

# Board of Elections



## **Election Day** Equipment Guide

Board of Elections

(732) 431-7802 x7150

Voting Machine Warehouse

(732) 431-7291

Voter Registration

(732) 431-7802 x7775

# Purpose of this Guide

This document will cover the opening and closing procedures which are to be followed on Election Day.

Please follow the instructions in-order, to ensure the polls are opened in a timely and efficient manner.

Please refer to the following list of phone numbers in the event that you need to contact someone with a question.

## Phone Directory

- Board of Elections Office .....(732) 431-7802 x7150
- Procedural questions for processing of voters
- Voting Machine Department ..... (732) 431-7291
- Questions concerning voting machines
- Voter Registration.....(732) 431-7802 x7775
- Questions/concerns with voter records

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# Starting the Nighthawk



# Starting the Nighthawk

Please note: Your district may not have a Nighthawk.

Nighthawk's are distributed per voting *location*, not per voting *district*. If you do not have a Nighthawk in the rear compartment of either voting machine in your district, *you may skip this section*.

This device creates a secure network connection for the pollbooks at your voting location to utilize.

If your district has one, it will be located in the rear compartment of one of the voting machines.

This device should be turned on immediately in the morning prior to the opening of polls.

Place the nighthawk in central location near the pollbooks. If pollbook performance is slow during the day, move the Nighthawk to a nearby window if possible.

Gently remove the top of the box to reveal the black Nighthawk device inside.

Remove the device then gently pull the blue and white packaging from the box by using the finger holes to access the charger beneath.

Make note of the small **oval charging port** on the bottom of the device.

Also note the **power button** on the top side.



Charging port

Power button

# Starting the Nighthawk

## Continued

Plug the larger rectangular end of the cable into the charger block, and plug the charger into an outlet.



Plug the small oval connector on the USB cable into the oval port on the bottom of the Nighthawk device.

Briefly press and hold the power button on the top of the device to turn it on. The NETGEAR logo should appear.



After the device powers on, a blue screen will appear.

The screen will turn off after a few seconds of inactivity. Press the power button briefly to turn it back on, if necessary.

**The indicator light in the upper right corner of the screen will blink blue to indicate it is powered on.**



On the pollbook, you can check for a successful connection by checking for these three green icons across the top of the screen.



# Pollbook Opening Procedure



# Pollbook Opening Procedure

Obtain the power strips and extension chords from the back of the voting machine, if they have not already been retrieved.

Place the blue ES&S case flat on the table, and rotate it so the orange buckles are facing you, and the ES&S logo on top is visible.

Break the seal on the handle, and unfasten the orange buckles to open the box.



Take the device labelled ExpressVote Printer out of the box and place it on the table, facing the poll worker.

Remove the Pollbook screen from the box. Place it so the "Scan Here" icon is facing the voter side of the table.

Remove the remaining power cables, and the square white power block from the case.

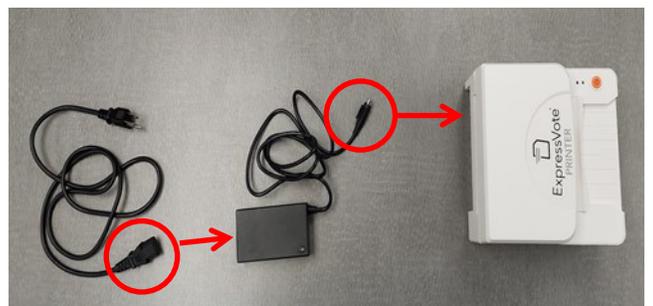


To connect the printer to power, grab:

- the chord with a power outlet prong
- the chord with the black power brick

Plug the power prong, into an outlet, and the other end into the black power brick.

Plug the circular plug attached to the power brick into the printer.



# Pollbook Opening Procedure

## Continued

Take the remaining black cable and plug the rectangular USB end into either plug on the side of the pollbook's base.

