



Pinal County Elections

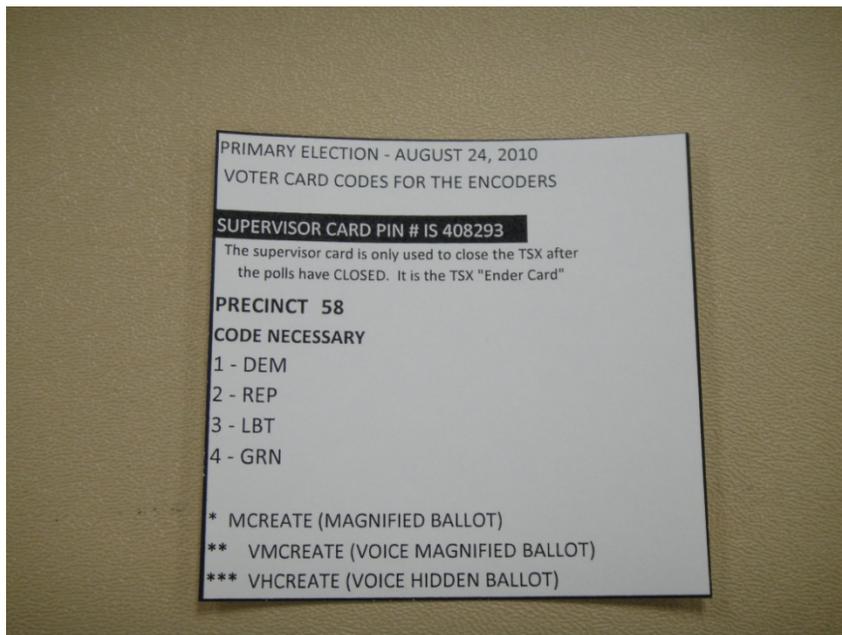
Touch Screen

Closing the Polls

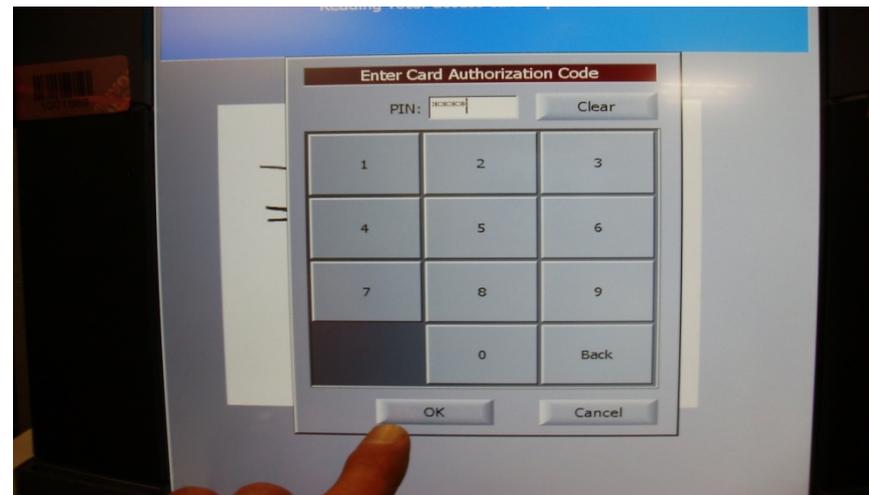
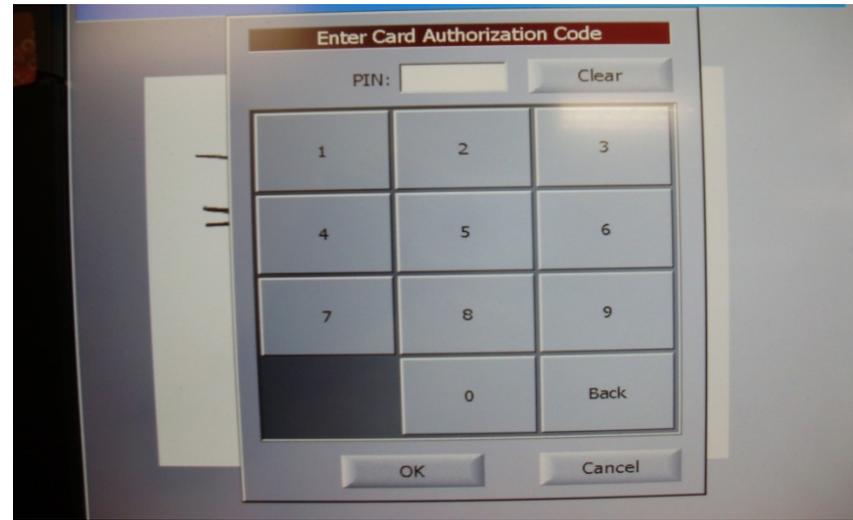
1. After the last voter has finished casting their ballot, insert the Supervisors Card into the Touch Screen tablet.



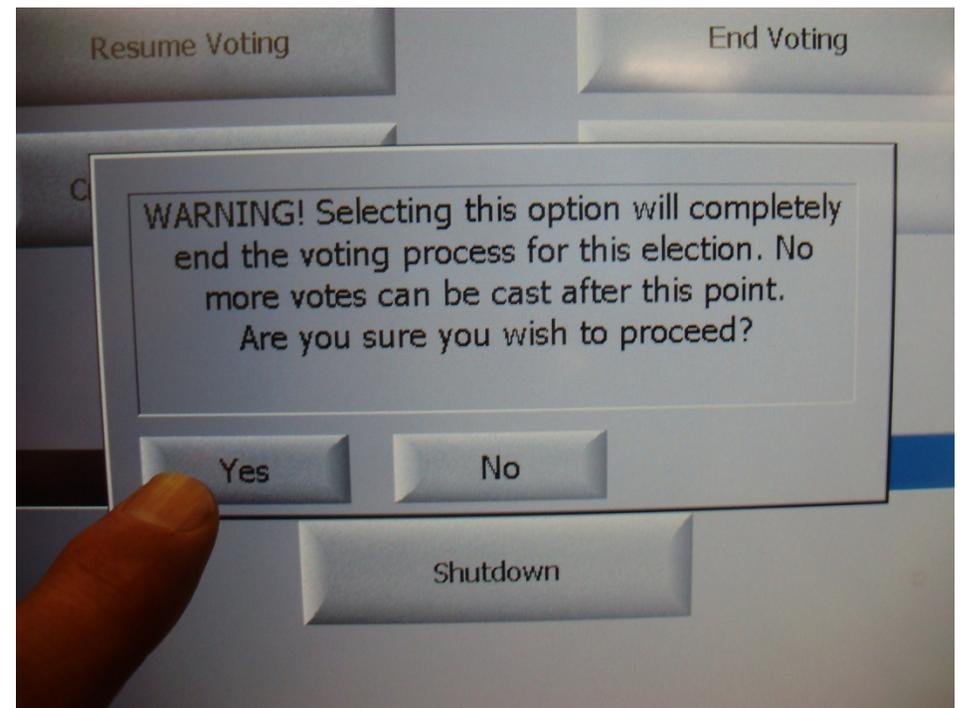
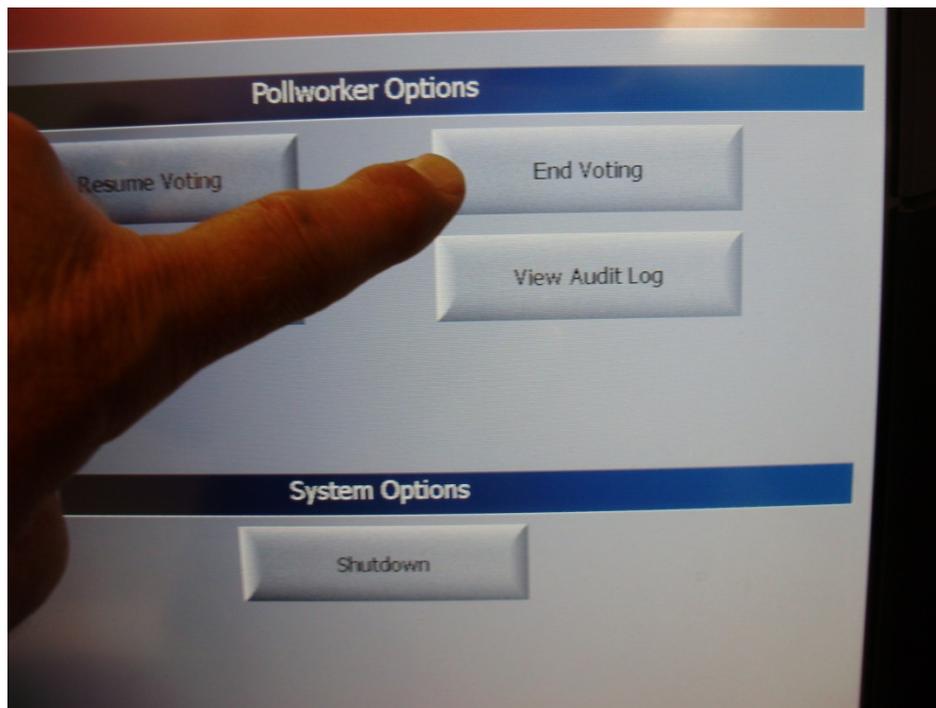
2. Enter the Supervisor Card PIN # found on the encoder cheat sheet in the small bag with encoders and press OK.



