



Vote Center - Opening Checklist

2022 Joint Primary Election

Vote Center: _____

JUDGES: Use the checklist below to ensure the Vote Center is set up properly and opened on time. Each item **must** be checked off after it has been completed.

Section 1 - Poll Worker Payroll & Oath of Office

- Judge** – Confirm that all your poll workers have arrived at the vote center.
 - o If a poll worker has not arrived by 6:15 am, call the worker to determine if they will be reporting.
 - o If a poll worker will not be reporting, call the Judge’s Hotline to request a replacement worker.
- Judge** – Locate the cell phone in the Judge’s Orange Case. Power on the phone and make sure the volume is turned up. As needed, plug in the phone at the Judge’s table to keep it charged.
- Judge** – Locate the Statement of Election Expense form in the Poll Worker Information section of the Judge’s Notebook and provide to clerks to complete upon arrival.
- All Poll Workers** – Fill in your personal information on the Statement of Election Expense form.
 - o Name
 - o Address
 - o Signature
 - o Phone Number
 - o Social Security Number (required to process payment)
 - o Email Address (Optional)
- Judge** – Administer the Oath of Office to all poll workers. Both poll workers and judges sign the Oath of Office once administered.
- Judge** – Distribute name tags located in the Judge’s Orange Case to each poll worker.

Section 2 - Vote Center Set-up

- Judge** – Confirm that the following equipment was delivered to your Vote Center:
 - o Election Supply Cart (ESC)
 - o Vote Tabulator
 - o Sanitation Station
- Judge** – Open the ESC using the silver barrel key found in the black Equipment Pouch located in the Judge’s Orange Case.
- All Workers** – Determine the best set-up of the equipment, tables and chairs for your vote center using the Recommended Vote Center Set-Up found in the Opening Section of the Judge’s Notebook for guidance.
- Clerks** – Locate and set up tables and chairs for the Voter Check-in Tables, Judge’s Tables, and Accessible Voting Machine Table.
- Clerks** – Retrieve the E-Pollbooks that were brought by the Judge and place one on each Voter Check-in Table and one on each Judge’s Table.



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Section 3 – Voting Equipment Set-up

JUDGES: In order to ensure you are able to process voters as soon as the polls are open, it is critical that the voting equipment is set up as soon as possible. The Elections Department is monitoring the status of your equipment to ensure that your location is open, and you are able to process voters throughout the morning.

- Judge** – Remove the **Wireless Router – Opening Checklist** from the Opening Section of the Judge’s Notebook and instruct poll workers to set up the wireless router.
- Judge** – Remove the **E-Pollbook – Opening Checklist** from the Opening Section of the Judge’s Notebook and instruct poll workers to set up all E-Pollbooks.
- Judge** – Remove the **Voting Machine – Opening Checklist** from the Opening Section of the Judge’s Notebook and instruct poll workers to set up each voting machine.
- Both Judges** – Remove the **Vote Tabulator – Opening Checklist** from the Opening Section of the Judge’s Notebook and set up the Vote Tabulator.

STOP: Before moving to the next page all voting equipment MUST BE set up.

Section 4 – Ballot Preparation

- Judge** – Retrieve the Register of Official Ballot Certificate form from the Opening Section of your Judge’s Notebook.
- Judge** – Complete the inventory of ballot pads in Section 1: of the form.
- Judge** – Locate the pad of ballot cards with beginning with the lowest serial number on your list. Open the pad and sign enough ballot cards to distribute a minimum of 5 to each Voter Check-in Table.
 - o **Note:** Only one judge’s signature is required on each ballot card.
- Judge** – Distribute the signed ballot cards to each voter Check-in Table. Place the ballot cards fanned out, with the serial numbers face down.

Section 5 - Judge’s Tables Set-up

- Judge** – Remove the Safety Shield(s) from the ESC. Use the Safety Shield Assembly Checklist to set a Safety shield up in front of each E-Pollbook.
- Judge** – Remove the following from the Judge’s Orange Case and place them on the Judge’s Table.
 - o Envelopes 1-4
 - o From the black Equipment Pouch:
 - Provisional Ballot Bag Seals
- Judge** – Remove the following items from the Provisional Ballot Bag and place them on each Judge’s Table
 - o List of Provisional Voters
 - o Provisional Affidavit Envelopes
 - o Ballot Secrecy Envelopes
 - o Notice to Provisional Voters
- Judge** – Remove the following items from the Forms and Stationary Supply Box and place them on each Judge’s Table