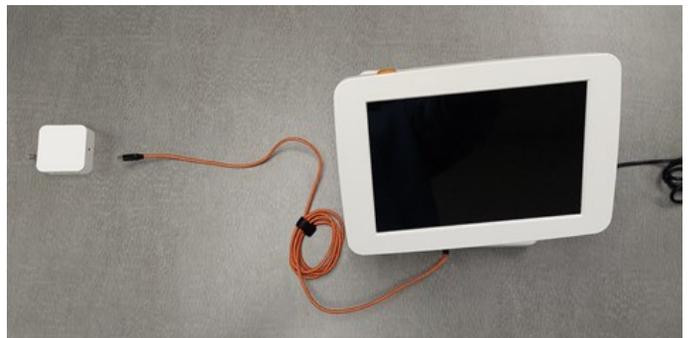
Take the other end of the cable and plug it into the remaining plug on the back of the printer.



Plug the orange cable attached to the pollbook into the white power block.

Plug the white power block into an outlet.

Note: If the power prongs on the block are not lowered, use your finger to pull them down.



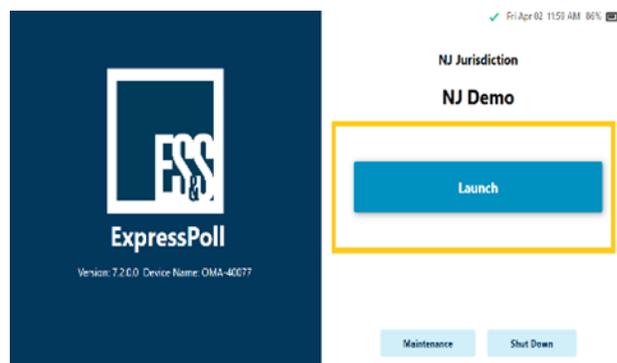
Briefly press the orange power buttons on both the printer, and pollbook.

The printer will beep, and its button will light up to indicate it is on.



After the pollbook has powered on, touch the Launch button on-screen.

When prompted, enter the PQC code. This code can be found on the passwords sheet located in your district's blue bag.



# Pollbook Opening Procedure

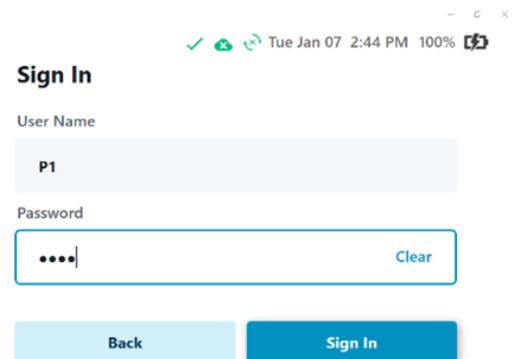
## Continued

Verify that the poll place information in the top left corner of the screen displays the proper information.



Enter the user name, and password found on your passwords list in the blue bag, then touch "Sign In."

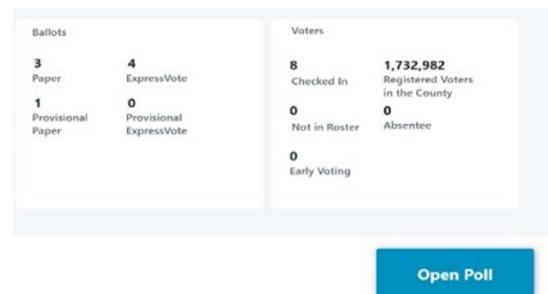
**Note: If the boxes turn red, indicating that the incorrect information was entered, touch "Clear" and carefully retype the user name and password.**



The pollbook will display the following screen.

Touch "Open Poll" as soon as the pollbook has been set up.

