VOTING MACHINE SECURITY

Concerns about the security of the voting process are not new. Every voting system, from the paper ballot to the most modern electronic system, has been subjected to scrutiny to ensure the fairness of election results. All voting types undergo repeated and excessive testing at the federal, state and local level before they are allowed to be used in the Commonwealth of Virginia.

For example, this equipment must first pass an examination process by the federal Election Assistance Commission (EAC). Then it is subjected to an even more rigorous certification process in accordance with § 24.2-629 of the Code of Virginia, including a requirement that the State Board of Elections (SBE) determine that each voting device has an audit trail. The EAC Voting System Standards are extremely rigorous and include accuracy requirements. (To become familiar with these standards, visit their website at http://www.eac.gov).

It is important to note that our current electronic voting machines have been in use in Virginia since May 2003 without any serious report of a malfunction or error which could have compromised an election. The company that manufactures the equipment Prince William County uses has been in the election equipment business since the late 1800s. They also made the mechanical equipment formerly used in Prince William County.

All of the media-reported hacks/tests of voting systems have occurred in laboratory settings. It would be much more difficult to perform such illegal acts in an actual Election Day setting. Such tampering must be performed either 1) on machines that are secured before and after elections as well as tested multiple times immediately before an election, or 2) in a short period of time at the polls within close supervision of Officers of Election from both parties, observers from both parties, and other voters. To the best of our knowledge, no one has shown an ability to perform such tactics under actual Election Day settings.
ELECTRONIC VOTING MACHINE SECURITY

Tampering with voting equipment is a Class 5 felony - §24.2-1009

Important: Check the identification of anyone claiming to be a Technician before allowing that person access to a voting machine. All Rovers, Electoral Board staff and Technicians will have badges/identification. If in doubt – call the office at 703-792-6470.

Be vigilant – watch [unobtrusively, so as not to observe how the voter is voting] and question [tactfully – “Do you need assistance?”] voters who are:

- Not disabled, but taking an extra long time to vote;
- Making a lot of unusual motions while standing at the machine;
- Taking “unusual” items out of their pockets or purses, e.g., a pocket knife, electronic device, tools, etc.;
- Carrying coffee, food or other items that could damage a machine;
- Accompanied by children who are touching the machine or hanging on the booth.

For any voting machine problem…

- Take the voter to another machine; take the problem machine out of service; call the office at 703-792-6472, 703-792-6480 or 703-792-6470.
- Document, on the Problem “Telephone Log”, the problem and…
  o Machine Number and time the problem was observed;
  o Public counter number;
  o Who reported the problem;
  o What action was taken to correct the problem; and,
  o Any other comments or observations concerning the problem.

- If you receive instructions to correct a problem by phone, document…
  o Name of person giving instructions;
  o What action was taken to correct the problem; and
  o Any other comments or observations concerning the problem.

- If a Technician or Rover visits to correct a problem, document…
  o Name of Technician, Rover or EB staff member;
  o Procedure used to correct problem, e.g. replaced battery;
  o Results of procedure (successful or unsuccessful);
  o Time machine placed back in service – or – time substitute placed into service. Enter substitute machine’s serial number, seal number and protective counter number on SOR.

No machines will be removed from the polling place for repairs
PRINCE WILLIAM COUNTY
ELECTION OFFICERS GUIDE

THE EDGE MACHINE
## THE EDGE MACHINE
### ELECTION OFFICERS’ GUIDE

### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SETTING UP THE EDGE – ASSEMBLING THE LEGS</td>
<td>1</td>
</tr>
<tr>
<td>POWERING UP THE EDGE VOTING MACHINE</td>
<td>5</td>
</tr>
<tr>
<td>OBTAIN ZERO PROOF REPORT</td>
<td>7</td>
</tr>
<tr>
<td>CALIBRATING THE SCREEN</td>
<td>7</td>
</tr>
<tr>
<td>OPENING THE POLLS</td>
<td>9</td>
</tr>
<tr>
<td>MANUAL ACTIVATION PROCEDURES</td>
<td>11</td>
</tr>
<tr>
<td>CARD ACTIVATION PROCEDURES</td>
<td>12</td>
</tr>
<tr>
<td>SETTING UP THE CARD ACTIVATOR</td>
<td>12</td>
</tr>
<tr>
<td>CARD ACTIVATOR WILL NOT WORK</td>
<td>14</td>
</tr>
<tr>
<td>CARD ACTIVATION FOR VOTER</td>
<td>15</td>
</tr>
<tr>
<td>THE VOTING PROCESS</td>
<td>17</td>
</tr>
<tr>
<td>CLOSING THE POLLS AND OBTAINING ELECTION RESULTS</td>
<td>21</td>
</tr>
<tr>
<td>PRINTING RESULTS TAPES</td>
<td>21</td>
</tr>
<tr>
<td>CONSOLIDATING RESULTS</td>
<td>23</td>
</tr>
<tr>
<td>COMPLETE THE CLOSING PROCESS</td>
<td>28</td>
</tr>
<tr>
<td>CASTING A WRITE-IN VOTE</td>
<td></td>
</tr>
<tr>
<td>EDGE AUDIO VOTING</td>
<td></td>
</tr>
<tr>
<td>PREPARING THE EDGE FOR AUDIO VOTING</td>
<td>1</td>
</tr>
<tr>
<td>RETURNING THE EDGE FROM AUDIO VOTING</td>
<td>2</td>
</tr>
<tr>
<td>USE OF AUDIO VOTING EQUIPMENT</td>
<td>2</td>
</tr>
<tr>
<td>FUNCTION OF THE KEYPAD BUTTONS</td>
<td>2</td>
</tr>
<tr>
<td>AUDIO BALLOT LAYOUT</td>
<td>3</td>
</tr>
<tr>
<td>AUDIO VOTING PROCESS</td>
<td>3</td>
</tr>
</tbody>
</table>

### APPENDIX A

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDGE AUDIO VOTING</td>
<td></td>
</tr>
<tr>
<td>PREPARING THE EDGE FOR AUDIO VOTING</td>
<td>1</td>
</tr>
<tr>
<td>RETURNING THE EDGE FROM AUDIO VOTING</td>
<td>2</td>
</tr>
<tr>
<td>USE OF AUDIO VOTING EQUIPMENT</td>
<td>2</td>
</tr>
<tr>
<td>FUNCTION OF THE KEYPAD BUTTONS</td>
<td>2</td>
</tr>
<tr>
<td>AUDIO BALLOT LAYOUT</td>
<td>3</td>
</tr>
<tr>
<td>AUDIO VOTING PROCESS</td>
<td>3</td>
</tr>
</tbody>
</table>

### APPENDIX B

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREPARING THE EDGE FOR AUDIO VOTING</td>
<td>1</td>
</tr>
<tr>
<td>RETURNING THE EDGE FROM AUDIO VOTING</td>
<td>2</td>
</tr>
<tr>
<td>USE OF AUDIO VOTING EQUIPMENT</td>
<td>2</td>
</tr>
<tr>
<td>FUNCTION OF THE KEYPAD BUTTONS</td>
<td>2</td>
</tr>
<tr>
<td>AUDIO BALLOT LAYOUT</td>
<td>3</td>
</tr>
<tr>
<td>AUDIO VOTING PROCESS</td>
<td>3</td>
</tr>
</tbody>
</table>
SETTING UP THE EDGE VOTING MACHINE

ASSEMBLING THE LEGS

Step 1  Place the Edge machine face down on the floor or a table. Ensure that the bottom storage area of the unit is facing up.

Step 2  Turn the four storage area knobs to release the storage area cover.

Step 3  Remove the storage area cover and the legs from the storage area.

Step 4  Replace the storage area cover and secure to the unit by turning the four knobs to their original position.
Step 5  Assemble the legs:

• Turn each inside leg 90 degrees to make 2 “X”s.

• Secure the leg brace by connecting the upper and lower portions in the center.

• Insert the two black and two yellow button ends into the matching-color holes on the bottom storage case by pressing the leg retention pins. Make sure the leg brace assembly is at the rear of the unit.

• Insert bottom leg extensions and turn until the silver button snaps into place, securing the leg assembly.

Step 6  Two Election Officers, one in the front and one in the rear of the machine, lift the unit, turn it right side up and set the legs on the floor. The X scissor-shape goes at the back of the voting machine. This insures that handicapped voters may roll up to the front of the Edge. Position the Edge near an electrical outlet and away from the entrance door to provide the most secure site.
Step 7  Unlock the four latches (2 on each side) and remove the top cover.

