

Precinct Scanner Guide

For Alaska Election Officials



Information in this guide includes:

- *Opening Instructions.....Pages 1 – 7*
- *Voting Session.....Pages 9 – 11*
- *Tips & Troubleshooting.....Pages 13 – 15*
- *Closing Instructions.....Pages 17 – 20*

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Step 1 – Set Up the Ballot Box

1. Unfasten the velcro straps on one side of the ballot box at a time and expand the sides.



2. Open the main compartment sliding door using the key provided. Leave door open.



3. Lower the bottom panel to the base of the ballot box.



4. Secure the panel by locking the two barrel latches located in the left and right corners of the base.



5. Reach inside through the top opening of the ballot box.



6. Pull down firmly on the yellow strap to release the metal locking arm until it swings into the down position. **Pull hard.**



7. Stand in front of the ballot box and reach down inside and grab the top panel.

8. Lift the panel up towards the top of the ballot box so it fits squarely against the side panels. **Hold onto the lid so it doesn't fall.**

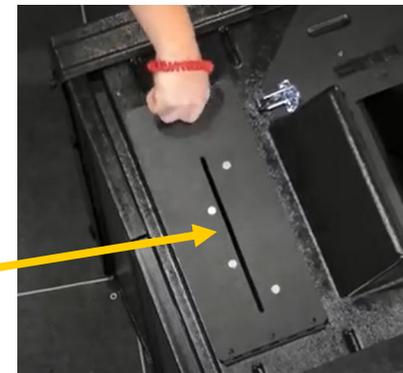
9. Reach through the side door, grab the locking arm and swing it back into its upright position. **Push hard** to snap it in place.



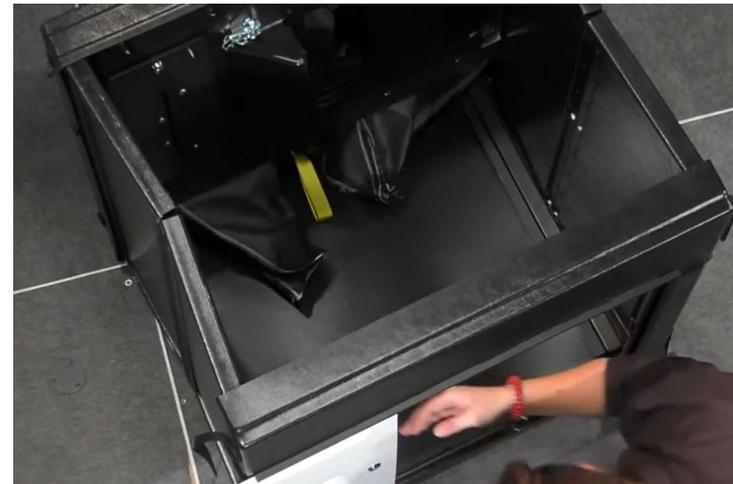
Step 2 – Emergency Bin Door & Ballot Compartments

1. Once the lid of the ballot box is secured in place, use the ballot box key to open the small emergency bin compartment door located on the top of the ballot box.
2. Verify that the ballot slot in the door of the emergency bin is in the open position.
3. Reach inside the emergency bin compartment to ensure it is empty.
4. Reach inside the other compartment located just in front of the ballot shoot to confirm the bag is empty.
5. Close and lock the emergency bin door.

Make sure the slot is open.