**Do not process any voters until the polling start time.**



Check for the following green icons across the top of the screen. If these icons are red, ensure that the Nighthawk for your polling location has been turned on. If the Nighthawk is on, but you still see red or yellow icons, the Nighthawk may be located too far away from the pollbook. (Not every **district** has a Nighthawk, but every **location** will have one)



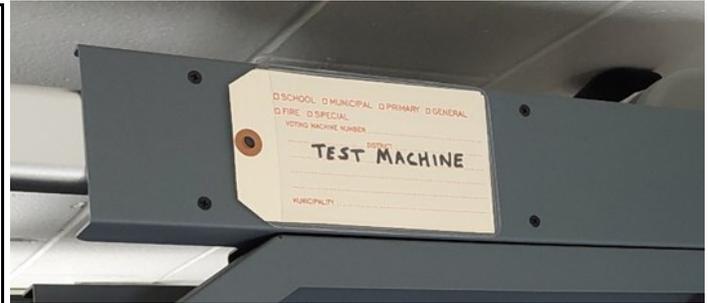
**Note: Do your best to ensure each pollbook displays green icons before the opening of polls.**

# Voting Machine Opening Procedure



# Voting Machine Opening Procedure

Ensure the label on the side of the voting machine matches the district you are working in.



Obtain the voting machine keys from the yellow pouch inside the blue bag for your district.



Use the **Silver Hand Bars (not curtain arms)** to position the machine near an outlet.

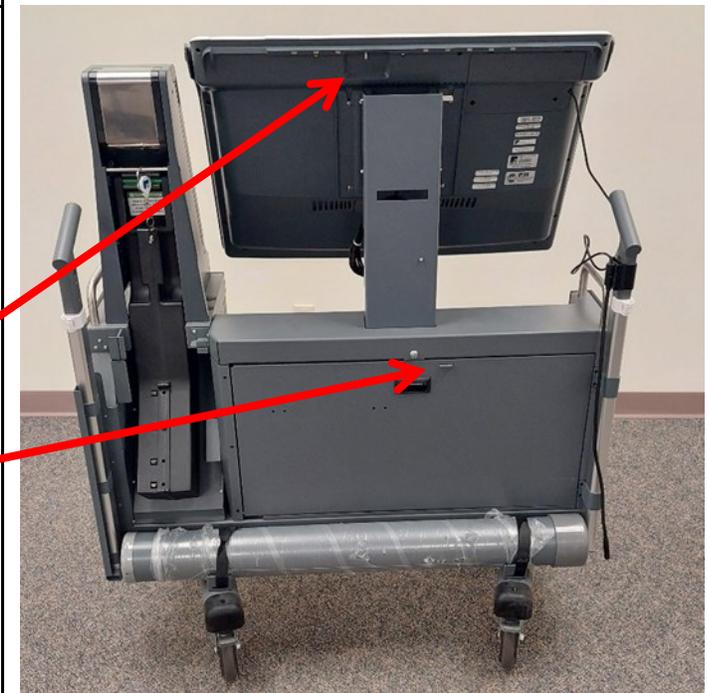


Using your foot, press the wheel locks down to lock the machine into place.

Remove the two red seals from the back of the machine.

The first seal is located towards the top of the machine.

The second seal is located on the rear access bin.



# Voting Machine Opening Procedure

Use the voting machine keys to **open the rear access door** on all voting machines. Remove the surge protectors, extension cords, activation cards, audio headset, and the ADA controller inside.

If inside, remove the **Nighthawk** (as pictured on the right) from the machine. **Only one Nighthawk will be given to each voting location. Not all districts will have this device.** Refer to the Nighthawk opening procedure if this device was inside your district's machine.



Close the rear access door while carefully threading the controller cable **through the cable slot** on the upper left corner of the door.

Place the controller on the body of the machine.



Unwind the power cord on the side of the machine and plug it into an outlet.

Ensure the large **Green Light** on the side of the machine illuminates.



# Voting Machine Opening Procedure

Raise the gray screen cover and adjust the angle of the screen by gently tilting it from the base.



Using the voting machine keys, unlock and open the access compartment on top of the machine.



Press the **Red Button** inside the access compartment to power the machine on.

Once the screen begins to power on, close and lock the compartment.