Step 8  Remove the power cord from its storage area in the top cover.

Step 9  Stand in front of the unit. Place a hand on each side of the screen. Gently raise the screen assembly. The BLACK brace behind the screen will automatically slide into the first screen position groove. The screen may be adjusted to any of 5 positions by repositioning the BLACK brace. The screen may also be used in the completely
horizontal or down-flat position. However, this is not advised because the machine will overheat, causing damage to the machine.

**Step 10** Open the privacy panels.

**Step 11** Clean the screen with a slightly-damp paper towel, removing dust and any fingerprints or smudges.
POWERING UP THE EDGE VOTING MACHINE

Step 1  Go to the back of the unit.

Step 2  Plug the power cord into the “AC power in” receptacle of the unit.

Step 3  Plug the other end of the power cord into an operating AC electrical source.

Step 4  Raise the cover of the power “ON”/“OFF” switch.

Step 5  Turn the power switch to the “ON” position then lower the cover.

The Sequoia Logo appears on the screen within a few seconds after turning the power switch to “ON.” Next the screen will display “Ready to Open Official Election Polls” and a BLUE “Print Report” button.
Step 6  **ALERT:** Ensure that the **GREEN** AC light on the back of the unit is on. Also ensure that there is no horizontal **YELLOW** bar displayed on the front screen.  
**ALERT:** If there is a **YELLOW** horizontal bar displayed, the unit is operating on battery power. Ensure that there is electrical AC power at the location where the cord is connected.

**Note:** Up to five (5) Edges may be daisy-chained together to operate from a single electrical source. To daisy-chain, simply use the power cords to connect the power-out receptacle of one unit to the power-in receptacle of the next. The first unit in the daisy chain will be connected to an electrical AC source.
OBTAIN ZERO PROOF REPORT

Step 1  Touch the GREEN “Zero Proof Report” button to print the first zero proof report. The display changes to the Print Report Screen. Touch the GOLD “Print Report” button.

Step 2  Remove this first zero report from the printer and POST for public inspection. Two officers must sign this tape.

Step 3  Touch the “Print Report” button to print the additional zero reports required for the election. Leave them on the machine.

Step 4  Touch the “Done” button when all desired reports have printed.

Step 5  The “Ready to Open Polls” prompt will be displayed.

CALIBRATING THE SCREEN

Before Voting Starts:  Hold the yellow button in the back of the machine until it beeps (about 5 seconds). The “LCD” box will appear in the upper left hand corner of the screen. Touch this box to begin the calibration process. A “+” will appear on the screen; touch this each time it appears until there are no more. The screen “Ready to Open Polls” will return.

While Voting is Occurring:  To calibrate during the voting process, when “Waiting for Next Voter” or “Please Insert Voter Card” appears, hold in the yellow button on the back of the machine until the machine beeps (5 seconds). The LCD screen will appear. Repeat the steps touching the “+” signs. When the machine is calibrated, a screen with a small blue-green arrow that says “Resume Voting” will appear in the
lower left-hand corner. Touch this and you will be able to admit the next voter.

Proper cleaning of the screens and keeping the machines calibrated (about every two hours during a busy election) will go a long way toward preventing machine problems during busy elections.
OPENING THE POLLS

Step 1  Verify there is a **large #7 white envelope** for the Precinct. The voting machine serial number, protective counter number and both YELLOW and RED seal numbers are recorded for each Edge machine in the Precinct on the back of this envelope.

Step 2  Verify that each unit serial number, protective counter number, and both yellow and red seal numbers, recorded on the envelope, agrees with the numbers on each unit. Verify that this information is also correctly recorded on the 2 Statements of Results

*Note:* The protective and public counter totals are displayed on the bottom of the display screen and also on the LCD on the back of the unit.

Step 3  When the “Ready to Open Polls” prompt is displayed, cut the YELLOW seal and raise the cover of the Polls switch. **Place the used YELLOW seal in the large #7 white envelope.** Turn the polls switch to “Open”. Lower the polls switch cover and reseal with a new YELLOW seal contained in the small brown envelope in #7.

The option to print a zero report is again displayed. Additional reports may be printed, if desired. Touch the “Done” when printing is finished.
Step 5  Depending on whether the Edge is configured for Manual Activation or Voter Card Activation, one of the following screens will be displayed:

MANUAL ACTIVATION

CARD ACTIVATION
MANUAL ACTIVATION PROCEDURES

Step 1  The “Waiting for Next Voter” screen is displayed.

The LCD on the back of the Edge displays “Voter Inactive”.

Step 2  The Election Officer, upon receiving the voter pass from the voter, must press the YELLOW activate button on the rear of the Edge. Do not activate the Edge prior to receiving the voter pass.

Step 3  When the Edge is activated, “Voter Active” will appear on the LCD screen on the rear of the Edge. The first page of the ballot is displayed on the screen for the voter.

Step 4  The Election Officer can determine the status of the voter by observing the message on the LCD on the back of the Edge.

A  Voter Inactive: Edge not activated  
B  Voter Active: Voter in selection process  
C  Election Verified: Voter has cast ballot

The LCD will also show that the Protective and Public counters have incremented accordingly.

Step 5  The screen display will return to the “Waiting For Next Voter” screen after the vote has been cast by the previous voter.

NOTE: For multi-ballot style precincts, refer to Appendix F.
CARD ACTIVATION PROCEDURES

SETTING UP THE CARD ACTIVATOR

Step 1  Remove the Card Activator, Power Cord, Voter Cards Holder and the Voter Cards from the carrying case.

Step 2  Insert the power cord into the side power outlet on the Card Activator.

Step 3  Plug the other end of the power cord into an AC power source. Ensure that the RED “Power” light on the front of the device is illuminated. If it is not, the unit is getting no AC Power.

Step 4  On the back of the Activator turn the power switch on by pushing down the “I” of the rocker switch. The GREEN “Ready” light will appear on the front of the Activator.

Step 5  The Activator will go through a series of short self tests.

Step 6  Upon completion of the self tests, the following message will appear on the Card Activator LCD screen:

PLEASE INSERT VOTER CARD
Step 7 Press the Menu button. Press 2 (System) and Number 2 again (Time). The date and time will appear. If they are correct, answer “Yes.” If not correct, press “No” and follow the directions to make corrections.

Step 8 Press the Menu button again. Press 3 (Election) and then 4 (Site). If the information questioned is incorrect, press “No,” and the message will be, “Call for assistance.” Call the office immediately!

The Card Activator is now ready for use.
**ERROR CONDITIONS**

**Card Activator Will Not Work or Activator Cards Are Incorrect**

**Step 1** Check to be sure the power cord is securely connected and that the AC power source has power. Be certain the switch on the rear of the machine is turned on. Both the RED Power light and the GREEN Ready light should be illuminated.

**Step 2** Press the MENU Button. Press Number 2 (System) and again Number 2 (Time). On the screen the date and time will appear, with the question, “Is this correct?” If they are correct, press “Yes”. If not, press “No” and follow the steps to make the corrections.

**Step 3** Press the MENU Button. Press Number 3 (Election) and Number 4 (Site). If the site listed is not the correct precinct, press “NO” and the message will be “Call for Assistance”. Call the office immediately!

If these suggestions did not correct the problem, **Call the Office Immediately!**

Switch to Manual Activation.

**Step 4** If other error messages appear on the Card Activator, **call the office immediately.**
CARD ACTIVATION FOR VOTER

Step 1  
A. The designated Election Officer activates the voter card by inserting the card into the Card Activator.
B. The voter card is inserted with the YELLOW arrow on the card pointed down.
C. The Card Activator LCD will usually display “Enter Ballot Code”. Depress the correct number for the ballot style desired.
E. The card will pop out of the Card Activator when activation is completed.
F. If there is only one ballot style on the Activator, the initial question will be “Activate this Card???” to which you will respond, “Yes”.

Step 2  
The Card Activator Election Officer gives the activated card to the voter and directs the voter to the Voting Machine Officer.

Step 3  
The Voting Machine Officer directs the Voter to the next available Edge Voting Machine.

Step 4  
The Edge screen displays:

Step 5  
The voter inserts the voter card into the YELLOW slot on the lower left front corner of the Edge. When the Edge is activated, the Voting Machine Officer will see “Voter Active” in the LCD on the rear of the Edge.
Step 6  The first page of the ballot is displayed for the voter on the Edge screen.