6. Verify that the main compartment of the ballot box is also empty.

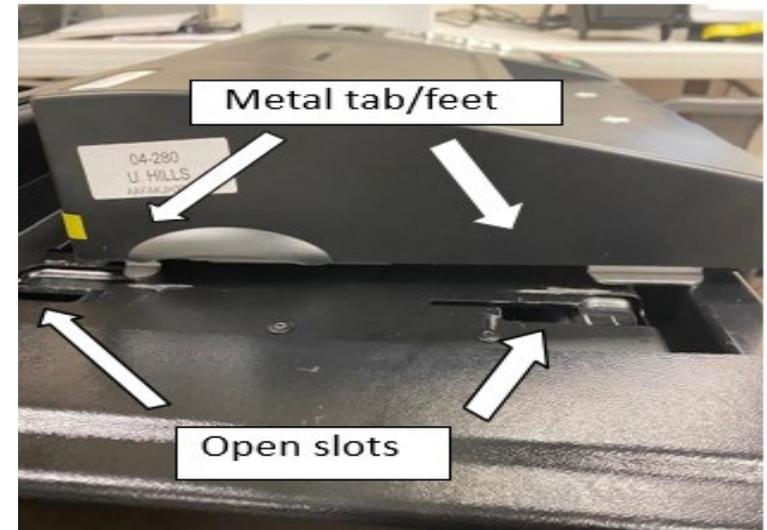


Step 3 – Place the Precinct Scanner on the Ballot Box

1. Stand facing the ballot box and with the front of the scanner facing you, tilt the scanner up on its left side.



2. Align the metal feet on the bottom left side of the scanner to the open slots on the ballot box.



3. Lower the right side of the precinct scanner and align the metal feet with the open slots on the ballot box.



4. Using both hands, secure the scanner into place against the ballot chute by sliding the scanner away from you towards the back of the ballot box.



5. The scanner should fit snugly against the ballot chute without gaps.



6. Lock the scanner into place by latching the silver hook from the ballot box onto the metal bracket located on the back of the precinct scanner.



7. Lock the sliding door using the ballot box key. Keep the ballot box key secure.



8. Your ballot box and precinct scanner should look like this before moving on to the next steps. (See next steps for powering up the precinct scanner.)

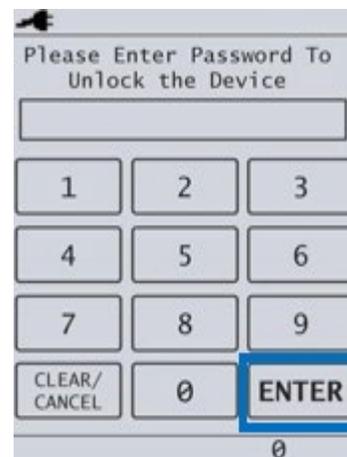


Step 4 – Preparing Precinct Scanner for Voting.

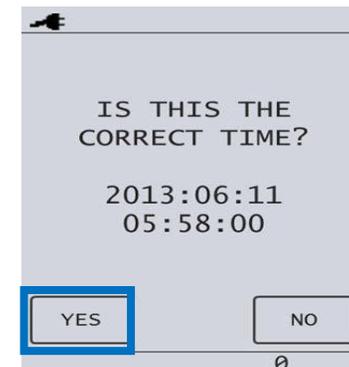
1. Plug the small end of the power cord into the bottom port on back of the scanner. Plug the pronged end into the power outlet. Unit will automatically power on.
2. When prompted, apply the Security Key onto the keypad. Hold key firmly until it is accepted.



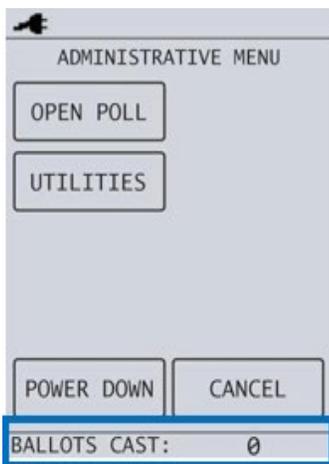
3. Enter the **Password** then press **ENTER**.



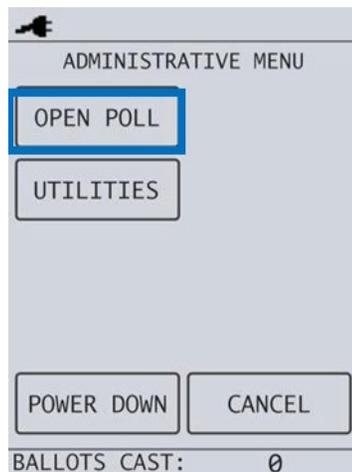
4. Touch **YES** to confirm date and time are correct. If not, select NO to change.