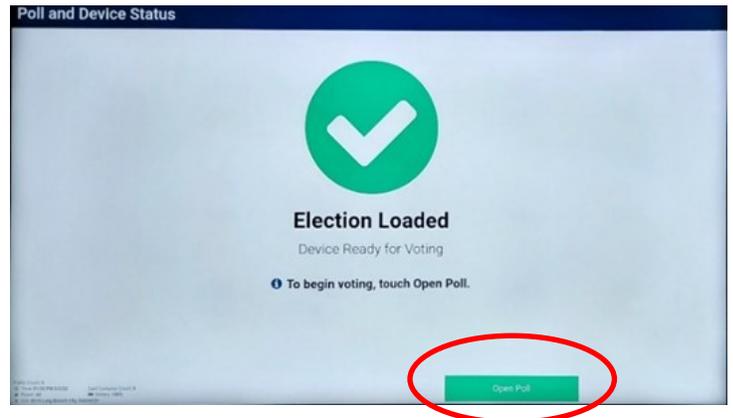
Enter the **Election Code** (found inside the key bag.) Press shift to capitalize any capital letters within the code.

Touch Accept when finished.

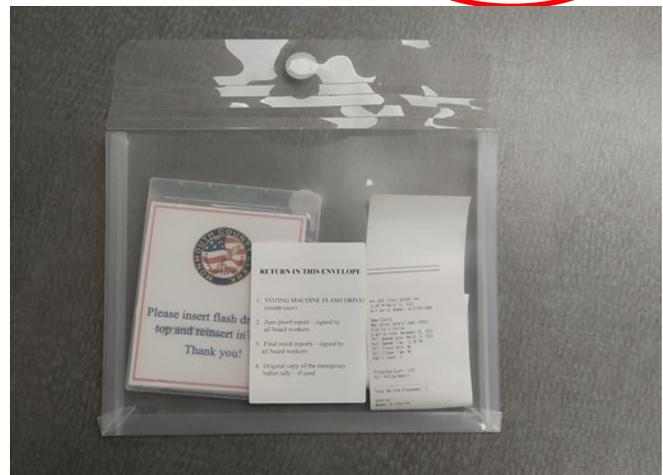


# Voting Machine Opening Procedure

Touch "Open Poll." A zero-proof report will print.



Sign the zero proof report and place it inside the clear plastic envelope (as pictured).



Unfasten the white clamps on both sides of the machine to raise the curtain arms.

**Refasten** the clamps when the arms are fully extended upwards.



# Voting Machine Opening Procedure

Remove the curtain from tube on the back of the machine. Unroll and insert the curtain poles into the curtain **arms**.

**(Please Do Not Cut Velcro.)**



The voting machine has now been successfully set up.

Repeat until all voting machines are open.

**Do not process voters until the opening of polls.**



# Nighthawk Closing Procedure



# Nighthawk Closing Procedure

Unplug the Nighthawk from the charger.

Press and Hold the power button on the top of the Nighthawk.

After a few seconds, the screen will display a "Shutting Down" message.



Separate the cable, and the power block.



Place the cable, and power block in the bottom of the Nighthawk packaging.

Place the white cardboard packaging over the cabling, then place the blue packaging on top.



Place the Nighthawk in the top of the packaging, then place the cover on top.

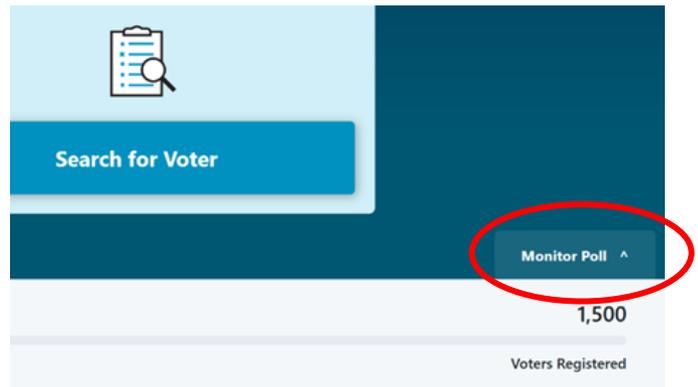


# Pollbook Closing Procedure



# Pollbook Closing Procedure

Touch the “Monitor Poll” button on the main screen of the pollbook.



Touch the red “Close Poll” button in the bottom right corner of the screen.



Touch “Shut Down” then click “Yes” to confirm you would like to shut down the device.



