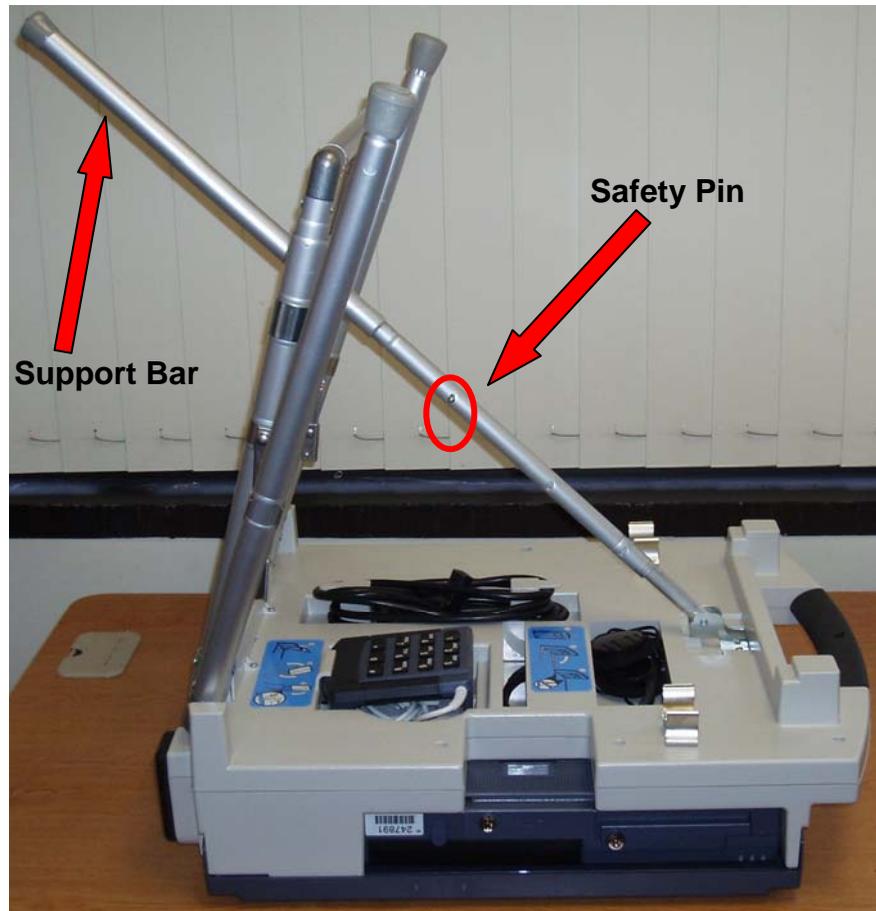


State of Alaska, Division of Elections Touch Screen Voting Unit Set Up Instructions