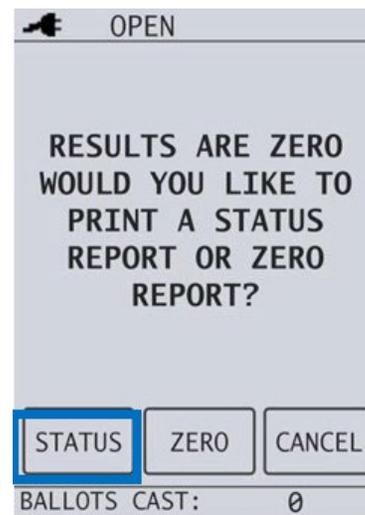
5. Confirm that **Ballots Cast** is zero.



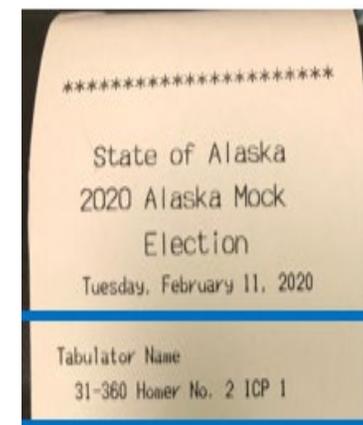
6. Select **OPEN POLL** from the Administrative Menu.



7. Print the **Status Report**.



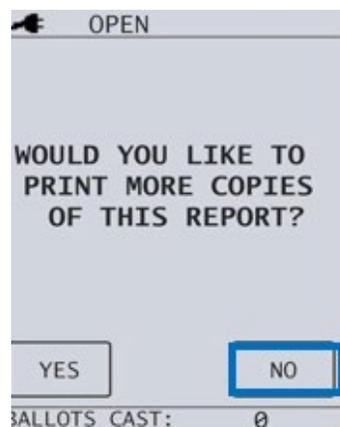
8. Under the **Tabulator Name** verify the precinct number and precinct name you are working in printed.



9. Verify **Total Scanned** and **Total Voters is 0** then sign the tape.



10. Select **NO** when you are done printing copies.



11. Roll the status tape on top of the printer and leave it attached to the unit.

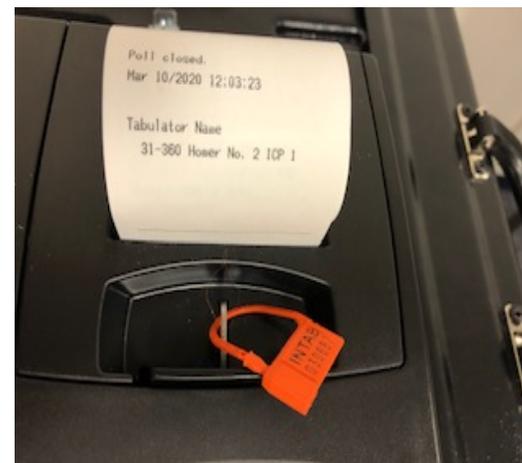


12. Verify the numbered security seals on the Memory Card doors titled **Administrator** and **Poll Worker** match the numbers listed on the **Precinct Scanner Security Log** by checking the appropriate boxes.



Precinct Scanner Unit Security Log	
Election ID:	159004
Precinct:	01-000 Anchor Point
Election Official - You MUST verify security seals before using unit.	
1) Serial # of the Change Seal on the Memory Card door (labeled Administrator)	172007
2) Yes, the serial number matches. <input type="checkbox"/> OR <input type="checkbox"/> No, the serial number does NOT match on a broken.	
3) Serial # of the Change Seal on the Memory Card door (labeled Poll Worker)	234670
4) Yes, the serial number matches. <input type="checkbox"/> OR <input type="checkbox"/> No, the serial number does NOT match on a broken.	
NOTE: If you answered NO to any of the above, contact your Election Supervisor immediately.	
According to Set-Up Instructions for the Precinct Scanner, we added seals to these compartments shown:	
<input type="checkbox"/> Side Transmission Door	<input type="checkbox"/> Printer Door
Ready To Go	8/2020
Teacher Official Signature	Date
July 2020	8/2020
Teacher Official Signature	Date
This form MUST be returned in the ETE or ETRA envelope.	

13. Place an orange security seal from your supplies on the **Printer Cover Door**. Close and lock the seal.



14. Place an orange security seal on the Transmission Door located on the right side of the precinct scanner. Close and lock the seal.



15. Mark the boxes on the Security Log to confirm the additional seals have been placed on the printer and side transmission doors.