Step 7  The Election Officer can determine the status of the voter by observing the message in the LCD on the back of the Edge.

A. Voter Inactive: Edge not activated
B. Voter Active: Voter in selection process
C. Election Verified: Voter has cast ballot

The LCD will also show that the Protective and Public Counters have incremented accordingly.

Note: For multi-ballot style precincts refer to Appendix F.
THE VOTING PROCESS

Step 1  The voter makes a selection by touching the circle to the right of his/her choice. The selection can also be made by touching anywhere in the box that surrounds his/her choice.

Step 2  A GREEN checkmark will appear in the circle to the right of the candidate’s name. When the allowed number of selections has been made for that office, the circles without checkmarks will disappear. When multi-selections for an office are allowed, the unchecked circles will not disappear until all allowed selections are made. The Edge will not allow the voter to overvote. However, the voter may undervote if so desired.

Step 3  To change a selection, the voter touches the checkmarked circle or anywhere in the box surrounding that selection. The checkmarked circle will disappear and all other circles will reappear. A new selection can then be made.

Step 4  When the voter is satisfied with his selections on the displayed ballot page, he/she presses the “NEXT” arrow in the lower right corner of the screen to advance to the next ballot page.

Step 5  After advancing beyond ballot page 1, the voter may return to previous ballot pages by touching the “BACK” arrow in the lower left screen.
Step 6  Touching the “NEXT” arrow after completing selections on the last ballot page will advance the voter to the Review Screen.

Step 7  The Review Screen displays the selections made for each office. Offices where selections have NOT been made or that have been undervoted will be displayed in “RED.”

Step 8  The voter may return to the unvoted or undervoted office by touching that office name. Additionally, the voter may return to any office by touching that office name should he/she desire to change a selection.

Step 9  The voter may return directly to the Review Screen by touching “REVIEW” in the lower center screen.

Step 10  When the voter is satisfied with his selections listed on the “REVIEW” screen, he touches “NEXT” in the lower right corner to go to the “Cast Ballot” page.

Step 11  “Touch Here To Cast Your Ballot” is displayed. Touch the screen to cast the ballot.
Step 12  “Recording Vote Please Wait” is then displayed on the screen.

Step 13  A. For the Manually-activated Edge, the screen will Display “Vote Recorded Thank You.”
B. For the Card-activated Edge, the screen will then display “Vote Recorded, Thank You. Please Remove the Voter Card”. The Voter Card has popped out.

C. The Election Officer must ensure that the Voter Card is returned.

NOTE: If you are assisting a voter with problems, DO NOT look at the voter’s screen because you may witness his votes. The LCD screen on the back of the machine will display appropriate commands/responses.

Comparison of the Number of Individuals Who Voted on the Machines with the Number of Voters Checked In

As time permits during the day, check the total number of voters logged on to the voting machines against the total number of voters who have been checked in on the Electronic Pollbooks (EPBs). Unless there has been an Outside Polls voter or a Fled Voter, these numbers should match. If they do not match, try to determine where the the error occurred and write an explanation for this on each SOR.

Do Not Wait Until the End of the Day to Make This Comparison!
CLOSING THE POLLS AND OBTAINING ELECTION RESULTS

CLOSING THE POLLS

STEP 1 At 7 p.m., or after the last voter has voted and the polls are closed, go to the back of each Edge and remove the YELLOW seal from the Polls switch cover. Place the used seal in the large #7 WHITE envelope. Lift the Polls switch cover and turn the Polls switch to “Closed”. Lower the Polls switch cover and close with a new YELLOW seal from the small BROWN envelope.

PRINTING RESULTS TAPES

STEP 2 The Official Results Report will appear, listing the results of the election. At the bottom will be 3 boxes — “Done”, “Print Report” and “Next”.

STEP 3 Touch “Print Report” on the Results Report screen. The first Results Report will begin printing. When you touch “Print Report”, the box will disappear momentarily and be replaced by red wording, “Printing”. Do not request another print job until the “Print Report” button reappears. In other words, wait until each copy is almost complete before touching the “Print Report” button again for the next copy. By touching too quickly, you can jam the printer.
STEP 4  Touch “Done” on the Results Report screen after all copies are printed. It is very important that you not forget this step.

DO NOT REMOVE RESULTS CARTRIDGE YET!

The next screen will have a box that says, “total Voters = ” and a box at the bottom that says “Results Report”. This gives you another chance to print the Results Report if you pushed Done too soon.

NOTE:  Repeat steps 1-4 for each Edge machine in the Precinct.
CONSOLIDATING RESULTS

Step 1  Cut the RED seal on the Results Cartridge door on the back of the FIRST Edge machine (in the daisy chain) and place the seal in the large #7 WHITE envelope. Lift the door.

Step 2  Remove the Consolidation Cartridge from the small BROWN envelope which is in the large #7 WHITE envelope.

Step 3  Insert the Consolidation Cartridge into the Auxiliary port at the back of the first Edge machine so you can read the word “Pull.”

Step 4  The message in the center of the screen is “Start Vote Consolidation?” Touch “Yes” on the Consolidation pop-up screen. The cartridge is copying the ballot results; please wait.
Step 5  The next Vote Consolidation screen has 3 GREEN boxes on the Left and a BLUE “DONE” ARROW on the bottom right side. This screen will appear when consolidation of the results for this Edge is complete. Touch the BLUE “Done” ARROW on the lower right corner of this screen.

Step 6  A pop-up screen will advise you to remove the Consolidation Cartridge from the Auxiliary port. Remove it. DO NOT
REMOVE THE CARTRIDGE UNTIL YOU GET THIS MESSAGE ON THE SCREEN.

Step 7  Repeat steps 1-2-3-4-5-6 on each Edge except for the final Edge Machine in the daisy chain.

NOTE: Steps 8 through 16 pertain only to the FINAL Edge in the daisy chain.

Step 8  Cut the RED seal on the Results Cartridge door on the back of the FINAL Edge machine and place the seal in the large #7 WHITE envelope. Lift the door. Insert the Consolidation Cartridge into the Auxiliary port of the FINAL Edge machine with the WHITE side up so you can read the word “PULL.”

Step 9  Touch “YES” on the Consolidation pop-up screen.

Step 10 At the next screen with the 3 GREEN boxes on the left and a BLUE DONE ARROW on the bottom right, PRESS the Top GREEN “Consolidated Results Report” box. The message is “Printing the Consolidation Report.”
Step 11  The Consolidated Results Report appears on the screen with the “Print Report” and “Done” boxes at the bottom. Press the GOLD “Print Report” button to print the report. The “Print Report” button must be touched for each copy of the tape desired. HOWEVER, DO NOT TOUCH THE BUTTON FOR THE NEXT COPY UNTIL THE ONE PRINTING IS FINISHED. THIS WILL KEEP THE PRINTER FROM JAMMING.

Step 12  When the desired number of tapes has been printed, press the GOLD DONE BUTTON at the bottom of the Results Report Screen.
The Vote Consolidation screen with the 3 GREEN boxes at the left and the BLUE Done Arrow at the bottom will reappear. Touch the **BLUE DONE ARROW** on the lower right corner of this screen. *(The Done button on both the above screens must be touched.)* **DO NOT REMOVE CONSOLIDATION CARTRIDGE YET!**

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**Step 13**  Remove the Consolidation Report **tapes** from the printer.

**Step 14**  A pop-up screen will advise you to remove the Consolidation Cartridge. **DO NOT REMOVE CARTRIDGE UNTIL YOU SEE THIS SCREEN.** Remove the Consolidation Cartridge from the Auxiliary port and place it in the large #7 WHITE envelope.

**Step 15**  Do NOT remove the **Results Cartridges** yet.
COMPLETE THE CLOSING PROCESS

Step 1  At each Edge, raise the cover of the POWER ON / OFF switch. Turn the power switch to “OFF”.

Step 2  Remove the Results Cartridge from each Edge and place in the large #7 WHITE envelope. DO NOT REMOVE THE RESULTS CARTRIDGE BEFORE POWERING OFF THE EDGE. If you forget and remove the cartridge before powering off, you will get an Error 23 message. If you get the error message, put the Results Cartridge back into the machine and then power down the Edge.

Step 3  Remove the new RED seals from the small BROWN envelope and reseal the Cartridge door on each Edge Machine with a RED seal.

Step 4  For each Edge machine, record the new RED seal number, the public counter number and the protective counter number on the large #7 WHITE envelope as well as on the Statement of Results.

