

# 5 SETTING UP THE POLLING PLACE ON ELECTION DAY

## ELECTION DAY - 5:00 AM TO 6:00 AM

Chapter 5 includes step-by-step instructions on all the procedures you need to know to set up the polling place on Election Day. Please review this chapter very carefully. You only have one hour on Election Day to set up and organize all the equipment and materials.

**!** **IMPORTANT!** Before you open the doors to the polling place, you **MUST** do the following:

- Set up the e-poll books (see step 8).
- Begin the update of the e-poll books by 5:15 am.
- Check the equipment is labeled for your precinct and ward.

### Rules for Election Coordinators & All Judges

- You **MUST** report to the polling place by 5:00 am and no later.
- Let poll watchers with proper credentials enter at 5:00 am and watch as you set up the polling place.
- The Coordinator will lead the Judges in setting up the polling place. All poll workers should work together to make sure that all the tasks on the list are completed in a cooperative way.
- Don't let anyone vote before 6:00 am. No one, including Judges, may vote before you open the doors to the polling place.

**!** **IMPORTANT:** What if you can't get into the polling place? If you have tried all the entrances at the polling place, then **immediately call ELECTION CENTRAL at 312-269-7870** to let the Board know.

**What if the Coordinator or Key Judge has not arrived to unlock the ESC?** Call **ELECTION CENTRAL** at 312-269-7870 to let the Board know.

## SETTING UP THE POLLING PLACE - STEP BY STEP

### Do you have all the materials and equipment?

Review the diagram of the ESC in Chapter 4 on page 20 to see where materials and equipment are located. For a listing of Election Day materials and equipment, see the Supply List (Form 21) in the sleeve of the door of the ESC.

### Do you know what you need to do?

First, read the quick overview of all the procedures, steps #1-18. Then, go on to the detailed instructions for each of the steps starting on the next page.

### Quick Overview: Setting Up the Polling Place

1. Check the polling place for a portable ramp.
2. Open the Election Supply Carrier (ESC), and check the contents.
3. Place the American flag.
4. Find and arrange the furniture.
5. For Judges: Sign the Oath and put on the badge.
6. For the Coordinator: Put on the Coordinator badge.
7. Set up the Campaign-Free Zone materials.
8. Set up the e-poll books and run the morning update by 5:15 am.
9. Assemble the metal voting booths.
10. Assemble the plastic voting booths.
11. Assemble the lowered voting booth in compliance with the instructions in the Polling Place Accessibility Guide in the ESC.
12. Arrange and connect the voting booths in the polling place, ensuring accessibility.
13. Assemble the ballot box for the ballot scanner.
14. Set up the ballot scanner.
15. Set up the touchscreen voting unit in compliance with the instructions in the Polling Place Accessibility Guide.
16. Set up Judges' Stations #1-3 and the Registration Table.
17. Post all signs found in Envelope 2.
18. Please refer to the Polling Place Accessibility Guide in the ESC for additional set-up requirements.

## Detailed Instructions: Setting Up the Polling Place

To set up the polling place, carefully follow these detailed instructions. Each step is numbered (#1-18) and is printed in **bold type**.

### 1 Check the polling place for a portable ramp.

In some instances, the Board will deliver a ramp to a polling place to make it accessible to voters who can't use stairs or a step. If the Board is able to deliver a ramp, you will receive it by 5:45 am. Be sure the ramp is set up in the proper place before the polling place opens. Don't remove the ramp until you close the polling place and all voters in line have voted.



**NOTE:** A few polling places may not be accessible to voters with disabilities. If your polling place has stairs, but the Board cannot deliver a ramp, follow the instructions on pages 70-71 to make sure that voters with disabilities are still able to vote using curbside voting.

### 2 Open the Election Supply Carrier (ESC), and check the contents.

Before Election Day, the Coordinator and the Key Judge will have picked up envelopes containing the ESC key and seal cutters, which are needed to open the ESC.

**A.** First, check that you have the correct ESC. Look at the ESC doors. There is a label in the upper right hand corner. Make sure it is marked with the polling place precinct and ward.

**B.** Use the seal cutters to break the seal on the ESC doors. **Keep the broken seal – don't throw it away.** You'll need it in a moment.

**If the seal is missing, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.**

**C.** Use the ESC key to unlock the door. To open the lock, insert the key and push on the area where the key was inserted. This will release the latch and open the doors. After you open the doors, remove the key. Be careful not to break the lock. If you don't have a key to the ESC – don't break the lock! Call ELECTION CENTRAL at 312-269-7870.

**D.** Verify the ESC seal number. Remove the Seal Accountability Form (Form 3) from the plastic sleeve on the inside of the ESC door. Look at the number on the broken seal, and make sure it matches the number on the form.

**If the seal number isn't the same, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.**

**E.** Place the broken seal inside the Broken/Used Seal Bag. The bag is on the inside of the ESC door.

**F. Check that the ESC contains the required equipment and supplies.** Use the Supply List (Form 21) to check off each item that you find in the ESC. **If any item is missing from the ESC, call EQUIPMENT/SUPPLIES at 773-247-4065.**



**Immediately call EQUIPMENT/SUPPLIES at 773-247-4065:**

- If any supplies are missing
- If you don't have the correct equipment

**REMINDER:** Find the Supply List (Form 21) attached to the inside of the ESC door. You'll also see Form 21 on page 19 of this handbook. Look in the Key Judge Envelope or Envelope 1 to find instructions about any materials special to your precinct.

### 3 Place the American flag.

Remove the American flag from the ESC, and tape it up at the door of the polling place. Tape is in the Gray Supply Box in the ESC.

### 4 Find and arrange the furniture.

- If there are no tables and chairs, immediately call the Polling Place Department at 312-269-7976.
- Arrange the tables and chairs. Choose an arrangement that helps you manage the flow of voters and protect voters' privacy. Review the suggested arrangements on the next page.
- As you set up the tables and chairs, consider the needs of voters who use a wheelchair, walkers, or other assistive devices. Make sure voters with disabilities have "a 36" path" (use the 36" measuring tape provided in the ESC) and can move easily through the polling place and reach the voting equipment.



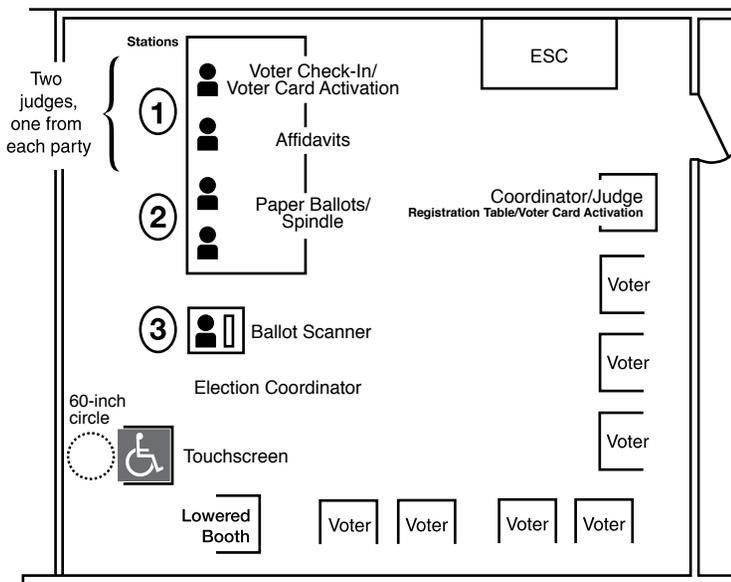
**Please refer to the Polling Place Accessibility Guide and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

## Suggested Polling Place Arrangements

Position the equipment to make sure voters with disabilities have “a 36” path” (use the 36” measuring tape provided in the ESC) to move through the polling place and to vote.

 Please refer to the **Polling Place Accessibility Guide** and the **Election Coordinator Accessibility Checklist (Form 21-ADA)** in the ESC for further instructions about your accessibility-related duties.