Read and Complete Each Step One at a Time

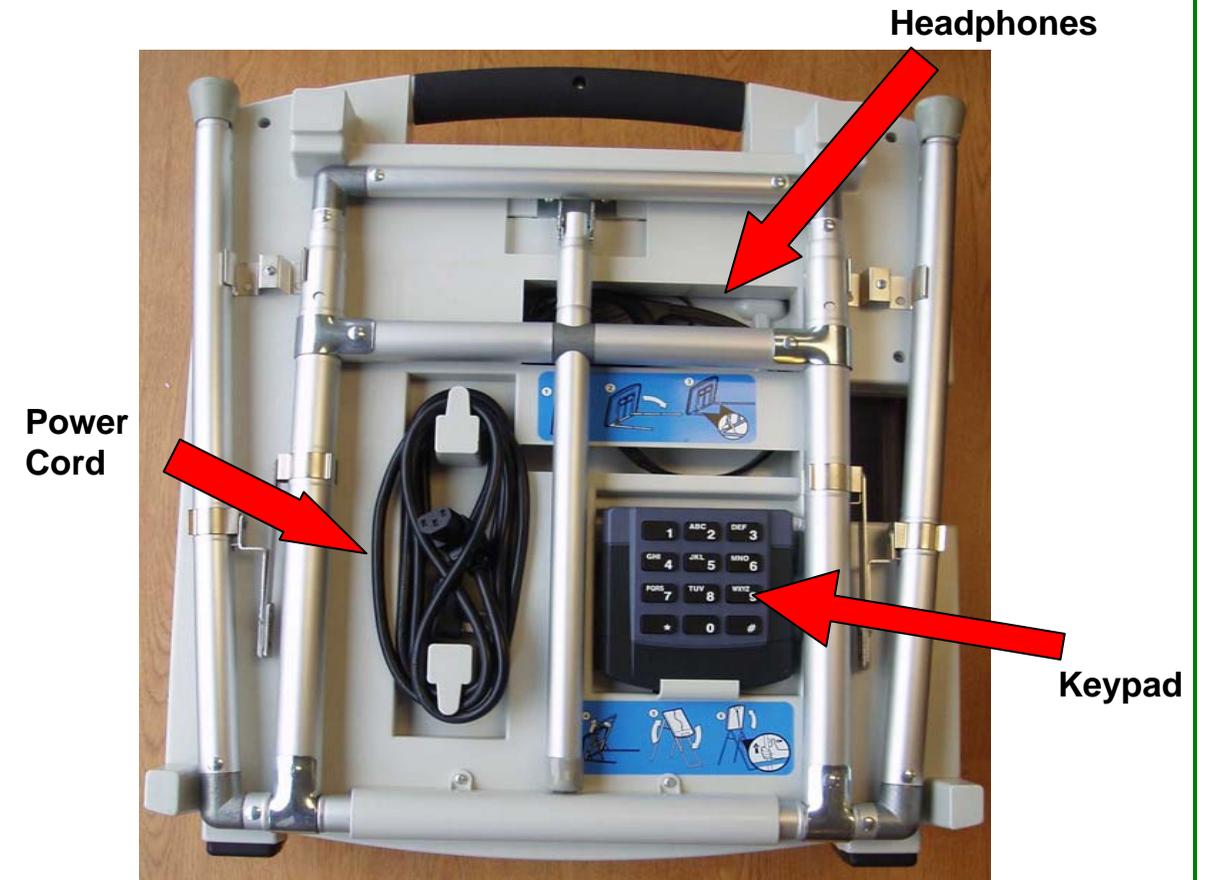
STEP 1

Lay the touch screen face down on the floor or on a table. Pull the middle support bar away from the base until it is fully extended and the safety pin clicks.



STEP 2

Remove the keypad, headphones, and power cord from the back (these items may be located in your printer case).



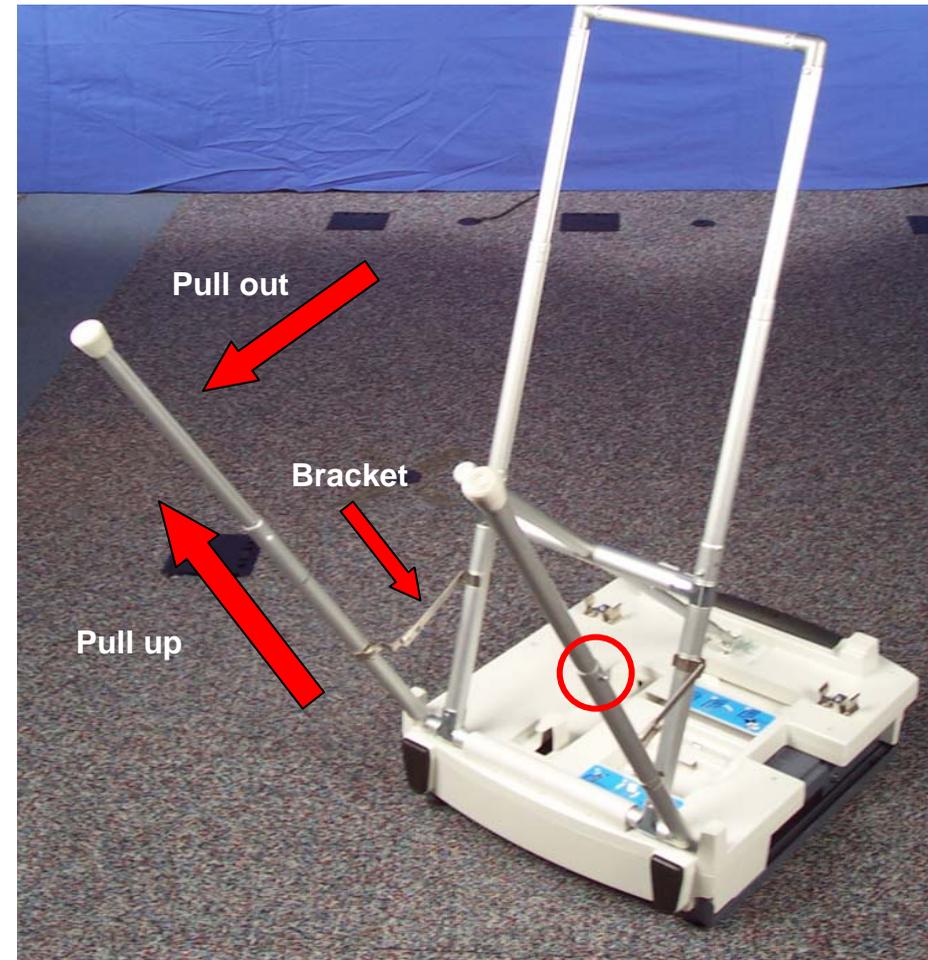
STEP 3

Pull the inside legs until they are fully extended and the 4 safety pins click into place.



