

Tompkins County PSM Poll Opening Checklist

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| 1. <input type="checkbox"/> | <p>Verify the seals on the Poll Opening/Affidavit Bag and the Poll Pads against the Chain of Custody form.</p> <p>Verify the seals</p> <p>Both PSM's sign the bottom in the appropriate box.</p> <p>Once the B Bag is opened, place the form and used seals in the bag.</p> | |
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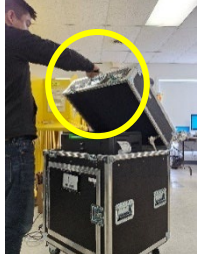

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| 2. <input type="checkbox"/> | <p>Verify the contents of the Poll Opening/Affidavit Bag.</p> <p>In the PSM binder you will find the Security Seal Report and the envelope with the machine password is in the front pocket.</p> | |
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| 3. <input type="checkbox"/> | <p>Confirm the correct machines have been delivered to your poll site.</p> <p>The location label is on the top of each machine.</p> <p>Verify machine numbers on the Security Seal Report.</p> <p>If there is a machine labeled for a different location, call the Board of Elections 607-274-5522 immediately.</p> | |
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| 4. <input type="checkbox"/> | <p>Move voting machines into place according to the site plan.</p> <p>The poll site layout is under binder tab 3.</p> <p>When the voting machines are in place, lock the wheels.</p> <p>Leave the poll site layout for the Inspectors to finish setting up the room.</p> | |
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Locate the ClearCast Machine, machine # ends in CC

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| 5. <input type="checkbox"/> | <p>Verify seal numbers #1, #2 and #3 on the ClearCast match the numbers on the Security Seal Report.</p> <p>Remove the security seals from the #1, #2 and #3 locations and put them in the A Bag.</p> <p>Important Note: Not all seals are removed.</p> | |
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| <p>6.□</p> | <p>Unlock and open the ballot box door using the barrel key.</p> <p>Remove the ballot bag and set aside until the Inspectors arrive.</p> <p>You will need the power cord and extension cord(s). They are located on top of the ballot bag.</p> <p>Do not plug in the machine yet.</p> |  |
| <p>7.□</p> | <p>After you verified the ballot box is empty, close and lock the door, put a new seal (#3) on the door and record the new seal number on the Security Seal Report.</p> <p>Do not put the ballot bag back in the machine.</p> <p>Give the ballot bag to the Inspectors when they arrive.</p> |  |
| <p>8.□</p> | <p>Open the top hatch of the ClearCast using the handle in the middle.</p> |  |
| <p>9.□</p> | <p>RESEAT RECEIPT PAPER</p> <div data-bbox="219 1060 386 1228" data-label="Image"> </div> <div data-bbox="397 1075 863 1192" data-label="Text"> <p>Use your smart phone and take a picture of the QR code to watch a short video on how to tighten the paper.</p> </div> <p>Open the door by pulling up on the door.</p> <p>Open the next door the same way.</p> <p>Pull out the paper roll.</p> <p>Make sure the paper is going over the top not under the bottom, tighten it and feed the paper through the door and close it.</p> <p>Close the next door.</p> | <div data-bbox="899 1010 1490 1220" data-label="Image"> </div> <div data-bbox="889 1262 1455 1663" data-label="Image"> </div> |
| <p>10.□</p> | <p>Using the power cord and extension cord (if needed), plug in the machine. The machine will start up automatically when plugged into a power source.</p> <p>Verify the serial number of the scanner (which is located on the back of the scanner) against the Security Seal Report.</p> |  |

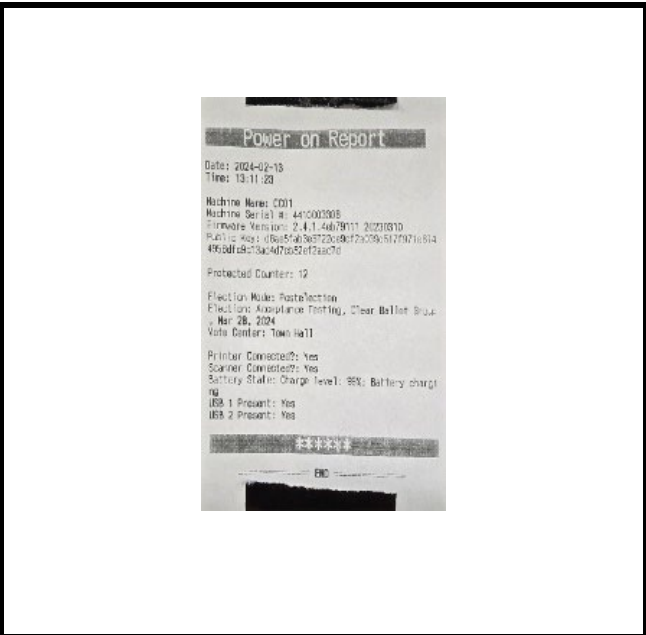
11.□ The “POWER ON REPORT” will print automatically within 25-45 seconds. **If the report does not print, call the Board of Elections immediately at (607)274-5522.**

Verify the date and time on the “Power on Report”.