Single Precinct Polling Place



### ELECTION CENTRAL

For questions about voting laws and regulations, procedures, or language problems:  
**312-269-7870**  
 Election Day only 5:00 am – 10:00 pm

### EQUIPMENT/SUPPLIES

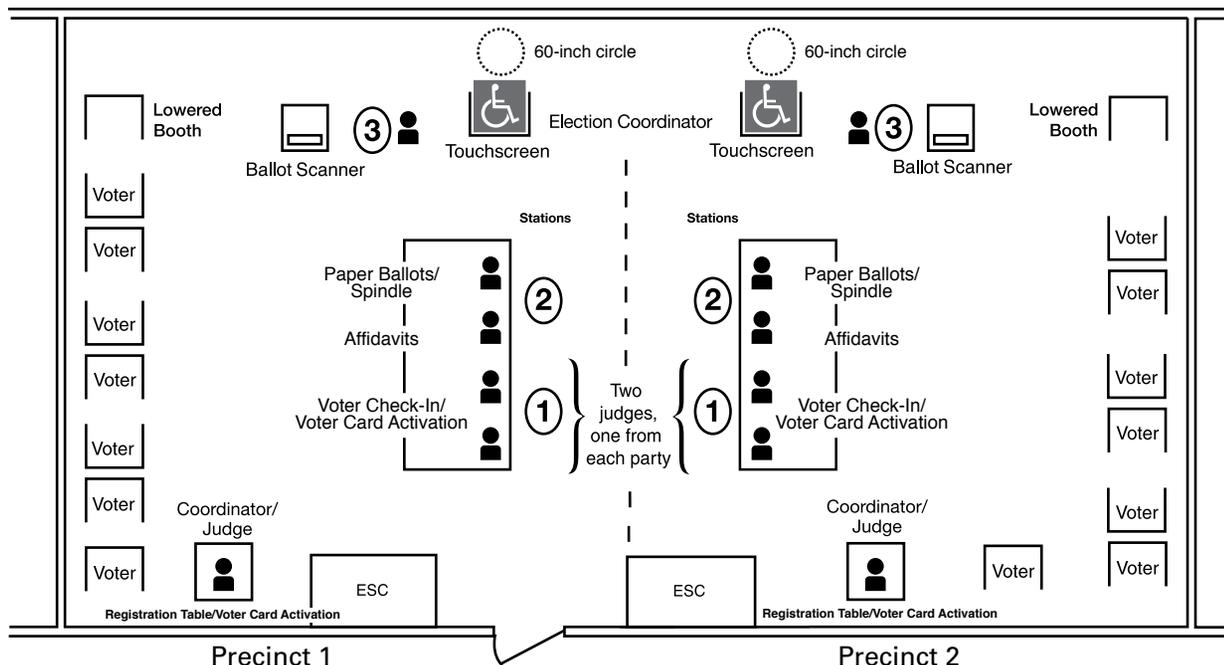
For problems with equipment or missing supplies:  
**773-247-4065**  
 Election Eve (Monday) 5:00 pm – 7:00 pm  
 Election Day 5:00 am – 10:00 pm

### POLLING PLACE DEPARTMENT (TABLES/CHAIRS)

For missing tables and chairs:  
**312-269-7976**



Combination Polling Place



**REMINDER:** The Coordinator will lead the Judges in determining the best layout of the polling place. Arrange the booths to give people **privacy** when they’re voting. Position the equipment to make it easy for voters with disabilities to move through the polling place and to vote.

## 5 For Judges: Sign the Oath and put on the badge.

If you're a Judge, you must do the following:

- Read and sign the Oath of Office for Assigned Judges (Form 9).
- Find a badge of the political party you're representing. Fill in your name and the precinct and ward where you're working. Put on the badge and wear it until you leave the polling place at the end of the day.

**REMINDER:** If your precinct swears-in a Substitute Judge, the Substitute Judge must complete the checklist and sign the Application For Substitute Election Judge and Oath of Office (Form 4). If you're the appointed Judge who administers the Oath to the Substitute Judge, you must follow the procedures on Form 4. As noted on Form 4, you must call the Board of Elections (Board) and verify the eligibility of the Substitute Judge. See Chapter 1, page 4 for more information on swearing in a Substitute Judge.

## 6 For the Coordinator: Put on the Coordinator badge.

If you're the Coordinator, you must do the following:

- Take the badge and fill in your name.
- Put on the badge and wear it until you leave the polling place at the end of the day.

## 7 Set up the Campaign-Free Zone materials.

**If your polling place has only one precinct:**

In the ESC, find the Campaign-Free Zone materials:

- 2 blue cones (**No Electioneering** cones)
- 100-foot string (for measuring)

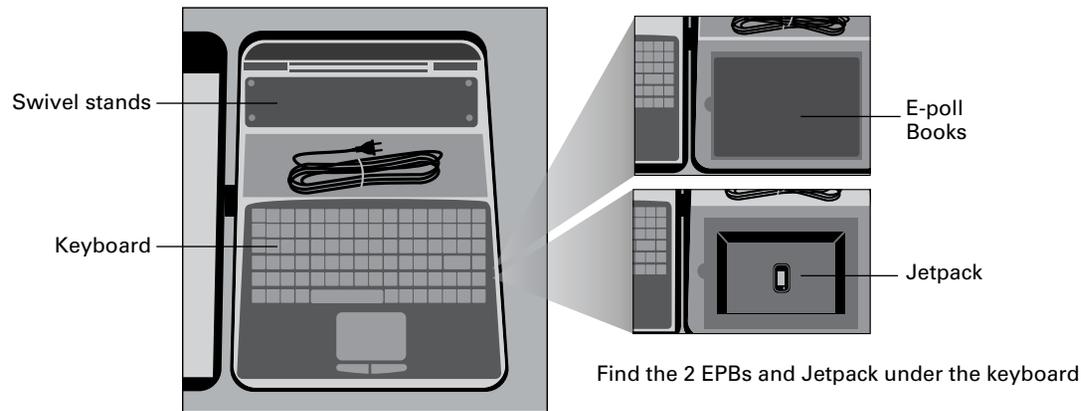
Set up the blue cones to mark off the Campaign-Free Zone. You'll use the 100-foot string to help you measure the space. See detailed instructions in Chapter 1, page 6.

**If your polling place has more than one precinct:**

For each polling place, there is only one set of Campaign-Free Zone materials—even if there's more than one precinct.

- If you find the Campaign-Free Zone Materials in your ESC, set up the blue cones according to instructions in Chapter 1, page 6.
- If your ESC doesn't have the Campaign-Free Zone materials, check with the other precinct(s) in your polling place to be sure the Judges have these materials to set up.

### The Electronic Poll Books & Accessories



## 8 Set up the electronic poll books (e-poll books) and run the morning update by 5:15 am.

You'll use **one** e-poll book to search registered voters in the precinct and check them in electronically. The person working at the Registration Table will register voters on **the other** e-poll book. Both e-poll books will also be used to activate voter cards for people who choose to vote using the touchscreen voting unit.

Follow these steps to set up and launch the two e-poll books:

### A. Start to set up the e-poll books and accessories.

1. Find two e-poll books and the accessories in the black plastic case inside the ESC.
2. To confirm that you received the correct e-poll books, make sure the tag on the handle of the black plastic case shows your precinct and ward.

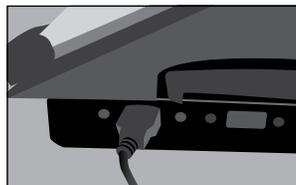
3. Now verify the seal number on the latch of the case. Compare the number on the seal with the Seal Accountability Form (Form 3). If the seal number matches, break the seal and place it in the Broken/Used Seal Bag. If the seal number doesn't match **or the tag on the e-poll book is for a different precinct and ward, immediately call EQUIPMENT & SUPPLIES at 773-247-4065.**

4. Remove all contents from the case.

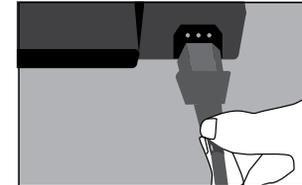


**NOTE:** Connecting devices are color-coded.

5. Plug in the keyboard for each e-poll book device using the USB port on the side of the base of the stand.



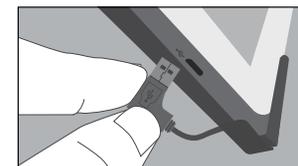
6. Plug power cord into the adaptor on the side of the stand. The adaptor is marked with a red dot.



7. On the left side of each e-poll book, find the seal covering the memory card port. Make sure the seal number on each device matches the Seal Accountability Form (Form 3).



8. Set up **one e-poll book at Station #1 and one e-poll book at the Registration Table.** For each e-poll book, do the following:
  - Set the black stand on the table, and place the e-poll book on top.
  - Plug the mini-USB cord found on the left side of the stand into the mini-USB port on the left side of the e-poll book.



- Plug the red power cord into a power source (extension cord or power strip).