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- Statement of Residency Forms
- Request to Cancel Application for Ballot by Mail
- Vote Complaint Forms
- From the Judge’s Stationary Supply Bag:
 - Disposable Stylus’
 - Black Ballpoint Pens

Section 6 - Voter Check-in Table(s) Set-up

- Clerks** – Remove the Safety Shield(s) from the ESC. Use the Safety Shield Assembly Checklist to set a Safety shield up in front of each E-Pollbook.
- Clerks** – Remove the following items from the Forms and Stationary Supply Box and place them on the table:
 - Voter Rosters
 - Voter Registration Cards (English)
 - Voter Registration Cards (Spanish)
 - From the Judge’s Stationary Supply Bag:
 - Disposable Stylus’
 - Black Ballpoint Pens
 - Sample Ballots (8.5 x 11) – to be placed accessible for voters
- Clerks** – Remove the following items from the Poll Worker’s Duties section of the Judge’s Notebook and place them on the table for the Check-in Clerks’ reference:
 - Acceptable Forms of ID (List A)
 - Poll Worker Training: Standard Voting Process & Exceptions to the Standard Voting Process

Section 7 - Inside & Outside Signs Set-up

- Clerks** – Locate the English, Spanish, and Vietnamese Voter Information Posters from the ESC and post them side-by-side inside of the vote center, convenient to voters.
- Clerks** – Locate the Entrance Sign and post it at the entrance to the vote center.
- Clerks** – Remove the Official Vote Center signs and the directional signs from the ESC and place them outside of the vote center to assist in directing voters to the vote center entrance.
- Judge** – Remove the Curbside Sign Supply Kit from the Forms and Stationary Supply Box and follow the instructions to prepare the Curbside Voting Signs. Place the signs in front of the nearest parking spaces not identified as accessible spaces.
- Clerks** – Remove the distance marker signs from the ESC and place them 100 feet in each direction from the vote center entrance.
- Clerks** – If needed, remove the directional signs from the Forms and Stationary Supply Box and place as needed to assist in directing voters to the vote center entrance.

Section 8 - Covid-19 Safety Set-up

- Clerks** – Retrieve the key to the Sanitation Station from the Judge and remove the following from the back and place them near the entry to the Vote Center for voters to use as needed:



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- Gloves
- Masks
- Tabletop Hand Sanitizer

- Clerks** – Arrange the Sanitation Station so that it is available to voters near the entrance of the vote center and turn on by pushing the on/off button located on the left side of the dispenser.

Section 9 - Open Vote Center

- Judge** – Vote Center opens at exactly 7:00 am, ensure doors are unlocked and voters may enter.



Dallas County Elections

Wireless Router – Opening Checklist

Vote Center: _____

Clerk: Use the checklist below to help open and setup the Wi-Fi Router used by the E-Pollbooks. Each item **must** be checked off after it has been completed.

Wireless Router Opening

- Get the black router case from the ESC top shelf and place it near an electrical outlet where you will be setting up the E-Pollbooks.
- Open the router case by turning latches to the vertical position, pulling tabs towards you, and lifting the lid.



- Remove Router from case by holding both sides of the router base and pulling straight up.



- Turn router over to rest base on flat surface with antennas pointing up. Lower every other flat antenna on the router and leave the others pointing upward. Leave the round tube antennas pointing upwards



- Remove the power brick and cord from the case.

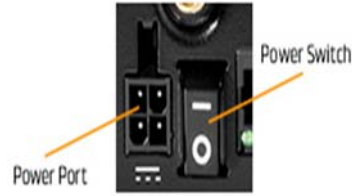




Wireless Router – Opening Checklist

Vote Center: _____

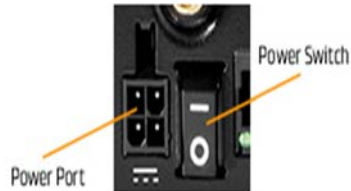
- Plug the 4-prong end of the power brick cord into the back of the wireless router.



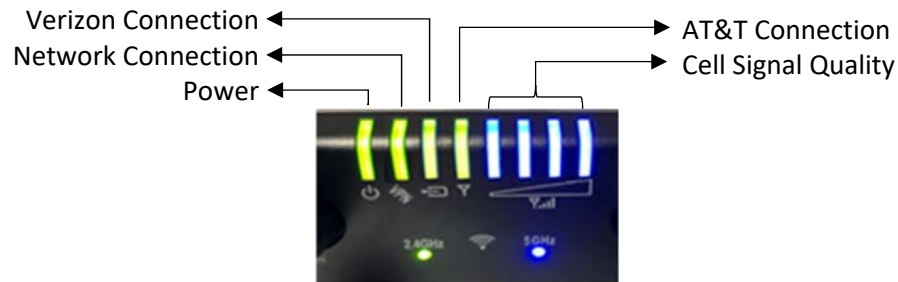
- Plug the power cord on the power brick into a surge protector and plug the surge protector into an electrical outlet. Surge protectors may be found in the electrical supply box in the ESC.