Verify the Protected Counter number on the “Power on Report” against the Security Seal Report.

DO NOT REMOVE THE “POWER ON REPORT” FROM THE PRINTER YET.

NOTE: Every time the machine prints, a message comes up. **DO NOT SELECT ANYTHING, the message will disappear after the report has printed.**



12.□ Verify and remove seal #4a.

Raise scanner screen.

Verify seal #4b, DO NOT REMOVE.

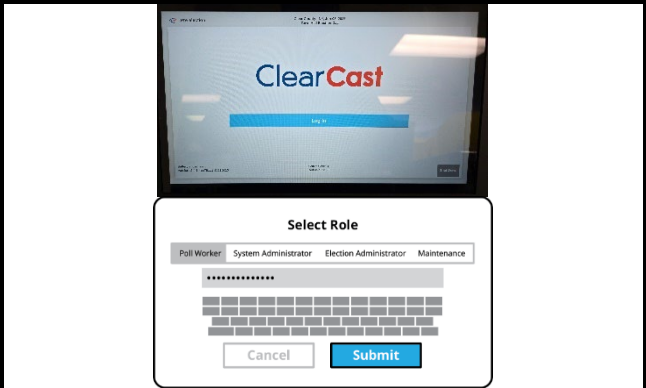


13.□ Select “log-in”.

Enter the poll worker password to log into the ClearCast machine.

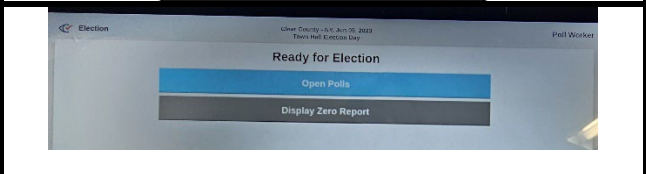
Select “Submit”.

Reminder – the passwords are in an envelope in the front pocket of the PSM binder.



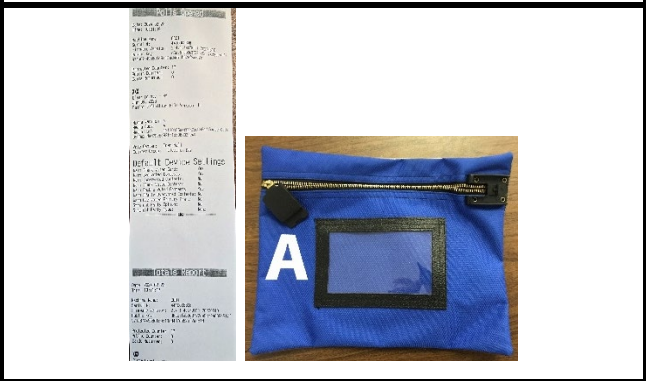
14.□ Select “Open Polls”.





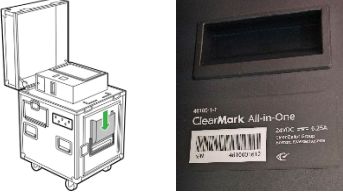
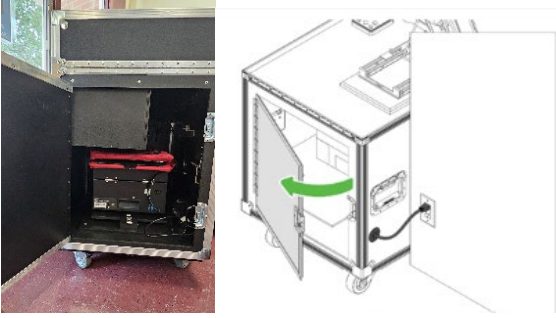
Two “POLLS OPENED and TOTALS REPORT” tapes will print.