**REMINDER:** Do not turn on the e-poll book until you have completed the next step.

### B. Turn on the Verizon Jetpack and find the strongest signal.

The Jetpack is a portable hotspot device that provides the internet connection for each e-poll book.

1. Find the Jetpack in the same case that holds the e-poll books.
2. Turn on the Jetpack by holding down the power button on the top of the device. The screen will light up. Wait a few moments while the Jetpack connects. It's connected when you see **4G** or **3G** at the top of the screen, with bars indicating the strength of the connection.



-  **NOTE:** Once the Jetpack is connected, the screen will go into power save mode and turn black. But the Jetpack is still powered on. To light up the screen again, tap the power button.

3. Carry the Jetpack around the room to see where signal strength is best (4G with at least 2 bars). The Jetpack must stay within 30 feet of the e-poll books. You may find the strongest signal closer to a window.
4. Once you find the part of the room with the best signal, plug in the Jetpack with the yellow power cord into an outlet.



**NOTE:** If there's more than one precinct in your polling place, make sure the Jetpacks are at least 3 feet apart.

### C. Launch the e-poll books.

1. Make sure the Jetpack is ON and has a strong connection. **The Jetpack MUST have a strong connection BEFORE you turn on the e-poll books.**
2. For each e-poll book, press and hold the power button on the top left edge of the device until you see the word "Toshiba" appear on the screen.

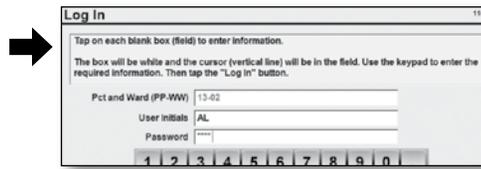


3. Wait a few seconds for the launch screen to appear. From the launch screen, use the stylus to tap the **Launch Express Poll** button.

As you proceed, always follow the instructions on the screen.

4. Enter the password found in the e-poll book case. Tap **Continue**.

- Follow the instructions on the screen. Ensure the precinct and ward are correct. Type your initials and the password again. Tap the **Log In** button.



 **NOTE:** As you rotate duty stations throughout the day, you must log out and log back in with your initials each time.

- Make sure the precinct information is correct. If so, tap **OK This is Correct Poll**.

 If the precinct is incorrect, immediately call **ELECTION CENTRAL** at **312-269-7870**.

- Now look at the bottom left of the screen. Confirm that the statistics for ballots and provisional ballots are all at zero.  
**Exception:** The number of registered voters listed on the screen won't be zero.

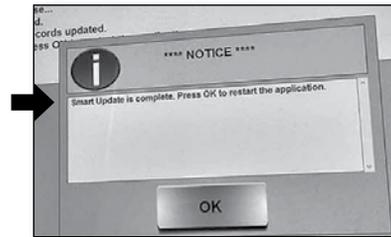
**D. Run the morning update.**

- Check for connectivity, making sure each e-poll book shows a connection to the internet. Here's how to check the connection:
  - Tap the **Status** tab at the top right of the screen.
  - Look at the bottom of the screen. If you see the words "Connected," "Idle," or "Synchronizing," this means the e-poll book is connected. Go to Step 2.
  - If you see the word "Connecting" or "Error," the e-poll book is not connected. Go to page 93 for troubleshooting instructions.

- You **MUST** run the morning update on **EACH** e-poll book. **You must run the update on one e-poll book at a time. To run the morning update, tap the Poll Book Update tab and the Poll Book Update button at the bottom of the screen.**

- Tap the **Run Update** button.

- Wait while the e-poll book updates its files with new voter information. Once the file update is complete, you'll see the following message: "Smart Update is complete. Press OK to restart the application." Tap **OK** and the unit will restart automatically.



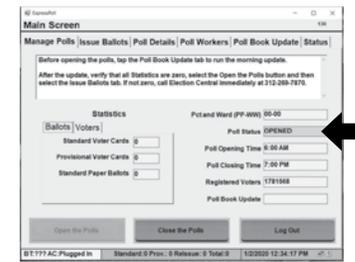
- Once the unit has restarted, relaunch the e-poll book, and enter your user initials and the password.

**E. Open the polls on the e-poll book.**

- Again, verify that the statistics are all set to zero and the Poll Book Update shows today's date. If the statistics are not zero or the time/date are wrong, call **EQUIPMENT/SUPPLIES** at **773-247-4065**.

**Remember:** On the right side, **Registered Voters** will **NOT** be zero.

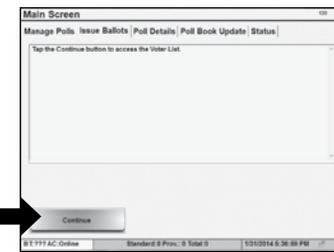
- Tap the **Open the Poll Book** button. You'll see the Poll Status change to the color green and display the word "OPENED."



- Tap the **Poll Workers** tab. Sign in by tapping **Start Time** and **Save**. **ALL** Judges and Election Coordinators must sign in. If the time is wrong, you may change the time.

**F. Prep the e-poll book for voter check-in and registration.**

- Tap the **Issue Ballots** tab at the top of the screen.
- Tap the **Continue** button.



**Congratulations! The e-poll books are ready for voter check-in and registration.**

## 9 Assemble the lowered voting booth.

The lowered voting booth is designed for voters who are sitting down — whether in a wheelchair or on the voting chair. Any voter may use it. The lowered voting booth is made of gray plastic.

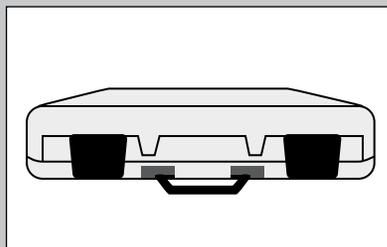
- A. Remove the gray plastic case from the ESC, and place the booth on a table with the Board of Elections sticker facing up. Now open the case.
- B. Remove the legs and plastic extenders from the lid; then close and lock the lid.
- C. Put together each leg section.
- D. Turn the case over on the table. Insert the extenders in the holes at the front of the booth (the side with the handle). Insert the legs, one at a time, into the two holes on the bottom of the booth and the two holes in the extenders. Using a twisting motion, push the legs in tightly until snug.
- E. Pick up the booth, turn it over, and stand it on its legs. Open the lid; then lift and secure the side panels.
- F. Make sure the Voting Instructions Sign (Form 255) is attached to the privacy screen. If it isn't, remove Form 255 from Envelope 2, and tape it to the privacy screen.
- G. The lowered booth must provide a 60-inch diameter circle in front of the booth that will provide an accessible turning space

for people in wheelchairs or with other mobility disabilities. Please use the 60-inch diameter circle provided in the plastic bag inside the ESC and follow the instructions printed on the 60-inch diameter circle for measuring the proper accessible turning area.

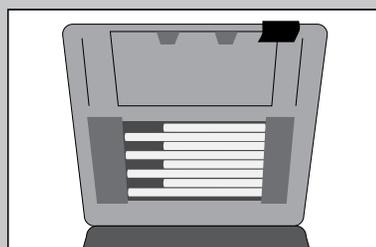
- H. Unwrap the electrical cord, and plug it into the receptacle to the right of the light unit. But don't plug the cord into an outlet until you find the best spot for the booth (wait until you get to Step 12).
- I. To assemble the chair for the lowered booth, pull out on the arms and press down on the seat.



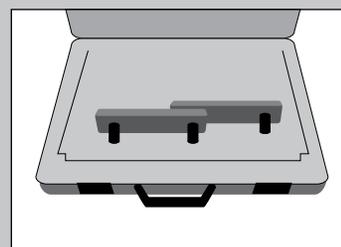
**NOTE:** Don't allow voters to apply weight or lean on the voting booth.



