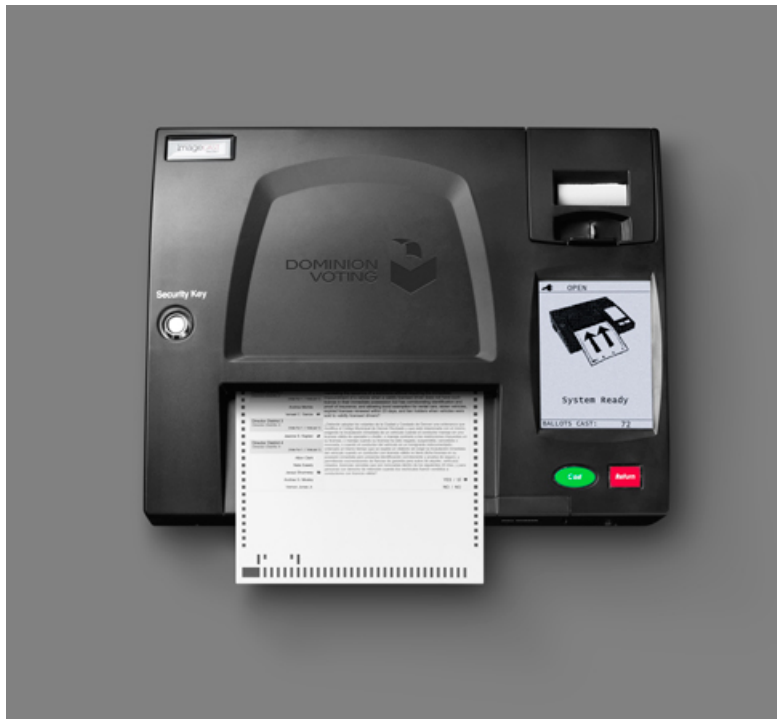


APPENDIX 4

**City of Orillia
Tabulator Instructions**

**Election Day -
October 22, 2018**



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

**Election Day -
October 22, 2018**

-
- At **8:00 a.m.** on Election Day, meet the Municipal Law Enforcement Officer on the third floor in the Bruce Bayne Boardroom, Orillia City Centre.
 - Pick up the assigned ImageCast Precinct Tabulator and transfer case of supplies.

IMPORTANT! The memory cards have already been installed and “sealed” for Election Day.

For example, the “Masonic Building - Ward 1 (Audio) - Card 1” has already been inserted in the tabulator’s POLL WORKER slot (labelled CF CARD 1).

Similarly, “Masonic Building - Ward 1 (Audio) Card 2” has already been inserted in the tabulator’s ADMINISTRATOR slot (labelled CF Card 2).

- The Accessible Ballot Marking Device equipment and empty ballot box will have been set-up in advance at the voting location.
- Drive with the **Municipal Law Enforcement Officer** to the assigned voting location. Arrive at least one (1) hour before the opening of the voting location.

Start Up

- 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.

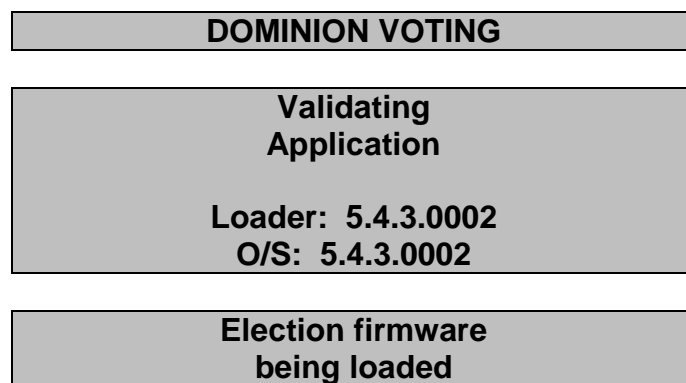
- Connect the round end of the AC power adapter to the AC power port (labelled 20 V AC) located at the rear of the tabulator.
- Plug the other end of the AC power adapter into a reliable power source. The left LCD Power Status Indicator light will be solid **green**.
- Position the tabulator on top of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

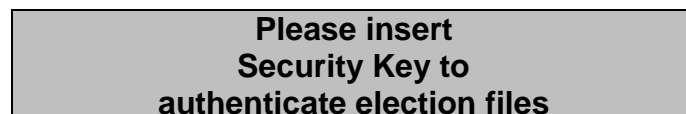
- 1) **no ballots have been cast**;
- 2) the unit is in proper working order; and
- 3) the election firmware is loaded.