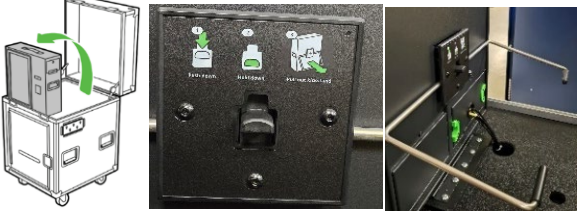
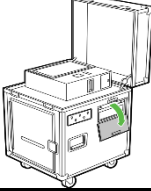
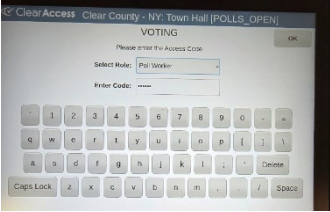

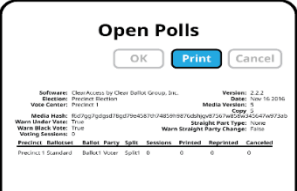



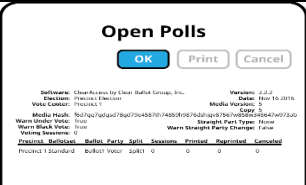
15.□ Remove the “POWER ON REPORT” and “POLLS OPENED and TOTALS REPORTS” tapes from the machine and confirm zero votes.


Place the “POWER ON REPORT” and one “POLLS OPENED and TOTALS REPORTS” tape in the A bag and post second “POLLS OPENED and TOTALS REPORTS” near the entrance of the poll site.




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| <p>16.□</p> | <p>Select “Start Voting”.</p> <p>A “VOTING STARTED” report will print.</p> <p>Place the “VOTING STARTED” Report in the A Bag.</p> |  |
| <p>17.□</p> | <p>The ClearCast Go is now ready to accept ballots.</p> |  |
| <p>Locate the ClearMark Machine, machine # ends in CM</p> | | |
| <p>18.□</p> | <p>Locate your ClearMark ballot marking device.</p> <p>Verify the poll site location on the top hatch is correct.</p> <p>Verify the correct machine number against the Security Seal Report.</p> <p>Verify seals #7-#11 against the Security Seal Report.</p> <p>Note: Seal #9 does not get removed or changed.</p> |  |
| <p>19.□</p> | <p>Remove seals #7 & #8 from the top hatch.</p> <p>Open top hatch using the handle in the CENTER.</p> <p>DO NOT lift top hatch using only one of the latches or only lifting one side.</p> |  |
| <p>20.□</p> | <p>Remove the ballot chute, from its place in front of the All-In-One unit, slide ballot chute into the grooves on the front door of the machine.</p> <p>Verify the serial number located on the left side of the All-In-One-Unit against the Security Seal Report.</p> |  |
| <p>21.□</p> | <p>Remove seal #11 from the rear door.</p> <p>Open the rear door, verify there is a red Emergency Ballot Bag and the Emergency Ballots Canvassed by Hand bag are on top of the printer, leave bags in the machine until needed.</p> <p>Unwind the power cord and arrange so that it is coming out of the power cord opening.</p> <p>Close rear door.</p> |  |


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| <p>22.□</p> | <p>Plug in the machine, ClearMark will start up automatically when plugged into power, a paper stub will automatically print.</p> <p>Remove the paper stub from the ballot chute and discard.</p> |  |
| <p>23.□</p> | <p>Elevate the All-In-One-Unit to an upright position.</p> <p>On the back of the All-In-One-Unit, there is a latch.</p> <p>Push the latch down and pull up the kickstand.</p> <p>Leave the kickstand in the upright position during the day.</p> |  |
| <p>24.□</p> | <p>Remove seal # 10 from the door on the right side of the ClearMark.</p> <p>Open the door for the verification scanner on the right side of the case.</p> |  |
| <p>25.□</p> | <p>When the login screen appears on the All-In-One-Unit use the poll worker password to log into the ClearMark.</p> <p>Then select “OK”.</p> |  |
| <p>26.□</p> | <p>Select “Open Polls”</p> |  |
| <p>27.□</p> | <p>When the Open Polls screen appears on the All-In-One-Unit, select “Print”.</p> <p>Do not hit print multiple times, wait for report to print.</p> <p>This might take 20-30 seconds.</p> |  |
| <p>28.□</p> | <p>While waiting for the report to print, open the ATI door on the right side of the All-In-One-Unit by unscrewing the knob.</p> <p>Plug the headphones into the ATI. Leave the door open.</p> <p>Do not take the ATI controller out until needed.</p> |  |