16. Sign the *Precinct Scanner Security Log*.

Precinct Scanner Unit Security Log

Electron ID: 10787 Precinct: 21-001 Another Point

Electron Official: The **WISIT** verify security seals before using and

1) Seal #1 of the printer has been placed on the transmission door.	<input type="checkbox"/>	2) Seal #2 of the printer has been placed on the printer cover.	<input type="checkbox"/>
3) Seal #1 of the printer has been placed on the printer cover and the printer door.	<input type="checkbox"/>	4) Seal #2 of the printer has been placed on the printer cover and the printer door.	<input type="checkbox"/>

NOTE: If you answered "NO" to any of the above, contact your Election Supervisor immediately.

According to Set-Up Instructions for the Precinct Scanner, we added seals to these components above:

<input type="checkbox"/> Side Transmission Door	<input type="checkbox"/> Printer Cover
<input type="checkbox"/> Tray 2, NC	<input type="checkbox"/>
<input type="checkbox"/> Tray 3, NC	<input type="checkbox"/>
<input type="checkbox"/> Tray 4, NC	<input type="checkbox"/>

This form **WISIT** be returned in the 618 or 6788 envelope.



16. If needed, use the velcro straps on the ballot box to keep the power cord in place by wrapping the velcro around the cord.



17. The Precinct Scanner and ballot box should look like this when set up is complete.



18. The polls are now open and the scanner is ready to accept ballots.



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TOPIC	ACTION
<p>▪ Ballot Returned – Overvoted Ballot</p> <p>Warning Message: (Voting Issues were found: Over-vote)</p>	<p><u>Overvoted Ballot</u> – Means that the voter marked too many candidates in a race.</p> <p>Upon inserting a ballot into the ballot entry slot on the precinct scanner, a warning message appears alerting the Election Official of the issue.</p> <ol style="list-style-type: none"> 1) The voter may press the More button on the LCD screen to display additional information and which race(s) were overvoted before proceeding with one of these two options. <ul style="list-style-type: none"> ▪ Option 1: Voter requests a new ballot to correct the error. If the voter requests a new ballot, instruct the voter to press the red Return button. Follow the Ballot Issuing Official Job Card instructions for spoiling a ballot and issuing a replacement ballot. ▪ Option 2: Voter decides to cast the ballot as-is by pressing the green CAST button to allow the precinct scanner to accept the overvoted ballot. 2) If the voter leaves without seeing the voting issue error, the system will return the ballot if no action is taken. Press the green CAST button to accept the ballot as marked.
<p>▪ Ballot Returned – Blank Ballot</p> <p>Warning Message: (Blank ballot detected. To return and correct the ballot press “Return”. To cast the ballot as-is press “Cast”).</p>	<p><u>Blank Ballot</u> – Means the voter did NOT mark any races on the ballot and it is a completely blank ballot.</p> <p>Upon inserting a ballot into the ballot entry slot on the precinct scanner, a warning message appears alerting the Election Official of the issue.</p> <p>Inform the voter that their ballot was returned because they left their ballot blank. The voter has two options:</p> <ul style="list-style-type: none"> ▪ Option 1: Voter can return to the voting booth and vote their ballot. Provide voter with a secrecy sleeve and direct them to the voting booth. ▪ Option 2: Voter can cast their ballot as a Blank ballot by pressing the green Cast button.

TOPIC

ACTION

▪ **Ballot Returned – Invalid or Un-Processable Ballot**

Warning Message:

(Invalid ballot detected. Please ensure you received the correct ballot.)

Invalid or Un-Processable Ballot – Means that the ballot cannot be processed through the precinct scanner for various reasons.

Upon inserting a ballot into the ballot entry slot on the precinct scanner, the warning message appears alerting the Election Official of the issue.

1) The voter has the following options:

- Option 1: Voter can try re-orienting the ballot and insert again. (upside down, facing forward or facing backwards)
- Option 2: Voter requests a new ballot to correct the error. If the voter requests a new ballot. Follow the Ballot Issuing Official Job Card instructions for spoiling a ballot and issuing a replacement ballot.
- Option 3: Voter wants to cast the ballot as-is. Instruct the voter to place their un-scanned ballot into the Emergency Bin. Election Official, follow the Ballot Box Official Job Card instructions for Uncounted ballots at the end of the night.

