



# Tabulator Testing

2008 Spring Election



# Gathering Supplies – Setup



Place Tabulator on Blue  
Ballot Box

THURSDAY'S ROUTE: 13 Polling Locations

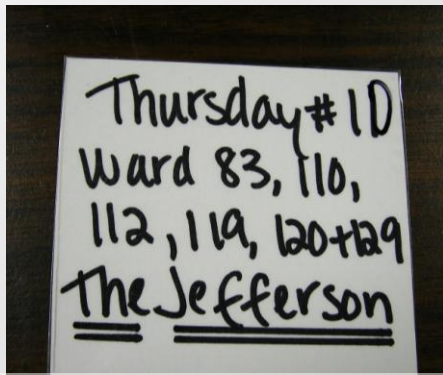
Route #	Polling Location	Ward/s	Header Code
1	Tuki Middle School 5500 Franklin Rd	W55	1 white
2	Huegel Elementary 2601 Franklin St	W59	17 white
3	Heritage Congregational Church 1000 Maple Dr Office 274-0813	W90, 103	17 white, 18 blue
4	Chavez Elementary 5032 Hester Court Rd	W92, 135	17 white, 18 blue
5	Capitoland Christian Center 2615 Hester Court Rd	W91	17 white
6	MPD West 1700 Nickerson Blvd Equipment is stored in an outside garage; move all equipment to the Community Room	W94, 121, 122, 123, 124	17 white, 19 green, 2 blue, 11 cherry, 1 buff
7	Falk Elementary 6322 Woodgreen Way	W95, 96, 126, 137	2 blue, 1 white, 10 green, 11 cherry
8	Huir Elementary 6603 Dover Dr	W78	1 white
9	Stephens Elementary 120 S Ross Rd Go to the back entrance using Anchorage Avenue; equipment is stored in maintenance area	W76 & 77	1 white, 2 blue
10	The Jefferson 9403 Old Seaview Rd	W83, 111, 112, 113, 120, 129	11 white, 2 blue, 10 green, 11 cherry, 12 buff, 13 grey
11	Crestwood Elementary 5930 Old Seaview Rd (recycle ballots here)	W75	
12	Spring Harbor Middle School 1119 Spring Harbor Rd (recycle ballots here)	W74	1 white
13	Van Hise Elementary 4901 Waikedia Rd	W72	1 white

## Delivery Schedule

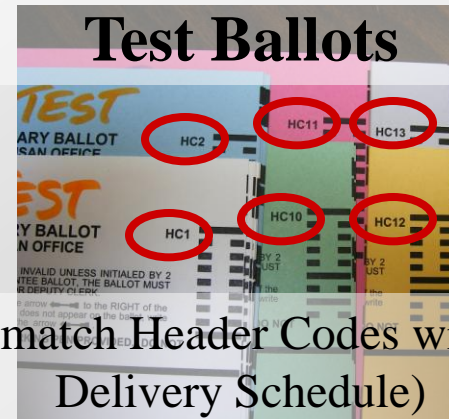
- Note the Header Code
- Check-off the delivery stop

