

APPENDIX 1

City of Orillia Tabulator Instructions

Advance Vote Days

Saturday, October 6, 2018
Wednesday, October 10, 2018
Friday, October 12, 2018
Tuesday, October 16, 2018
Thursday, October 18, 2018



**City of Orillia
Tabulator Instructions
2018 Municipal Election**

Advance Vote Days

IMPORTANT! The memory cards have already been installed and “sealed” for the Advance Vote.

For example, the “Orillia City Centre - Advance Vote #1 (Oct. 6) Card 1” has already been inserted in the tabulator’s POLL WORKER slot (labelled CF CARD 1).

Similarly, “Orillia City Centre - Advance Vote #1 (Oct. 6) Card 2” has already been inserted in the tabulator’s ADMINISTRATOR slot (labelled CF Card 2).

- Attend the voting location at least one (1) hour before the scheduled opening.
- The Accessible Ballot Marking Device equipment and empty ballot box will have been set-up in advance at the voting location.
- Display the inside of the empty ballot box to all Election Officials in the voting location and any scrutineer(s) present.
- Affix the tamper-proof seals (provided in the transfer case) to the areas identified on the ballot box.
- Permit any scrutineer(s) to affix their seal(s) to the ballot box.
- Request all Election Officials in the voting location and any scrutineer(s) present to initial the edges of each tamper-proof seal on the ballot box.

Before turning on the tabulator, ensure the Ward Captain has set up the Accessible Ballot Marking Device to the tabulator and the printer is turned on.

- Connect the round end of the AC power adapter to the AC power port (labelled 20 V AC) located at the rear of the tabulator.
- Plug the other end of the AC power adapter into a reliable power source. The left LCD Power Status Indicator light will be solid **green**.

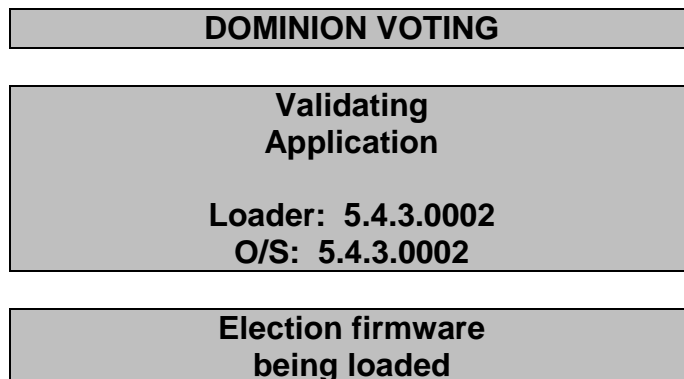
- Position the tabulator on top of the ballot box by placing it on the platform.
- Route the power cord underneath the tabulator and off to the right side of the ballot box.
- Arrange the power cord so that the ballots exiting the tabulator are not obstructed.
- Ensure that the electrical cords do not present a tripping hazard.
- Tape down all electrical cords, if necessary.

Note: The tabulator will perform a series of internal checks to verify and confirm that:

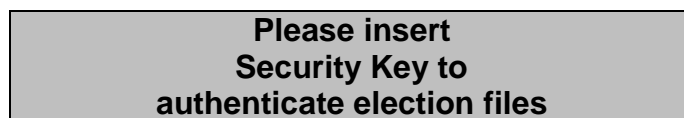
- 1) **no ballots have been cast**;
- 2) the unit is in proper working order; and
- 3) the election firmware is loaded.

This may take a couple of minutes.

The tabulator will display the following:



A beeping noise will be heard and the following will display:



- Use the iButton security key to make contact with the SECURITY KEY receptacle.

IMPORTANT! The Tabulator Officer shall keep the iButton security key in his/her possession at all times by wearing the coil key chain on his/her wrist. The Ward Captain will also be wearing a coil key chain with the second iButton security key.