Step 5  Place the remaining unused RED seals in the small BROWN envelope. Place the small envelope into the large #7 WHITE envelope.

Step 6  Verify that all required items are included in the #7 WHITE envelope.

Step 7  Disconnect the power cords from the Edges and the AC power source and return them to the storage area in each top cover.

Step 8  Replace the top cover on each Edge and secure the four latches on the cover.

Step 9  Two Election Officers, one in the front and one in the rear, lift the Edge and turn it upside down on the floor or on a table.
Step 10  Remove the cover of the legs storage area.

Step 11  Disassemble, remove and secure the legs by reversing the procedure outlined in the Assembling the Legs section of this Guide. Replace the legs storage area cover.

Step 12  Place the Edge in the Cage.

CARD ACTIVATOR

VERY IMPORTANT: Turn the machine off by pushing “O” on rear rocker switch. The Green “Ready” light will disappear, but the Red light will remain on until you unplug the power cord. When you remove the power cord, if the Green light remains on, the rocker switch is in the wrong position.

Unplug Activator from AC power source and disconnect power cord from Activator. Place Activator, Cord, Activator Cards and White Basket in the carrying case. Store in the Cage.

LOOKUP LAP TOP

Properly close out the computer program(s); shut down the unit; and store in the cage.

ELECTRONIC POLLBOOKS

Print the required reports if applicable. Follow the directions for closing down the EPBs found in the EPB Manual.
APPENDIX A

CASTING A WRITE-IN VOTE

Step 1    A Write-In selection is available for all contests where Write-In votes are allowed (They are not allowed in a primary.).

Step 2    The voter touches the circle to the right of “Write-In”. The selection may also be made by touching anywhere in the box containing the “Write-In” option.

Step 3    A KEYBOARD screen is displayed. Type the desired name by touching the appropriate buttons on the KEYBOARD.
Step 4  When finished typing the name, touch “OK”.

Step 5  The voter is automatically returned to the ballot contest. The just-typed name appears in the “Write-In” slot.

Step 6  Touch “NEXT” to advance to the next ballot page.
Step 7  To cancel or change the “Write-In,” touch the GREEN checkmark or anywhere in the box surrounding the Write-In name.

Step 8  Upon completion of Step 7, the voter is returned to the KEYBOARD screen.

Step 9  To edit the selection, touch “CANCEL SELECTION”
Retype the name to correct or change.
*Do not retype* if a Write-In is not desired.

Step 10  Touch “OK”. The voter is returned to the ballot page.
APPENDIX B

Edge Audio Voting

Set-Up

When a voter is visually impaired and requests to vote without assistance, the Edge Audio Voting Accessory Equipment is used. Remove the hand-held audio voting key pad, the audio jack, headphones and earpiece covers from their case. The headphones plug into the key pad, and the audio jack plugs into the audio port on the Edge machine.

Set the equipment up when the polls are being prepared to open so that when a voter requests audio voting, you will be prepared. It may remain attached until it is needed.

Connecting the Audio Voting Accessory to the Edge

1. Move the Edge power switch to the “ON” position (if not already on).
2. Connect the audio voting accessory cable to the Edge serial port labeled “Audio”. The audio port is next to the printer port connection.
3. Connect the headphones jack to the audio voting accessory.

Activating the Audio Voting Accessory

1. Press and hold the **YELLOW** activate button on the rear of the Edge.
2. Release the button when the voter screen changes and displays the “Waiting for Next Voter” message (about 3 seconds).
3. Touch the “**AUDIO VOTING**” button. The message “Please Make Sure The Audio Module Is Plugged Into The Correct Comm Port” is displayed.
4. Touch the “OK” button. The message “To Begin Voting Insert Voter Card Into Slot Below” or “Waiting For Next Voter” will be displayed. The Edge is now in the audio voting mode.

Returning The Edge From Audio Voting to Regular Voting

1. Press and hold the YELLOW activate button on the rear of the Edge.
2. Release the button when the voter screen changes and displays the “Cancel Audio Voting?” message (about 3 seconds).
3. Touch the “OK” button. The message “Waiting For Next Voter” is displayed.
4. On the “Waiting For Next Voter” screen, touch the “RESUME VOTING” button. The message “To Begin Voting Insert Voter Card Into Slot” or “Waiting For Next Voter” will be displayed.
5. The Edge is now back in the regular voting mode.

Use of Audio Voting Equipment

The key pad can be held in one hand, or it may be attached to a wrist or wheelchair with the use of a Velcro strap that is included. The key pad has four buttons, the volume control lever, and audio jack.

The Sequoia audio voting key pad consists of four buttons:
- A ROUND RED SELECT button
- A TRIANGLE-shaped GREEN NEXT-ARROW button
- A TRIANGLE-shaped YELLOW BACK-ARROW button
- A SQUARE BLUE HELP button

The Functions of the Keypad Buttons

The ROUND RED SELECT button is used to:
- Exit introductory help and begin voting
- Select a candidate or deselect a candidate for each contest
- Review selections
- Exit contests
Note: For contests that permit voting for two or more candidates, voters must press the ROUND RED SELECT button one time for each candidate they wish to support.

The triangle-shaped GREEN NEXT-ARROW is used to:
- Move forward through the list of candidates
- Access the "Review Selections" option for a contest
- Access the "Exit Contest" option to skip a contest
- Access the "Exit Contest" option at the end of the audio ballot to review the entire ballot

The triangle-shaped YELLOW BACK-ARROW is used to:
- Move backward through the list of candidates for each contest
- Move backward through the contests on the ballot

The SQUARE BLUE HELP button is used to access the following:
- Introduction Help
- General Help
- Candidate Select/Deselect Help
- Write-In Help

Audio Ballot Layout

The audio ballot is presented by contest, which contains the candidates for an office (or propositions). The voter will hear all the candidates (or propositions) at the start of each contest then will go back through the contest and make his or her selections. At the end of each contest, the voter will be able to hear the choice or choices he or she has made. At the end of all the contests on the ballot, the voter will hear a summary of all the choices he or she has made for all of the contests.

Audio Voting Process

The audio ballot is presented in descending Contest order. First the Contest title of Proposition is read. Then the Candidate names are read, and the voter must listen to all candidate names before making his selections. The voter then scrolls through the Candidate list again and makes a selection when his choice is read. Once the Contest has been fully voted, the voter can go back and review his selections or proceed to the next Contest. The voter proceeds through all of the
Contests on the ballot, hearing, selecting and reviewing the Candidates or skipping the Contest entirely. At the end of the Ballot, the voter will hear a Summary of all ballot selections, and cast his ballot.

Step 1  Ensure the AUDIO KEY PAD is plugged into the AUDIO PORT on the Edge and the headphones to the KEYPAD.

Step 2  With the “Waiting for Next Voter” screen displayed, press the “Activate” button on the rear of the Edge until there is a beep and “Change Mode” screen is displayed.

Step 3  Touch the “Enable Audio Voting” button.

Step 4  The Edge will go through a set-up for audio voting. When complete, touch the “Resume Voting” button.

Step 5  The Edge will display the “Audio Voting” screen.

Step 6  Introduce yourself. Speak clearly and directly to the audio voter. Never touch the voter without first requesting permission. Offer to assist him or her to the voting machine, offer your arm for guidance if he or she is blind, and warn the voter in advance of any change in the floor surface or of other obstacles.

Step 7  Ensure that the volume control on the KEYPAD is adjusted to a low-to-moderate volume level.

Step 8  Tell the voter that you are handing him the KEYPAD to use to vote on the system. The ROUND RED SELECT button should be positioned to the voter’s right. The velcro strap is used to attach the KEYPAD to a convenient position should the voter be unable to hold the KEYPAD.

Step 9  Give the voter a brief overview of the voting process. Explain that detailed HELP instructions are available on the audio system.
Step 10  Press the “Activate” button on the rear of the Edge if in Manual Mode or insert the Activator Card if in Activation Mode.

Step 11  The voter will listen to the introduction and introductory help.

Step 12  Voter presses the **ROUND RED SELECT** button to hear the list of choices for the first contest. Voter must press **ROUND RED SELECT** button again to hear the list of candidates.

Step 13  After the list is read, the voter presses the **TRIANGLE-SHAPED GREEN NEXT-ARROW** button to hear the first choice.

Step 14  If the voter does not select the first choice, the voter presses the **TRIANGLE-SHAPED GREEN NEXT-ARROW** button to hear the next choice and so on. When the voter hears the desired choice, he or she presses the **ROUND RED SELECT** button to select the choice.