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

The tabulator will perform additional internal checks as follows:


**Security Key
verified**

**KEY ACCEPTED.
VALIDATING ELECTION FILES.
PLEASE WAIT**

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.

IS THIS THE CORRECT TIME?
2018:09:13
09:04:00



BALLOTS CAST: (total # of ballots counted)

- 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 Total Number of BALLOTS CAST should read "0".

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

ADMINISTRATIVE MENU

OPEN POLL

←

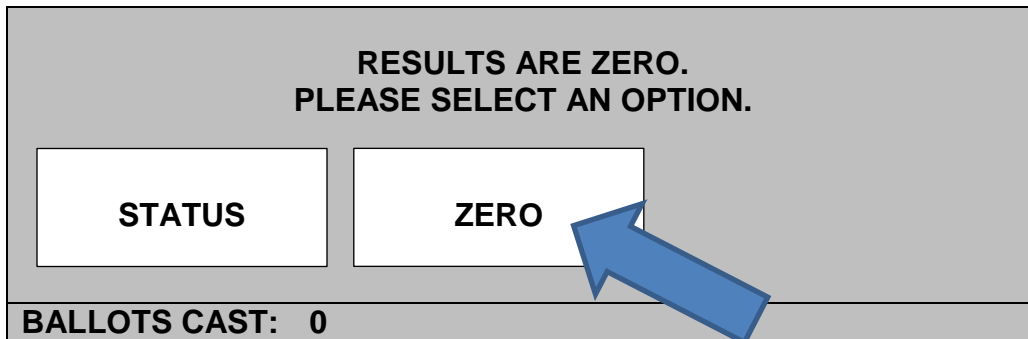
UTILITIES

POWER DOWN

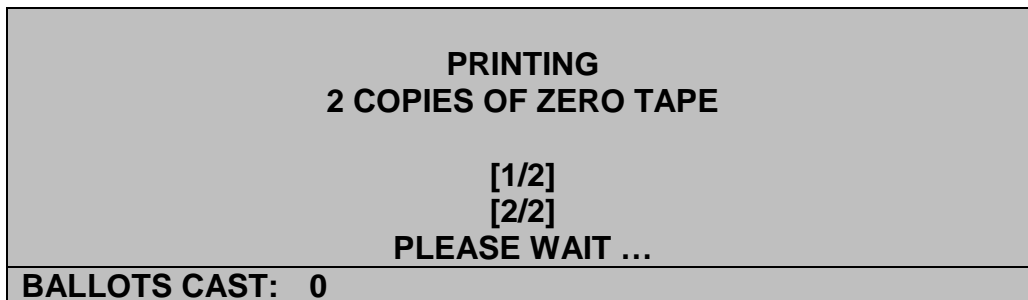
CANCEL

BALLOTS CAST: 0

- Press “ZERO” on the following screen:

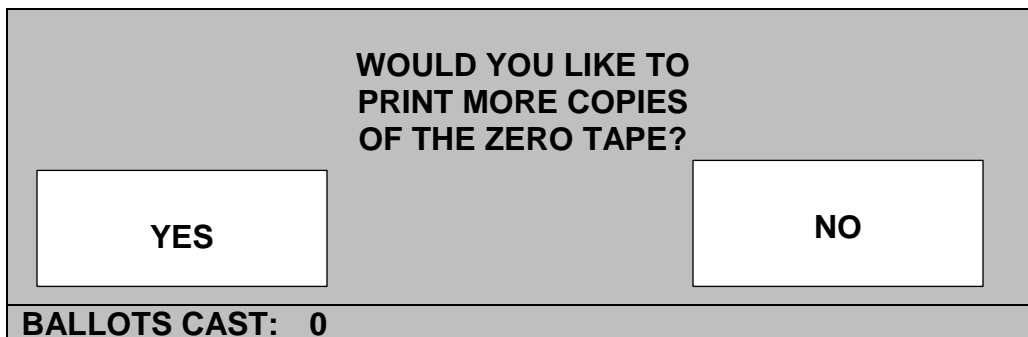


Two (2) copies of the “Zero Tape” will print automatically.