STEP 4

Pull up on each outer leg until the safety pin clicks, then pull them away from the inner legs. Make sure that the brackets are fully extended.



STEP 5

With one person on each side, carefully stand the unit upright. To adjust the angle of the voting screen, lift up on the black handle while pressing the safety pin on the support bar. The middle position is optimal for printer installation.



STEP 6

Plug one end of the power cord into the unit and then plug the other end into a 3-pronged electrical outlet. If you are also using an Optical Scan Voting unit, you can plug the Optical Scan Voting unit into the Touch Screen Voting unit's extra outlet to obtain power.

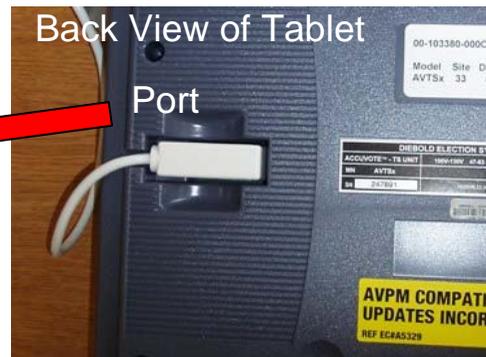
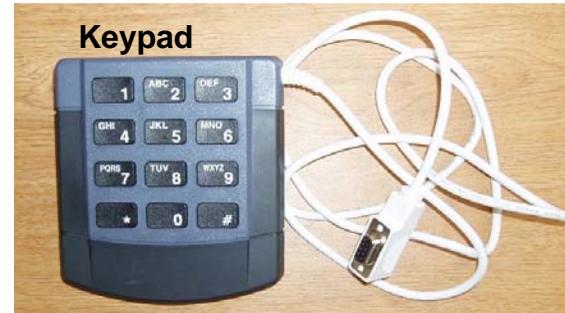


Extra Outlet

Plug the Power Cord into the unit

STEP 7

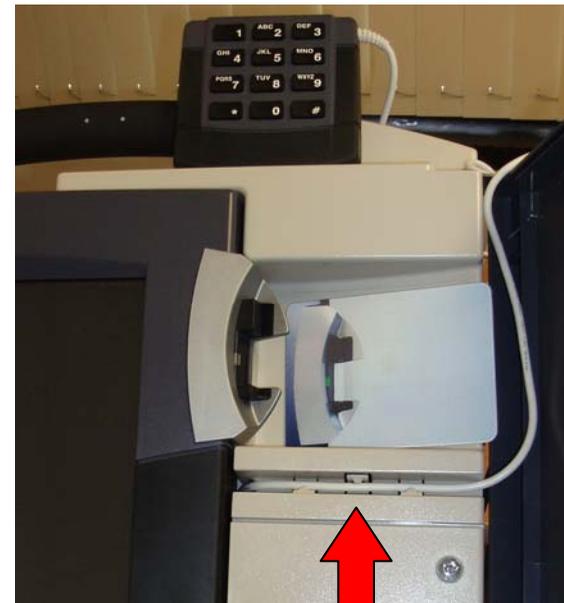
You will now enable the unit for Audio Voting. Open the doors on the front of the unit. Press the black button on top of the tablet and pull the tablet forward. Attach the keypad to the port located on the back of the tablet. (If you are unable to attach the keypad with the tablet in place, carefully lift the tablet up and out of its housing for easier access to the port).



STEP 8

Return the tablet to its original position and feed the keypad cord through the mounting slot. Place the keypad on top of the unit.

Headphones: When issuing an audio ballot, give the voter headphones with disposable covers attached. The headphones should be plugged into the jack on the front of the tablet for use.



Mounting Slot



Headphone Jack

STEP 9

Using the key provided in your Touch Screen Voting unit supplies, unlock and open the printer door located on the front of the unit.



STEP 10

Attach the printer by aligning the lip of the printer securely under the printer door. Make sure there is not a gap between the lip and the bottom of the printer door. Pivot the printer towards the unit and into place (the top of the printer will be slightly loose at this point).