- Enter Password to Unlock the Device: X X X X X X X X **ENTER**

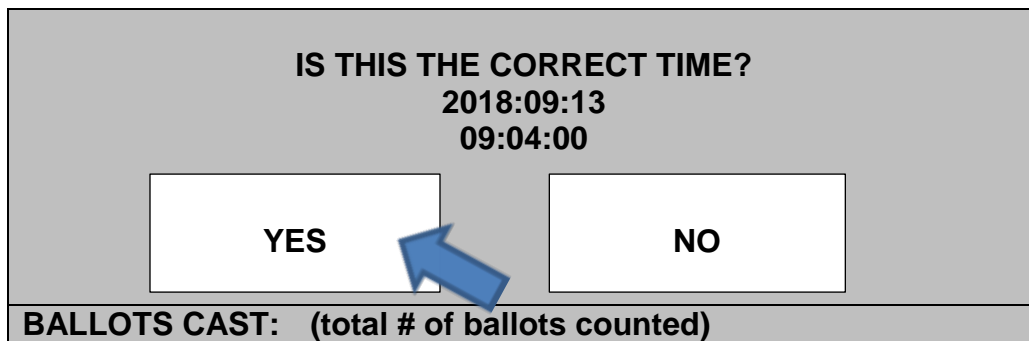
- Remove the iButton security key from the SECURITY KEY receptacle.

The tabulator will perform additional internal checks as follows:



The tabulator will request confirmation of the date and time on the machine. The date and time should be correct as set by the Clerk.

- Press “YES” if the date and time are correct.



- If the date or time is not correct, follow the directions carefully to reset the date and time as follows:

SET YEAR	+++	---	DONE
SET MONTH	+++	---	DONE
SET DAY	+++	---	DONE
SET HOUR	+++	---	DONE
SET MINUTE	+++	---	DONE


The tabulator will display the following:

Election files are verified	
MODULE CHECKLIST	
DISPLAY	[OK]
SCANNER	[OK]
PRINTERS	[OK]
SECURITY	[OK]
ELECTION	[OK]
BALLOTS CAST: 0	




IMPORTANT! The number of BALLOTS CAST should read "0".

- Press **"OPEN POLL"** on the following screen:

ADMINISTRATIVE MENU	
OPEN POLL	
UTILITIES	
POWER DOWN	CANCEL
BALLOTS CAST: 0	

- Press **"ZERO"** on the following screen:

RESULTS ARE ZERO. PLEASE SELECT AN OPTION.	
STATUS	ZERO
BALLOTS CAST: 0	



Two (2) copies of the “Zero Tape” will print automatically.

PRINTING 2 COPIES OF ZERO TAPE [1/2] [2/2] PLEASE WAIT ...
BALLOTS CAST: 0

- Verify that all of the candidate areas are showing a “ZERO” balance.
- Pull the “Zero Tapes” forward and tear from tabulator.
- Gently** tear the “Zero Tapes” into two separate reports.
- Request all Election Officials and any scrutineer(s) to print their name and sign the two “Zero Tapes”.

The tabulator will display the following:

WOULD YOU LIKE TO PRINT MORE COPIES OF THE ZERO TAPE?	
YES	NO
BALLOTS CAST: 0	

- Press “**YES**” if any scrutineer(s) requests a print out of the “Zero Tape”.
- Press “**NO**” if no other “Zero Tape” is required.
- The bottom of the “Zero Tapes” will read “**Results are zero. Unit ready**”
- Tape one (1) copy of the “Zero Tape” to the wall near the ballot box.
- Place the second copy of the “Zero Tape” in the following envelope:

“Advance Vote # - Date - City Centre - Statement”

The tabulator will display the following:



The tabulator is now ready to accept ballots.

- Verify** that a DRO has initialed the top right-hand corner of the ballot.
Note: The tabulator will **not** process the ballot without the DRO's initials.
These initials **must** be made with a black marker - **NO PEN**.
- With the secrecy folder, **feed** the ballot into the tabulator entry slot with the DRO's initials facing down.

When a valid ballot is inserted into the tabulator, the tabulator will display the following:

Processing Ballot

Casting Ballot

Ballot Successfully Cast

IMPORTANT!

Ensure that the voter remains at the tabulator until the ballot has been successfully cast.

The tabulator will only accept a ballot when the screen displays "System Ready".

The "System Ready" screen will re-appear and the "BALLOTS CAST" counter at the bottom of the LCD screen will increase by one (1).

Note: It takes the tabulator approximately 10 seconds to process a ballot.