Unplug the cables connecting the pollbook to the printer, and the cables connecting both devices to power outlets.

Disconnect the white power block from the orange cable connecting to the pollbook.

**Note:** The orange cable does not disconnect from the pollbook.



# Pollbook Closing Procedure

## Continued

Close the outlet prongs on the white power brick, and place it the following location.

Coil the USB cable and place it in the cable slot.

Place the rectangular black power chord in the rectangular slot and coil its cable in the slot above with the USB cable.

Place the chord with the power outlet prongs in the slot in the corner of the case.



Coil the orange power cable connected to the pollbook.

Rotate the screen so it is facing the “Scan here” side.

**Gently tilt the screen upwards**, then place the pollbook inside the case, with the **power cable facing down**. The base of the pollbook should be in the center of the case as pictured.

Lay the orange cable inside the cable slot.



# Pollbook Closing Procedure

## Continued

Place the printer on top of the coiled cables in the upper right corner of the case. The words on the printer should be facing you.



Close the top of the case and snap the orange buckles shut.

**Note:** If the case does not close easily, do not force it shut. Re-open the case and make sure all items are properly stored.



# Voting Machine Closing Procedure



# Voting Machine Closing Procedure

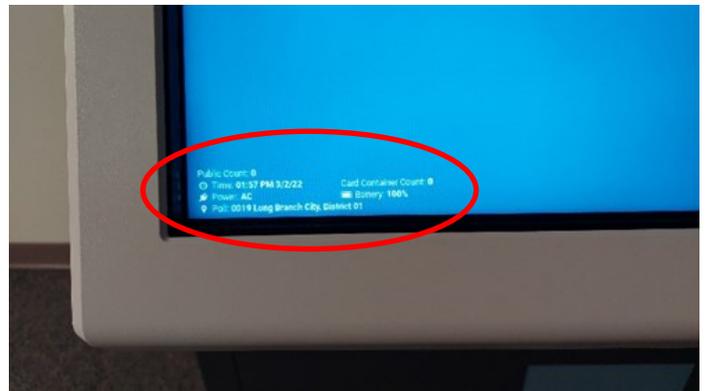
Remove the privacy curtain from its arms and roll up the curtain.

Place the curtain inside its tube located on the back of machine. Refasten the velcro straps to secure the tube.



Touch the text in the bottom left corner of the voting machine screen.

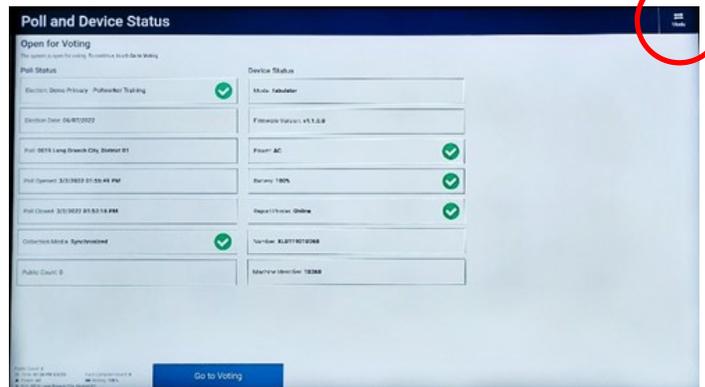
The screen will swap to a “**poll and device status**” dashboard.



In the upper right corner of the screen, touch the button labeled “**Mode**”

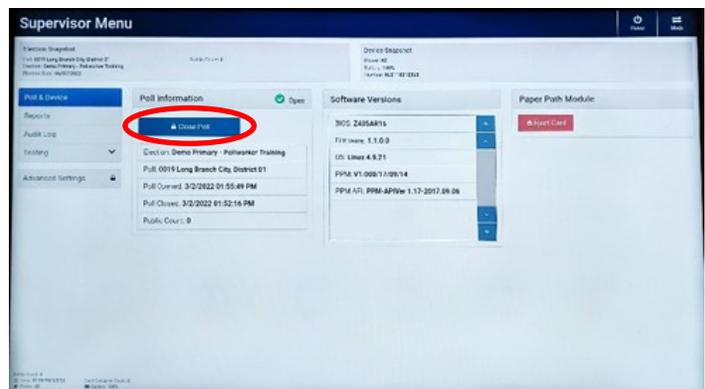
You will be prompted to enter the **Election password**.