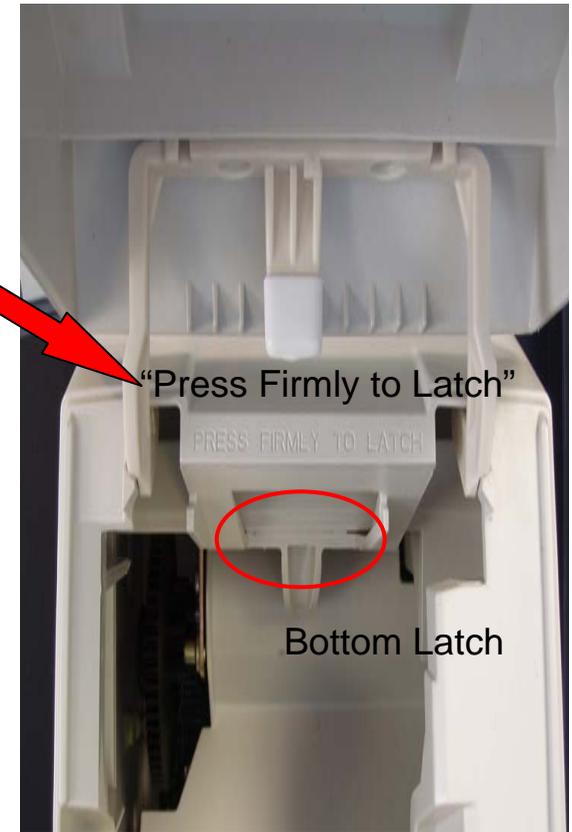
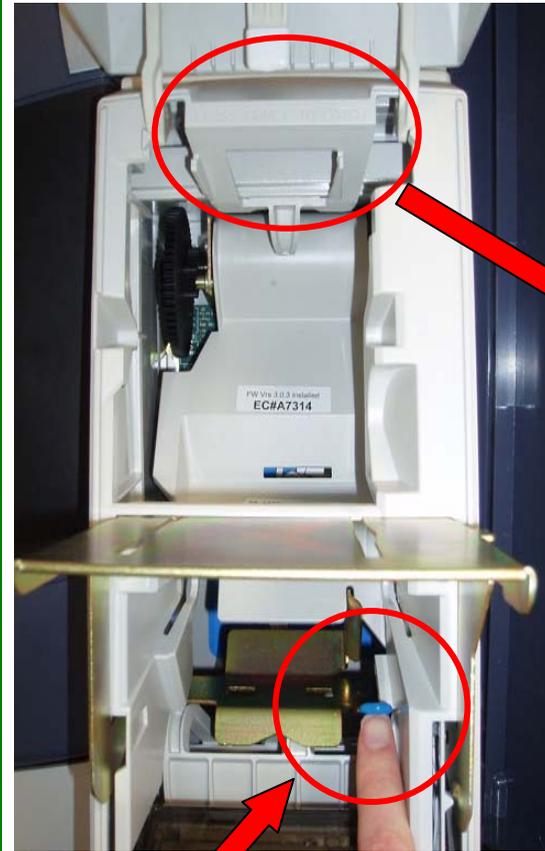
Step 11

Open the grey door on top of the printer unit. Using the key provided in your Touch Screen Voting Unit supplies, unlock the printer cover. Open the printer cover until it stays open by itself. Lift the metal plate.