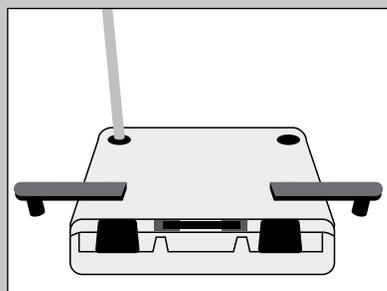
9-A



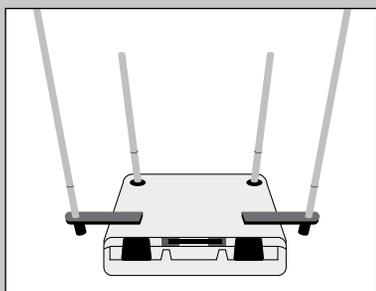
9-B (1)



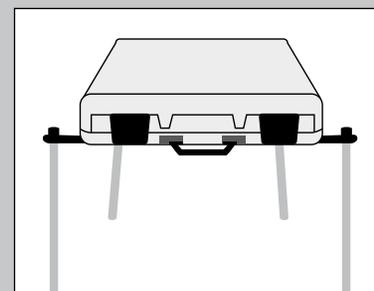
9-B (2)



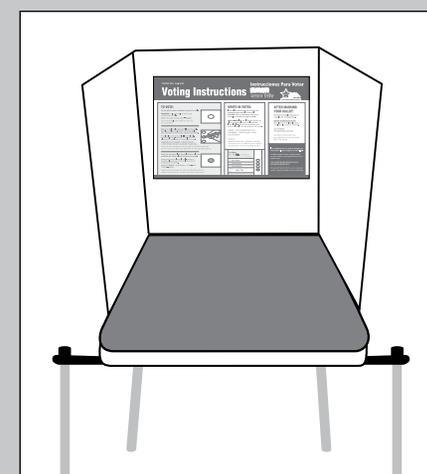
9-D (1)



9-D (2)



9-E (1)



9-E/F

Not pictured: Step 9-C  
Step 9-G  
Step 9-H  
Step 9-I

## 10 Assemble the plastic voting booths.

- A. Remove all plastic voting booths from the ESC.
- B. Place a booth on a table with the Board of Elections sticker facing up; open the case.
- C. Remove the legs from the lid, and then close and lock the lid.
- D. Put together each leg section.
- E. Turn the case over on the table. One by one, insert each leg into a hole in the bottom of the booth. Using a twisting motion, push the legs in tightly until snug.
- F. Pick up the booth, turn it over, and stand it on its legs. Open the lid; then lift and secure the side panels.
- G. For each unit, make sure the Voting Instructions Sign (Form 255) is attached to the privacy screen. If it isn't, remove Form 255 from Envelope 2, and tape it to the privacy screen.
- H. Unwrap the electrical cord, and plug it into the receptacle to the right of the light unit.



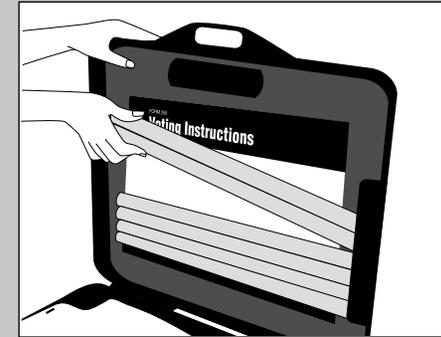
**NOTE:** As mentioned in the metal booth instructions, you'll plug each unit into the next unit and so on. You'll end up with a chain of metal and plastic booths, all connected to one another with electrical cords. You'll plug the last cord into a wall outlet or extension cord.



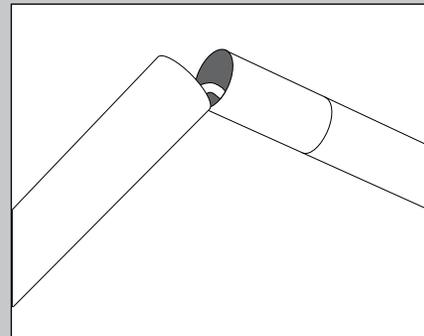
**Please refer to the Polling Place Accessibility Guide and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**



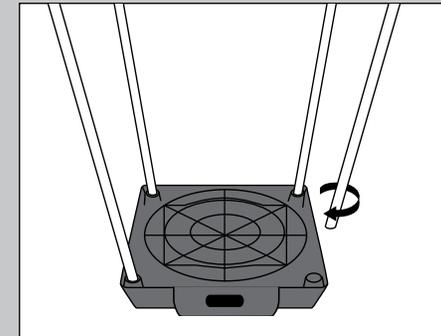
10-A/B



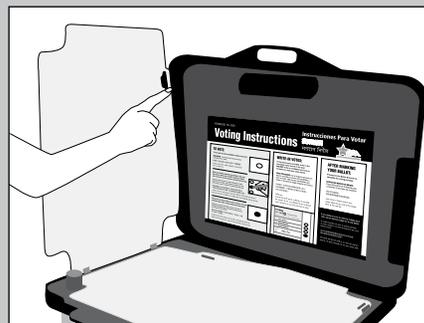
10-C



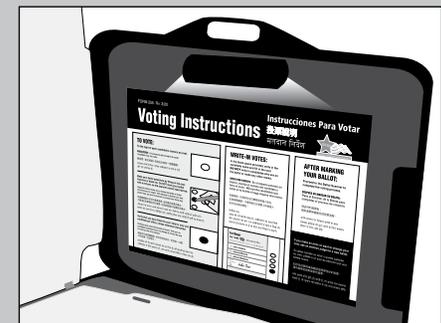
10-D



10-E



10-F



10-G

Not pictured: Step 10-H

## 11 Assemble the metal voting booths.

Every ESC will contain metal and plastic voting booths, as well as a lowered booth. Set up every booth, unless your polling place is too small. Even if the polling place is too small to set up all voting booths, it *must* include both the Lowered Booth and the Electronic Touchscreen Accessible Booth.

Here are instructions for the metal booths:

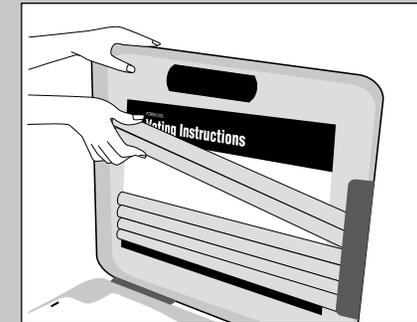
- A. Remove all metal voting booths from the ESC.
- B. Place each booth on a table, with the Board of Elections sticker facing up. Now open the case.
- C. Remove the legs from the lid. Close and lock the lid.
- D. Put together each leg section.
- E. Turn the case over on the table. One by one, insert each leg into a hole in the bottom of the booth. Using a twisting motion, push the legs in tightly until snug.
- F. Pick up the booth, turn it over, and stand it on its legs. Open the lid; then lift and secure the side panels.
- G. For each booth, make sure the Voting Instructions Sign (Form 255) is attached to the privacy screen. If it isn't, remove Form 255 from Envelope 2 and tape it to the privacy screen.
- H. Unwrap the electrical cord, and plug it into a receptacle on the side of the voting unit. There are receptacles on both sides of the unit.



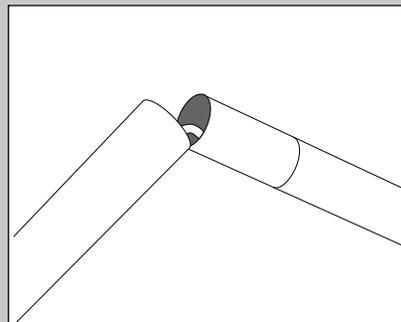
**NOTE:** Later, you'll plug this unit into the next unit and so on. You'll end up with a chain of metal and plastic booths, all connected to one another with electrical cords. You'll plug the last cord into a wall outlet or extension cord.



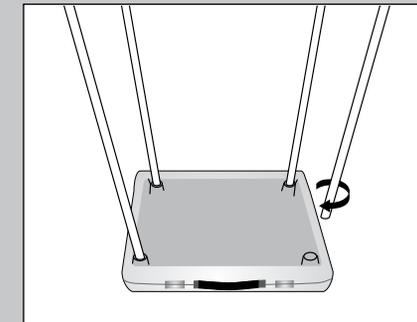
11-A/B



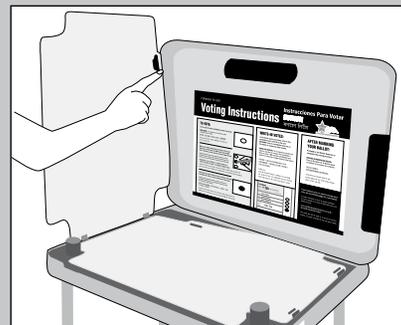
11-C



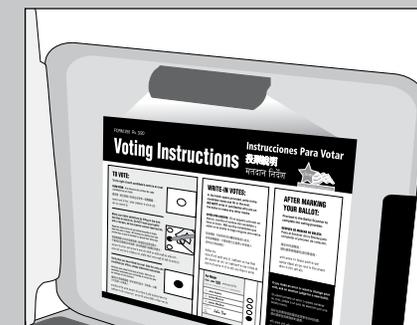
11-D



11-E



11-F



11-G

Not pictured: Step 11-H

## 12 Arrange and connect the voting booths in the polling place, ensuring accessibility.

- A.** As you arrange the booths, consider the voters' privacy. If possible, put the open side of each voting booth towards a wall. (See diagram on page 23.)
- B.** For metal and plastic booths:
- Plug in the electrical cords and plug booths into one another. As noted earlier, you'll end up with a chain of booths connected to one another with electric cords.
  - Plug the last cord into a wall outlet or extension cord.
- C.** For the lowered booth:
- Find a place for the lowered booth and chair where a voter with disabilities or limited mobility may easily use it. As needed, you'll move aside the chair to allow a voter with a wheelchair to use the booth.
  - Plug the electrical cord from the lowered booth directly into an outlet or an extension cord.
- D.** Check for tripping hazards or obstacles. You may need to tape down electrical cords so wheelchairs can move over them and people don't trip.