2) If the voter leaves without seeing the voting issue error, place the un-scanned ballot into the Emergency Bin.

▪ **Ballot Returned – Ambiguous Mark**

Warning Message:

(One or more ambiguous marks were detected on the ballot. Please use the proper marking pen and fill in the targets completely. For additional details, press the 'More' button.)

Ambiguous Mark – Means that the voter did not completely fill in the oval dark enough next to their choice for the scanner to read and confirm their selection. The ballot is returned for the voter to make the correction. If the voter selects the 'More' button, the LCD will show which race(s) have the ambiguous mark.

The voter has the following options:

- Option 1: Voter can take their ballot back to the voting booth and completely fill in the oval next to their selection for the affected race(s).
- Option 2: Voter requests a new ballot to correct the error. If the voter requests a new ballot. Follow the Ballot Issuing Official Job Card instructions for spoiling a ballot and issuing a replacement ballot.

TOPIC	ACTION
<p>▪ Ballot Returned – Paper Jam</p> <p>Warning Message: (Ask a poll worker for assistance. Poll worker: Please remove ballot from the Exit Slot before Proceeding.</p> <p>Confirm Removal of Ballot by Pressing the ‘Cleared’ button. (Results were not saved)</p>	<p>Paper Jam – Means the ballot jammed as it was pulled through the precinct scanner. Upon inserting a ballot into the ballot entry slot on the precinct scanner, a warning message appears alerting the Election Official of the issue.</p> <p>Carefully read the error message on the LCD when a jam occurs in order to determine the location of the jam (Front Slot or Exit Slot) and know if the ballot was counted and saved.</p> <p>Clearing a Paper Jam:</p> <ol style="list-style-type: none"> 1) Read error message. 2) If the ballot is accessible from the front of the unit, gently pull it out. If the jam is cleared, press the Cleared button on the LCD. 3) If the ballot is NOT accessible from the front of the unit, slide the precinct scanner towards you separating it from the ballot box and pull the ballot out from the rear, or wherever it may be easily accessible from. If the jam is cleared, press the Cleared button on the LCD. 4) Maintain voter privacy when pulling the ballot out manually. 5) Remember safety and security protocols when sliding the precinct scanner forward away from ballot box. 6) Once cleared, if the ballot edges are not visibly damaged, the ballot can be re-inserted into the precinct scanner. Otherwise the ballot will need to be Spoiled and the voter given a replacement ballot. 7) If the voter leaves without seeing the voting issue error, place the un-scanned ballot into the Emergency Bin.

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TOPIC	TROUBLESHOOTING
<ul style="list-style-type: none"> ▪ Missing Components 	<p>If one or more components or pieces of the Precinct Scanner are missing, contact your regional election supervisor immediately.</p>
<ul style="list-style-type: none"> ▪ Loss of Power 	<p>In case of a power outage the Precinct Scanner will run on the internal back-up battery. When the Precinct Scanner runs only on battery, the screen displays a battery icon on the top left corner and the LED status lights on the front will be solid amber.</p> <p>If the power outage continues for more than 15 minutes, instruct voters to place their paper ballot into the emergency bin until power is restored so battery is reserved for scanning ballots at the end of the night.</p>
<ul style="list-style-type: none"> ▪ Precinct Scanner Does Not Power-Up 	<p>If the Precinct Scanner does not power-up upon plugging the power cord into the AC port, perform these steps:</p> <ol style="list-style-type: none"> 1) Check the back of the Precinct Scanner and verify that the AC power adaptor is plugged into the AC power port. 2) Check that the power cord is plugged into a working power outlet. 3) If the Precinct Scanner still does not start up, locate the Power Reset located on the back of the unit and insert the back of a pen into the hole and press the power button. 4) If the unit still will NOT power-up, call regional elections office for assistance.
<ul style="list-style-type: none"> ▪ Printer Error – Loose Pressure Roller 	<p>When the pressure roller that holds the paper roll in place is loose or installed incorrectly, the message “Make sure paper is loaded and everything is OK” appears.</p> <ol style="list-style-type: none"> 1) Open printer access door on the Precinct Scanner. 2) Press the blue release button to remove the pressure roller. 3) Reinstall the pressure roller over the paper tape. Close the printer door and reseal.