- 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:



- Press **“YES”** if any scrutineer(s) request 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:

“Ward # - Election Day - 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 screen 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.

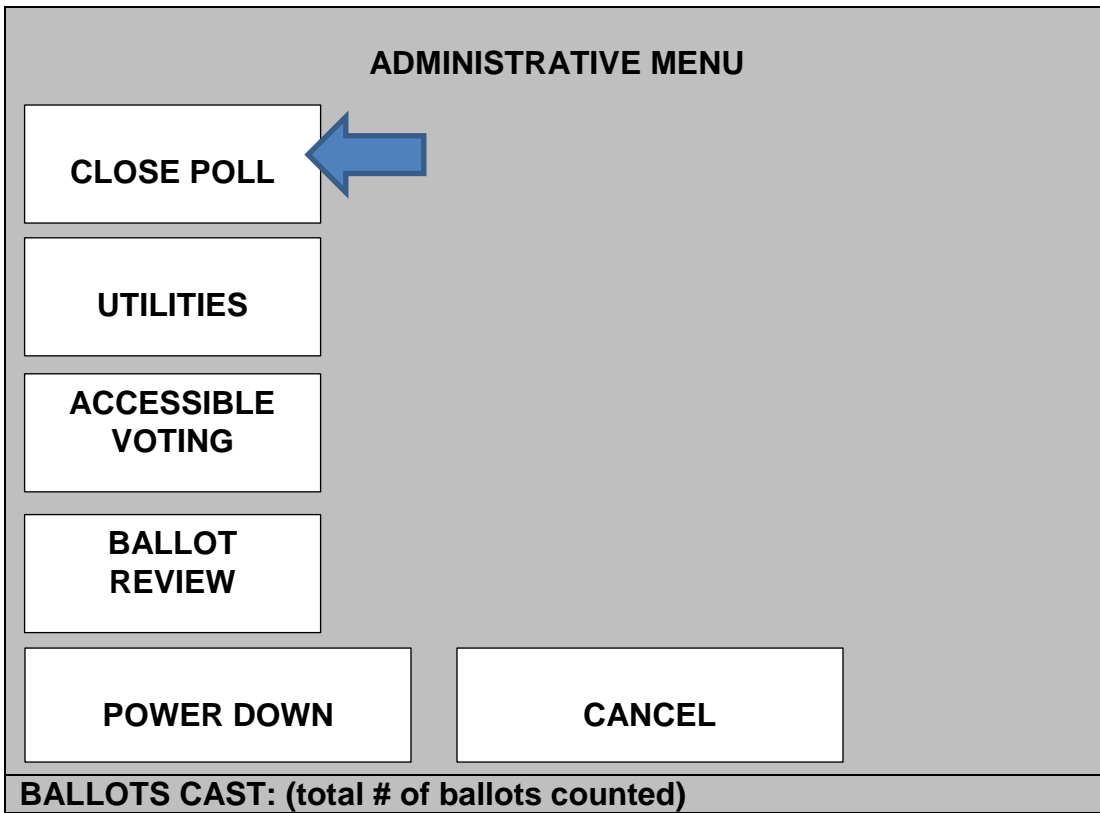
Closing the Poll

- At the end of Election Day (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), place the ballots in the following envelope:

“Ward # - Election Day - Statement”