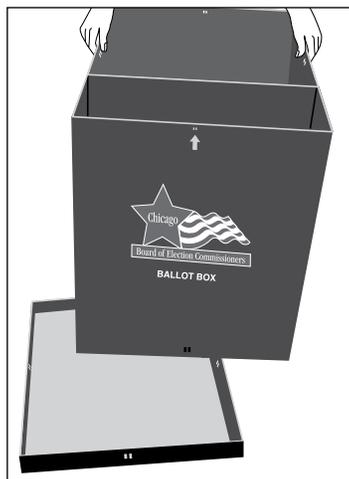
**Please refer to the Polling Place Accessibility Guide and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

### 13 Assemble the ballot box for the ballot scanner.

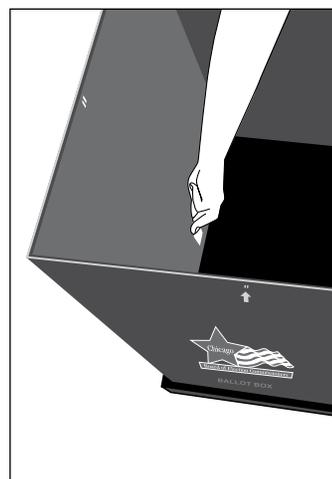
To set up the ballot box and ballot scanner correctly, carefully follow the instructions and diagrams. You'll find the ballot scanner and the parts for the ballot box in the ESC.

When we talk about the *ballot scanner*, we sometimes use the term *scanner* for short.

- A. Start with the ballot box. Remove the three parts of the ballot box (top, bottom, and collapsible body) from the ESC.
- B. Place the box-bottom on the floor.
- C. Unfold the collapsible body into a box, and place it on the box-bottom. The white arrow and the Board logo are on the front of the box. Make sure the front of the box bottom with the white arrow and the front of the box body are facing the same direction. Secure the box-bottom to the body of the box with red tie seals on all four sides. **You must record the seal numbers on the Seal Accountability Form (Form 3).**
- D. Place the box-top on the body. The white arrow on the top must line up with the white arrow on the body.
- E. Locate the ballot scanner inside the red ballot scanner box. Place the ballot scanner on top of



13-C(1)

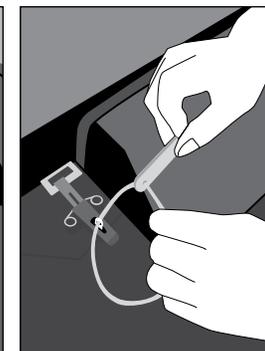
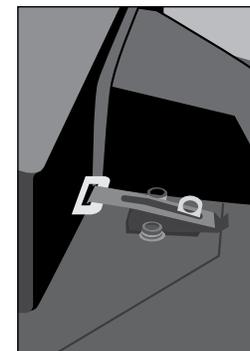
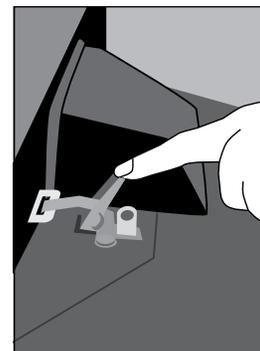
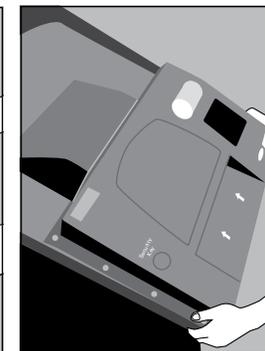
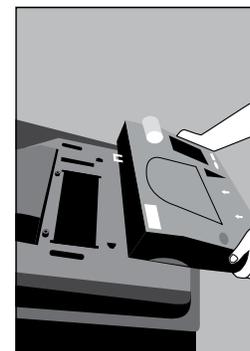


13-C(2)



13-D

the ballot scanner and lock it into place. Make sure that the front of both of the ballot box and the scanner are on the same side, facing the same direction. Use the latch on the top of the ballot box to securely lock the ballot scanner into place. **Secure the latch with a red tie seal.** Secure the box-top to the body of the box with red tie seals on all four sides. **You must record the seal numbers on the Seal Accountability Form (Form 3).**



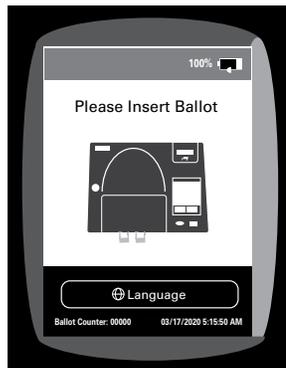
On the top and body of the ballot box, the arrows must point toward each other. The front of the scanner and the front of the ballot box must be on the same side, facing the same direction.

## 14 Set up the ballot scanner.

**IMPORTANT:** The ballot scanner must remain plugged in ALL DAY. If there's a power outage, immediately call ELECTION CENTRAL at 312-269-7870.

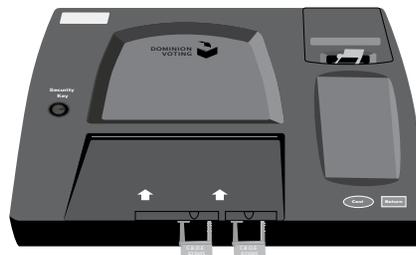
Before you set up the scanner, take a look at the diagrams on this page. In the scanner diagram, look for the public counter on the display screen, paper tape, security key and memory card doors.

- The **public counter** will show you the number of ballots accepted by the scanner.
- The **paper tape** will display the zero report at the beginning of the day, the scanner results and transmission report at the end of the day.
- The **security key** will be used to log in to the ballot scanner in the morning and to connect the modem in the morning, to send a signal to the Board and in the evening when polls close, to send a transmission report.
- The **memory card doors** are on the front of the scanner, sealed inside the administrator and poll worker doors. They will store vote totals and will be returned to the Receiving Station at the end of the night.

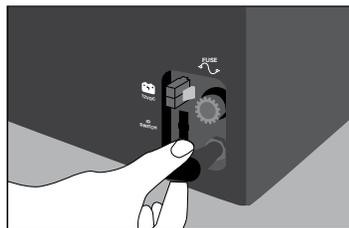


**Now you're ready to set up the ballot scanner. Follow these steps:**

- A. Prepare the ballot scanner.**
1. Verify that the seal numbers on the administrator, poll worker, printer and modem port door are the same as on the Seal Accountability Form (Form 3). **If the seal numbers are not the same or if the seals are missing, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.**



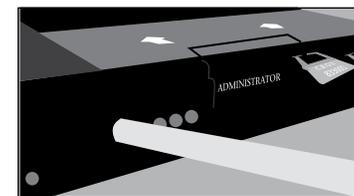
2. Plug the power cord into the rear of the scanner. Run the power cord through the grooves of the ballot box. Ensure that the power cord does not present a tripping hazard by taping it to the ballot box and floor, if necessary. Then plug it into a power outlet.



**NOTE:** You'll find an extension cord and the adapter in the Gray Supply Box in the ESC.

**REMEMBER:** Don't break the seals on the administrator and poll worker doors at any point in the day. You'll break these at the end of Election Day when it's time to go to the Receiving Station.

- B. Powering on the ballot scanner.**
1. With a plastic pointer press and hold the power button, located on the front left side, and release once you hear a beep. Look for a solid green light on the front left of the scanner. Wait for the scanner to turn on.



2. Find the security key inside the plastic sleeve located inside the red ballot scanner box. Place the security key on the security key port found on the left side of the scanner and hold for at least two seconds. Once the password screen appears, remove the security key from the security key port.