# Gathering Supplies – Matching

## Inspector's Statement



## Laminated Ward Tag

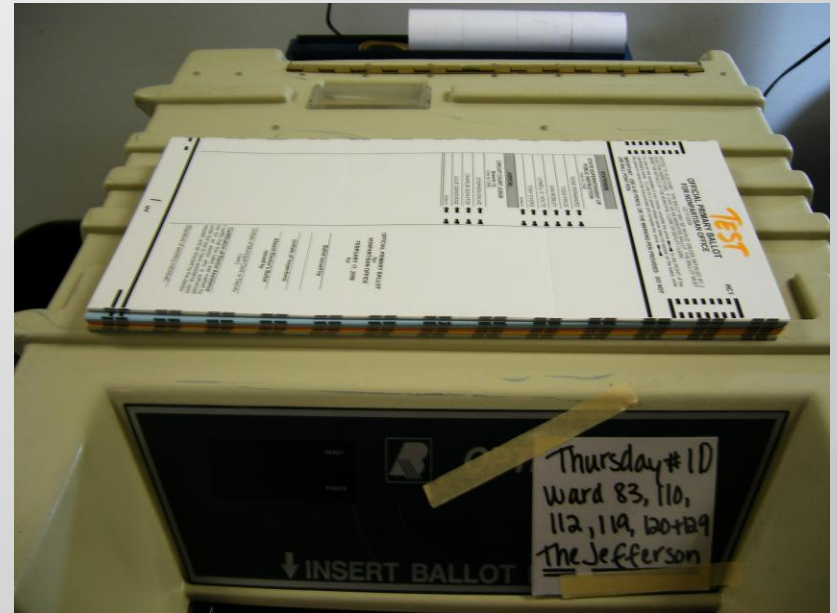


## Pink Bubble Bag

(from red duffle bag)

# Preparing the Tabulator – Supplies

- Tape the Laminated Ward Tag over the word 'Eagle'
- Place ballots on top of the tabulator
- Set small Black Seal on the Blue Ballot Box
- Separate Black Prom Pack from the Pink Bubble Bag



# Preparing the Tabulator (Inspector's Statement)

- Record Serial Number (from the back of the tabulator case) on the Inspector's Statement
  - Use the sticker is on the outer case if available
  - If not, use the number from the inside sticker on the machine
- Record the Seal Number from the red seal (from the black prom pack) on the Inspector's Statement





# Preparing the Tabulator – cont.

- Use the ‘A’ key to open the back of the tabulator
- Remove the power cord
- With the tabulator UNPLUGGED, open the prom pack access door located immediately to the right of the number pad.
  - Pull the black peg up while sliding it to the right to open the prom pack slot
  - Insert the black prom pack with the red seal (to the left as it faces you)
  - Slide black peg to the left to secure prom pack in place; close access door
- Plug the tabulator power cord into an outlet

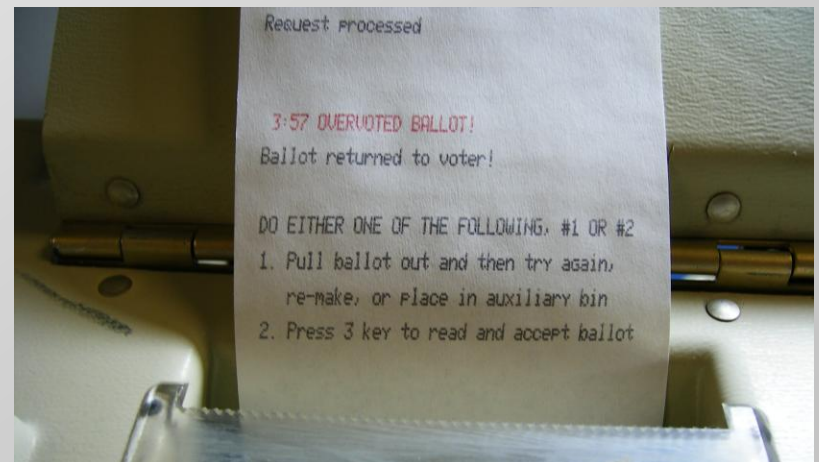
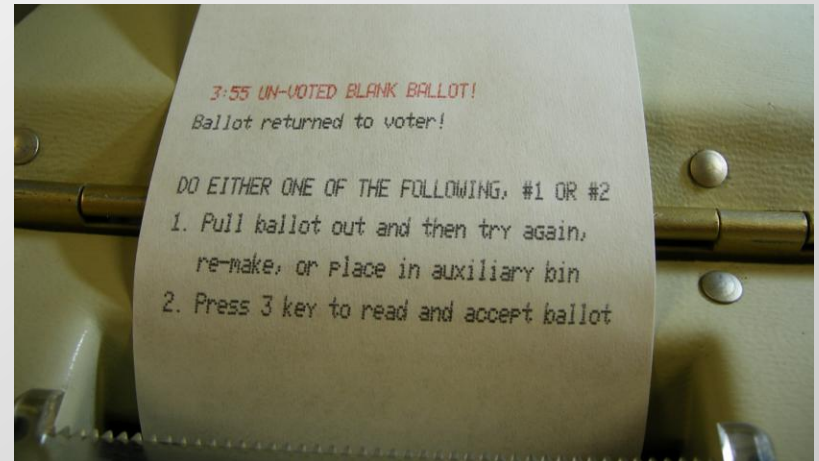
# Testing the Tabulator – Zeroing