Step 15  After selecting the choice (or multiple choices if the contest permits voting for more than one choice), the voter will hear "This contest is fully voted".

Step 16  The voter repeats pressing the **TRIANGLE-SHAPED GREEN NEXT-ARROW** until he or she hears, "Exit contest". (The voter can also exit the contest at this point by pressing the **ROUND RED SELECT** button.)

Step 17  The voter presses the **ROUND RED SELECT** button to begin the next contest.

Step 18  The voter presses the **ROUND RED SELECT** button to hear the list of choices for the second contest.

Step 19  These steps are repeated for the remaining contests.

Step 20  After voting or exiting all contests, selections are reviewed.
Step 21  Voter presses **TRIANGLE-SHAPED GREEN** button to finish voting.

Step 22  Voter presses **ROUND RED** button to record vote.

Step 23  Voter will hear a beep, then “Thank you for voting”. The screen will display your vote has been recorded.

Step 24  To enter a “WRITE-IN” ballot, the voter should continue pressing the **UP-ARROW** until he or she hears “Write-In” and then press the **ROUND RED SELECT** button.

Step 25  With the “Waiting for Next Voter” screen displayed, press the “Activate” button on the rear of the Edge until there is a beep.

Step 26  Touch the “Cancel Audio Button” on the screen.

Step 27  When the screen changes, touch the “Resume Voting” button. The Edge is now returned to regular voting.

**Help Features**

**Introduction Help**
The voter first hears "Introduction Help" when the audio ballot begins. The "Introduction Help" welcomes the voter to audio voting and describes the function of the four buttons on the audio voting keypad. The voter can exit the "Introduction Help" at any time by pressing the **ROUND RED SELECT** button.

**General Help**

“General Help” provides basic information for navigating through the audio ballot. General Help is available only when inside the contest and is accessed by pressing the **SQUARE BLUE HELP** button.

**Candidate Select/Deselect Help**
“Candidate Select/Deselect Help” describes how to select a candidate or deselect a candidate. The voter accesses this assistance by pressing the SQUARE BLUE HELP button during voting.

**Write-In Help**

“Write-in Help” describes the necessary steps for entering the name of a write-in candidate. To access Write-In Help, the voter presses the SQUARE BLUE HELP button after he/she has entered the write-in keyboard in the audio ballot.

**Standard Sequences Used in the Audio Ballot**

**Skipping a Contest**

To skip a contest, press the TRIANGLE-SHAPED GREEN NEXT ARROW button repeatedly until you hear "Exit contest".

Press the ROUND RED SELECT button to continue to the next contest.

"Selecting" and "Deselecting" a Choice

To select a choice, press the ROUND RED SELECT button once after hearing the desired choice.

To deselect a choice, repeatedly press the GREEN NEXT-ARROW or YELLOW BACK-ARROW until you hear the choice you just selected, then press the ROUND RED SELECT button to deselect the candidate.

To deselect a choice after leaving a contest, press the YELLOW BACK-ARROW button to return to the contest and candidate then press the ROUND RED SELECT button to deselect the candidate.

**Write-In Voting**

From within a given contest, repeatedly press the GREEN NEXT-ARROW Button until you hear "Write-in", then press the ROUND RED SELECT button to enter the write-in keyboard.
Use the **GREEN NEXT-ARROW** and **YELLOW BACK-ARROW** to move back-and-forth through the alphabet, numbers and special characters.

Spell-out your write-in choice by pressing the **ROUND RED SELECT** button to select each desired letter, number or special character. To deselect a character, use the **BACKSPACE** choice.

**Exiting Write-In Voting**

Repeatedly press the **GREEN NEXT-ARROW** or **YELLOW BACK-ARROW** button until you hear "OK", then press the **ROUND RED SELECT** button.

To cancel a selection, repeat pressing the **GREEN NEXT-ARROW** or **YELLOW BACK-ARROW** button until you hear "Cancel", then press the **ROUND RED SELECT** button.

**Reviewing Choices at the End of a Contest**

After selecting your choices for a given contest, repeat pressing the **GREEN NEXT-ARROW** button until you hear "Review Selections". Press the **ROUND RED SELECT** button to hear your choices for the contest.

**Reviewing Choices at the End of a Ballot**

Exit the current contest.

Press the **GREEN NEXT-ARROW** or **YELLOW BACK-ARROW** button until you hear, "Review your selections".

Press the **ROUND RED SELECT** button to hear the contest names and selections.

Press the **GREEN NEXT-ARROW** or **YELLOW BACK-ARROW** button when you are finished.
APPENDIX C

ACTIVATING THE EDGE FOR A VOTER

The Edge is activated for voters in two ways:

AUTO ACTIVATION - This is the primary method of activating the Edge. Each voter is given a Voter Card by an Election Officer after the voter has been qualified at the Poll Book table. The Voter Card is programmed with the correct precinct ballot style. The voter inserts the Voter Card into the YELLOW slot on the lower left front of the Edge. At this point the Edge is automatically activated for voting.

MANUAL ACTIVATION – This is the alternative method for activating the Edge. The main screen will display “Waiting for First (Next) Voter”. Upon receiving a voter pass, the Election Officer presses the YELLOW activate button on the back of the Edge. The Edge is activated for voting, provided that there is only one ballot style.

NOTE: If there are multiple ballot styles or precincts on the unit, after the Election Officer pushes the yellow activate button, the Edge’s main screen will display boxes from which to make a choice. The Election Officer touches the appropriate box for the election or ballot style indicated on the Voter Permit. The proper ballot will then appear.

FOLLOWING ARE FOUR SITUATIONS THAT REQUIRE ELECTION OFFICER INTERVENTION AFTER THE EDGE IS ACTIVATED:

1. **Invalid Voter Card:** If a voter attempts to reinsert a Voter Card after casting a ballot or if the voter inserts a card which has expired, a RED message will appear on the screen stating that the card is invalid. To remove the card, the Election Officer taps the YELLOW activate button on the rear of the Edge.

   Note: If this does not cause the card to pop out, power down the voting machine, wait 10 seconds and then turn the machine on.
The EO may check the Voter Card to see if the card has been voted using steps associated with the Activator. **Always** check the card before issuing the voter a new Activator/Voter Card. See “Invalid Voter Card Message” section in Appendix G Most Common Problems for error conditions and directions.

2. **Edge activated with an incorrect selection code (party, precinct, ballot style, etc.):** The Election Officer returns the Edge to the “Voter Inactive” state by pressing and holding for 5 seconds the **YELLOW** activate button on the rear of the Edge until the “Blank Ballot” screen appears. Three options will then appear on the screen.

   - Return to Voting
   - Cast Ballot
   - Cancel Activation

If the voter is still in the voting area, the EO would choose **“Cancel Activation”** so that the Edge may be activated with the correct selection code and the voter may vote.

If the voter has left the voting area, two EOs (preferably representing separate political parties) would choose **“Cancel Activation”**, and the ballot would NOT be cast. **The voter must be the one to cast the ballot or direct that it be cast.** The Chief Election Officer must record this action on the **Statement of Results**, noting the voter number and time of occurrence because this action will cause the Poll Book Number and Public Counter to not agree. The fled voter notation is a necessary part of the reconciliation when the polls close.

Note: The EOs may also simply power the machine off and then on again, popping the Voter Card.

3. **Voter has left the Edge without making any selection(s) and did not touch “Cast Ballot”:**

   If the voter is still in the voting area, have the voter return to the machine immediately so that he may complete the voting process.
If the voter has left the voting area, two EOs (preferably representing separate political parties) return the Edge to the “Inactive State” by pressing and holding for 5 seconds the YELLOW activate button on the rear of the Edge until the “Blank Ballot” screen appears. Three options appear on the screen as seen in the picture below.

The EOs would select “Cancel Activation” since the voter must be the one to cast the ballot or direct that it be cast. The Chief Election Officer would then record this action on the Statement of Results, noting the voter number and time of occurrence because this action will cause the Poll Book Number and Public Counter to not agree. The notation is a necessary part of the reconciliation when the polls close.

Note: The EOs may also simply power the machine off and then on again, popping the Voter Card.

4. If the voter leaves the machine after making a selection but without casting a vote:

If you can find the voter, have him/her immediately return to finish casting his/her vote. The EO returns the Edge to the “Inactive State” by pressing and holding for 5 seconds the YELLOW activate button.
on the rear of the Edge until the “Voter Fleed?” screen appears. Two options appear on the screen.