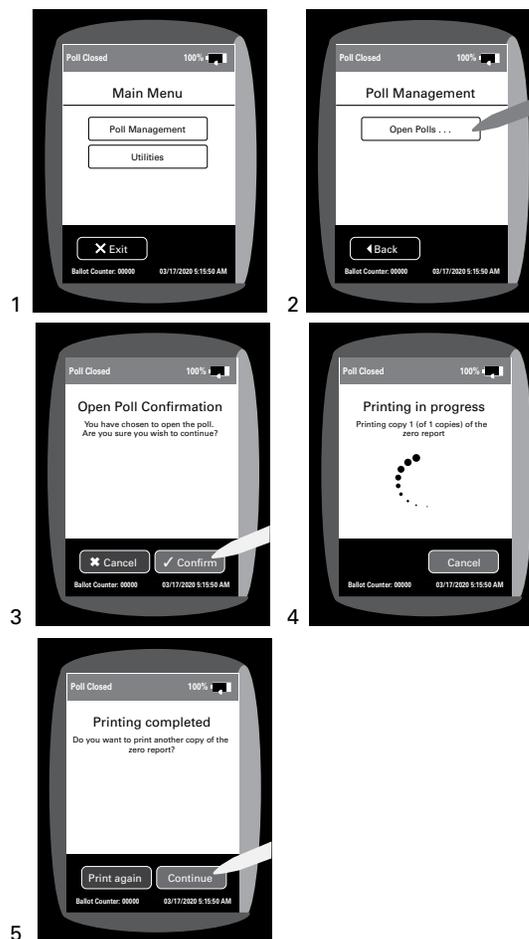
- Using the plastic pointer, enter the password located inside the red ballot scanner box and press enter.



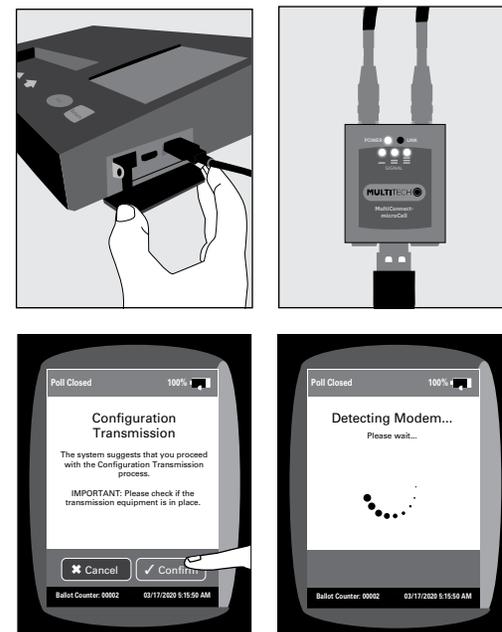
- On the ballot scanner screen confirm that the date of the election and the time of day are correct. **If any of the information is incorrect, immediately call ELECTION CENTRAL at 312-269-7870.** Press confirm if correct.



- From the main menu screen select poll management. Tap open polls and select confirm. The ballot scanner will automatically print a Morning Zero Tape. Don't remove the Morning Zero Tape, it must remain attached to the scanner until after the polls close. All Judges must sign the Morning Zero Tape after it is done printing. Press continue once the Morning Zero Tape is finished printing.



- Break the yellow seal on the right side of the scanner and open the modem port door. Place the broken seal in the Broken/Used Seal Bag. Connect the modem found in the red ballot scanner box to the USB port. Once the modem is connected select confirm on the screen.



7. If Configuration Transmission was successful, press continue. Seal modem port door with a red seal. Place modem back into the red ballot scanner box. **You must record the seal number on the Seal Accountability Form (Form 3).**

If Configuration Transmission failed, press cancel, select standard voting from the main menu screen and press confirm. Seal modem port door with a red seal. Place modem back into the red ballot scanner box. **You must record the seal number on the Seal Accountability Form (Form 3).**

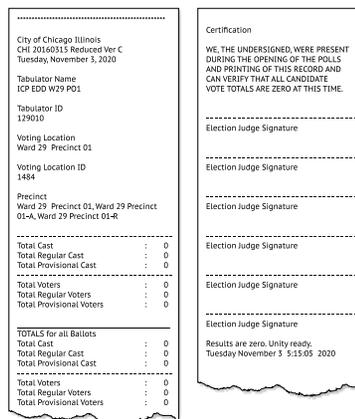


- C. Look at the ballot scanner screen. You'll see the following information on the screen:
- Ballot counter: 00000 (lower left hand corner of the screen)
  - Date of the election and time of day (lower right hand corner of the screen)



- D. Review the Morning Zero Tape. **DON'T REMOVE THE MORNING ZERO TAPE.** All Judges must sign the Morning Zero Tape after it is done printing. You'll see the following information on the tape:

- Date of election and the time of day
- Precinct and Ward
- Total Cast: 0
- Total Voters: 0



If any of the above information on the tape is missing or different, call **EQUIPMENT SUPPLIES** at 773-247-4065.

- E. Make sure you know where the cast and return buttons are. You'll use these buttons if a voter has over voted or inserted a blank ballot.

**IMPORTANT:** If the ballot scanner detects an error, the message on the screen will tell you how to proceed. Make every effort not to look at the voter's ballot.

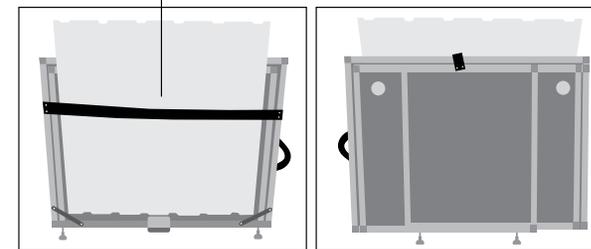
 **15 Set up the touchscreen voting unit.**

 **NOTE:** Only use finger on touchscreen.

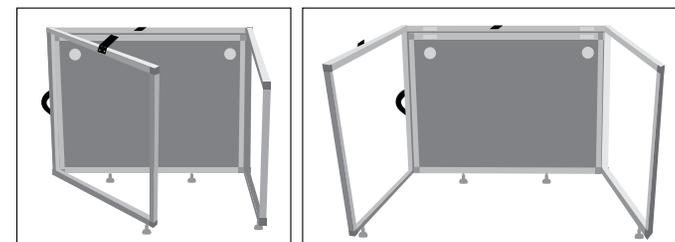
**Together, the Coordinator and one Judge (two poll workers) must set up the touchscreen voting booth.**

- A. Remove the touchscreen voting booth, touchscreen and printer from the ESC.
1. Remove the privacy screen from behind the touchscreen voting booth.
  2. Set the touchscreen voting booth down and unlock the latches to the left and right of the unit.

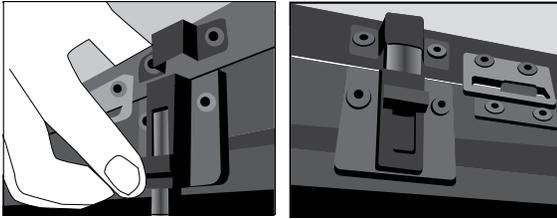
Privacy Screen



3. Unfold the legs by opening them outward.



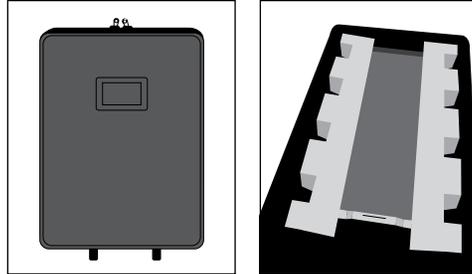
4. Raise the table top up and secure the latches underneath the table to the left and right.



5. Position the booth so the voter will have privacy while voting. Make sure the front of the booth faces a wall. There should be a 60-inch turning diameter between the wall and the booth. Use the circle in the ADA supplies.

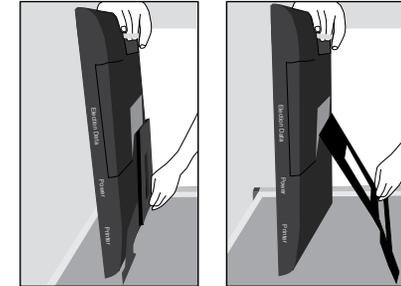
### B. Open the touchscreen voting unit.

1. Remove the touchscreen voting unit from the black case. Place on top of touchscreen voting booth. Store foam and black case in ESC.