Encoder cheat sheet



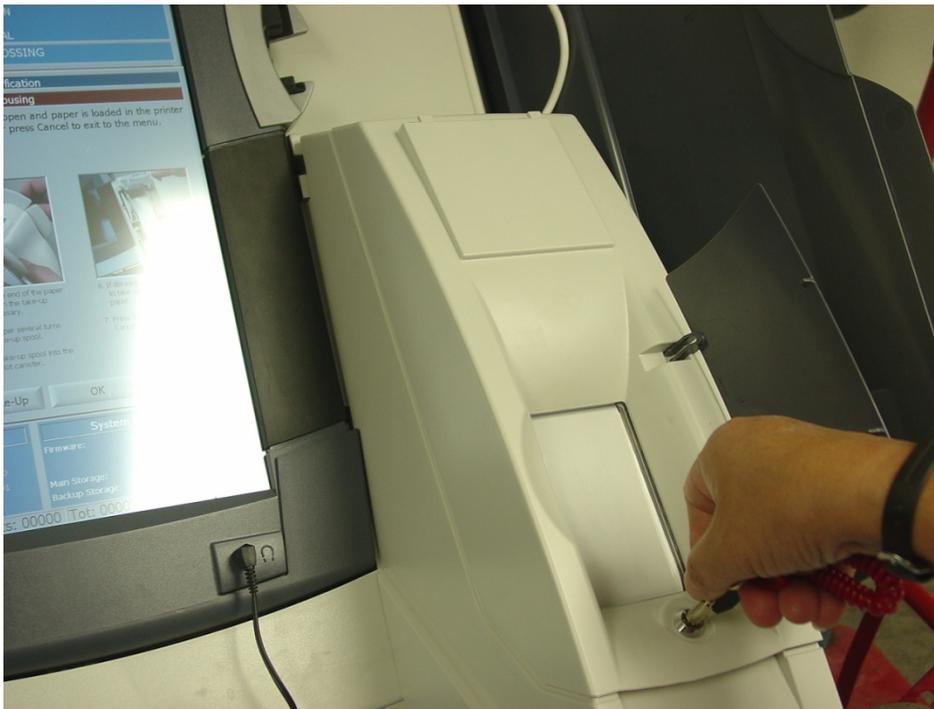
3. Remove the Supervisor Card and press the END VOTING button. Select YES at the warning screen



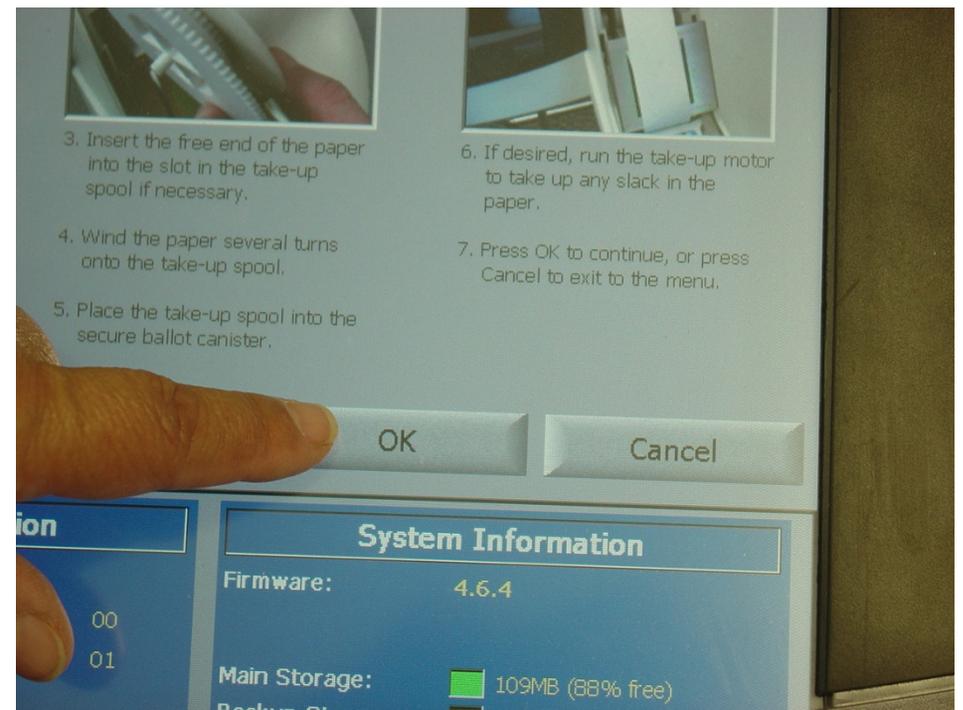
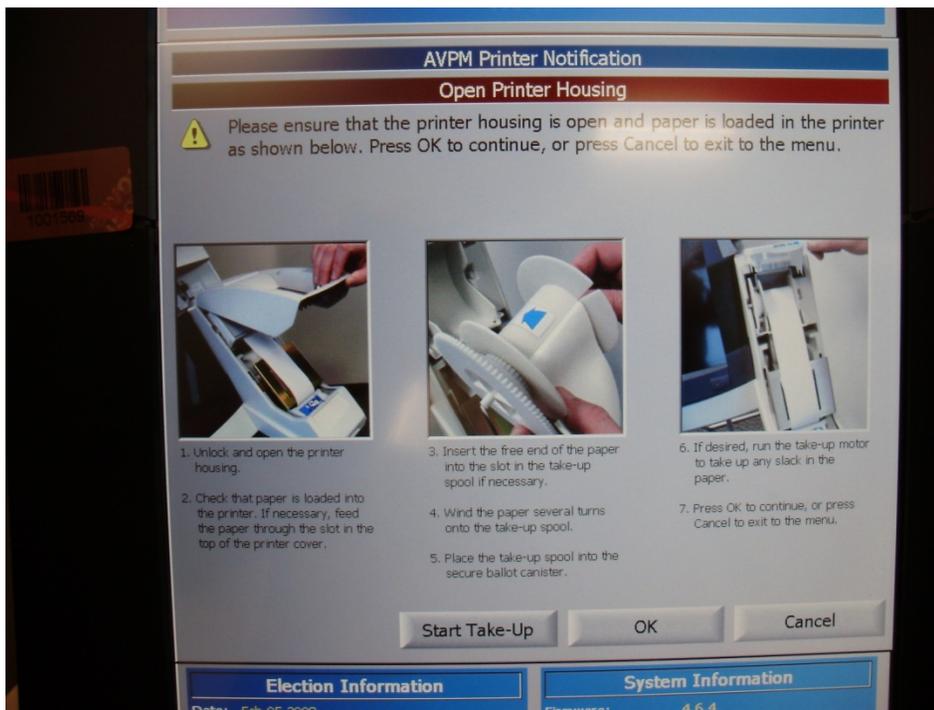
4. Remove the keypad from the printer housing cover. Place the key pad out of the way (on top or over a privacy panel).



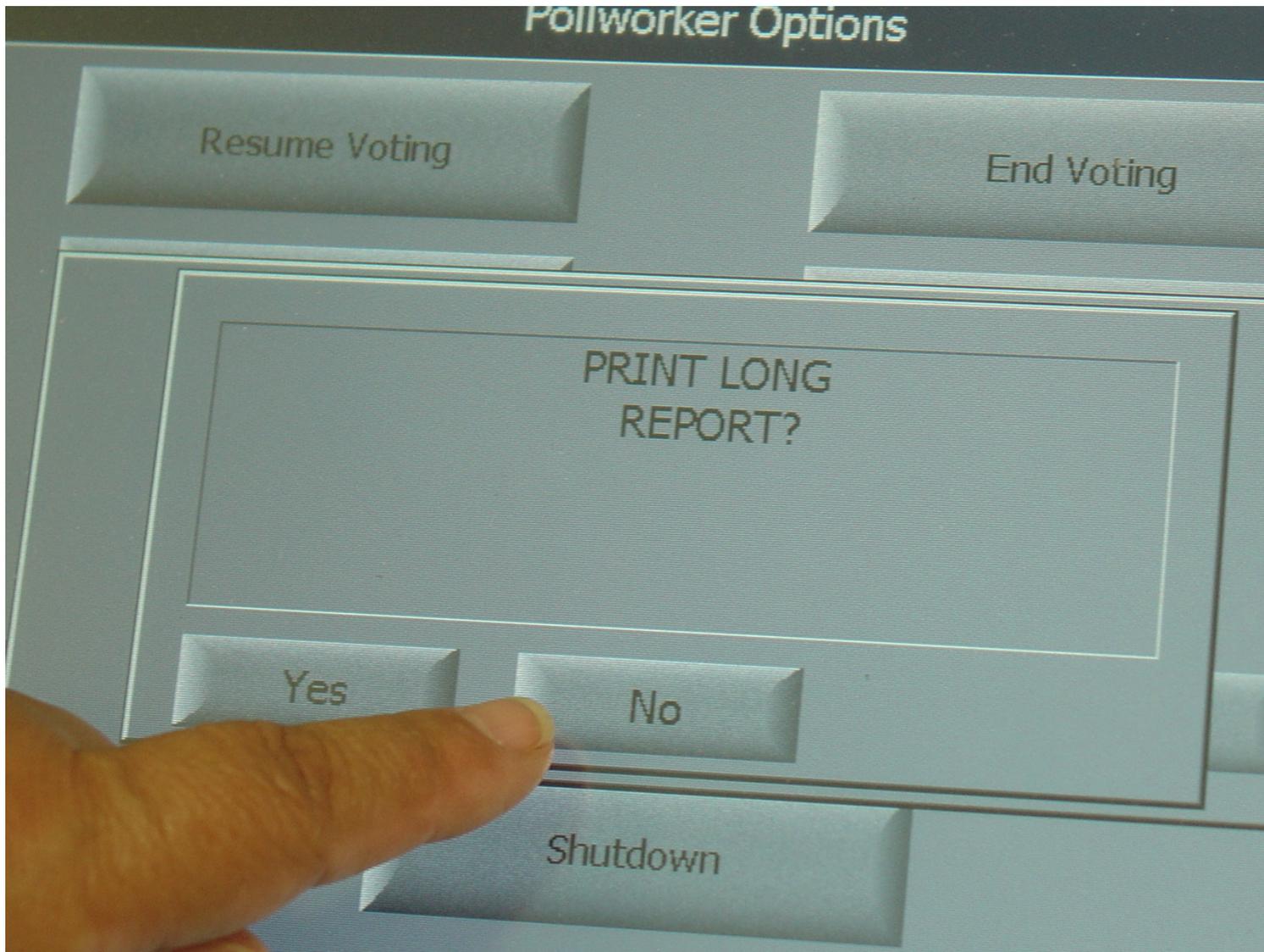
5. Unlock and raise the printer housing cover.