▪ **Replacing Printer Paper Roll**



When the existing paper roll is running out, the paper will normally display pink colored markings to warn officials that the roll is nearing completion. To remove the existing roll and replace it with a new one, perform the following:

- 1) Lift the printer cover door (first removing any lock that may have been placed on the door). This will allow you to gain entry to the printer compartment.
- 2) Press the blue button to release the printer pressure roller.
- 3) The printer pressure roller component will pop out of its position. Lift up the pressure roller and remove the existing paper roll from the printer compartment.
- 4) Insert new paper roll into the rear section of the printer compartment. Ensure the new paper roll is positioned so that the paper feeds from the bottom of the roll.
- 5) Pull the end of the new paper roll forward, so that the paper lies between the two printer roller pivots.
- 6) Press the printer pressure roller into position atop the two printer roller pivots, with the paper below it.

TOPIC	TROUBLESHOOTING
<ul style="list-style-type: none"> ▪ Printer Tape Error – No Paper Loaded 	<p>When the printer runs out of paper, the message “Make sure paper is loaded and everything is OK” appears.</p> <ol style="list-style-type: none"> 1) Lift the printer cover door (first removing any lock that may have been placed on the door). This will allow you to gain entry to the printer compartment. 2) Press the blue release button to release the printer pressure roller. 3) Replace the paper and then re-insert the pressure roller and press OK. The message “Printer is recovering! Please Wait” appears. 4) Wait long enough to let the printer recover and press OK. 5) If the problem still exists, contact your election supervisor.
<ul style="list-style-type: none"> ▪ LCD Screen Not Responding 	<p>If the LCD screen is active but it does not respond to touches, the solution is to recalibrate the LCD interface. Contact your regional election office for assistance.</p>
<ul style="list-style-type: none"> ▪ LCD Text is too Light or too Dark 	<p>If the LCD contrast is too light or too dark, the contrast may be adjusted. Contact your regional election office for assistance.</p>

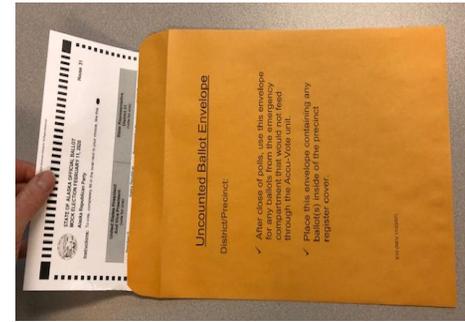
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Step 1 – Scanning Uncounted Ballots from Emergency Bin

1. Unlock and open the Emergency Bin.
2. Remove the uncounted ballots that would NOT scan from the **Emergency Bin**. Scan the uncounted ballots **before** you close the polls. (**DO NOT** open any Questioned or Special Needs ballots.)

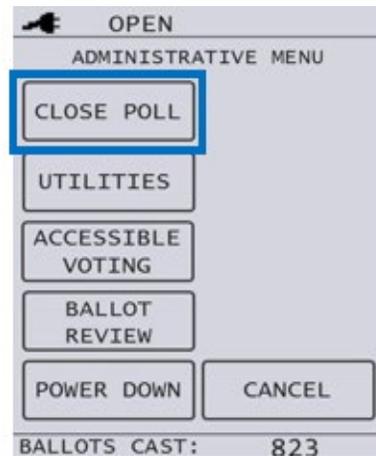


3. Place any ballots that will not scan inside the **Uncounted Ballot Envelope** and return the envelope inside the precinct register cover.