Step 12

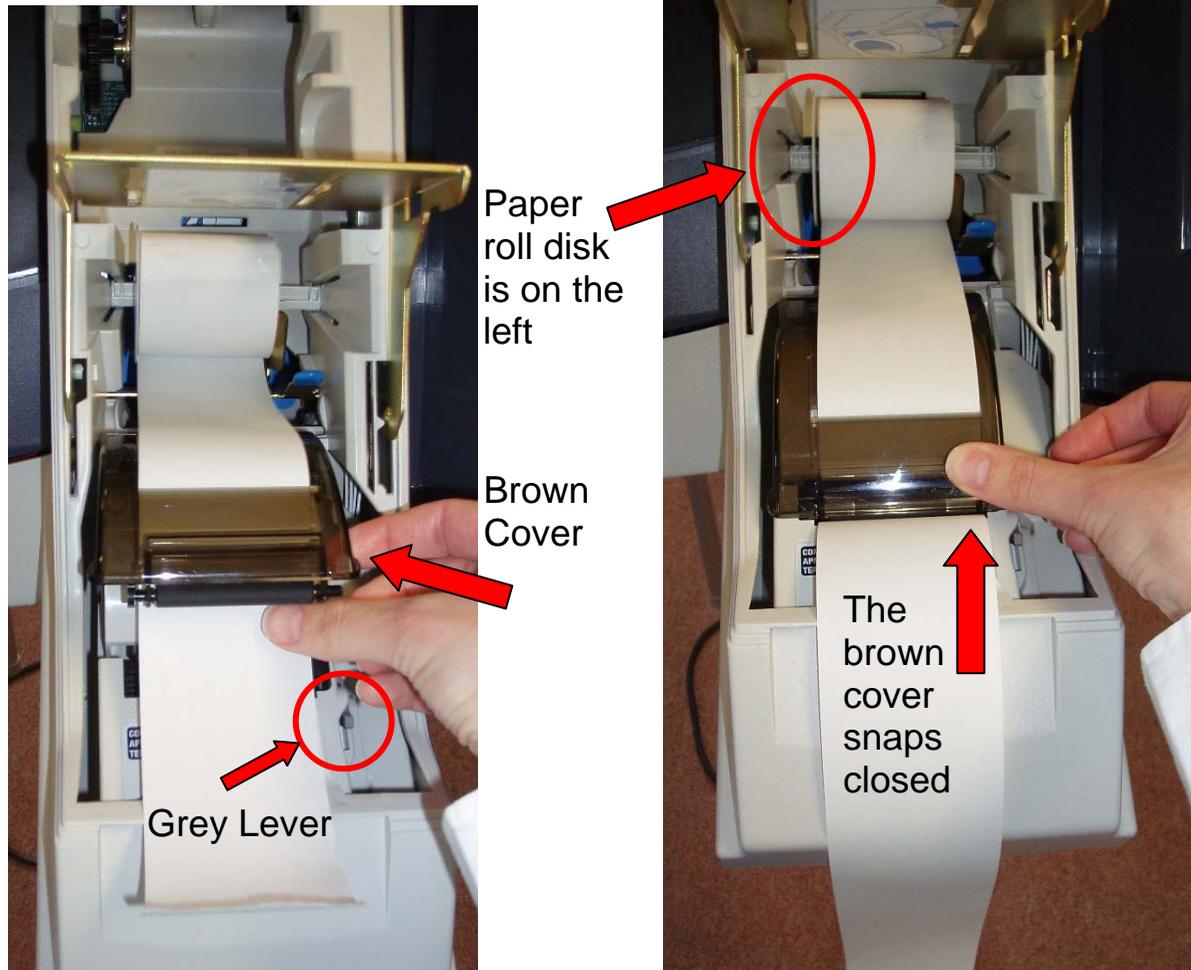
Push the small blue lever up and away from you. Push down very firmly on the top latch (labeled "Press Firmly to Latch") until the bottom latch is securely in place under the housing.



Push the blue lever up and away from you

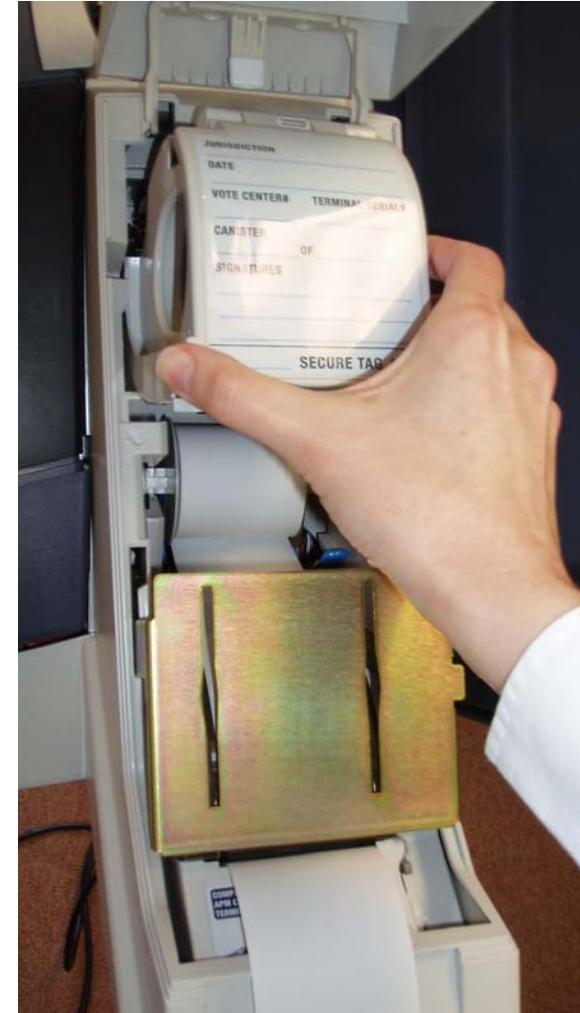
STEP 13

Insert a spool of paper into the slots above the brown cover so the paper roll disk is on the left and the paper feeds from the bottom. To open the brown cover, press the small grey lever shown below. Feed the paper through the slot in the brown cover, and pull out enough paper to almost reach the floor. Press firmly on the brown cover until you hear it snap into place.