6. When the Printer notification appears, press OK.



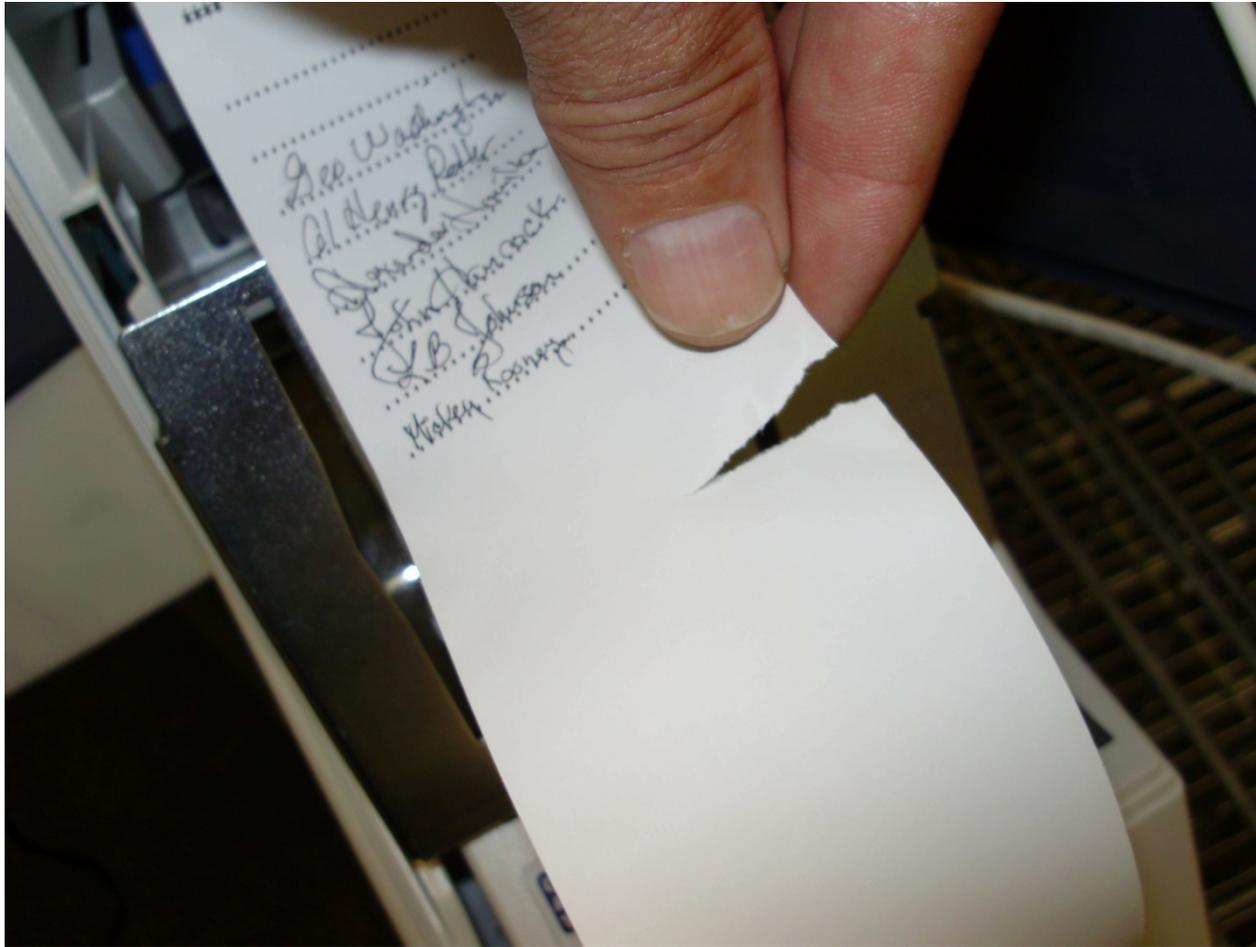
7. Print Long Report - NO



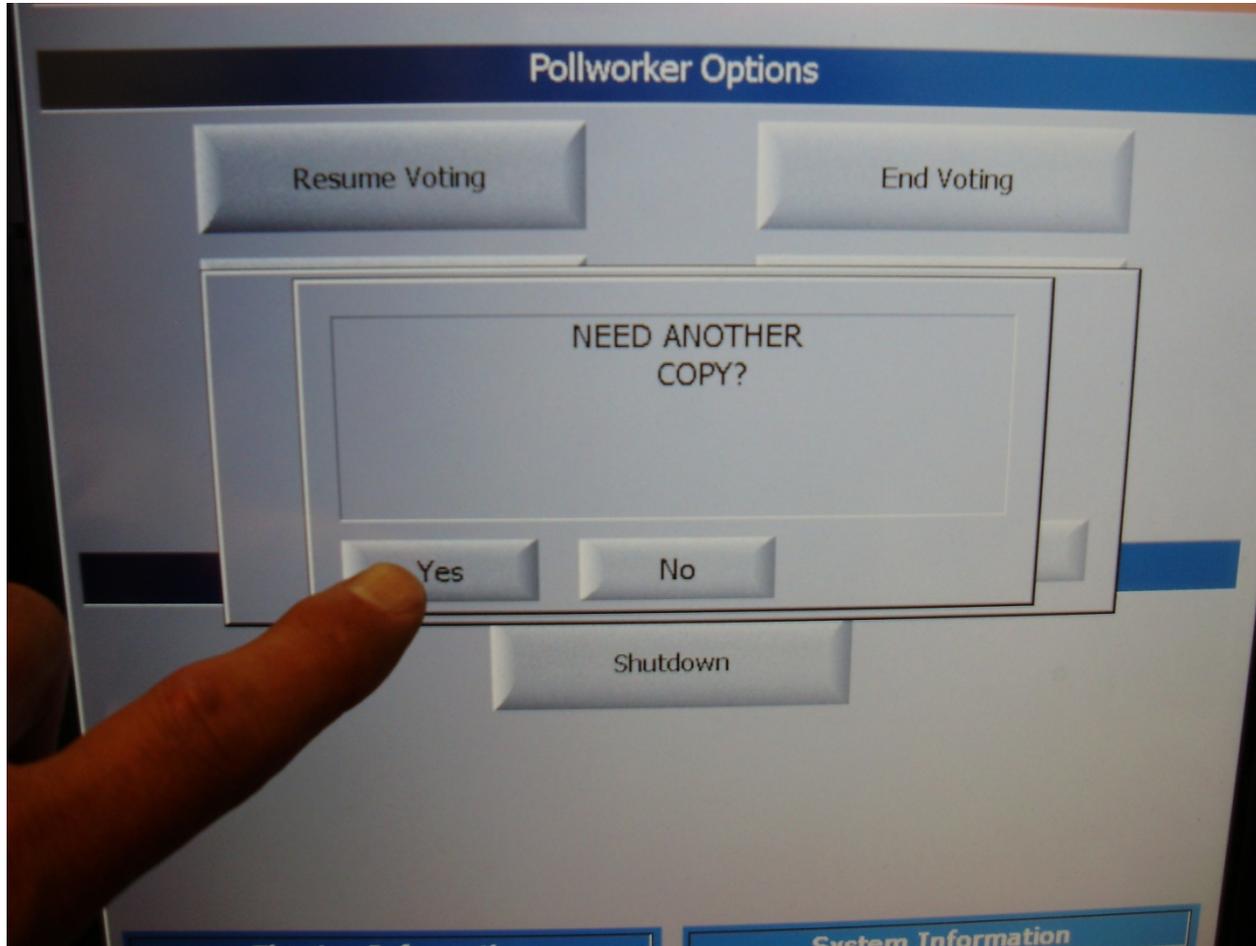
8. The report will print and then begin a self take-up. Once the report has printed, The Inspector & Judges must sign the Results Tape. After signing, tear the tape UNDER the signature line.



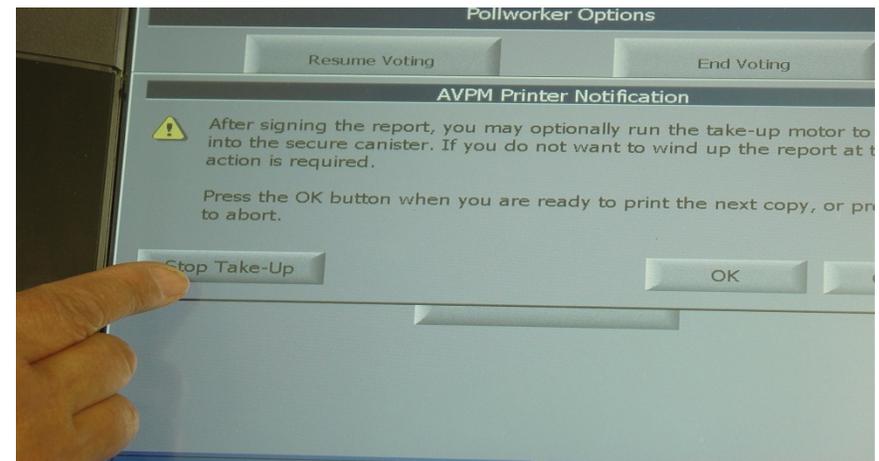
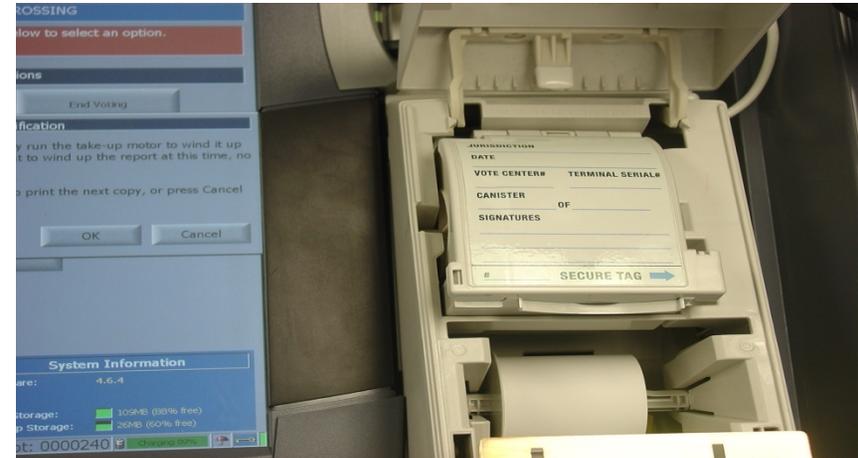
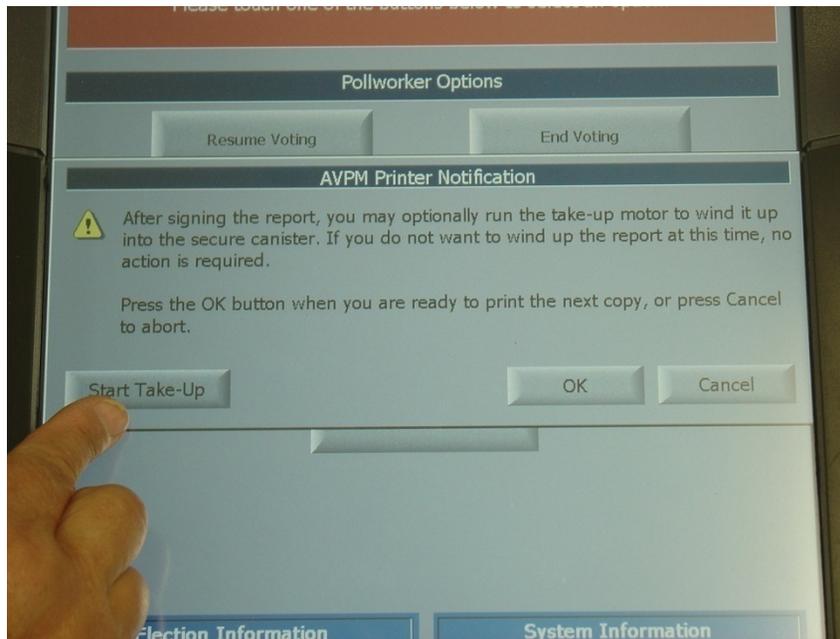
9. Tear off the tape under the signatures.



