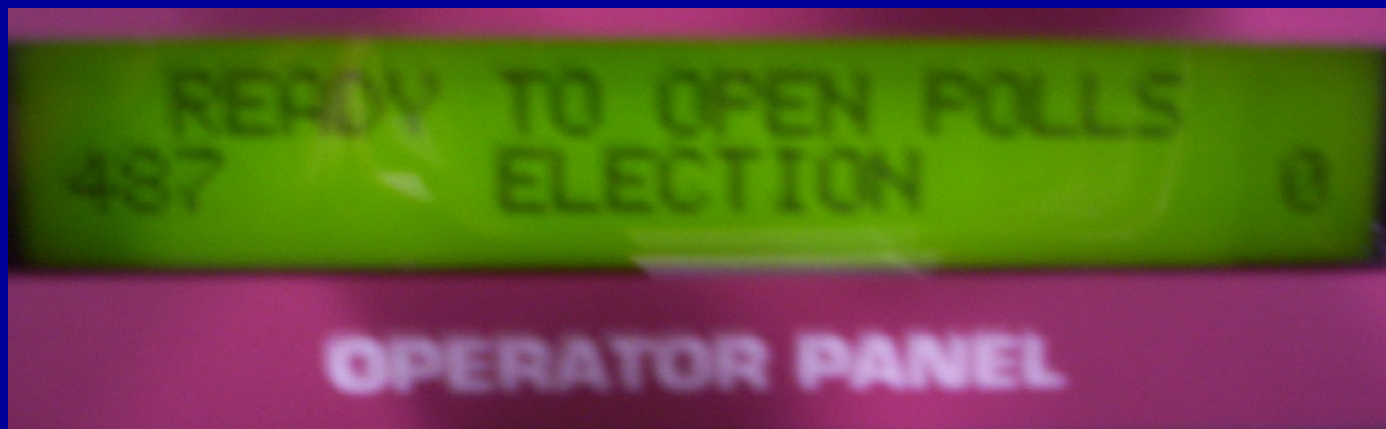
Opening the Polls



- ◆ After you remove the operator panel, go to the rear door and turn the red power switch to ON.
 - ◆ Machine will go through a series of diagnostics tests.

Opening the Polls

- ◆ The machine will tell you when you can open the Polls. Open the polls no sooner than five minutes prior to the start of election.



Opening the Polls

- ◆ To open the polls insert SILVER key into polls open switch and turn $\frac{1}{4}$ to the left and remove immediately.



Opening the Polls



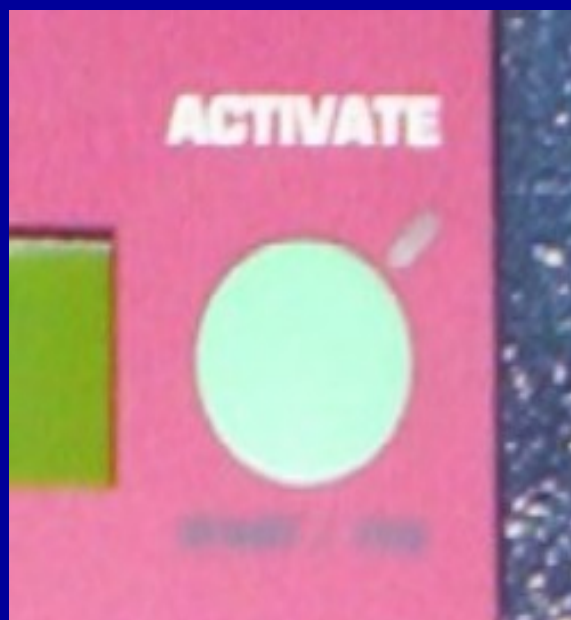
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*****
OFFICIAL ELECTION ZERO PROOF REPORT
*****