**Note: this is the same password used to open the polls.**



Touch the “**Close Poll**” button located under the “poll information” section.

If prompted for the election password, enter it again.



# Voting Machine Closing Procedure

A prompt will notify you that the results are being saved to a flash drive within the machine.

Several copies of the results tapes will begin to print.

**Collect and sign** the tapes on the indicated lines at the end of the report.

Place the signed tapes inside the clear plastic envelope along with the zero reports from this morning.

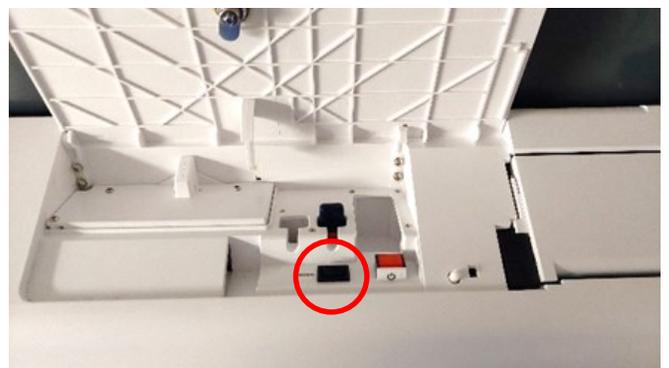
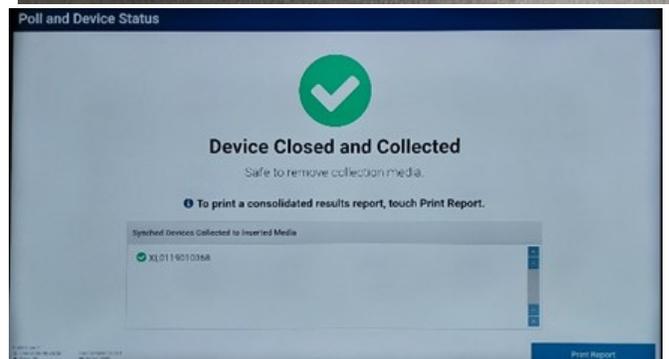
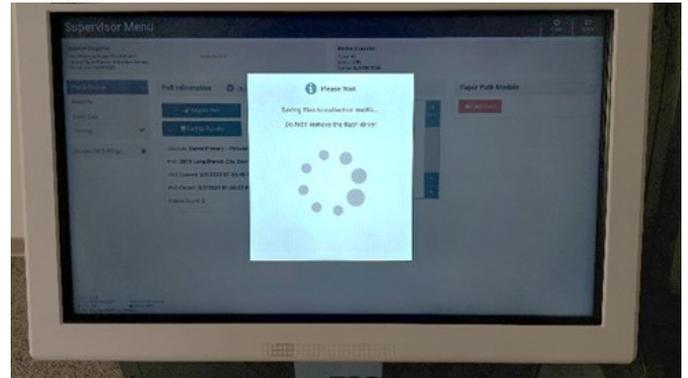
The following screen will display, indicating that the results have been properly saved.

Note: Do not click the “Print Report” button, unless fewer than 4 copies of the results were printed.

Open the media access door located on the top of the machine using the machine keys.

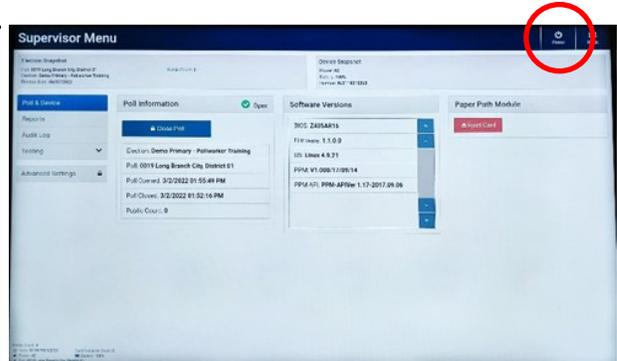
Briefly press the black switch labelled “mode.” **(Do not hold this switch down.)**

The screen should switch to a menu labelled “Supervisor menu” in the upper left corner.