The card of instructions and the VCA Menu will be inside the touchscreen case.

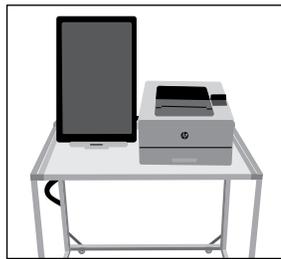
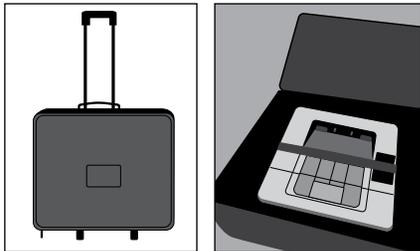
2. Gently raise the screen and place the bar in an upright position.



3. Verify that all four seal numbers are the same as on the Seal Accountability Form (Form 3). If the seal numbers are not the same or the seals are missing, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.

**C. Set up printer.**

1. Remove the touchscreen printer and power cord from the black case. Place next to touchscreen voting unit inside of touchscreen voting booth.

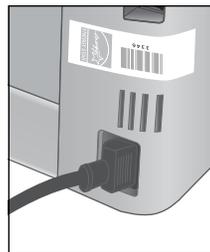
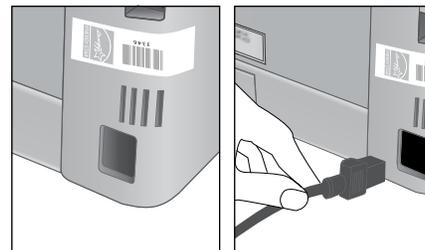
**D. Connecting touchscreen voting unit and printer.**

 **NOTE: Cords and connections are color coded.**

1. Connect the printer cord (purple) into the back of the printer.



2. Plug power cord for printer (orange) into back of the printer and into a power outlet.



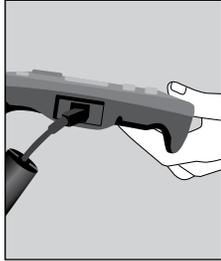
3. Plug the touchscreen power cord into a power outlet.

4. Run touchscreen and printer power cords through the openings on the back of the touchscreen voting booth.

 **NOTE: Check for tripping hazards or obstacles. You may need to tape down electrical cords so wheelchairs can move over them and people don't trip.**

### E. Connecting audio controller to touchscreen voting unit

1. Verify that the accessories cord is plugged into the back of the audio controller.

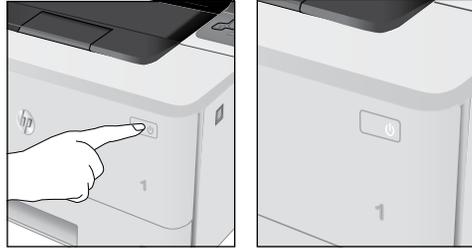


2. Verify the green headphone cord is plugged into the front right side of the audio controller.

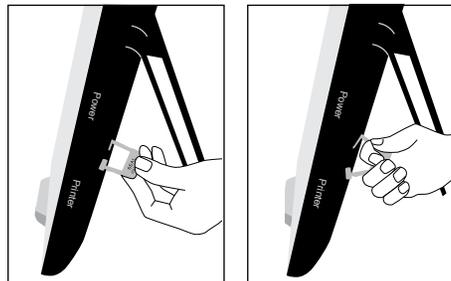


### F. Powering on the touchscreen voting unit and touchscreen printer.

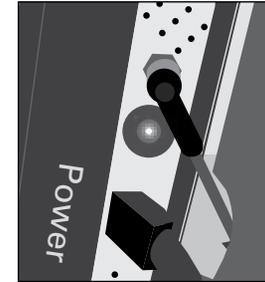
1. Turn the printer on (power button is located on the front of the printer). Press and release.



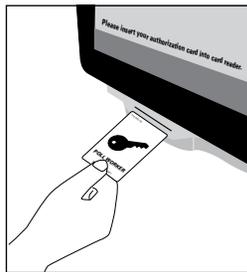
2. Break yellow seal on Power/Printer door located on bottom right side. Place the broken seal in the Broken/Used Seal Bag.



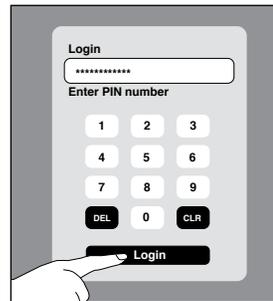
3. Press the on switch inside the Power/Printer doors located on the bottom right side.



4. Wait for touchscreen to initialize.
5. Re-seal door with a red seal and record seal number on the Seal Accountability Form (Form 3).
6. Insert poll worker card found inside the red ballot scanner box into card slot with chip facing down.

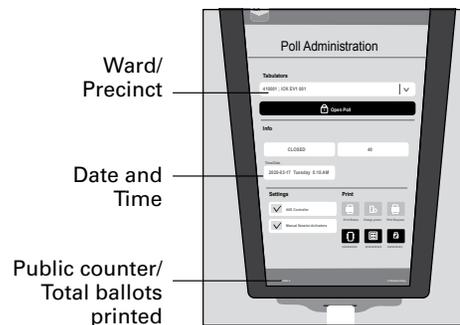


7. Enter password located in the red ballot scanner box and press login.

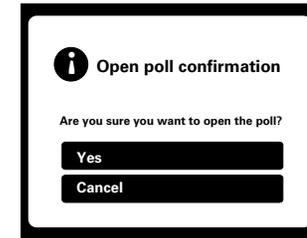


8. On Poll Administration Screen verify:
  - Ward and precinct
  - Date of the election and current time
  - Public counter/Total ballots printed in the lower left corner is at 0

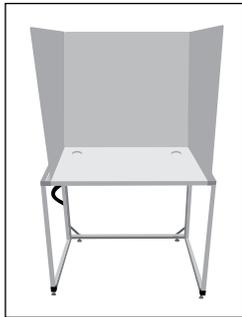
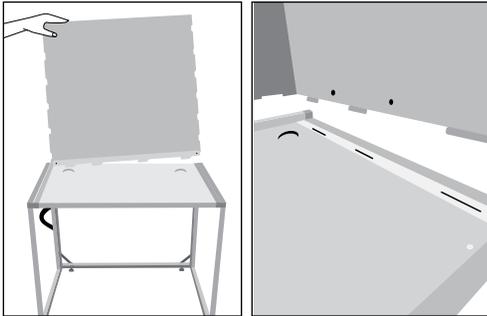
**If any of the information is incorrect, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.**



9. Select open poll and press yes.



10. Remove poll worker card. Ensure that your poll worker card is in your possession at all times.
11. Unfold the privacy screen and latch it to the metal slots on top of the touchscreen voting booth by sliding it into place.



12. Touchscreen is ready for voters.



**NOTE:** Do not open the Batteries or Election Data doors at any time. Those are to remain closed and sealed with a red seal throughout the entire Election Day.



**IMPORTANT:** The voter's ballot is not cast until they have inserted it into the ballot scanner.

## 16 Set up Judges' Stations #1–3 and the Registration Table.

Make sure all the needed forms and materials are at Judges' Stations #1-3 and the Registration Table.

Use the checklist on page 44 to place the correct forms and materials at each station as well as at the Registration Table.

Once you have completed all of the steps in this chapter, you will be ready to open the polls at 6:00 am.



**Please refer to the Polling Place Accessibility Guide and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

## 17 Post all signs found in Envelope 2.

### Using the tape from the Gray Supply Box, post the following signs where voters can easily see them as they check in:

- Form 25 **Need Help Voting?** sign
- Form 177 double-sided **Polling Place** sign (Use the **Accessible** side only if a polling place is accessible by wheelchair.)
- Form 177A **Accessible Entrance** sign (Use only if applicable. Before you post this sign, ensure the entrance is accessible by wheelchair. Post at the height someone using a wheelchair will see.)
- Form 177AE **Accessible Entrance w/ arrow** sign (if applicable)
- Form 177Reg **Election Day Registration & Voting** sign
- Form 251 **When Voters Do (And Don't) Need ID** sign
- Form 253 **Voter's Bill of Rights** sign
- Form 255 **Voting Instructions** sign
- Form 256 **Are you registered to vote at your current address?** sign
- Two-ballot Notice** sign

See images of these signs on the next two pages (pages 42 and 43).