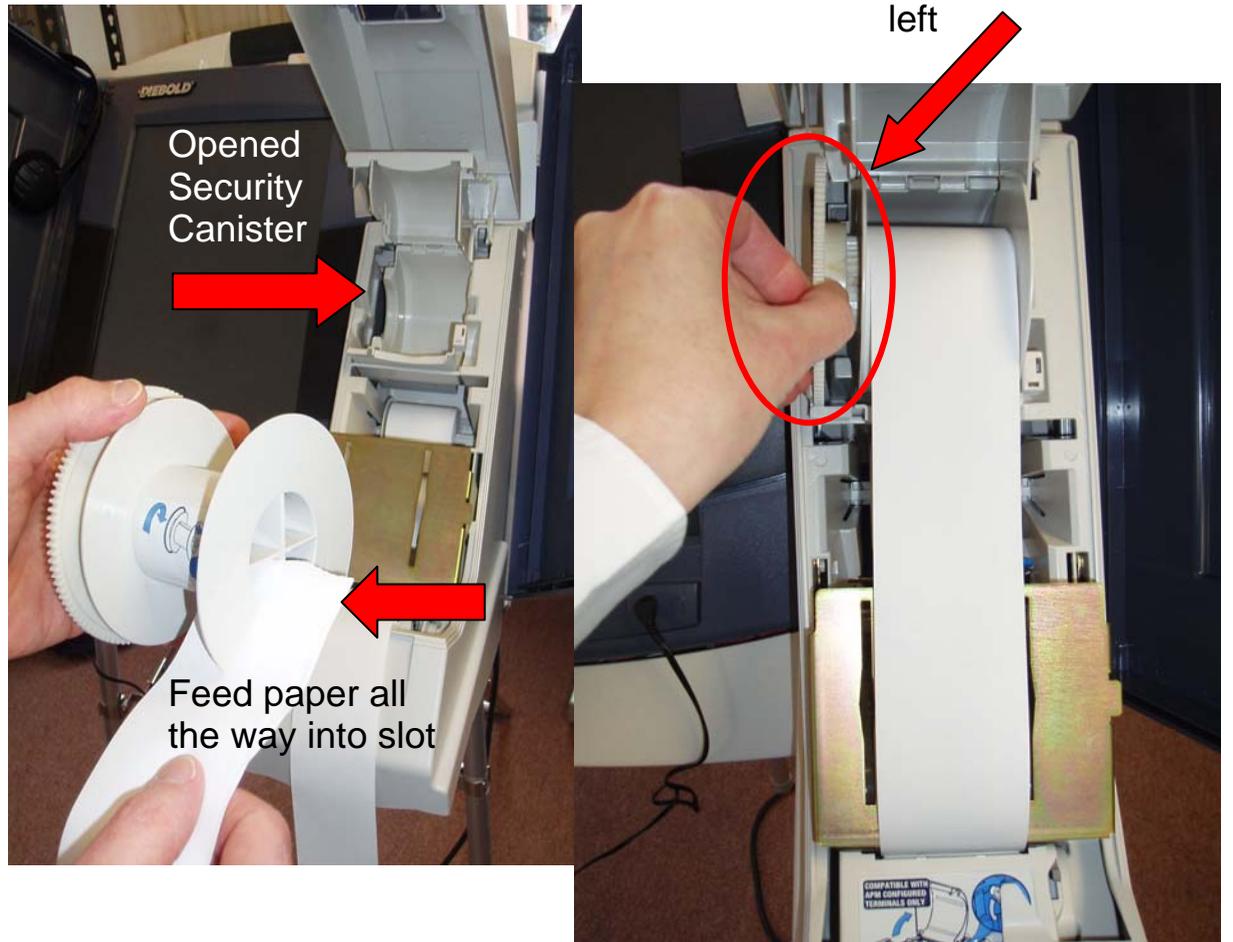
STEP 14

Lower the metal plate over the brown cover and place the empty security Security Canister into the printer.