End of Advance Vote Day

- At the end of an Advance Vote (determined by the “internet” time) ensure each voter in the voting location has cast their ballot successfully.
- Remove any ballots from the front auxiliary area of the ballot box, if applicable, and process.
- If there are any unprocessed ballots that cannot be cast (i.e. ambiguous marks and/or misfeeds), these ballots shall be placed in the following envelope:

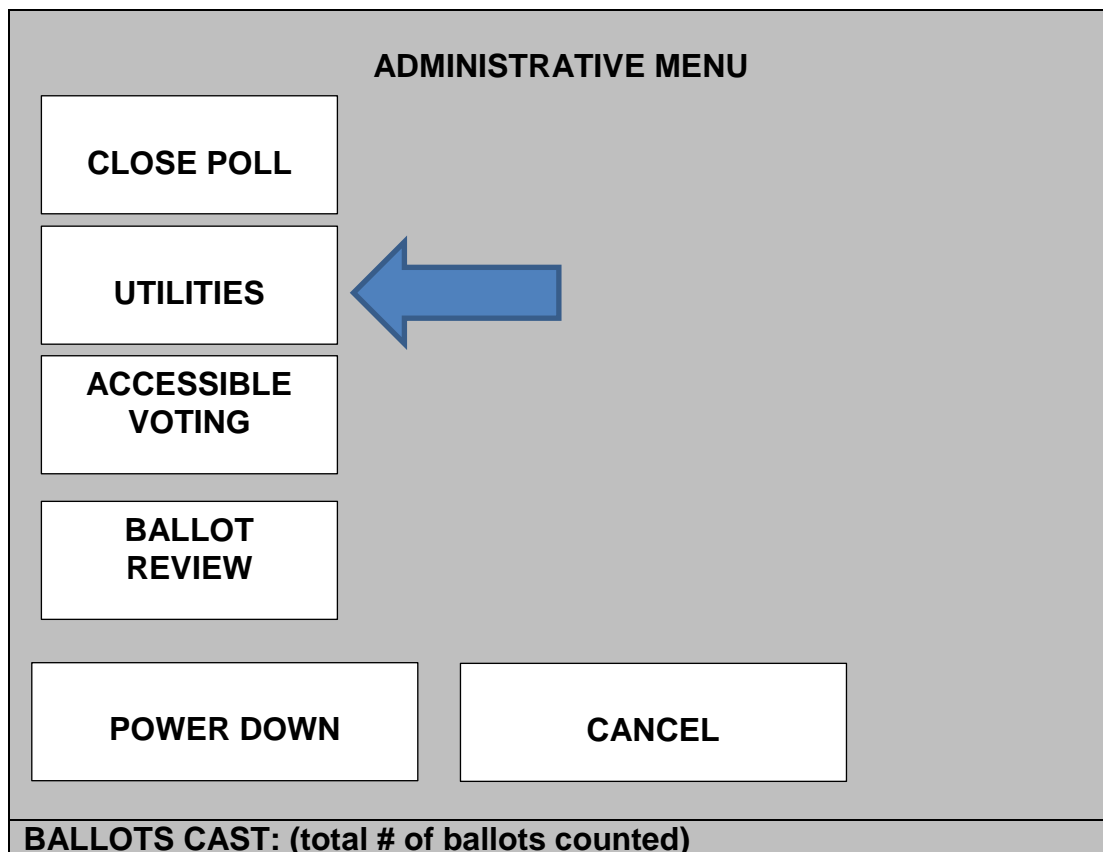
“Advance Vote # - Date - City Centre - Statement”

- Press the iButton security key **firmly** against the SECURITY KEY receptacle.