Date 06/17/04           Time  9:01 AM
Serial Number           22078
Protective Counter      630
Public Counter          0
Precinct/District
RIDER UNIVERSITY
Polling Place ID       00001
Ballot Version         RJL
```

- ◆ A ZERO PROOF report will start printing.

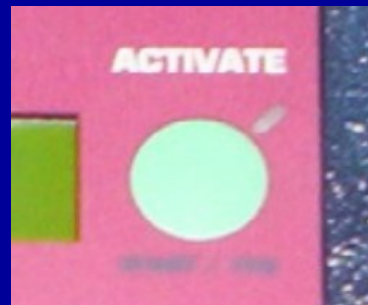
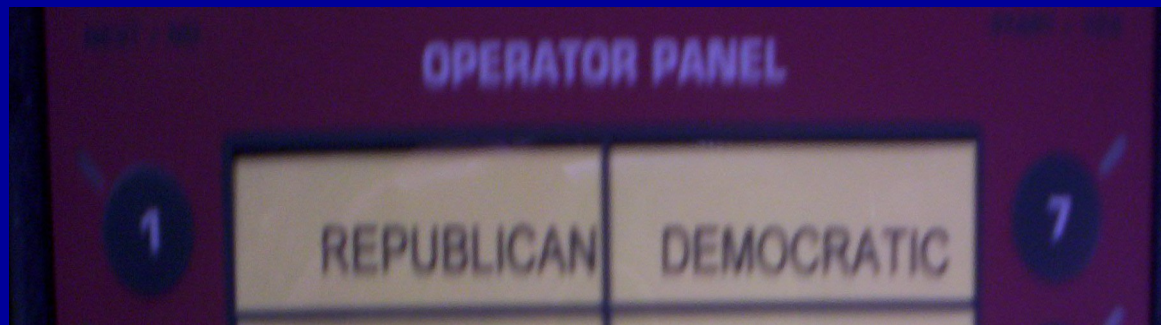
MACHINE OPERATION

- ◆ **GENERAL ELECTIONS ONLY**
- ◆ You must push the **GREEN ACTIVATE BUTTON** for **ALL VOTERS.**



MACHINE OPERATION

- ◆ **PRIMARY ELECTIONS ONLY**
- ◆ You must push an Option Button and then the **GREEN ACTIVATE BUTTON** for ALL VOTERS.



CLOSING THE POLLS

- ◆ As soon as the election is over it is time to CLOSE THE POLLS.
- ◆ Open the rear door with the YELLOW KEY.

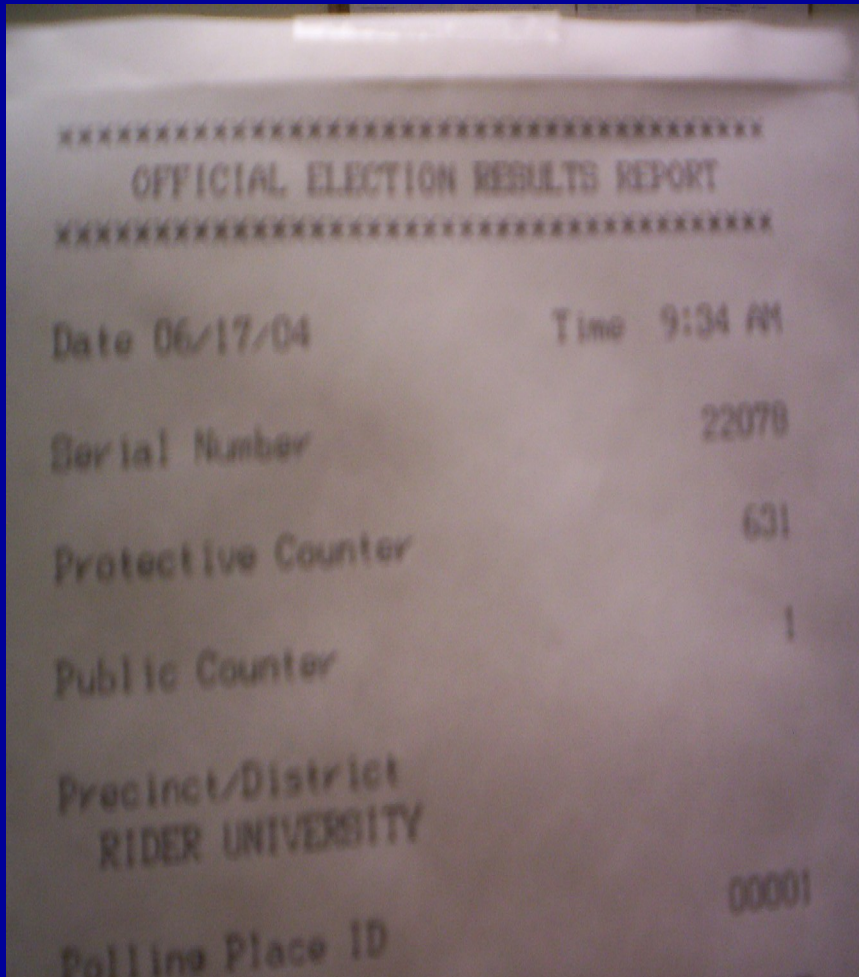


CLOSING THE POLLS

- ◆ Reinsert the SILVER KEY into the POLLS OPEN/POLLS CLOSED
- ◆ Switch and turn $\frac{1}{4}$ turn to the right and remove key immediately.



CLOSING THE POLLS



OFFICIAL
ELECTIONS
RESULTS will
start printing out
of the printer

CLOSING THE POLLS

- ◆ Wait until all copies of results print out have finished printing.

↓ Depress silver button



Remove RESULTS CARTRIDGE and place in bag to return to Municipal Clerk



CLOSING THE POLLS

WARNING:

**DO NOT REMOVE RESULTS
CARTRIDGE BEFORE
PRINTER IS DONE
PRINTING!!**

CLOSING THE POLLS

When ALL printouts have finished and the RESULTS CARTRIDGE has been removed turn the machine to OFF.





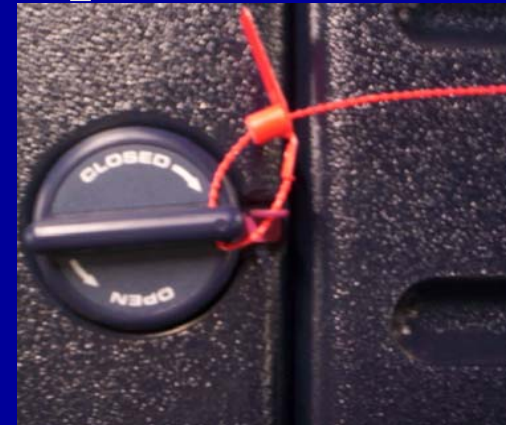
CLOSING THE POLLS

WARNING:

**DO NOT SHUT OFF POWER
TO MACHINE BEFORE
REMOVING RESULTS
CARTRIDGE**

SECURING MACHINE

- ◆ Close up the front of the machine and seal the front doors with RED seal located in back of machine near printer.



SECURING MACHINE

Release the latch in the back of the machine
and put into shipping position





Where to Get More Information

- ◆ MERCER COUNTY AVC ADVANTAGE VOTING MACHINE MANUAL
- ◆ MACHINE OPENING AND CLOSING PROCEDURES HANDOUT
- ◆ BOARDWORKER MANUAL
- ◆ ELECTION DAY CONTACT PHONE NUMBERS LISTING



POWER POINT PRESENTATION

- ◆ Robert J. Lester
- ◆ Supervisor Voting Machine Division
 - ◆ County of Mercer