10. The Touch Screen will ask if you need another copy –
press YES



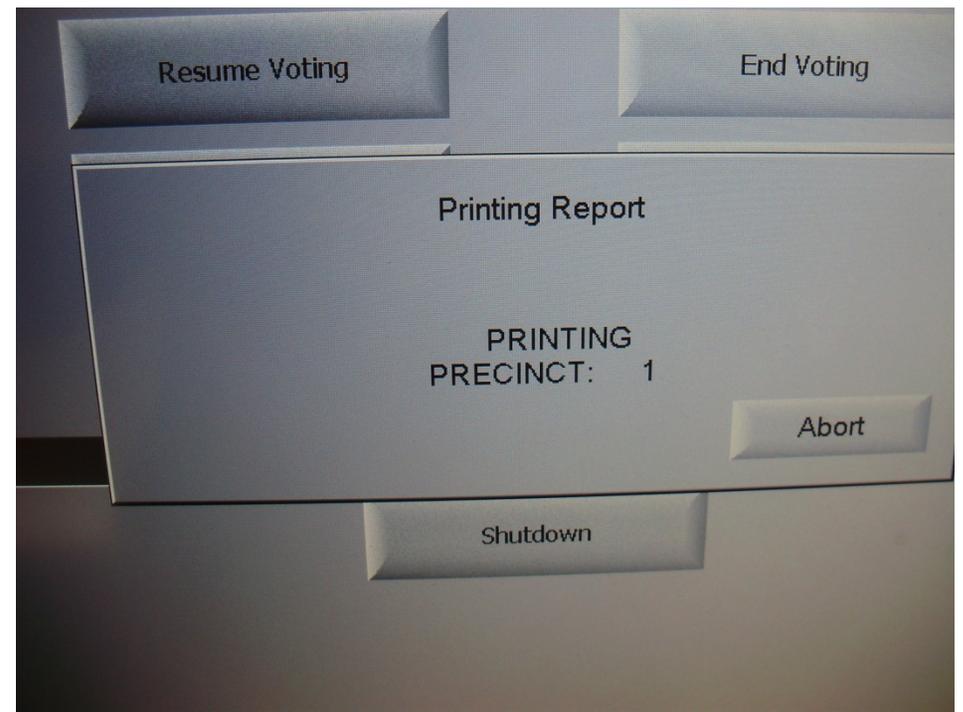
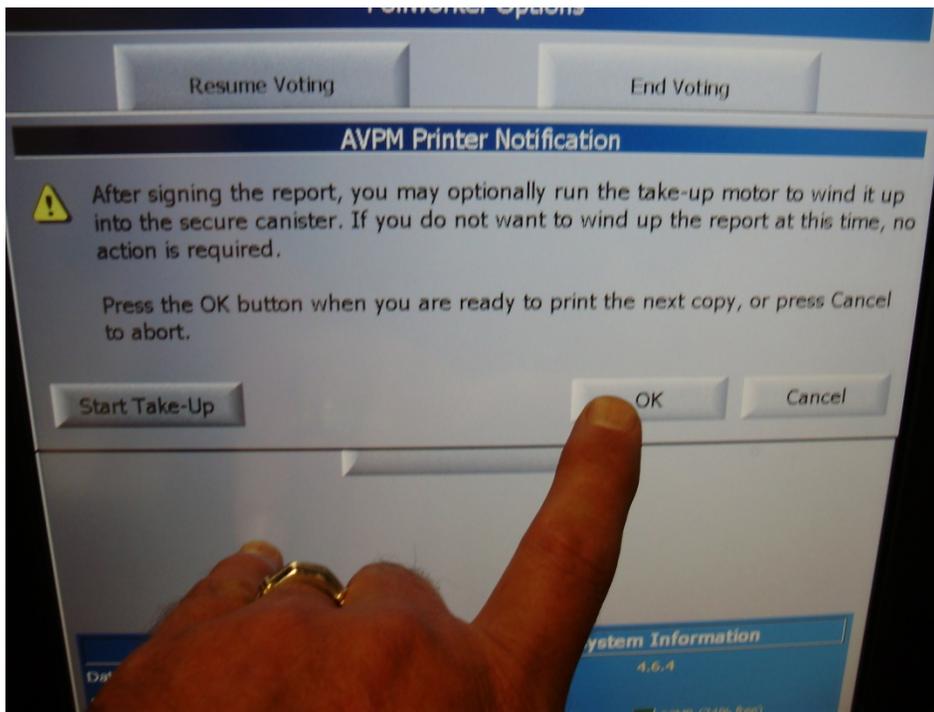
11. The Touch Screen will show the AVPM Printer Notification screen – press Start Take-Up. When tape is fully wound up hit Stop Take-Up



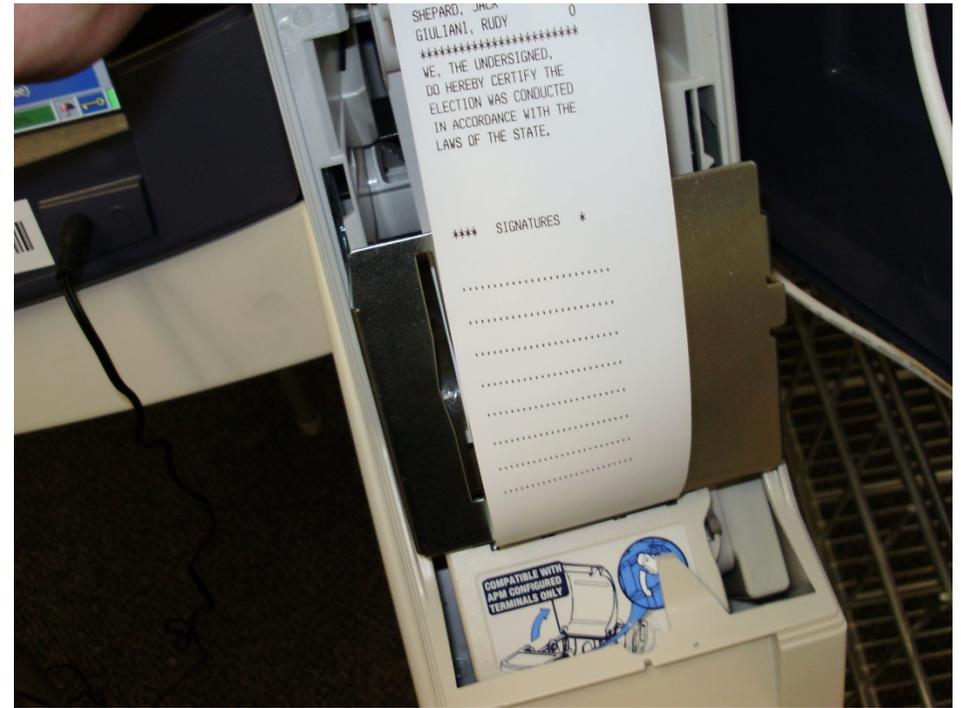
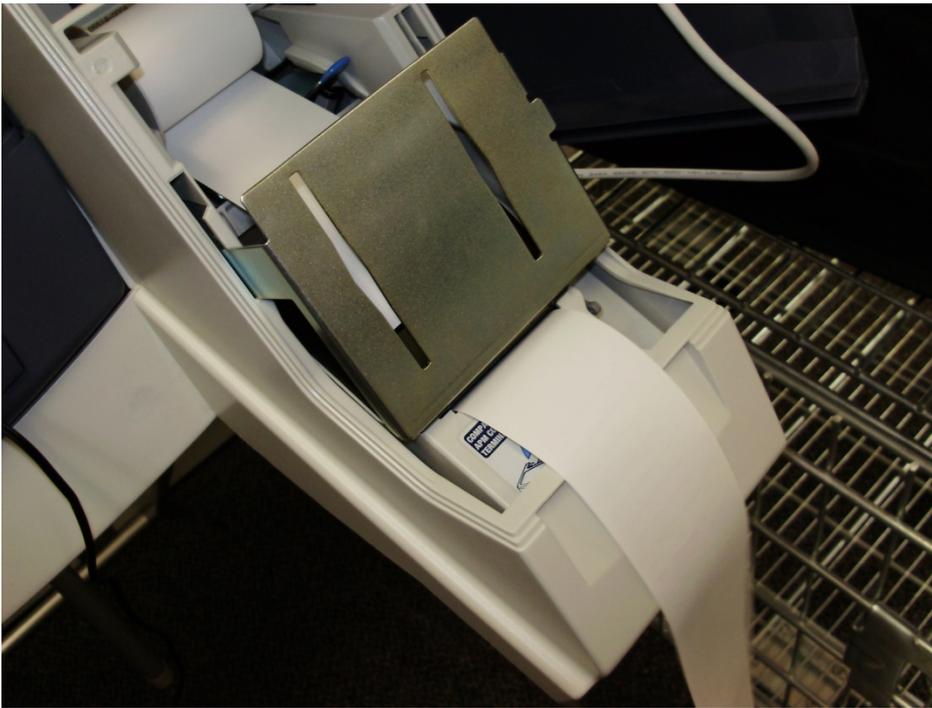
12. Place the fully wound canister in the Black Ballot Transfer Bag.