- Turn on the Wireless Router by pressing the top of the power switch next to the 4-prong plug.



- Wait for all lights on router to be solid green and blue **before** setup of the E-Pollbooks. Please contact the Judges Hotline if any lights are not lit, orange, or still flashing after 5 minutes.



- How can we improve this process? (optional)*

- Return this checklist to the Judge’s Binder



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E-Pollbook – Opening Checklist

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Clerk: Use the checklist below to help set up your E-Pollbooks. Each item must be checked off after it has been completed. All E-Pollbooks must be set up and ready as soon as possible and at least by 6:15 AM.

E-Pollbook Opening

- Verify you have completed the **Wi-Fi Router Opening Checklist** before beginning this process.
- Inside the **ESC** Supply Cabinet, locate the blue Electrical Supply Box. Remove extension cords and surge protectors and set next to check in tables.
- Remove the E-Pollbook, power block, ballot printer, and all power cords from the blue E-Pollbook case and set E-Pollbook and ballot printer on top of Voter Check-in Table.
- Store blue hard cases near ESC and away from Voter Check-in Tables.
- Connect the orange cord from the E-Pollbook to the power block. Plug power block into the surge protector. Plug surge protector into the wall outlet. Use an extension cord if needed.
- On the left side of the E-Pollbook, find the orange power button. Press and hold the orange power button for a few seconds.
- Place ballot printer to the right of the E-Pollbook. Plug the three-prong cord into the black power block. Plug the power cord into the power port labeled DC24V on the ballot card printer. Plug the power cord into the surge protector.
- Plug the square end of the black USB cord into the ballot printer. Plug the flat end of the USB cord into either USB port on the left side of the E-Pollbook.
- Press and hold the power button on the top of the printer to power on. Verify the blue light on the power button is lit.
- On the E-Pollbook, touch the Launch button on the main screen. Retrieve the Voting Equipment Access Codes page from the Opening Section of the Judge’s Notebook. Enter the Pollbook Qualification Code (PQC) when prompted.
- Verify that the correct vote center location is displayed. Sign in User #1 and User #2 with the usernames and passwords provided on the Voting Equipment Access Codes page.
- Tap on the “monitor poll” button. Verify that all counts on the screen are at zero. Touch the “open poll” button.
- Verify there is a green check mark and a green cloud at the top of the screen. If not, please contact the Judge’s Hotline.
- How can we improve this process? (optional)*
- Return this checklist to the Judge’s Notebook.



Voting Machine Opening Checklist

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Vote Center: _____

JUDGE: Use the checklist below to ensure the Voting Machines are set up properly and opened on time. Each item **must** be checked off after it has been completed. This is a two-person job. Do not attempt to lift or move the voting machines without assistance.

Voting Machine Set-up

- Remove the machines from the ESC and place them in the designated area of the vote center.
- Retrieve the blue Electrical Supply Box from the ESC and remove the surge protector.
- Set the machine on a level surface, face down. Pull out the four legs and lock them in place. Verify that the legs are secure.
- Unroll the black power cord from underneath the machine. Two people stand up the machine on its legs.
- Open the latches on the back, prop the back. Lift the machine and place the easel clip into either slot on the machine base.
- Follow the steps above to set up all machines before moving to the next step.
- Plug the first voting machine into the surge protector, then plug the surge protector into an extension cord, then plug the extension cord to the wall outlet.
- Plug the second voting machine into the first machine, the third machine into the second machine, and continue for up to 10 machines connected to power in a single daisy chain.
- Retrieve the green and yellow tab keys from the black Equipment Pouch inside the Judge's Orange Case.
- Unlock the front metal doors on each machine using the green tab key and open the doors.
- Use the yellow tab key to unlock and open Door #2 on the left side. Push and hold the power switch to the ON position. Verify the mode switch is on Voter. Place the cord through the notch in door #2 then close and re-lock door #2.
- Open the Judge's Notebook to the Voting Equipment Access Codes page in the Opening Section, enter the Voting Machine Election Code, then press "Accept" on the screen.
- Verify 4 green check marks appear under Status on the screen and press "OK". *If check marks are not green, Judge will need to call the Judge's Hotline.*
- Continue to next page to setup the Accessible (ADA) Voting Machine