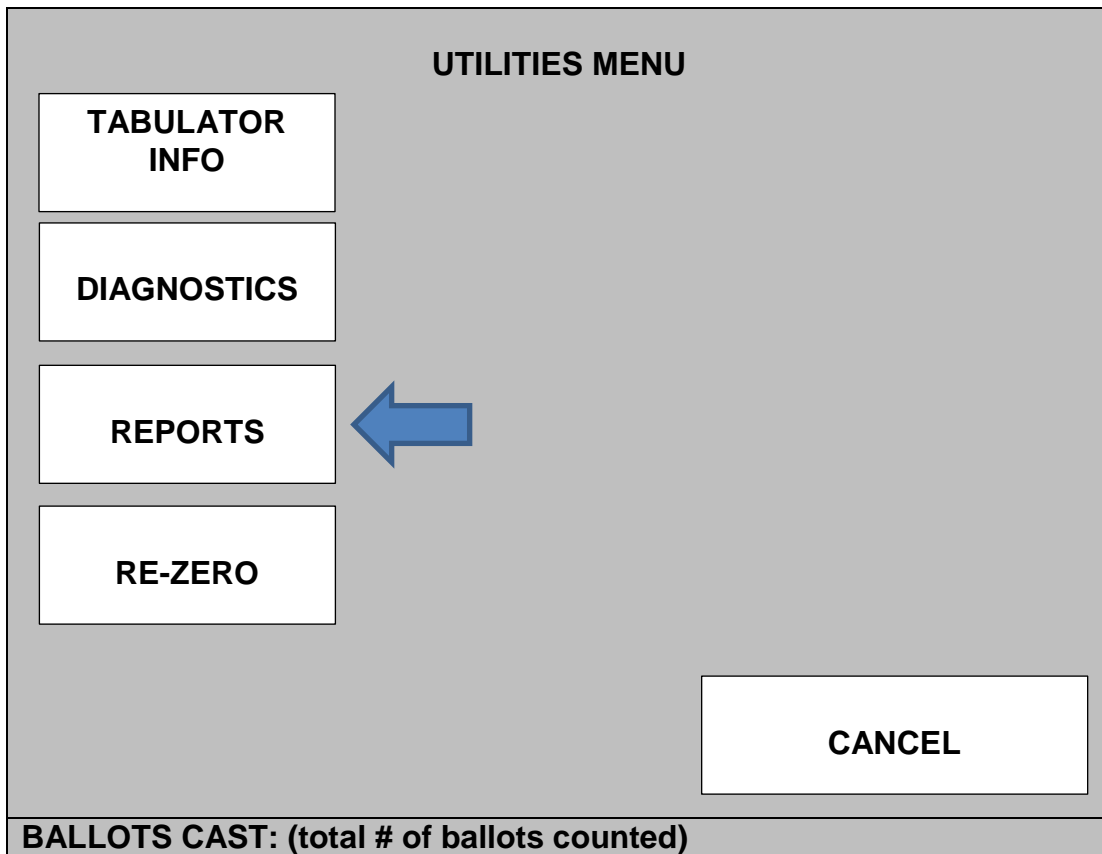
DO NOT CLOSE the voting location on the tabulator.

The results will **not** be printed until **after 8:00 p.m. on Election Day.**

- Press “**UTILITIES**” on the following screen:




- **Remove** the iButton security key from the SECURITY KEY receptacle.
- Press **“REPORTS”** on the following screen:



- Press “ELECTION REPORT” on the following screen:


PLEASE SELECT THE TYPE OF REPORT


ELECTION REPORT 
LOG
DIAGNOSTICS
CANCEL

BALLOTS CAST: (total # of ballots counted)

- Press “2” and “ENTER” on the following screen:

Please enter the number of copies to print

1	2 	3
4	5	6
7	8	9



CLEAR	0	ENTER
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BALLOTS CAST: (total # of ballots counted)

**PRINTING
2 COPIES OF STATUS TAPE**

PLEASE WAIT

- Pull the two (2) "Status Tapes" forward and tear from tabulator.
- Gently** tear the "Status Tapes" into two separate reports.
- Request all Election Officials and any scrutineer(s) to print their name and sign the two "Status Tapes".

WOULD YOU LIKE TO PRINT MORE COPIES OF THE STATUS TAPE?	
YES	NO
BALLOTS CAST: (total # of ballots counted)	

- Press "**YES**" if any scrutineer(s) request a print out of the "Status Tape".
- Press "**NO**" if no other "Status Tapes" are required.
- Ensure that the "TOTAL SCANNED" number on the "Status Tape" is the same as the "BALLOTS CAST" number on the tabulator.
- Place one (1) copy of the "Status Tape" in the following envelope:

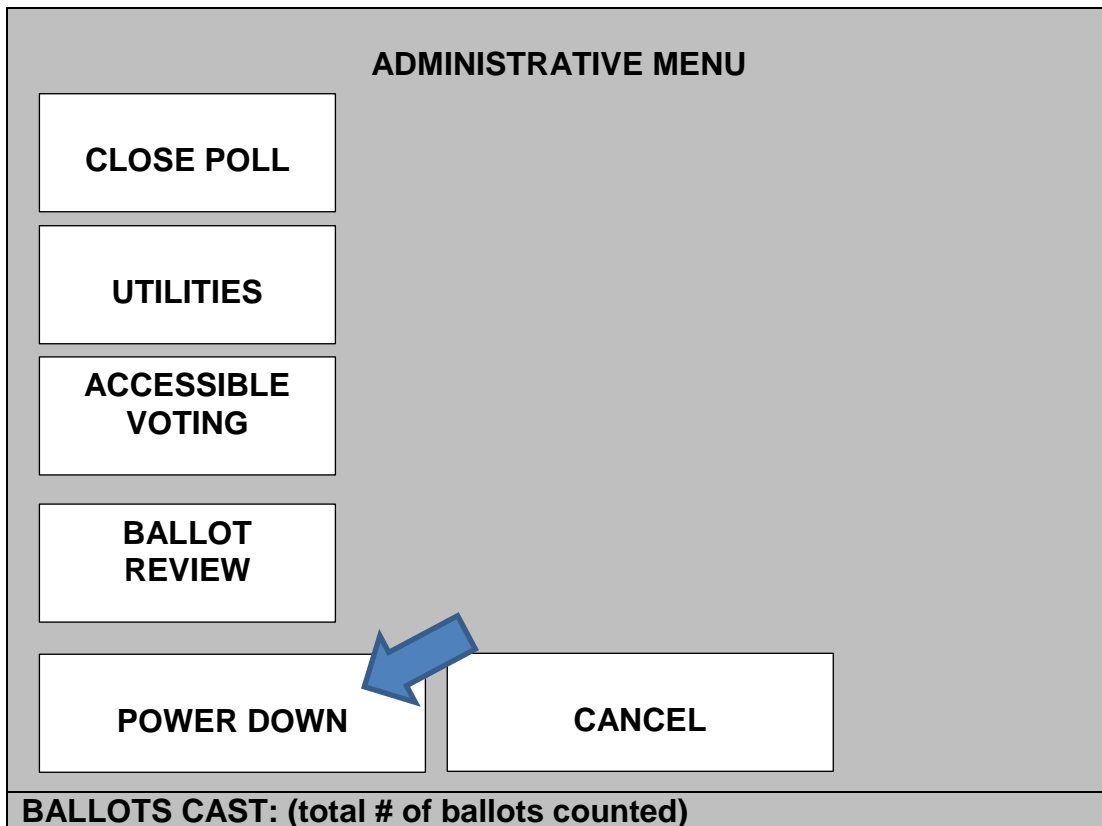
"Advance Vote # - Date - City Centre - Statement"
- Place the second copy of the "Status Tape" in the following envelope:

"Memory Cards with Ballots Cast - Advance Vote # - Date"

The tabulator will display the following screen:

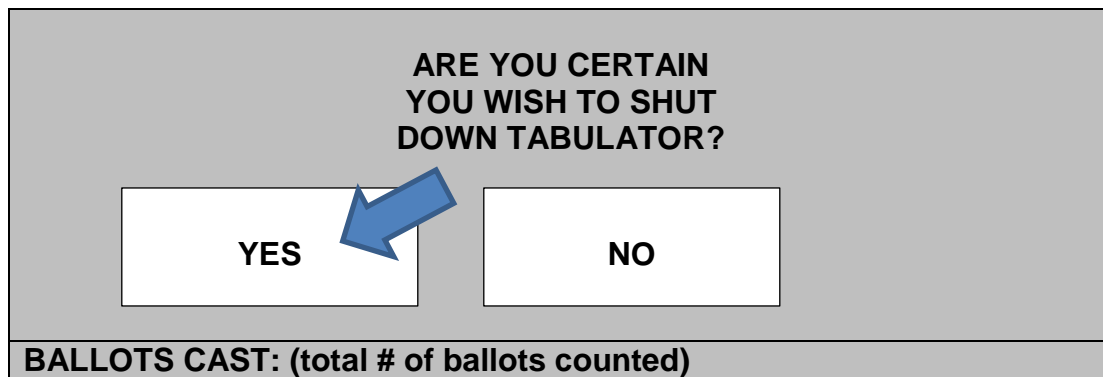


- Press the iButton security key firmly against the SECURITY KEY receptacle.
- Press **"POWER DOWN"** on the following screen:



- Remove** the iButton security key from the SECURITY KEY receptacle.