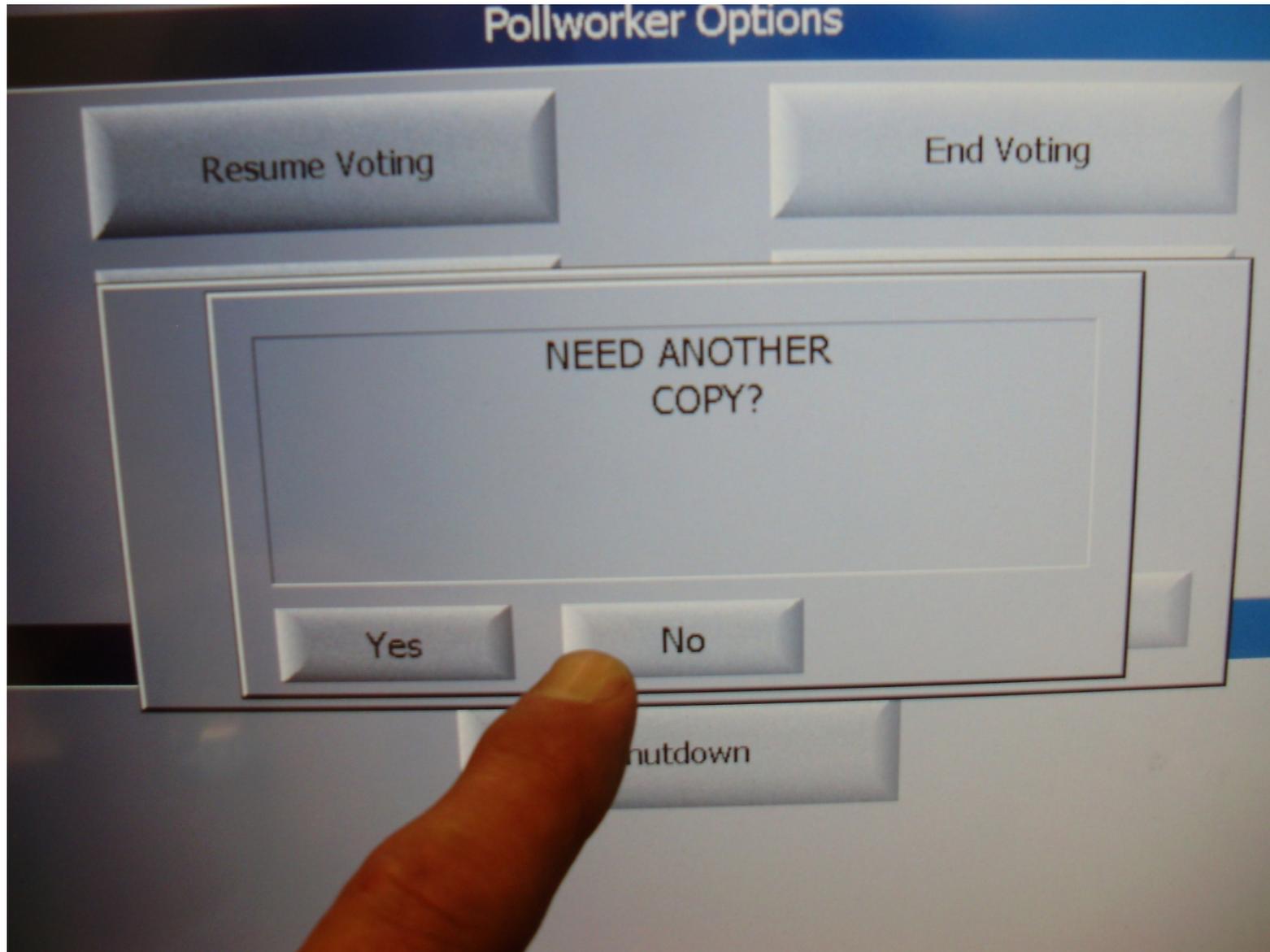
13. On the AVPM Printer Notification screen – press OK.
The screen will show that it is printing the report for your precinct.



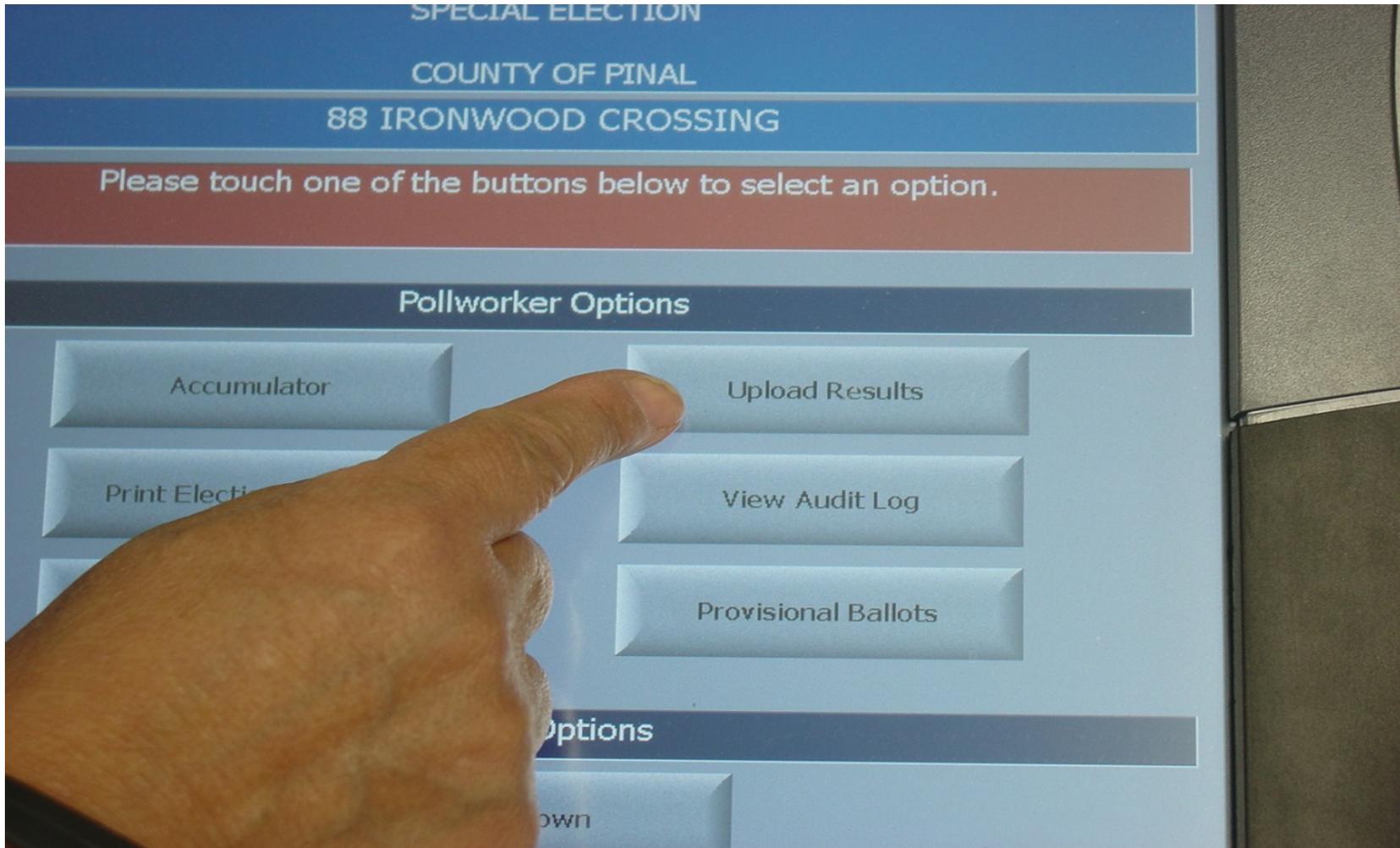
14. When the printer has completed printing the second report, the Inspector & Judges must sign the tape. This copy will be used for the Ballot Report and placed in the Unofficial Returns Envelope.



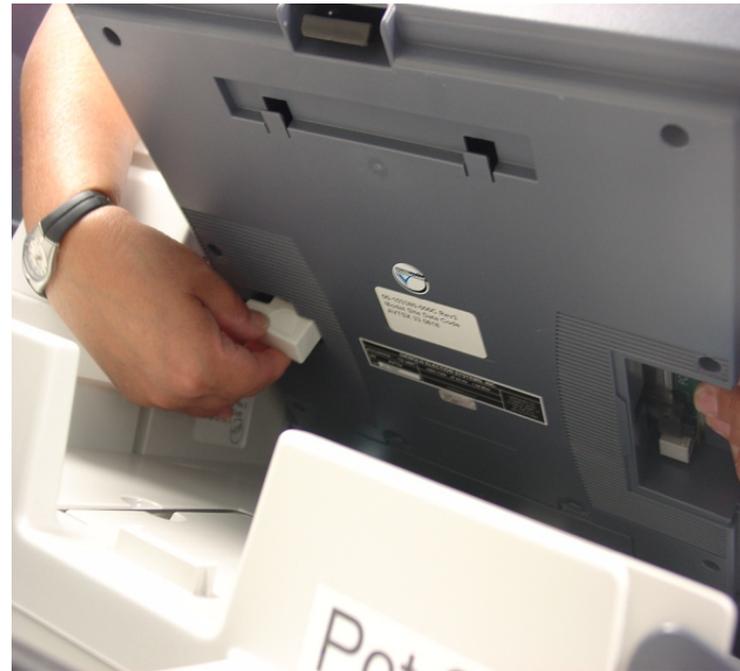
15. The screen will ask if you need another copy – press NO



16. The Post Election Mode screen will display next –
Press Upload Results. **Do not press anything else at this point**



17. Unplug the headphones from the tablet. Reach behind the tablet and unplug the key pad from the back.



18. Use the black barrel key to unlock the modem compartment door located midway on the left side of the tablet and turn the barrel key from 12 o'clock to 3 o'clock.



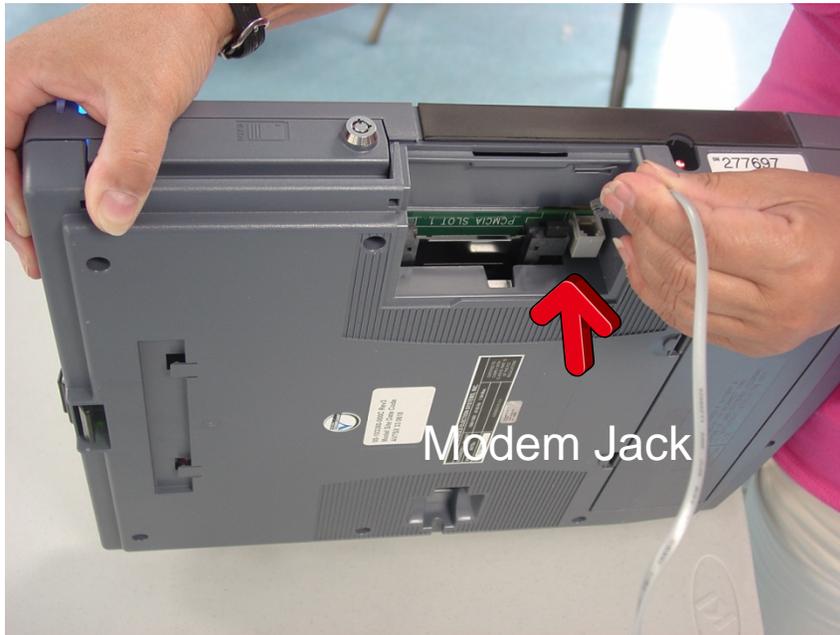
19. Apply pressure to the grid with your fingertips and slide the door out to open. You will see the modem jack to be used to upload results to Election Central.