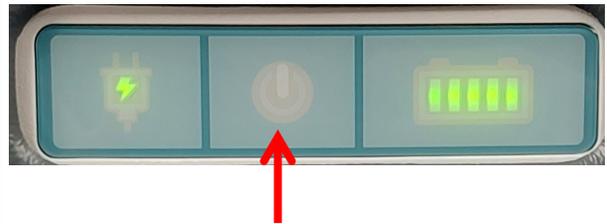
# Voting Machine Closing Procedure

In the upper right corner of the screen, press the “power” button, then press “Shut Down.”



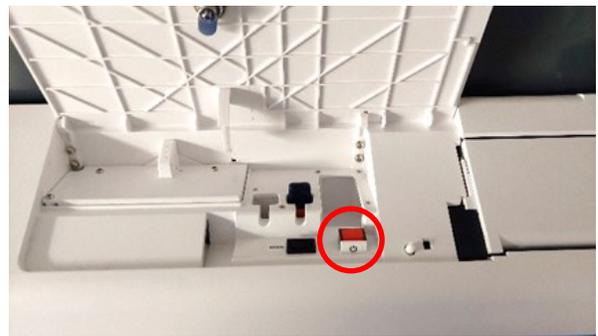
Wait for the machine to power off fully.

The center, power icon in the upper left corner of the screen will turn off.



Once the machine has been shut down, remove the **red seal** covering the flash drive inside the media access door. You may discard this seal.

Gently remove the blue flash drive by pulling it straight upwards.



Immediately place the flash drive inside the plastic case located inside the clear binder with the results tapes.



# Voting Machine Closing Procedure

Unplug the machine, and re-coil the power chord on the side of the machine. Place remaining extension cords and surge protectors inside the back of the machine.

Repeat this procedure until all machines are shut down.



# Troubleshooting Guide

## Pollbook

- If the printer will not turn on, and the pollbook is not receiving a charge, ensure all surge protectors are switched on.
- If the pollbook cannot establish a connection with the printer, ensure the printer has power, and the USB cable running between the pollbook and printer is pushed in fully. Restart the pollbook if still experiencing issues.
- If green icons are not displayed across the top of the home screen prior to the opening of polls, ensure the Nighthawk for your location has been turned on.

## Voting machine

- Passwords on the voting machine are case sensitive.
- If the machine displays a warning that the media access door is open, ensure the close-right corner of the media access door has been completely shut by gently pressing on it.
  - To suppress this warning, click the red circle on screen, and enter the election code.
- If the top access compartment, or the rear compartment will not close, ensure the key has been turned to the unlocked position when closing the door. If the key is in the locked position, the lock inside will prevent the door from closing.
- The upper left corner of the machine has 3 icons. These icons can help indicate the status of the machine.



- A green plug icon (left) indicates a machine is receiving power from an outlet.
  - A green power icon (center) indicates the machine is turned on. (In this picture, the machine is not turned on since the icon is not green.)
  - A green battery icon (right) indicates the remaining battery charge.
- If the voting machine displays a warning that the machine is not receiving power check the following:
  - Power chord on right side of machine is plugged in.
  - If utilizing a surge protector, ensure it is switched on.
  - Ensure the power plug beneath the green light on the right side of the machine is plugged into the base of the machine. The socket is labelled "15A MAX"

# Phone Directory

Board of Elections Office.....(732) 431-7802 x7150

- Procedural questions for processing of voters

Voting Machine Department.....(732) 431-7291

- Problems involving the operation of voting machines

Voter Registration ..... (732) 431-7802 x7775

- Questions/concerns with voter records



**MONMOUTH COUNTY  
BOARD OF ELECTIONS**

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***[www.MonmouthCountyVotes.com](http://www.MonmouthCountyVotes.com)***

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