**Return to Voting**     **Cast**
**Ballot**

Press “**Return to Voting**” to allow the voter to finish casting his vote. Or, if he merely did not realize he had to “cast’ his ballot, at his direction, press “**Cast Ballot**”.

**If the voter has left the voting area**, two EOs (preferably representing separate political parties) return the Edge to cancel the activation since the **voter must be the one to cast the ballot or direct that it be cast**. They must power-off the Edge for 5 seconds and then power it back on again by turning the on/off switch on the back of the Edge. This will release the voter card and the ballot will be cancelled.

Note: The EOs may also simply power the machine off and then on again, popping the Voter Card.

The Chief Election Officer then records this action on the **Statement of Results**, noting the voter number and time of occurrence because this action will cause the Poll Book Number and Public Counter Number to not agree. The notation is a necessary part of the reconciliation when the polls close.

**SWITCHING FROM AUTO ACTIVATION TO MANUAL ACTIVATION**

If the Card Activator becomes inoperative or is not properly programmed for the election, **immediately** advise the Elections Office. Switch the Edge from “**Auto**” to “**Manual**” activation.

1. Press and hold for 5 seconds the **YELLOW** activate button on the rear of the Edge until it beeps.

2. Immediately press and hold the **YELLOW** activate button *again* for 5 seconds until you hear a beep and the “**Change to Manual Activation**” message is displayed on the screen.
3. Release the YELLOW button.

4. Touch the “YES” button. The voter screen will display a button located in the lower right corner of the screen that reads “RESUME VOTING”.

5. Touch the “RESUME VOTING” button.

6. The voter screen will again display the “Waiting for Next Voter” message.

At this point, the Edge is now in the Manual Activation mode, and an Election Officer MUST be stationed at the back of the Edge to manually process voters. The Officer activates the Edge using the yellow Activate Button upon receiving a voter permit from the voter. If there is only one ballot choice, the voter may then vote. If multiple ballots styles are in use, the Election Officer must touch the correct ballot choice based upon the color and coding of the Voter Permit before the voter can cast his ballot.
APPENDIX E

VOTERS IN WHEELCHAIRS

Perform the following steps for a voter using a wheelchair (if he does not need to use the Audio Voting Device):

**Step 1**  Ask the voter if he would like the machine to be adjusted for easier access.

**Step 2**  Push the screen of the Edge forward.

**Step 3**  Lock the two screen support braces into the first grooves in the back of the Edge. The screen should be in a vertical position.

**Step 4**  Position the voter at the Edge.

**Step 5**  After the voter has completed voting, return the screen to its regular position by adjusting the screen support braces.
APPENDIX F

ACTIVATING MULTI-BALLOT STYLES / SPLIT PRECINCTS / DUAL PRIMARY BALLOTS

The following information applies when multiple ballot styles are used within the same polling location or during a dual party primary and each Edge is programmed with all possible ballots for the precinct.

Manual Activation

The Election Officer assigned to the Electronic Poll Book (EPB) will determine the appropriate ballot for each voter and give the voter the correct voting permit.

The Edge’s main screen will display a selection code for each ballot style or party names, in case of a dual primary.

The Machine Election Officer will select the proper ballot on the Edge, based upon the color-coded voting permit handed him by the voter.

Step 1 The voter hands the Voting Machine Officer a color-coded voting permit.

Step 2 The Voting Machine Officer activates the Edge using the YELLOW activate button.

Step 3 The Voting Machine Officer selects the proper ballot style code or party from the Edge main screen.

Step 4 The voter makes his choices and casts his vote.

If the voter is presented with an incorrect ballot, cancel the activation, select the correct ballot and reactivate the Edge.
**Card Activation**

The Election Officer assigned to the Electronic Poll Book will determine the appropriate ballot for each voter and give the voter the correct color-coded voting permit.

The Card Activation Election Officer will activate the ballot card based upon the voter’s color-coded voting permit.

The voter inserts the voter card into the card slot on the left front of the Edge and proceeds to vote.

If the voter is presented with an incorrect ballot, cancel the activation and reactivate with the correct ballot.

**Step 1**  
The Electronic Poll Book Officer provides the Card Activator Officer with the correct ballot style/party for each voter; or the Electronic Poll Book Officer provides the voter with a color-coded voting permit.

**Step 2**  
The Card Activator Officer inserts the Voter Card, **YELLOW** arrow facing down, into the Card Activator slot, pushing it until it clicks into place.

**Step 3**  
The Card Activator Officer enters the ballot code style/party code using the number keys on the Card Activator. The Card Activator Officer presses the **YELLOW** “Yes” button.

**Step 4**  
The message, “Activate this card?” appears. The Card Activator Officer presses the **YELLOW** “Yes” button again.

**Step 6**  
When activation is complete, the Voter Card will pop up in the Card Activator slot.

**NOTE:** If you accidentally press the “Menu” button, press the “Enter” button to return to the correct screen.

**Step 7**  
The Card Activator Officer hands the voter card to the voter and directs the voter to the Voting Machine Officer.
APPENDIX G -- MOST COMMON PROBLEMS

A. POWER FAILURE

If a power failure occurs at the polling place, the Edge will AUTOMATICALLY change to the internal battery backup system. The internal battery system will allow the Edge to continue to operate for at least an additional 2 hours.

Immediately call the Elections Office to report the power failure.

Remember that in the battery backup mode, in order to conserve power, a screen saver causes the screen to go blank during periods of inactivity. The screen will refresh when activated either by inserting a voter card or pressing the activate button, depending upon the activation mode of the Edge.

If there is not a line of voters, you can conserve battery power on the Edges by powering off those machines not necessary to use at that time. Powering off will not lose any votes.

Note: If the Edge is accidentally unplugged, plug the power cord back into an AC power source and continue voting as usual.

B. YELLOW/RED BAR DISPLAYED AT BOTTOM OF SCREEN

*** Warning Message: Edge Will Shut Down Unless Plugged In ***

A YELLOW or RED bar displayed across the bottom of an Edge screen is an indication that the Edge not receiving AC power. First, check that the Edge is properly plugged into an active AC source. Next, verify that all power cords are securely in place (sometimes daisy-chain connections may loosen). If, after checking all connections, the problem is not corrected, there may be a problem with the AC power source. In this case, a new power source outlet may be needed. If none is available, contact the Elections Office immediately.
C. THE AC POWER LIGHT ON EDGE IS NOT ILLUMINATED

If the **GREEN** AC power light on the back of the Edge is not illuminated, this is another indication that the Edge is running on battery power. Sometimes connections in the daisy chain can loosen. Ensure that all Edges are properly plugged in and/or daisy-chained together. It may be necessary to locate a new AC power source.

D. SCREEN NOT RESPONDING APPROPRIATELY TO TOUCH – CALIBRATION NEEDED

If the screen does not seem to be responding well to touch, it needs to be calibrated or cleaned. To calibrate the screen, perform the following steps:

1. If the EDGE is in voter active mode with the voter there, turn the machine off which will pop out the voter card. Hand card to voter and direct the voter to a different EDGE.

2. Go to the back of the EDGE and turn the machine on. After it boots back up, press and hold the **YELLOW** activate button until it “beeps” (5 seconds).

3. The voter screen will change and display the “Waiting for Next Voter” message.

4. Touch the **LCD** button located in the upper left corner of the screen.

5. The **LCD** setup screen will be displayed. A cross (+) appears on the screen. Touch directly in the center of each cross (+) as it appears in various locations on the Edge screen. When this process is completed, the **LCD** setup screen will be displayed.

6. The “**Waiting for Next Voter**” message will be displayed.

7. Touch the “**RESUME VOTING**” arrow located in the lower right corner of the screen. The voter screen is displayed and voting may continue.

NOTE: Clean the screen frequently to ensure a correct response to the screen’s touch. Wipe the screen with a soft cloth or with a damp paper towel.
E. **BLANK SCREEN**

To conserve power during periods of inactivity, the system utilizes a screen saver that causes the voting screen to go blank. This **ONLY** occurs when the system is running on battery backup. To get the screen to reappear, do any of the following:

1. Touch the screen
2. Press and release the **YELLOW** activate button.
3. Insert a voter card into the **YELLOW** slot.

It is not recommended to run the Edge on battery power unless absolutely necessary. Ensure that all Edges are properly plugged in and/or daisy chained together.