- Press “**YES**” on the following screen:



The tabulator will read “**SHUTTING DOWN...**”

The tabulator will turn off and the LCD screen will go black.

The two (2) LCD Power Status Indicators will both turn solid **red**.

- Remove** the round end of the AC power adapter from the AC power port (labelled 20 V AC) located at the rear of the tabulator.
- Unplug** the other end of the AC power adapter from the power source.
- Secure** the ballot box with tamper-proof seals so that ballots cannot be deposited in or withdrawn from it without breaking the seal.
- Request** all Election Officials in the voting location and any scrutineer(s) present to initial the edges of the newly affixed tamper-proof seals on the ballot box.

IMPORTANT!
Make sure that the tabulator is shutdown entirely
before removing any memory cards.

- Use** scissors to cut the security seals from the ADMINISTRATOR and POLL WORKER Memory Card Access Ports.
- Remove** the ADMINISTRATOR and POLL WORKER memory cards.
- Open** the doors of the ADMINISTRATOR and POLL WORKER memory card access ports by gently squeezing the tabs on the outer edges of the door.
- Push** in the memory card eject button, located to the right of each port to eject the memory cards.

- Close** the door on each port.
- Place** both memory cards in the following envelope:

“Memory Cards with Ballots Cast - Advance Vote # - Date”
- Place** the “Zero Tape” that was affixed near the ballot box in the following envelope and **SEAL**:

“Memory Cards with Ballots Cast - Advance Vote # - Date”
- Give this **SEALED** envelope to the Clerk to lock in the designated cabinet.
- Seal** the “**Advance Vote # - Date - City Centre - Statement**” envelope and place in transfer case.
- Place** the tabulator, power cord and two (2) iButton security keys in the tabulator box.
- Place** the tabulator equipment and the transfer case in the Bruce Bayne Boardroom on the third floor of the City Centre.
- Envelope: **Advance Vote # - Date - City Centre - Statement** contains:
 - one copy of the “Zero Tape” (poll opening)
 - unprocessed ballots (ambiguous marks/misfeeds)
 - one copy of the “Status Tape” (end of day)
 - SEALED
- Envelope: **Memory Cards with Ballots Cast - Advance Vote # - Date** contains:
 - one copy of the “Status Tape” (end of day)
 - two memory cards
 - one copy of the “Zero Tape” (from wall)
 - SEALED



**QUESTIONS AND/OR
TECHNICAL SUPPORT?
CALL (705) 325-1311**



Figure 1: Front View of ImageCast® Precinct Tabulator

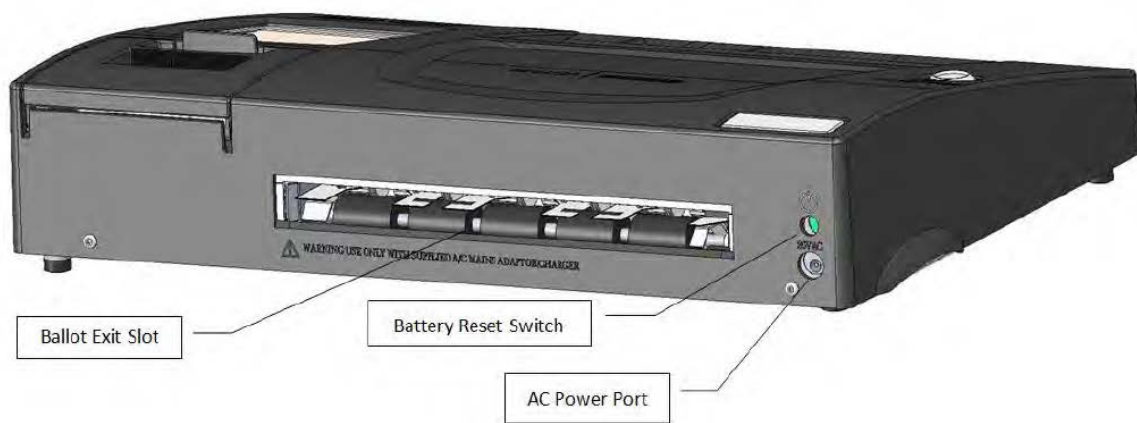


Figure 2: Rear View of ImageCast® Precinct Tabulator