- Press ‘Paper Feed’ on the keypad to stop printing (beeping sound)
- Press ‘5657’ on the keypad (tape message: Access ok)
- Simultaneously press ‘6’ and ‘7’ (tape message: Press 0 if this is ok)
- Press ‘0’ (pause & start printing)
- Press ‘Paper Feed’ (beeping sound)
  
- When printing stops
  - Last line should read: OK to read ballots
  - Tabulator should read 0000
  - Green ‘ready’ light & red ‘power’ light should be illuminated



# Testing the Tabulator – Ballots

- Feed ballots varying orientation
  - Right side up & upside down
  - Bottom first & top first
- Returned ballots: Do NOT remove during testing
  - Read tape to verify message
  - Press ‘3’ to accept ballot (ONLY DURING TESTING)
- Ballots will drop into side & rear bins



# Testing the Tabulator – cont.

- After Ballots are run
  - Press ‘Print Totals’ on the keypad (tape message: Polls are closed...Press 0 if this is ok...)
  - Press ‘0’ and print results tape
  - Ballot counts should be same
    - Results tape
    - Digital readout
    - Ballots in Blue Ballot Box
  - Remove ballots from Blue Ballot Box
    - Sort by Header Code
    - Return to ballot pile (face-up)
- **\*\*\*STOP\*\*\***
  - Contact Clerk Staff

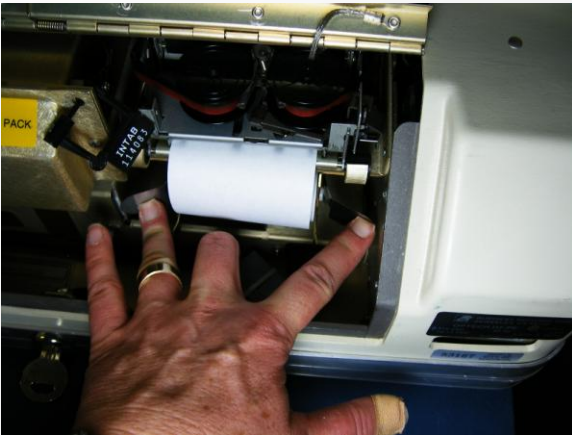


# Testing the Tabulator – Zeroing

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- Simultaneously press ‘6’ and ‘7’ (tape message: Press 0 if this is ok)
- Press ‘0’ (pause & start printing)
- Press ‘Paper Feed’ (beeping sound)
- When printing stops
  - Last line should read: OK to read ballots
  - Tabulator should read 0000
  - Green ‘ready’ light & red ‘power’ light should be illuminated
- Write ward number(s) at end of results tape



# Closing the Tabulator



- Seal Prom Pack door with the Black Seal
- Change the Paper Roll
  - Press the metal holders out to the sides while pulling the roll toward you
  - Save the white plastic spindle
  - Recycle the used roll of paper
  - Starting a new roll
    - Removing the gummed paper at the beginning of the roll
    - Slip it on the plastic spindle
  - Press the holders out while pushing in the new paper roll
- Feed the paper between metal tape feeders
- Press ‘Paper Feed’ until tape comes through the top of the tabulator
- Fold the cord into the back and lock

# Completing the Testing

Pink Bubble Bag  
with the ballots



Inspector's Statement  
Collection Bin



Tabulator Tape  
Collection Bin



Tabulator with  
Delivery Route