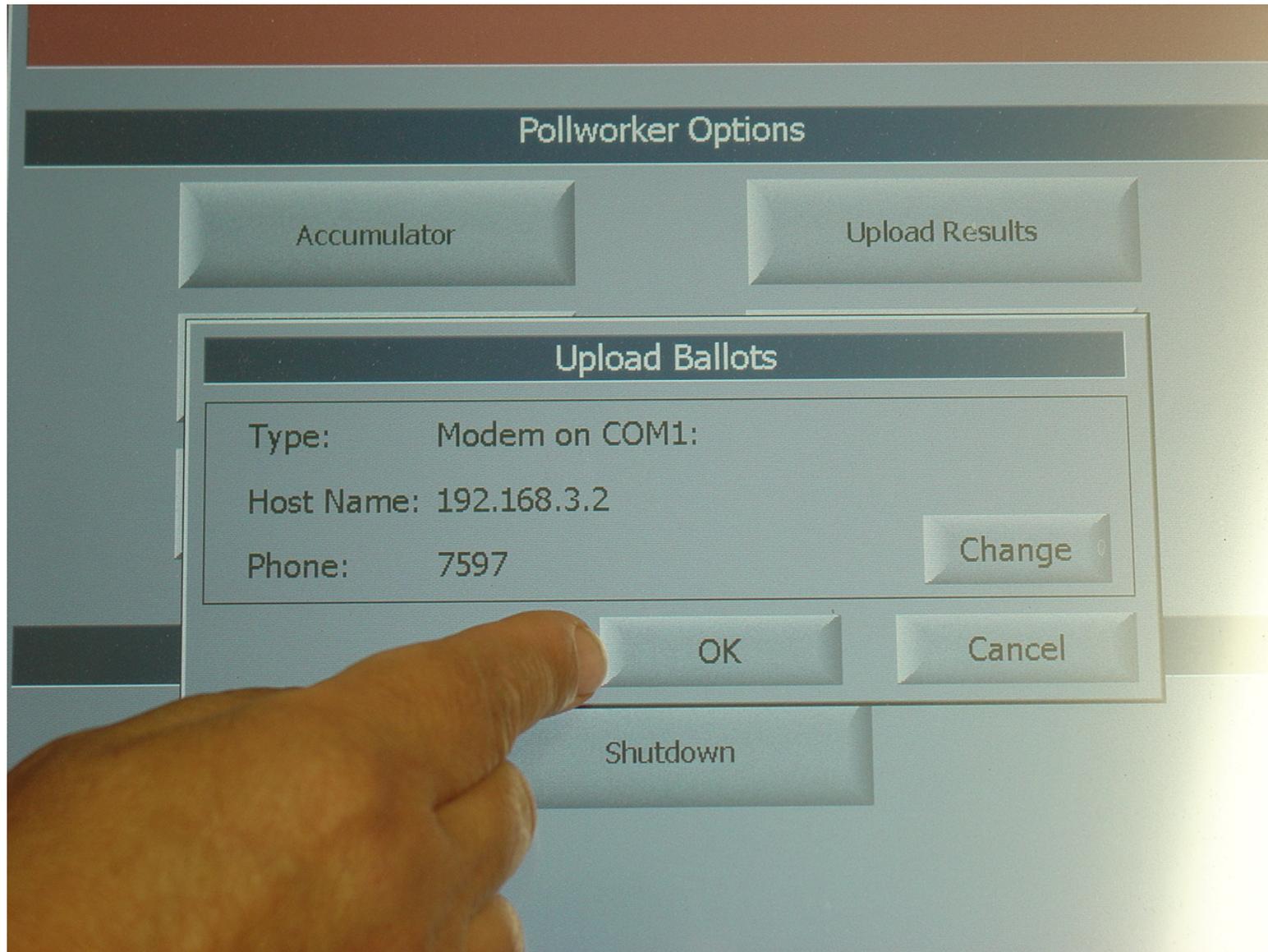
20. Press the black button on top of the Touch Screen to release the tablet from the frame. Pull the tablet outward toward yourself and completely remove it by lifting upward.



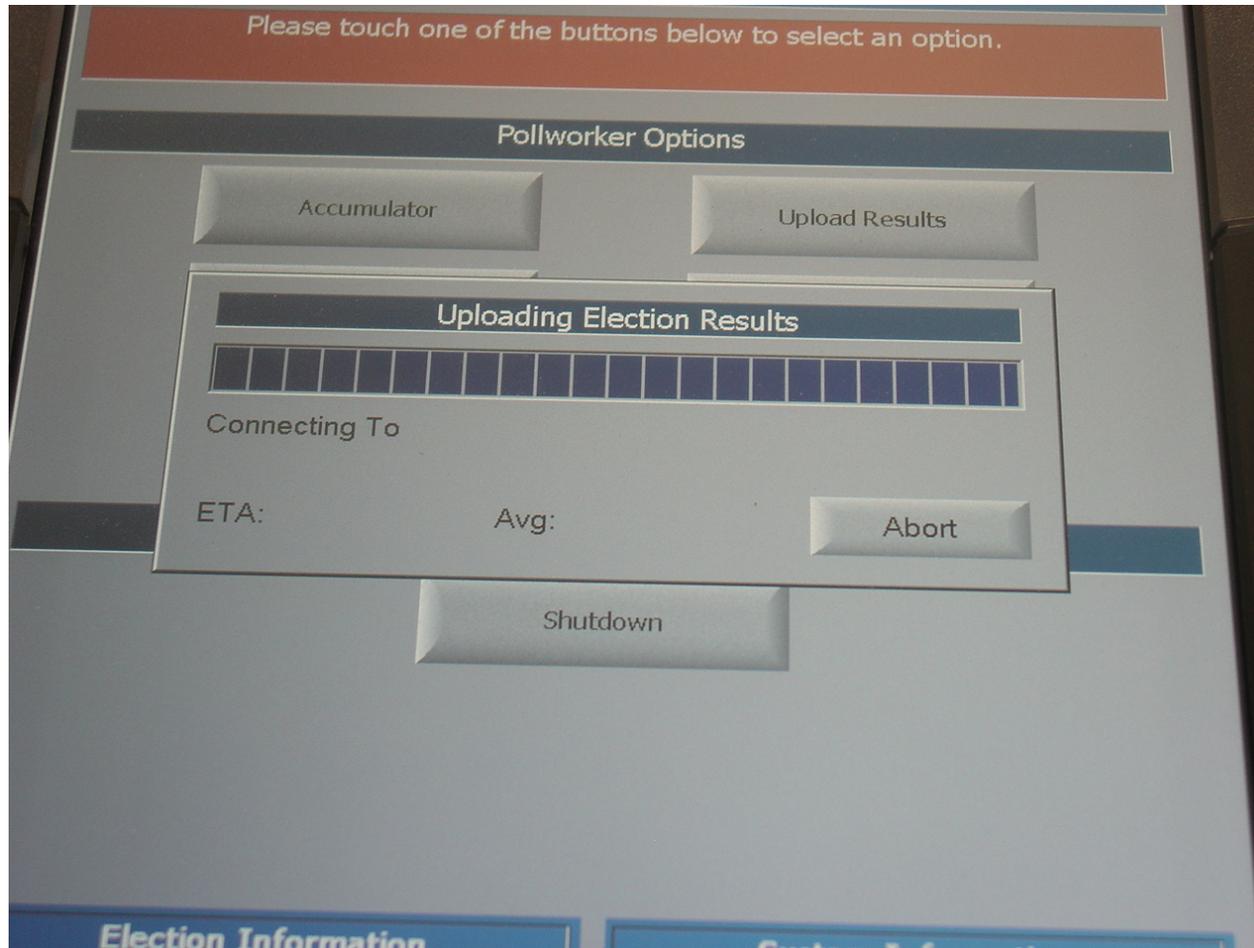
21. Take the tablet to the telephone or fax/copy machine where you will upload the election results. Plug the phone line into the modem jack.



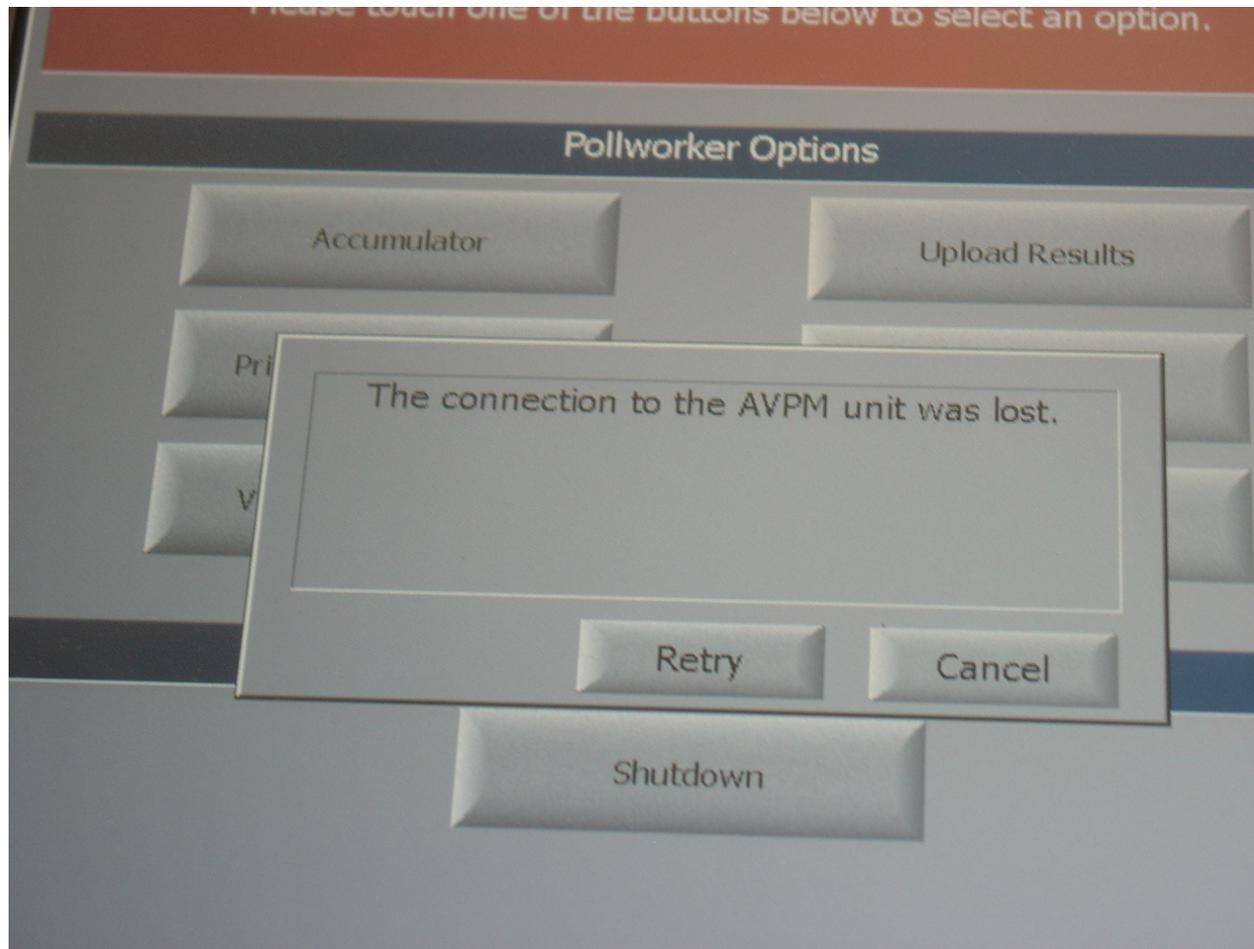
22. On the Upload Ballots screen make sure “Modem on COM1” is displayed next to the word “Type:”. Then press OK.