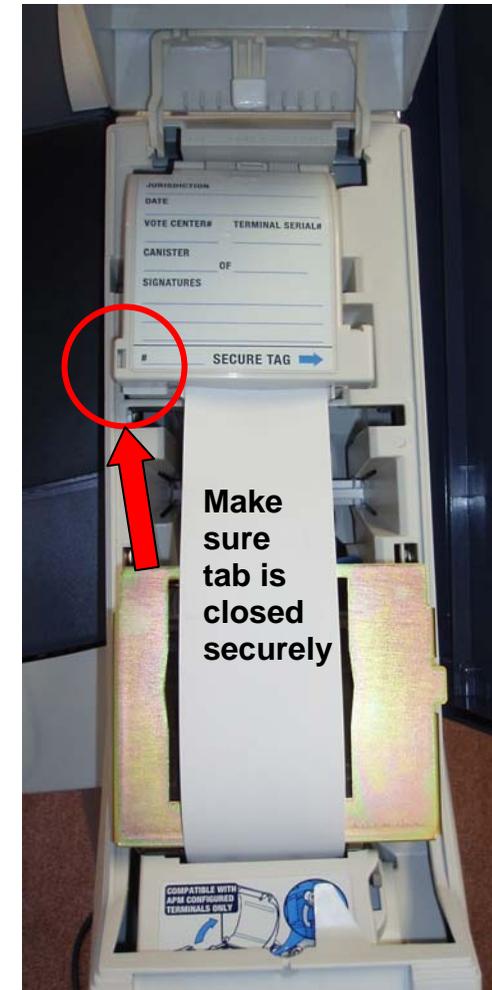
STEP 15

Open the Security Canister and remove the spool. Feed the end of the paper into the Security Canister Spool slot and roll away from you to take up the slack. Place the spool into the Security Canister with the jagged wheel on the left side. If the spool is not seated properly, the canister will not close.



STEP 16

Close the Security Canister Cover securely. The tab on the left must be closed securely for the printer to function properly. You are now ready to turn on the unit.



STEP 17

Close the left-side cover door. With the same key used to open the printer, unlock and open the memory card compartment door located on the upper left side of the unit. If the Memory Card is not already installed, insert the Memory Card with the manufacturer's label facing downward. The Memory Card will click into place. (The memory card compartment door will not close if the Memory Card is inserted incorrectly.) Turn on the unit by pressing the red power button.

Once the unit is on, close and lock the Memory Card Compartment Door.



Memory Card Compartment Door

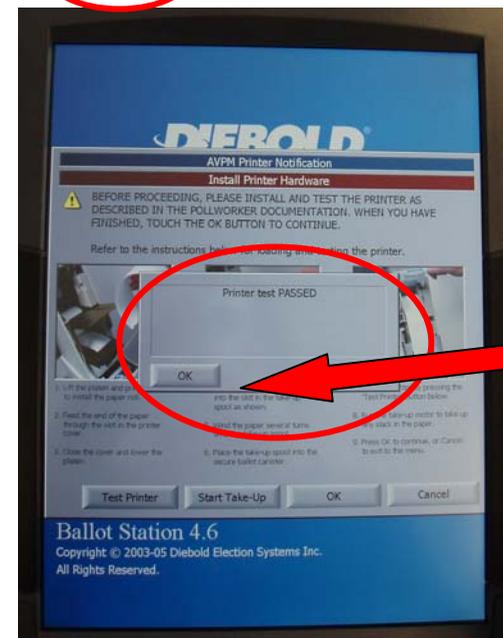
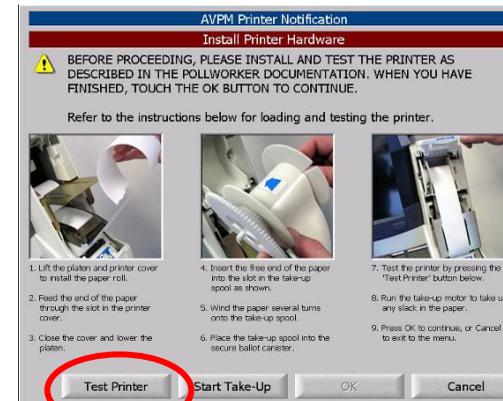
To turn on the unit, press the red power button



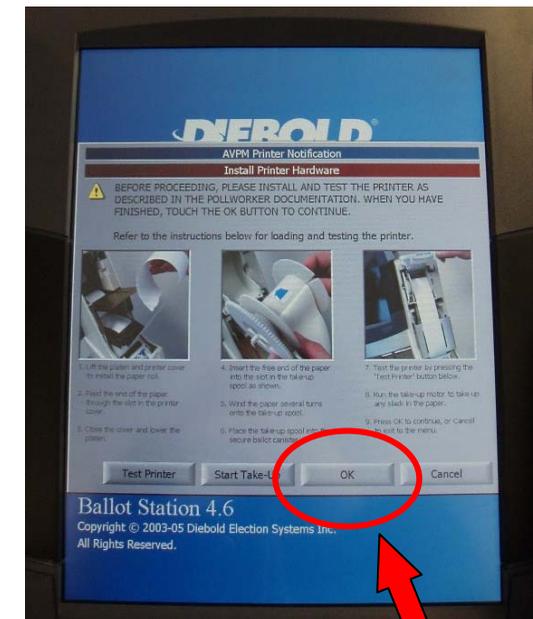
Memory Card slot with Memory Card inserted