F. **CARD ACTIVATOR WILL NOT WORK OR ACTIVATOR CARDS ARE INCORRECT**

1. Check to be sure the power cord is securely connected and that the AC power source has power. Be certain the switch on the rear of the machine is turned on. Both the **Red** Power light and the **Green** Ready light should be illuminated on the rear of the Card Activator.

2. Press the MENU Button. Press Number 2 (System) and again Number 2 (Time). On the screen the Date and time will appear, with the question, “Is this correct?” If they are correct, press “Yes.” If not, press “No,” and follow the steps to make the corrections.

3. Press the MENU Button. Press Number 3 (Election) and Number 4 (Site). If the site listed is not the correct precinct, Press “NO,” and the message will be “Call for Assistance”. **Call the Office Immediately!**

If these changes did not correct the problem, **Call the Office Immediately!**

G. **“VOTE SAVE ERROR 1” APPEARS ON VOTER SCREEN**

The Activator Card is bad. Give Voter a new Activator Card. Clean the card by rubbing the gold spot on the back of the card against your clothing. The card will then probably be usable.

H. **STUCK VOTER CARD**

If a voter card fails to eject from the Edge after a voter has cast the ballot, proceed as follows:
1. Press and release the **YELLOW** activate button on the rear of the Edge. This should eject the card. If this does not eject the card, proceed to step 2.

2. Turn the power switch on the back of the Edge to “OFF”, wait 5 seconds, then return the power switch to “ON”.

3. If this does not eject the card, repeat steps 1 and 2. If the card still will not eject, call the Registrar’s office. Do NOT pry the card out of the voting machine.

**Important Note:** If a red warning box with the message “Invalid Voter Card” is displayed, the card is not stuck. Proceed to next Section i of this appendix for information on handling this situation.

I. **INVALID VOTER CARD MESSAGE**

If a voter attempts to reinsert a voter card after casting a ballot, or if the voter inserts a card that was not properly activated, a **RED** message box will appear on the screen stating “Invalid Voter Card” (On the LCD screen at the back, the message will read “Bad Voter”).

To remove the card:

1. Press and release the **YELLOW** activate button on the rear of the Edge. This should eject the card. If this does not eject the card, proceed to step 2.

2. Turn the power switch on the back of the Edge to “OFF”, wait 5 seconds, then return the power switch to “ON”.

3. If this does not work, repeat steps 1 and 2. If the card still will not eject, call the Registrar’s office.

After the card is removed from the voting machine, you can check its status on the card activator to see why the message “Invalid Voter Card” appeared. See the following steps.

a. First, note the serial number and the time displayed on the Edge that the voter used.

b. Insert the questioned voter card into any Card Activator.

c. Press the “Status Button” on the Card Activator.

d. Information specific to the voter card will be displayed. The activator display will indicate “Activated” or “Voted”, the clock time, the Edge machine serial number and a ballot style/code, if applicable.

```
Voted            10:15           SN 5664
```
Possible scenarios are:

A voter card **SHOULD** be reissued if:

The display states “Activated”; or

The display states “Voted” but the time or the Edge serial number on the display **DOES NOT** match the approximate time and Edge serial number of the Edge the voter used.

A voter card should **NOT** be reissued if:

The display states “Voted” and the time and Edge serial number on the display **DOES** match the approximate time and Edge serial number of the Edge the voter used.

J. **VOTER IS PRESENTED WITH WRONG BALLOT**

If the voter card was inadvertently activated with the incorrect party, ballot style or precinct split, the activation MUST be canceled. Refer to Section K for canceling activation.

K. **CANCELING ACTIVATION**

In some situations, it may be necessary to “cancel the activation” on an Edge.

The information below describes several ways (depending upon circumstances) in which activation can be canceled. Following are how activation may be canceled—not the reasons why.

**NOTE:** Do **NOT** look at the voter’s screen because you may witness votes cast. The LCD screen on the back of the machine will display appropriate commands/responses.

1. **If There are NO Selections Made On The Edge:**
   a. LCD screen will display “Voter Active”.
   b. Press and hold the **YELLOW** activate button on the rear of the Edge.
   c. Release the button when the voter screen changes to the “**Blank Ballot?**” mode (about 5 seconds).
   Three options are then displayed on the screen:
      - Return to Voting
      - Cast Ballot
      - Cancel Activation
   d. Touch the “**Cancel Activation**” button to cancel the activated Edge and eject the card.
2. If There ARE Selections Made On The Edge:
   a. LCD screen will display “Voter Active.”
   b. Instruct the voter to de-select (uncheck) each of the selections made on the ballot.
   c. After he de-selects choices, press and hold the **YELLOW** activate button on the rear of the Edge.
   d. Release the button when the voter screen changes to the **“Blank Ballot?”** mode (about 5 seconds).
   Three options appear on the screen:
      - Return to Voting
      - Cast Ballot
      - Cancel Activation
   e. Touch the “Cancel Activation” button to cancel the activated Edge and eject the card.

3. With Either of the Above Scenarios, an activated Edge can be canceled by simply powering it off, waiting 5 seconds, and then powering it back on again. This will cancel the activation and eject the card. It will not change any of the votes already recorded on the Edge.

L. **VOTER FLED (VOTER LEFT THE EDGE WITHOUT CASTING A BALLOT)**

In the case where a voter has left the Edge without touching the **“Cast Vote”** button on the screen, the Election Officer will have to cancel the activation because only the voter may cast a ballot.

1. If The Voter Has Fled and There Are NO Selections Made:
   a. LCD screen will read “Voter Active.”
   b. Press and hold the **YELLOW** activate button on the rear of the Edge.
   c. Release the button when the message **“Blank Ballot”** is displayed (about 5 seconds).
   Three options are displayed on the screen:
      - Return to Voting
      - Cast Blank Ballot
      - Cancel Activation
   d. Touch the “Cancel Activation” button to cancel the ballot.

2. If The Voter Has Fled and There ARE Selections Made On the Ballot:
   a. LCD screen will display “Voter Active”.
   b. The Election Officer cannot cast the ballot for the voter. Election Officer should simply turn the Edge power switch off for 5 seconds and turn it back on again. This will inactivate the voter card and the ballot will be cancelled. The voter card will pop out.
   c. The Election Officer must report this action on the Statement of Results. The poll book number **MUST** reconcile with the Edge public counter number.
M. “ERROR 23” APPEARS WHEN REMOVING RESULTS CARTRIDGE

1. If Error 23 appears, the machine has not been powered down/turned off before removing the Results Cartridge.

2. Re-insert the Results Cartridge; power down the machine; and then remove the Results Cartridge.

3. Do NOT REMOVE the Results Cartridge before consolidating the results.

N. CARD ACTIVATOR PROBLEMS – SWITCHING THE EDGE TO MANUAL ACTIVATION MODE

If the Card Activator becomes inoperative or is not properly programmed for the election, immediately advise the Elections Office. Switch the Edge from “Auto” to “Manual” activation.

1. Press and hold for 5 seconds the YELLOW activate button on the rear of the Edge until it beeps and says “Waiting for Next Voter”.
2. Immediately press and hold the YELLOW activate button again for 5 seconds until you hear a beep and the “Change to Manual Activation” message is displayed on the screen.
3. Release the YELLOW button.
4. Touch the “YES” button. The voter screen will display a button located in the lower right corner of the screen that reads “RESUME VOTING”.
5. Touch the “RESUME VOTING” button.
6. The voter screen will again display the “Waiting for Next Voter” message.

At this point, the Edge is now in the Manual Activation mode, and an Election Officer MUST be stationed at the back of the Edge to manually process voters. The Officer activates the Edge using the yellow Activate Button upon receiving a voter permit from the voter. If there is only one ballot choice, the voter may then vote. If multiple ballots styles are in use, the Election Officer must touch the correct ballot choice based upon the color and coding of the Voter Permit before the voter can cast his ballot.

O. RETURNING THE EDGE TO AUTO ACTIVATION

1. Press and hold the YELLOW activate button on the rear of the Edge for 5 seconds.
2. Release the button when the voter screen displays the “Waiting for Next Voter” message.
3. Immediately press and hold the YELLOW activate button again for 5 seconds until the “Change to Auto Activation” message is displayed.
4. Release the button.
5. Touch the “YES” button. The voter screen will display a button located in the lower right corner of the screen that reads, “RESUME VOTING.”
6. Touch the “RESUME VOTING” button.
7. The voter screen will again display the “To Begin Voting Insert Voter Card Into Slot Below” message.