Voting Machine Opening Checklist

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Accessible Voting Machine Set-up

- Retrieve the black bag from the ESC. Place bag on table and remove the voting machine from bag.
- Remove headphones and cords from side pocket on the black bag.
- Place touch screen side down on table.
- Plug the cable from the power block into back of the device. Plug power cord into the power block, if not already connected. Plug the power cord into a surge protector, then plug surge protector into a wall outlet.
- Lift silver stand and position upright.
- Unfasten the keypad from left side of the voting machine and place in front of machine
- Plug headphones into headphones adapter located in front of the voting machine.
- Retrieve the green and yellow tab keys from the black Equipment Pouch inside the Judge's Orange Case.
- Unlock the front metal doors on each machine using the green tab key and open the doors.
- Use the yellow tab key to unlock and open Door #2 on the left side. Push and hold the power switch to the ON position. Verify the mode switch is on Voter. Place the cord through the notch in door #2 then close and re-lock door #2.
- Open the Judge's Notebook to the Voting Equipment Access Codes page in the Opening Section, enter the Voting Machine Election Code, then press "Accept" on the screen.
- Verify 4 green check marks appear under Status on the screen and press "OK". *If check marks are not green, Judge will need to call the Judge's Hotline.*
- Retrieve the white "I Voted" privacy screens from the ESC and place around the voting machine.
- How can we improve this process? (optional)*
- Return this checklist to the Judge's Notebook.



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Vote Tabulator – Opening Checklist

2022 Joint Primary Election

BOTH CO-JUDGES: Use the checklist below to ensure the Vote Tabulator is set up properly and open on time. Each item **must** be checked off after it has been completed.

Vote Tabulator Set-up

- Arrange the vote tabulator in the vote center near the exit and with enough space for voters to privately cast their ballots.
- Retrieve the red tab key and barrel key from the black equipment pouch inside of the Judge’s Orange Case.
- Retrieve a surge protector from the blue Electrical Supply box inside the ESC.
- Open Door #2 using the flat silver key, uncoil the power cord, and plug the power cord into the surge protector and plug the surge protector into the wall outlet, once plugged in, confirm the green light is on.
- Ensure that the vote tabulator is facing the direction it will be used then lock the two front wheels by stepping down on the wheel locks.
- Unlock the red padlock on Door #1 using the red tab key
- Unlock and open Door #1 using the red tab key and remove the blue ballot box
- Unlock the ballot box using the red tab keys. Remove the blank ballot cards and place them on a Judge’s Table for either Co-Judge to sign.
- Close the ballot box lids without locking them, place the ballot box back inside of Door #1, open the lids, and relock Door #1. Attach and lock the red padlock on Door #1.
- Locate the Official Seal Certificate in the Opening Section of the Judge’s Notebook and complete Section 1. Place the Seal Certificate in the Closing Section to be completed once the polls have closed.
- Unlock Door #3 with red tab key, unlatch the clam shell latches, and open the lid.
- Unlock Door #4 with the barrel key and lift the display screen. If the screen does not turn on within 20 seconds, contact the Judges Hotline
- When prompted, enter the Election Code found in the “Voting Equipment Access Codes” section.
- Wait for the Configuration Report to complete printing. Tear it off and place inside the black pouch.
- Verify the screen displays 3 green checkmarks confirming:
 - The vote tabulator is ready for the poll to be opened
 - The election definition was found
 - The equipment is plugged in
- Press Open Polls. Three Zero Reports will print. Separate each copy and have all workers sign and date.
- Place the first two copies of the Zero Report in the black pouch and the last copy inside of the judge’s Notebook
- Touch “Go to voting mode” on the display
- How can we improve this process? (optional)*
- Return this checklist to the Judge’s Notebook.

Safety Shield Assembly Checklist

2022 Joint Primary Election

Clerk: Use the checklist below to help assemble and break down the Plexiglass shield

Plexiglass Assembly

- Step 1:** Peel off the protective plastic film from the front panel
- Step 2:** Set the plexiglass panel flat on a table surface allowing the bottom of the panel with an overhang of about 8"
- Step 3:** Take one plastic stand base panel, slide the cut groove of the base into the bottom of the plexiglass panel, leave about 6" from the edge
- Step 4:** Repeat the same process with the other plastic stand base panel
- Step 5:** Once the plastic stand bases are inserted, flip the panel upright and set into position

Plexiglass Breakdown

- Step 1:** Lift the panel from the bases
- Step 2:** Bases will collapse
- Step 3:** Store all parts in the ESC