Form 25  
Rv. 3/18

## Need Help Voting?

Notice to Voters Who May Need Physical, Reading or Language Assistance




**A voter who wants help reading or marking a ballot may receive help from:**

- A relative
- A neighbor or other trusted friend
- A coworker (who is **not** an employer or union official)
- Two Election Judges: one Democratic and one Republican.

Help can include translating the ballot.

Before helping read or mark ballots, the voter and the person(s) who give assistance must:

- Review instructions on Form 1A,
- Complete the "Assisted Voter" section on the front side of Form 1, and
- Complete Affidavit B on the back side of Form 1.

Voters who need help may use the Touchscreen Voting Unit or Paper Ballots.

**¿NECESITA AYUDA PARA VOTAR? Aviso a Volantes que Necesitan Ayuda Física, o para Leer o Idioma**

Los volantes que requieren ayuda para leer o marcar una boleta puede recibir ayuda de:

- Un pariente.
- Un vecino o amigo de confianza.
- Un compañero de trabajo (pero no sea un empleador o oficial de sindicato).
- Dos Jueces de Elección: uno Democrático y uno Republicano.

Ayuda puede incluir traducir la boleta.

Antes de ayudar a leer o marcar boletines, el votante y la(s) persona(s) que ayude tiene que:

- Revisar instrucciones en la Forma 1A.
- Completar la sección "Volante Asistido" en el lado frente de la Forma 1, y
- Completar el Affidavit B en el reverso de la Forma 1.

Los volantes que necesitan ayuda pueden usar la Unidad de Votación de Contacto o las Boletas de Papel.

**需要投票幫助？ 可能需要身體、閱讀或語言幫助的選民須知**

需要幫助讀或標記選票的選民可從以下方面獲得幫助：

- 一位親屬
- 一位鄰居或其他可信的朋友
- 一位同事(不是僱主或工會官員)
- 兩位選舉官員：一位民主黨及一位共和黨

幫助可以包括翻譯選票的幫助。

在幫助讀或標記選票之前，選民及提供協助者必須：

- 查看說明書及表格 1A。
- 填寫在表格正面的“協助選民”部分，及
- 填寫在表格背面的“宣誓書 B”。

需要幫助的選民可使用觸控螢幕投票器或紙選票。

मतदान में मदद की आवश्यकता है? तब लोगों को शारीरिक, तौर पर, पढ़ने में या भाषा सहायता की आवश्यकता हो, उन मतदाताओं के लिए मतदान की आवश्यकता है।

उनके मतदान करने में मदद करने के लिए या बिना मदद के मतदान करने में मदद की आवश्यकता है।

मदददाता को मदद देने से पहले, मतदान करने वाले मतदाता को मदद देने वाले व्यक्ति(यों) को:

- 1A फॉर्म की जांच करनी चाहिए।
- फॉर्म 1 के सामने "Assisted Voter" सेक्शन को पूरा करना चाहिए।
- फॉर्म 1 के पृष्ठ के पीछे "Affidavit B" को पूरा करना चाहिए।

मतदाता जो मदद की आवश्यकता है, टचस्क्रीन वोटिंग यूनिट या कागजी मतदान का उपयोग कर सकते हैं।

Judges: Immediately post this sign in a prominent position in the polling place.

Form 25 Need Help Voting? sign

Form 177Reg  
Rv. 3/18

## Election Day Registration & Voting

Registración y Votación en el Día de Elección  
選舉日登記及投票  
चुनाव के दिन पंजीकरण और मतदान



**Chicago voters who reside in this precinct may:**

- Register to vote for the first time
- File a change of address
- File a name change, and
- Cast a ballot during the same visit.

Each voter needs two forms of ID, at least one showing the current address. After the registration is complete and processed, the voter may cast a ballot.

**Volantes de Chicago que residen en este precinto pueden:**

- Registrarse para votar por primera vez
- Registrar un cambio de dirección
- Registrar un cambio de nombre, y
- Sponsorar una boleta durante la misma visita.

Cada votante necesita dos formas de identificación, por lo menos con una mostrando la dirección corriente. Después de que la registración está completa y procesada, el votante puede emitir una boleta.

**居住在此分區的芝加哥市民可以：**

- 作首次登記投票
- 辦理更改地址
- 辦理更改姓名，及
- 在辦理的同時一併投票。

每位選民需要兩種身份證明，其中至少一種顯示其現時地址。完成登記及處理後，選民可投票。

चिकगो के मतदाता जो इस क्षेत्र में रहते हैं वे:

- पहले बार मतदान हेतु पंजीकरण करवा सकते हैं
- पते में हुए परिवर्तन को दर्ज कर सकते हैं
- नाम में हुए परिवर्तन को दर्ज कर सकते हैं, और
- वही दिन के दौरान मतदान कर सकते हैं।

प्रत्येक मतदाता को मतदान के दिन कम से कम दो पहचान के दस्तावेजों की आवश्यकता है, कम से कम एक में वर्तमान पता दिखाने वाला होना चाहिए। पंजीकरण पूरा होने और प्रसंसाधित होने के बाद, मतदान कर सकते हैं।

Judges: Immediately post this sign in a prominent position by the Registration table in the polling place.

Form 177Reg Election Day Registration & Voting sign

Form 177  
Rv. 11/20  
Accessible

## Polling Place

Colegio Electoral 投票站 मतदान स्थल



**6am - 7pm**

**Tuesday, November 3, 2020**

**General Election**

6am-7pm  
Martes, Noviembre 3, 2020  
Elección General

上午 6 時至下午 7 時  
2020 年 11 月 3 日 · 星期二  
普選

प्रात 6 बजे से सायं 7 बजे तक  
मंगलवार, 3 नवंबर, 2020  
आम चुनाव



Lance Gough, Executive Director

Judges: Immediately post this sign in a prominent position in the polling place.

Form 177 double-sided Polling Place sign (Use the Accessible side only if a polling place is accessible by wheelchair.)

Form 177  
Rv. 11/20  
Inaccessible

## Polling Place

Colegio Electoral 投票站 मतदान स्थल



**6am - 7pm**

**Tuesday, November 3, 2020**

**General Election**

6am-7pm  
Martes, Noviembre 3, 2020  
Elección General

上午 6 時至下午 7 時  
2020 年 11 月 3 日 · 星期二  
普選

प्रात 6 बजे से सायं 7 बजे तक  
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## Judges' Stations and Registration Table Checklist

Here is a list of items that should be at Stations #1–3 and the Registration Table.

### Station #1 - Processing Voters and Activating Cards for Touchscreen

- Clipboards and Pens
- Electronic Poll Book with Card Activator (1)
- Voter Cards
- Large Ballot Viewer
- Signature Guide
- Headphone Covers for Audio
- Form 1** Consolidated Voter Affidavits (1S – Spanish; 1C – Chinese, if needed; 1P – Polish, if needed; 1H – Hindi, if needed; 1K – Korean, if needed; 1T – Tagalog, if needed)
- Form 1A** Notice of Person Providing Assistance Form
- Form 11** Precinct Notification slips for redirecting voters in the wrong precinct
- Form 14** Applications for Ballot (a pad of blank, white forms located inside the emergency ballot box portion of the ESC)
- Form 15** Correction Report (located inside the Form 14 Application for Ballot pad)
- Envelope 47E** Return of Cancelled Vote-by-Mail Ballots, Completed Oaths, Affidavits and Pollwatcher Credentials
- Form 118** Election Judge Sign-up for voters to sign up to receive information on serving as an Election Judge (to be returned in Envelope 47E)
- Form 276P** Provisional Voter Affidavit/Ballot Envelope

### Registration Table - Registering Voters

- Clipboards and Pens
- Electronic Poll Book with Card Activator (1)
- Voter Cards
- List of Acceptable IDs
- Voter Registration Table Signage
- Form 11** Precinct Notification slips for redirecting voters in the wrong precinct
- Form 14Reg** Combined Registration Application/Application for Ballot,
- Envelope 48E** for returning registration forms
- Form 276P** Provisional Voter Affidavit/ Ballot Envelope
- Headphone Covers for Audio

### Station #2 - Voting with Paper Ballots

- Ballot Markers (sharpies)
- Large Ballot Viewer
- Orange Demonstration Ballots
- Official Ballots with Ballot Styles
- Privacy Sleeves
- Spindle for completed Applications for Ballot (Form 14 or top portion of Form 14Reg)
- Envelope P – Provisional Ballot Carrier Envelope
- Envelope S – Spoiled Ballots

### Station #3 - Using the Ballot Scanner

- Ballot Markers (sharpies)
- "I Voted" Stickers