P. ACCIDENTALLY CLOSING THE POLLS

If the POLLS switch is accidentally turned to the CLOSED position during the course of the day, the Edge is designed to display an alert message and emit a warning sound. If the alert message is displayed, the Election Officer MUST immediately move the POLLS switch back to the OPEN position.

However, if there is NO ALERT MESSAGE or NO WARNING SOUND and the Results Report begins to print, this specific poll will not be allowed to re-open. At this time, this specific Edge is considered closed for voting. CALL THE ELECTIONS OFFICE IMMEDIATELY! Denote this event on the SORs.

Q. PREPARING THE EDGE FOR AUDIO VOTING

To connect the Audio Voting Accessory to the Edge:

1. Move the Edge power switch to the “ON” position.
2. Connect the audio voting accessory cable to the Edge serial port labeled “Audio.” The port is behind the screen and at the base of the printer.
3. Connect the headphones jack to the Audio Voting Accessory.
4. Press and hold the YELLOW activate button on the rear of the Edge.
5. Release the button when the voter screen changes and displays the “Waiting for Next Voter” message (about 3-5 seconds).
6. Touch the “AUDIO VOTING” button on the screen. The message “Please Make Sure The Audio Module Is Plugged Into The Correct Comm Port” is displayed.
7. Touch the “OK” button. The message “To Begin Voting Insert Voter Card Into Slot Below” or “Waiting For Next Voter” will be displayed.
8. The Edge is now in the audio voting mode. Once the Voter Card is inserted, the audio begins. If nothing is heard, check to be certain that the light appears on the headphones set.

R. RETURNING THE EDGE FROM AUDIO VOTING TO REGULAR VOTING

To return the Edge to regular voting:

1. Press and hold the YELLOW activate button on the rear of the Edge.
2. Release the button when the voter screen changes and displays the “Cancel Audio Voting?” message (about 3-5 seconds).
3. Touch the “OK” button. The message “Waiting For Next Voter” is displayed.
4. On the “Waiting For Next Voter” screen, touch the “RESUME VOTING” button. The message “To Begin Voting Insert Voter Card Into Slot” or “Waiting For Next Voter” will be displayed.
5. The Edge is now back in the regular voting mode.

S. PRINTER PROBLEMS

When you get a Printer Error:

1. Check to be sure that both Printer cables are securely connected (behind the screen of the DRE.) You may ALSO unplug and replug the smaller (colored) cable.
2. Depending upon what you are doing when the printer problem occurs, powering the printer off and then on again may be a solution.
3. If the printer gives you an error message when you are printing your Consolidation Tape, unplug and replug the small red and black twisted cable to the printer.

NOTE: Turning the voting machine off and on again WILL NOT work to solve this problem. It will make it worse.

4. If the printer begins printing “double space” instead of “single space,” you must call the office so that a technician can be sent to your precinct. This is not an easy fix. Continue using the printer; it will just use more paper than when operating properly.
5. If there is not enough paper left on the paper roll, you can switch paper rolls with another printer. Be careful to observe how the paper roll feeds so that you may install the new roll correctly.
EDGE CHEAT SHEET

SET UP
Assemble and insert legs.
Remove machine cover.
Remove power cord from machine cover and plug into receptacle at back of Edge and then into the wall outlet.
Open rigid privacy panels and secure flexible panels.
Set up the Card Activator Station; plug in the activator and turn it on.
Clean the screen.

POWER UP
Lift Power on/off door and turn knob to “on” position.

Sequoia Logon will appear on screen.
Election information will load onto the machine.

ZERO PRINT REPORTS
Message will appear “Ready to Open Polls” and at the lower right side there will be a message “Zero Proof Report”.
Calibrate machine: touch LCD button to begin.
Press the “Zero Proof Report” box.
The screen will appear with the Zero Report and buttons on the bottom of the screen

| Print Report | Done | Next |

Press the “Print Report” box and print ___ copies of the Zero Reports (number depends on which election is being conducted). Do not push “Print Report” again until report is finished printing.

After the required number of Zero Reports has been printed, press the Done box.

The screen will return with the message “Ready to open polls” and the box with the Zero Proof Report on the lower right side.

OPEN POLLS
Before 6AM: Break the yellow seal on the Polls Open/Close door (put it in the 7C White envelope); lift door and turn knob to Open. Close and reseal this door with a new yellow seal.
The Screen will show the verification of the election and again will show the zero report.
(If you forgot to print the required number of zero tapes for this machine, you may print another one now.)

Press the Done Box.
Election Verification will occur and “To Begin Voting Insert Voter Card" will appear on the screen.

You are ready for the first voter
CARD ACTIVATION VOTING

Step 1  The designated Election Officer activates the voter card by inserting the card into the Card Activator.
- Insert the voter card into the slot with the arrow pointed down.
- The Activator may require a Ballot Code; enter the proper choice if one is required.
- The Election/District will appear in the window and ask “OK?”. If correct, press “Yes”.
- The Card Activator LCD will display “Activate This Card ???”. Press “YES”.
- The card will automatically pop out of the Card Activator when activation is completed.

Step 2  The Election Officer gives the activated card to the voter and directs the voter to the Voting Machine Officer.

Step 3  The Voting Machine Officer directs the Voter to the next available Edge Voting Machine.

Step 4  The Edge screen displays:

Step 5  The Voter inserts the voter card into the YELLOW slot on the lower left front corner of the Edge. When the Edge is activated, the Voting Machine Officer will see “Voter Active” in the LCD on the rear of the Edge.

Step 6  The first page of the ballot is displayed for the Voter on the Edge screen.

THE VOTING PROCESS: See Election Officer Guide
CLOSING THE POLLS

At 7 p.m. and/or after the last voter has voted, go to the back of the Edge, break the yellow seal (put it in the #7 White envelope); lift the Polls Open/Close door and turn the knob to “Closed”. Lower the switch cover and seal with new yellow seal.

MACHINE RESULTS

The screen will show the machine’s results; and at the bottom of the screen there will be boxes that say “Print Report” & “Done”.

Print the required number of Results Tapes from each machine by pressing the “Print Report” box for each copy required. Wait until one report is finished printing before requesting the next report.

After all the Results Tapes have been printed, press the “DONE” box.

The Screen will be gray with a box that says “Total Voters = ” in the center of the screen. At the bottom right hand side will be a box labeled “Results Report”.

When you have the “Total Voters = ” screen on each of the machines, proceed to the Consolidation of Results step.

CONSOLIDATION OF RESULTS

Break the Red seal on the back door of each Edge machine. Put the used red seal in the #7 White Envelope.

IN THE FIRST MACHINE - THE CONSOLIDATION CARTRIDGE IS INSERTED WITH THE WORD “PULL” VISIBLE (i.e., facing up).

Insert the Consolidation Cartridge into the Auxiliary Port opening.

The message in the center of the screen is “Start Vote Consolidation?”. Press “Yes”.

The cartridge is copying the ballot. Please Wait.

The next Edge screen has 3 GREEN boxes on the left and a BLUE “DONE” ARROW ON THE BOTTOM RIGHT SIDE.

PRESS THE BLUE “DONE” ARROW. The next message will be “Please Remove Consolidation Cartridge”. Remove the Consolidation Cartridge and go
to the next machine. *Do NOT remove the cartridge until you get this message.*

Repeat the steps above until you get to the last machine.

**IN THE FINAL MACHINE:**

Follow the steps above (IN THE FIRST MACHINE) **except** when you get to the Vote Consolidation Screen with **3 GREEN boxes on the left** and a **BLUE “Done” Arrow** on the bottom right side:

- Press the TOP GREEN “Consolidated Results Report” box.
- Message appears: “Printing the Consolidation Report”

When completed, the Consolidated Results appear on the screen with the **“Print Report”** and **“Done” boxes at the bottom.**

**Press the GOLD “Print Report”** button to print the consolidation tape. It must be pressed again for each tape copy desired. Do not press the button for the next report until the one printing is finished.

When the required number of tapes have been printed, **Press the GOLD “Done” box at the bottom of the screen.**

The Vote Consolidation Screen with the **3 GREEN boxes at the left and BLUE “Done” Arrow at the bottom** reappear.

**Press the BLUE “Done” Arrow.**

Message “Remove the Consolidated Cartridge” appears.

- Remove the Consolidated Cartridge.
- Turn the Power knob Off.
- Remove the Results Cartridge from each machine.
- Put a new Red Seal on each Cartridge Door.
- Put all Cartridges into the #7 White Envelope.