STEP 18

Re-open the left-side cover door. Leave the printer door open. When the AVPM Printer Notification Screen appears, touch "Test Printer". Touch "OK" at the Printer test PASSED screen. Touch "OK" again at the Printer Notification Screen. If the printer test is not successful, check to make sure that the printer and paper have been installed correctly.



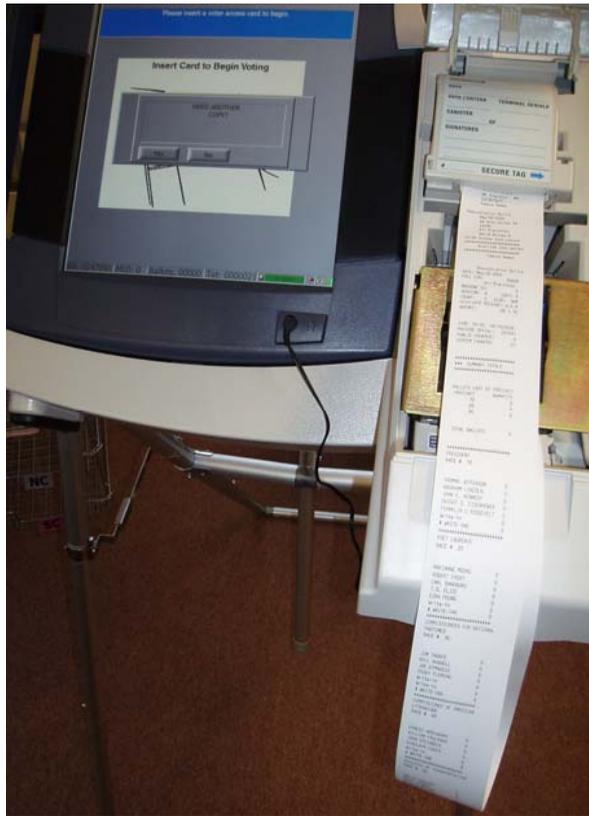
Touch OK at Printer test PASSED screen



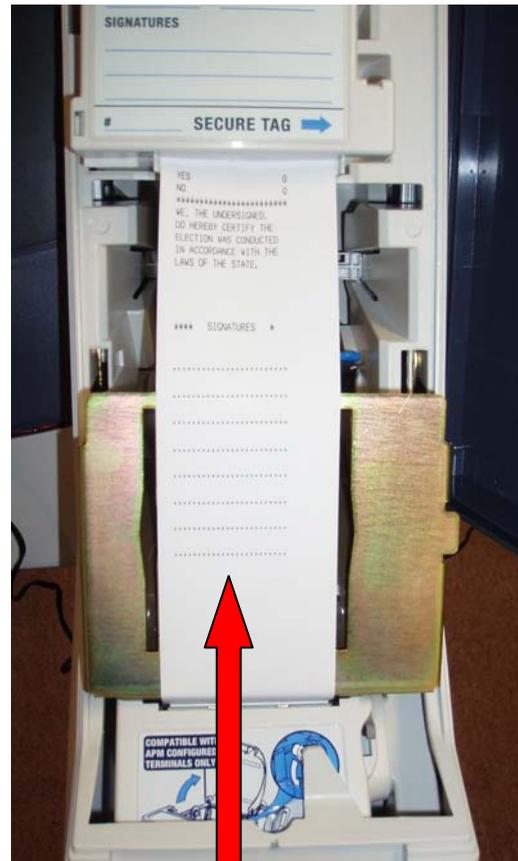
Then touch OK at Printer Notification screen

STEP 19

A Zero Totals Report will print. Verify the report shows all zeros. Place the signature lines at the end of the report over the metal plate and have all election workers serving in the morning sign the report. At the “NEED ANOTHER COPY?” screen, touch “No”.



Printed Zero Totals Report



Sign Here.

STEP 20

At the AVPM Printer Notification screen, touch “OK”. The Zeros Total Report with the signatures will be taken up into the canister. Lower and lock the printer door. The unit is now ready for voting.



Locking the Printer