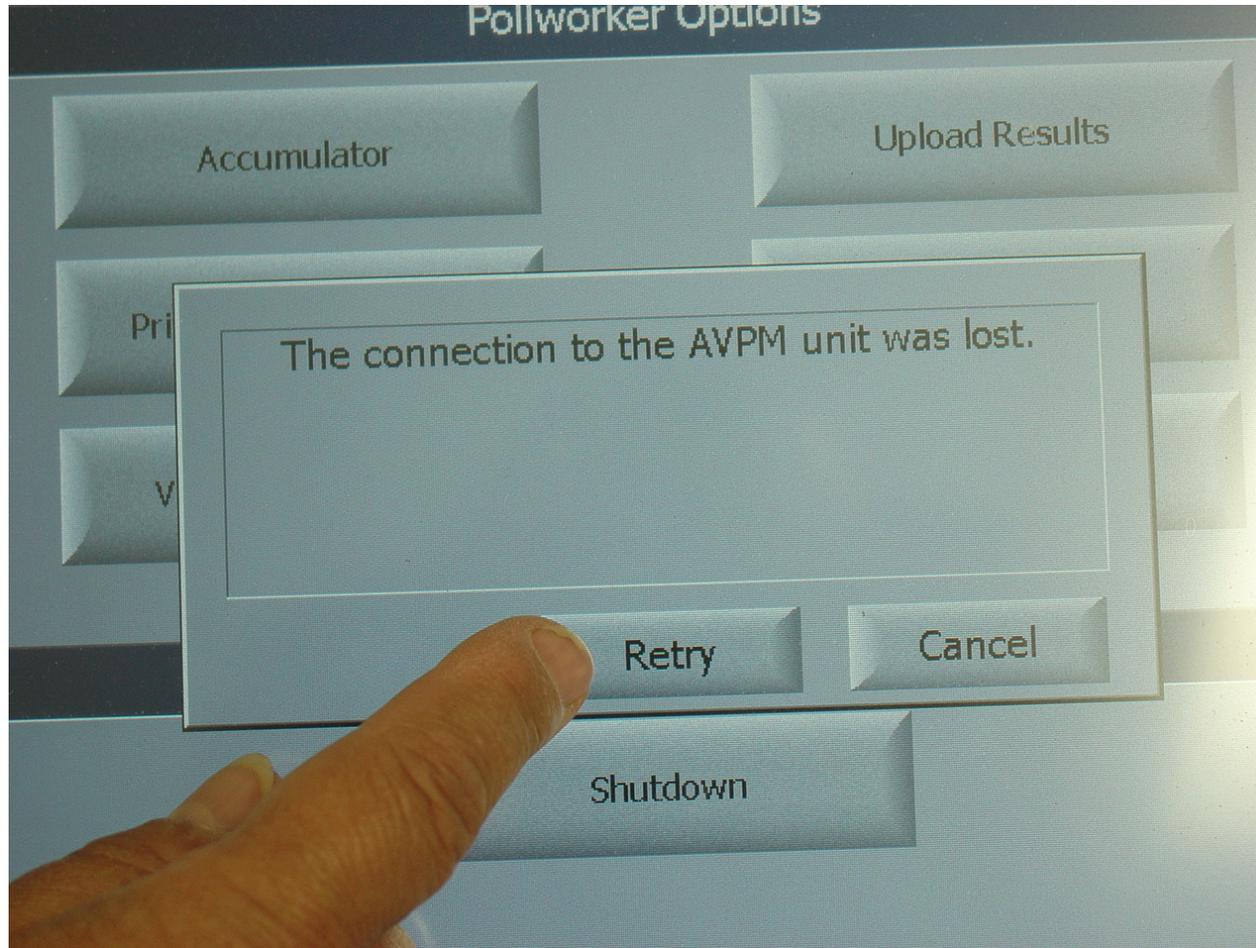
23. After pressing the OK button, the Uploading Election Results window will appear



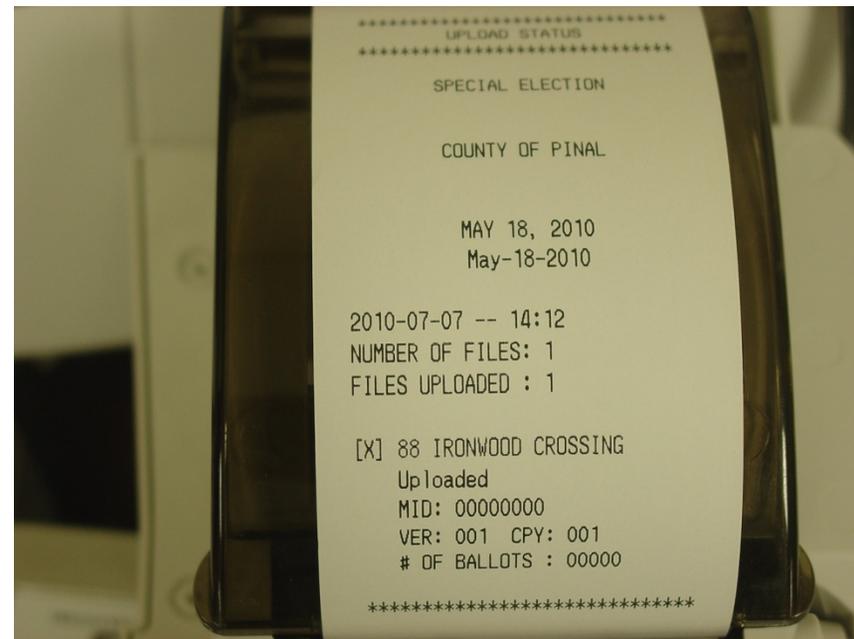
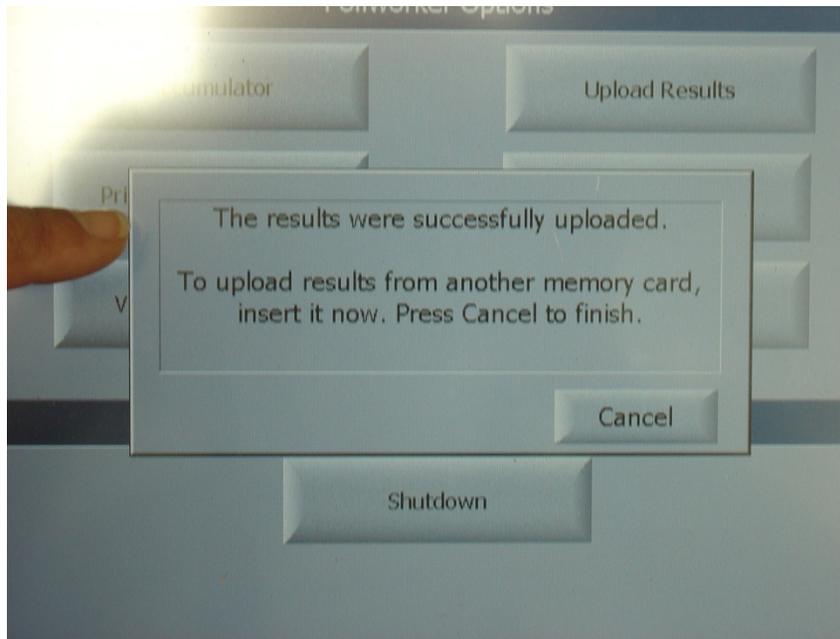
24. After the results have been completely uploaded the “connection to AVPM unit was lost” window will appear.



25. Place the tablet back into the TSX housing unit and press Retry. **Tablet must be put back into housing before hitting retry.**

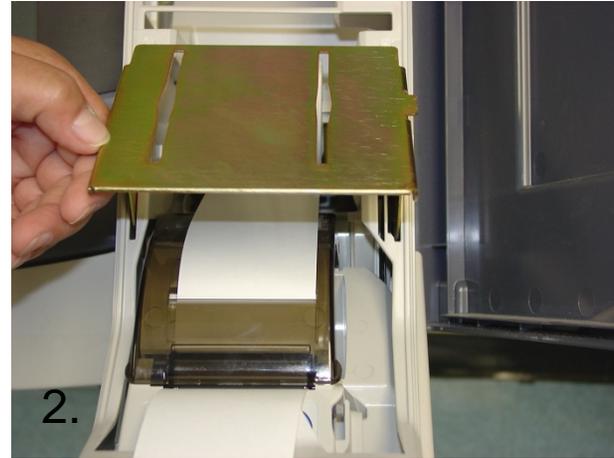


26. After pressing the Retry button, the “results were successfully uploaded” window will appear and a tape will print. Press Cancel and then Shutdown.



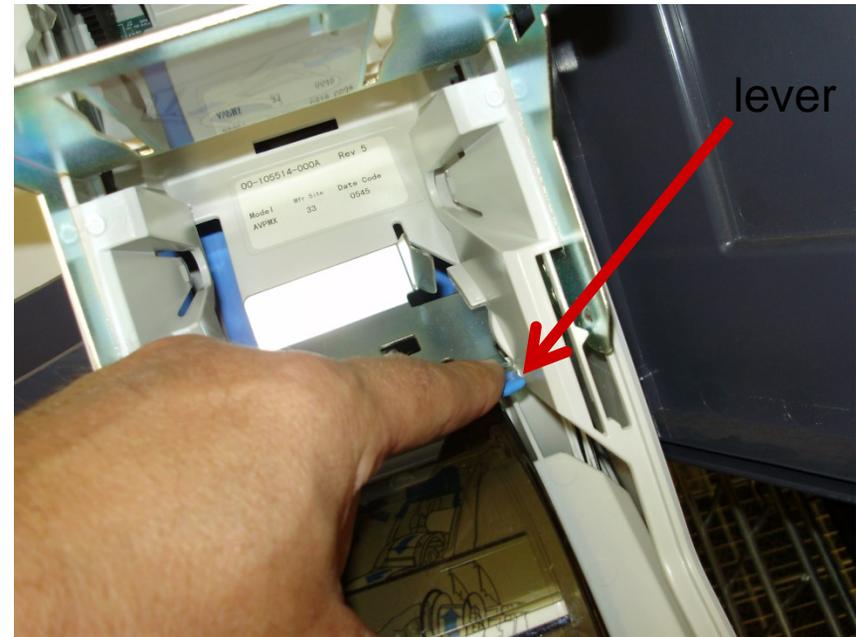
Once it has shutdown you can begin to disassemble the unit

27. Lift the printer cover back up and lift the metal signature plate. Push down on the lever releasing the smoky cover plate in order to release the pressure on the tape. Remove the tape roll from the printer.



Snap the smoky cover back into place after the tape is removed from the printer.