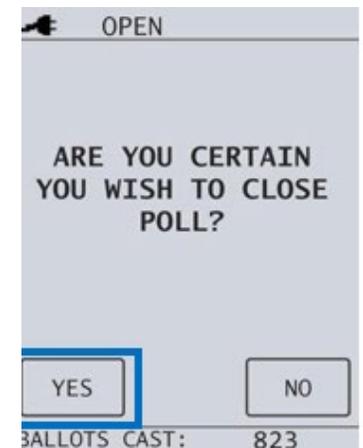
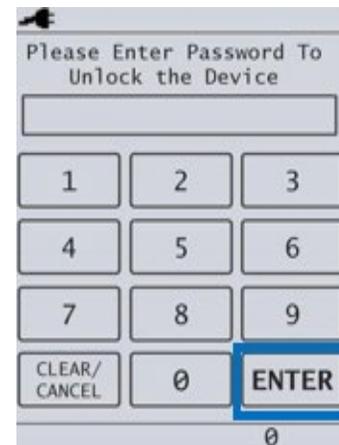


Step 2 – Close the Polls

1. Apply the **Security Key**. Press firmly.
2. Select **Close Poll**.

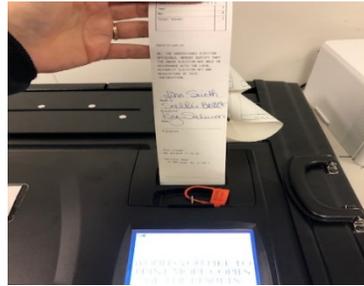
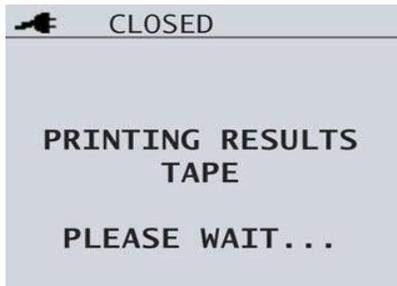


3. Enter the **Password** then press **ENTER**.
4. Select **YES** to continue closing the polls.

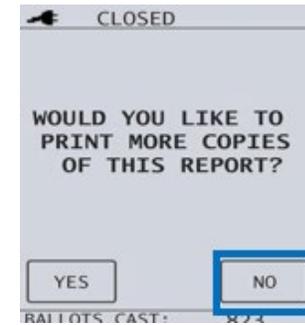


Step 3 – Print Results Tape

1. The Results Tape will automatically print two (2) copies. **Sign both copies.**

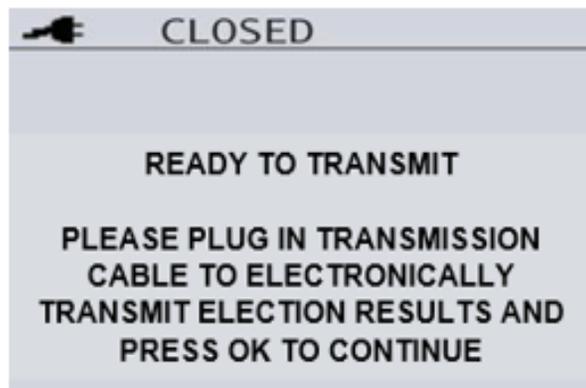


2. Make sure you have 2 copies then select **NO** when you are done printing.



Step 4 – Transmit Results

1. Message **READY TO TRANSMIT** will pop up. Depending on your location, you will upload using the analog **OR** by cellular modem. Plug the cord or modem provided in your supplies into the unit before proceeding.



If Analog Upload:

Break the memory card seals on the front of the Precinct Scanner and plug the phone cord into the port next to the memory card slot.

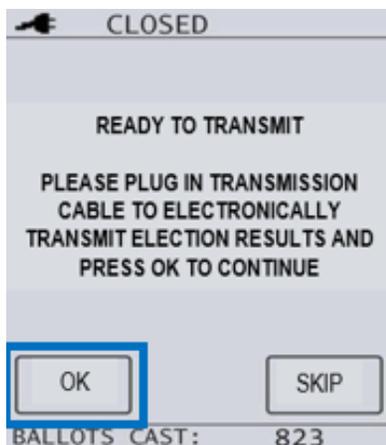


If Cellular Upload:

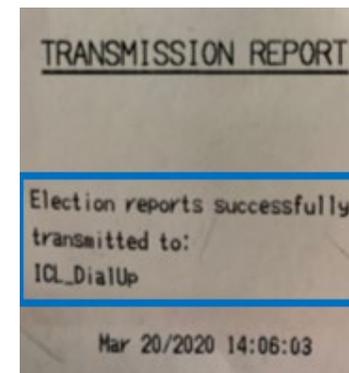
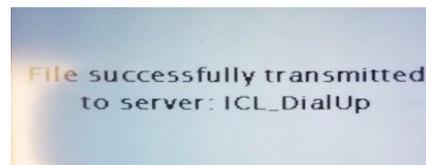
Break the seal on the transmission door located on the right side of the Precinct Scanner and plug the cellular modem into that port.