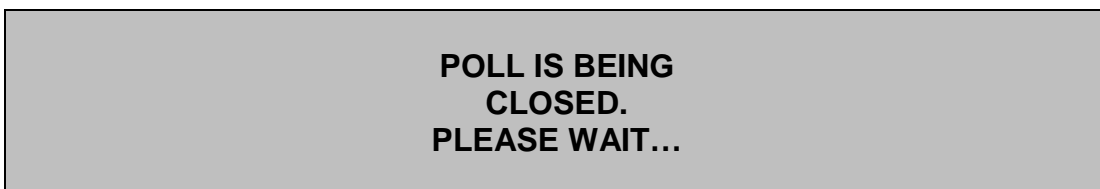
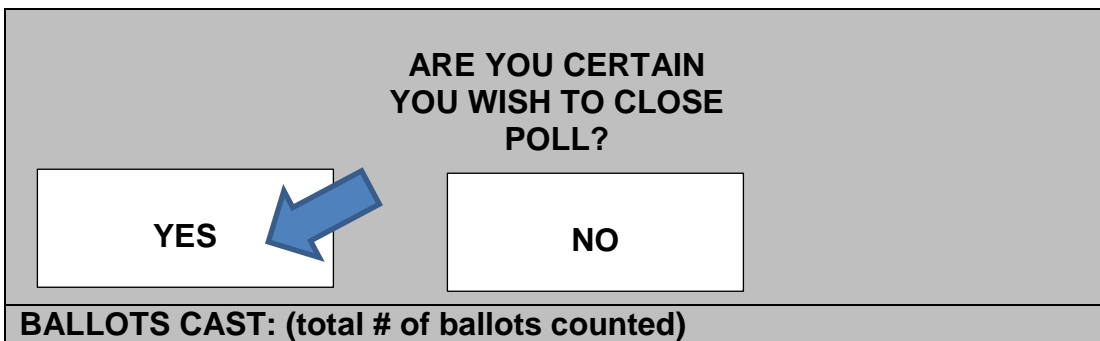
- Press the iButton security key **firmly** against the SECURITY KEY receptacle.
- Remove** the iButton security key from the SECURITY KEY receptacle.

- Press “CLOSE POLL” on the following screen:

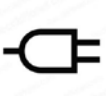


- Enter Password to Close the Poll: X X X X X X X X **ENTER**

- Press “YES” on the following screen:



****TWO COPIES OF THE RESULTS TAPE WILL AUTOMATICALLY PRINT****

 CLOSED
PRINTING 2 COPIES OF RESULTS TAPE [1/2] [2/2] PLEASE WAIT ...
BALLOTS CAST: (total # of ballots counted)

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

WOULD YOU LIKE TO PRINT MORE COPIES OF THE RESULTS TAPE?
<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 10px 20px; width: 150px; text-align: center;"> YES </div> <div style="border: 1px solid black; padding: 10px 20px; width: 150px; text-align: center;"> NO </div> </div>
BALLOTS CAST: (total # of ballots counted)

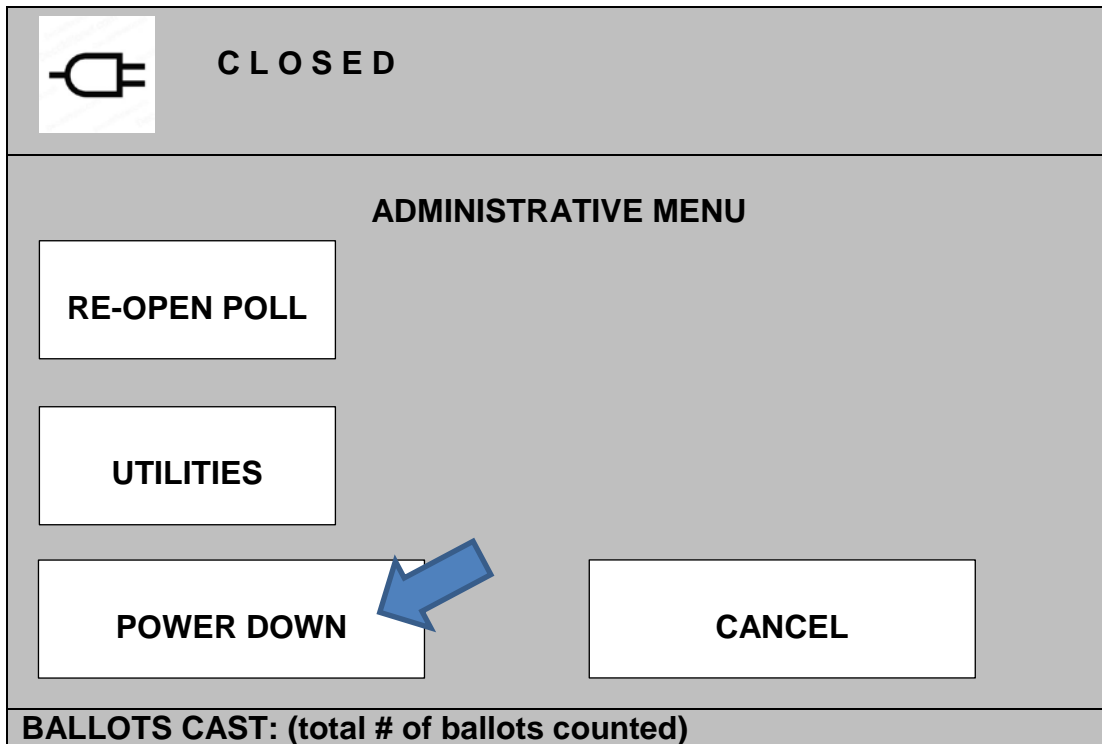
- Press “**YES**” if any scrutineer(s) requests a print out of the “Results Tape”.
- Press “**NO**” if no other “Results Tapes” are required.
- Place one (1) copy of the “Results Tape” in the following envelope:

Ward # - Election Day - Statement

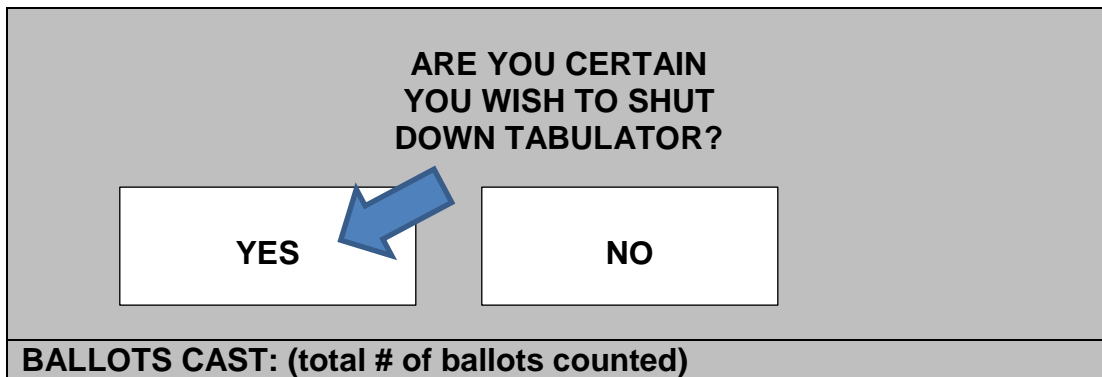
- Place the second copy of the “Results Tape” in the following envelope:

“Memory Cards - Closed Poll - Ward # - Election Day” (unsealed)

- Press **“POWER DOWN”** on the following screen:



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



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

The tabulator will then 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.
- Remove** the tabulator from the ballot box podium and place on a nearby table.
- 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 - Closed Poll - Ward # - Election Day”
- Place** the “Zero Tape” that was affixed near the ballot box in the following envelope:

“Memory Cards - Closed Poll - Ward # - Election Day”
- Envelope: **Ward # - Election Day - Statement** contains:
 - one copy of the signed “Zero Tape” (poll opening)
 - unprocessed ballots (ambiguous marks/misfeeds)
 - one copy of the signed “Results Tape” (end of day)
 - SEALED

- Envelope: **Memory Cards - Closed Poll - Ward # - Election Day** contains:
 - one copy of the signed “Results Tape” (end of day)
 - two memory cards
 - one copy of the signed “Zero Tape” (from wall)
 - DO NOT SEAL

- Place** the two (2) envelopes in the corresponding transfer case.

- Place** the tabulator, power cord and two (2) iButton security keys in the tabulator box.

- The **Ward Captain** is responsible for placing the Accessible Ballot Marking Device components in their appropriate boxes and returning to the City Centre.

- Transport** the ballot box, transfer case and tabulator box to the City Centre with the assistance of a **Municipal Law Enforcement Officer** using a City of Orillia Operations truck.

- At the City Centre, **proceed** to the first floor Treasury Cashiers’ Office.

- At the first floor Treasury Cashiers’ Office, provide the “**Memory Cards - Closed Poll - Ward # - Election Day**” envelope to the designated I.T. staff member.
(Note that the I.T. staff member will then proceed to insert the memory cards into the assigned memory card reader for Results Tallying and Reporting.)

- Proceed** to the third floor Bruce Bayne Boardroom with the ballot box, transfer case and tabulator box where you will be met with an Election Official.



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