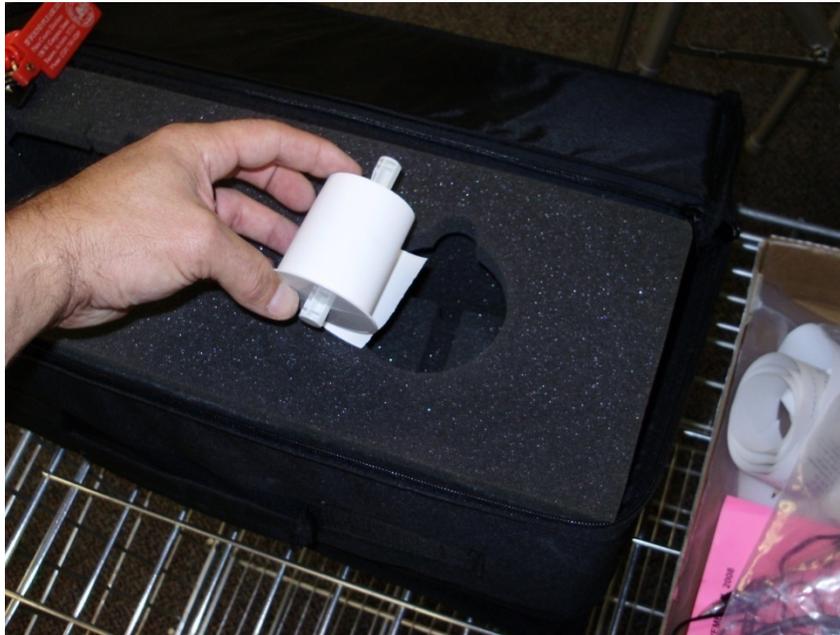
28. Release the first lock that holds the printer to the unit by pushing down on the blue latch just above the smoky cover.



29. Release the second lock by pulling out the plastic hook and remove the printer housing from the stand.



30. Unzip the back side of the black printer bag and place the remaining tape into the cutout. Zip the bag closed and flip it over to pack up the printer housing.



31. Close and lock the printer door and the protective cover.

Close the printer door and lock by turning the barrel key from 3 o'clock to 12 o'clock.



Close the protective cover by, interlocking the two halves.

32. Turn the unit over – this is best done by two people.



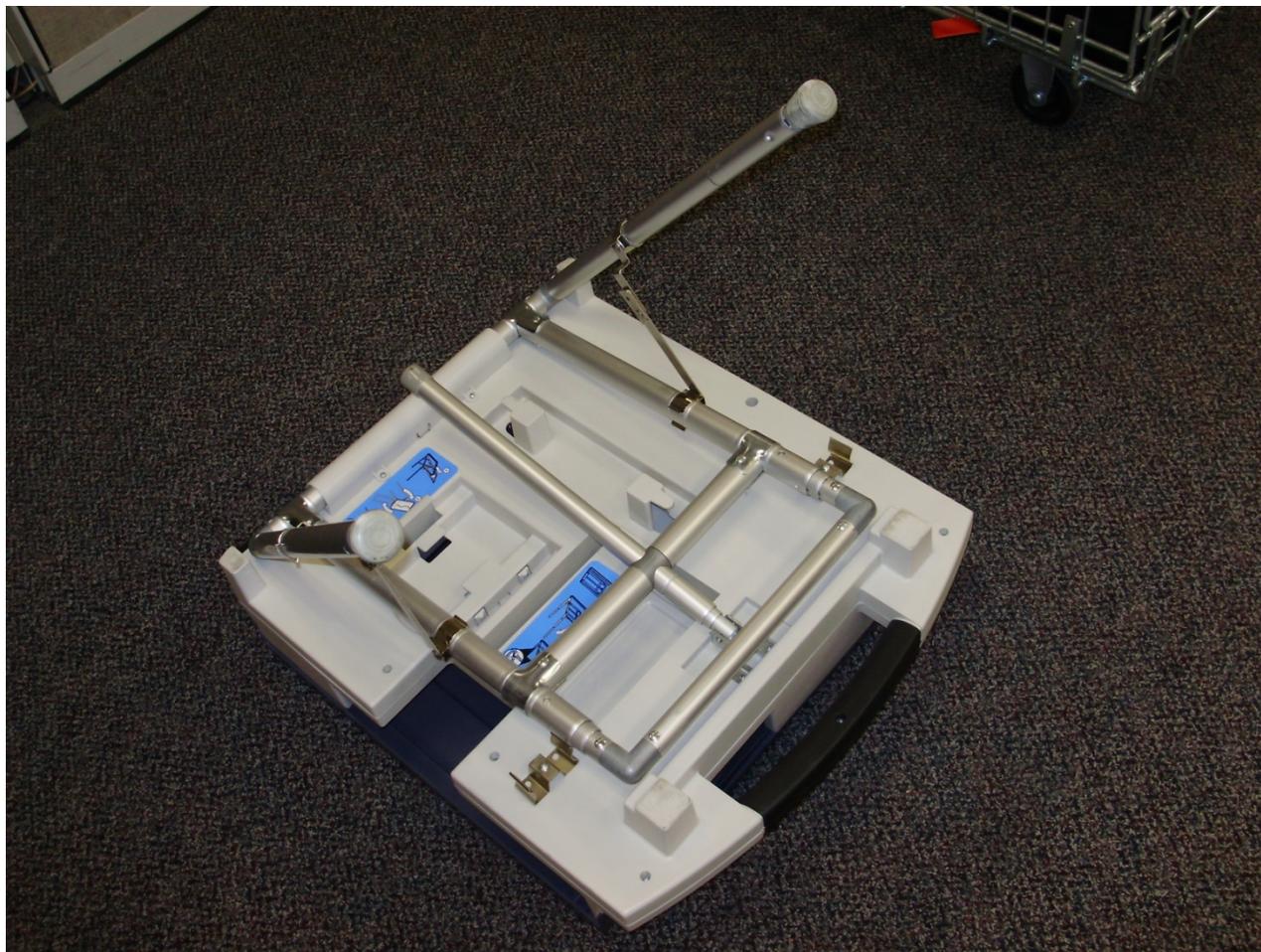
33. Collapse the inner leg by depressing both sets of safety pins and pushing down on both sides.



34. Collapse both outside legs by depressing the safety pins on each leg and push down.



35. Depress all three (3) safety pins on the center support bar and collapse the inner leg assembly to the base.

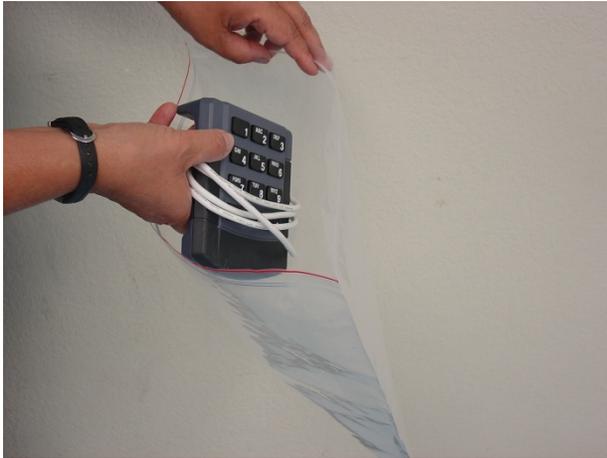


36. Press on the middle of the support struts to collapse the outer legs to the base.

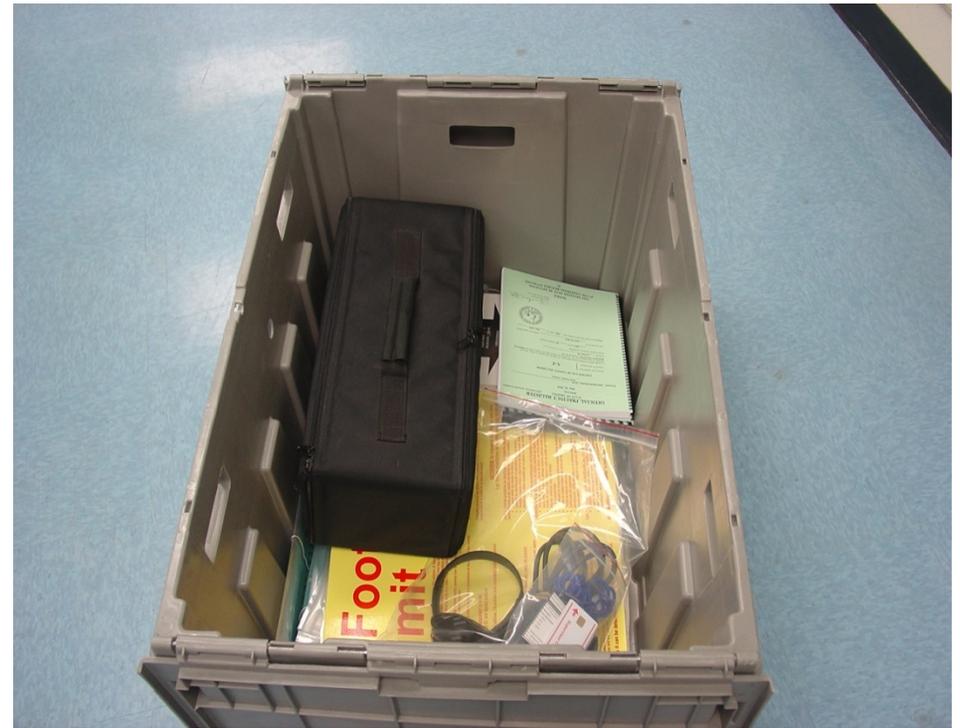
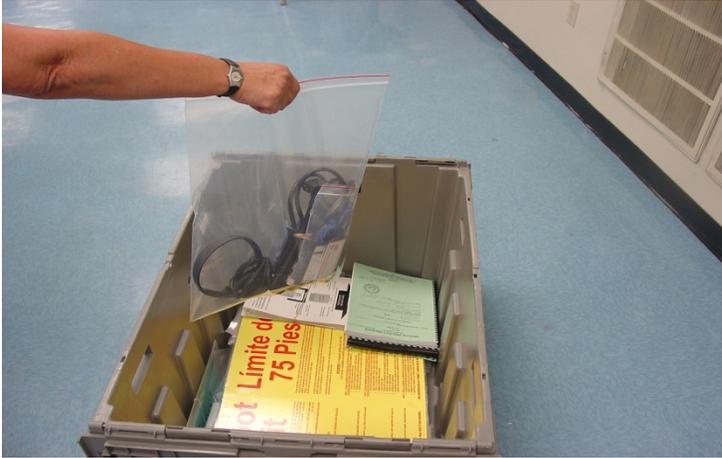


Make sure that the outer legs are set in the retaining clips on the base unit.

37. Place key pad, head phones, power cord and the small bag with the encoders into the large plastic bag.



38. Place the large plastic bag along with the black printer bag into the gray supply box.



39. Give the TSX Unit to troubleshooter for transport to Election central.