2. Once the Analog or Cellular modem is plugged in, select OK to begin transmission.

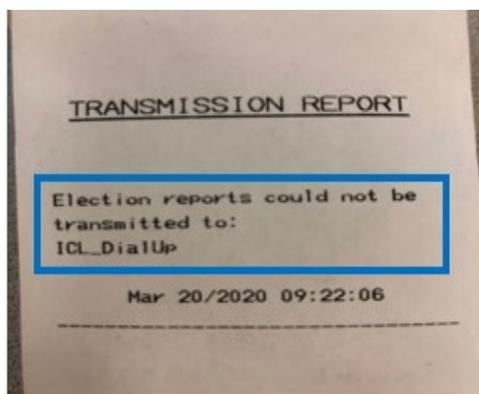


3. If successful, a pop up will confirm transmission was successful. A tape will also print showing that the transmission of results for dial up or cellular were successful.

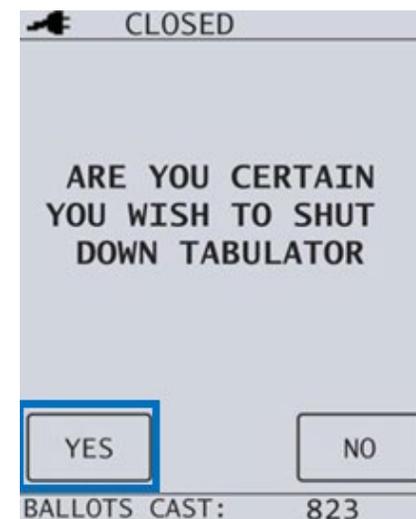
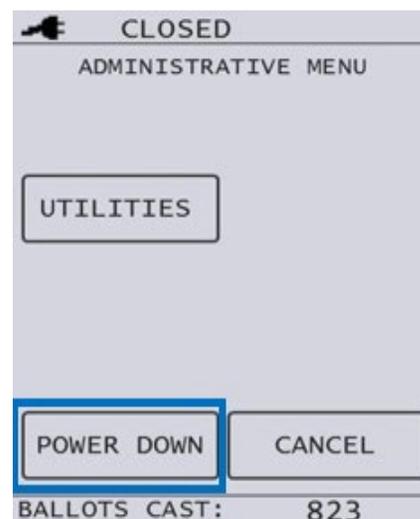


Note: If transmission is **NOT** successful, retry several times to establish a connection. Unplug the cord and plug back in if you are having trouble connecting.

If results still fail to transmit immediately contact your regional supervisor.



4. Select **Power Down** from the menu then **YES** to confirm.

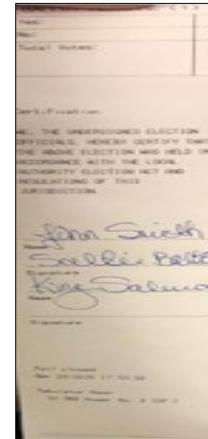


Step 5 – Finalize and Return

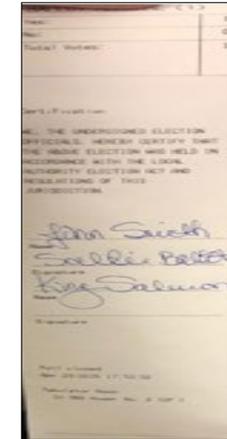
1. Remove **both memory cards** from the precinct scanner and place them inside the Memory Card Envelope.

2. Have workers **Sign both copies** of the results tapes.

1



2



3. Place one **(1)** copy inside the envelope stapled in the inside cover of the precinct register cover.

4. Place the **second (2nd)** copy inside the Memory Card Envelope with the memory cards. Seal the envelope.

5. Follow the Closing Job Card instructions or other instructions provided by your election supervisor for returning your equipment.
6. If returning by mail, make sure all labels are attached and that the return address of the Division of Elections office is visible.