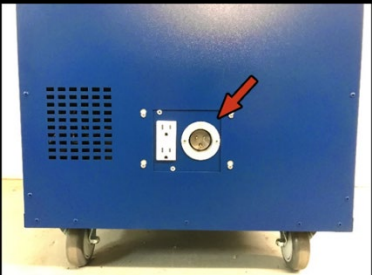
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| <p>29. <input type="checkbox"/></p> | <p>After the “OPEN POLLS” report has printed, press “OK” to open the polls.</p> <p>Place the report in the B Bag.</p> |  |
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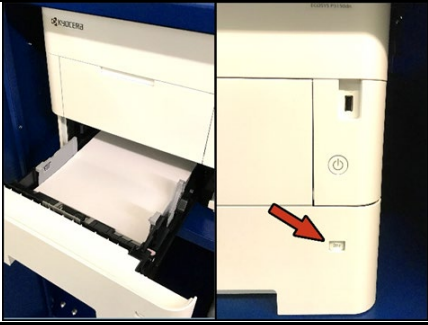
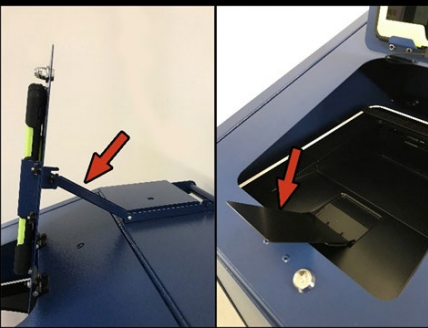
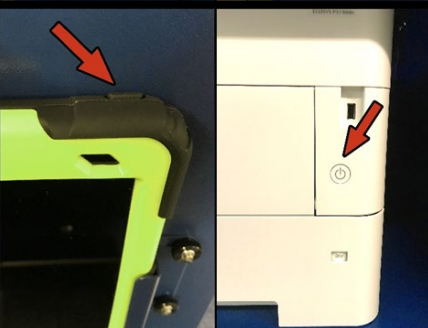

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| <p>30. <input type="checkbox"/></p> | <p>Screen should now have options for “Vote” or “Verify my Ballot”.</p> <p>Turn the All-In-One-Unit so the voter has privacy while creating the ballot.</p> <p>The machine is now ready to be used.</p> |  |
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If your poll site has a Print on Demand Cabinet follow steps 31 – 38, if not skip to step 39

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| <p>31. <input type="checkbox"/></p> | <p>Verify seals #1 through #5 on the Security Seal Report</p> |  |
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| <p>32. <input type="checkbox"/></p> | <p>Remove seals #1 & #3.</p> <p>Unlock and open the front blue cabinet door (Door 3) and retrieve the extension cable for the cabinet; it will have a yellow label.</p> <p>Do not use a different extension cable unless instructed.</p> |  |
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| <p>33. <input type="checkbox"/></p> | <p>Plug in the cabinet’s extension cable to the back of the blue cabinet, then a wall outlet.</p> <p>The Poll Print Pad may turn on automatically.</p> |  |
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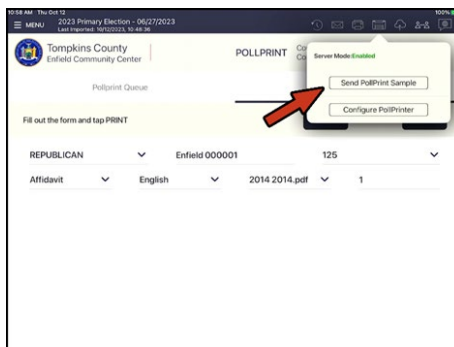
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| <p>34.□</p> | <p>Check to make sure the paper tray is roughly half full.</p> <p>DO NOT overfill the paper tray.</p> <p>Ensure the paper type is set to “other”.</p> <p>If the printer is not on, turn on the printer by pressing the power button on the right.</p> |  |
| <p>35.□</p> | <p>Open the small door located on the top of the blue cabinet (Door 1).</p> <p>Use the stand lock arm located on the top of the blue cabinet and tighten it down on the L bracket.</p> <p>Open the printer output tray extension.</p> |  |
| <p>36.□</p> | <p>If the Poll Print Pad hasn't turned on, turn on the Poll Print Pad by holding down the power button until an Apple logo appears.</p> <p>The button is in the top right corner of the pad.</p> <p>Close the front cabinet door (Door 3).</p> |  |
| <p>37.□</p> | <p>Launch the poll pad application by clicking on the “P” icon.</p> <p>Click on the menu button located on the top left corner of the screen to get the radial menu.</p> <p>Select Poll Print in the radial menu to enter the Poll Print Queue screen.</p> <p>This allows you to see what is printing and prepares you to print a ballot manually if necessary.</p> <p>Once launched, ensure the status icons (of the printer) say connected.</p> <p>It's okay for the cloud icon to be red on the Poll Print Pad as it does not synchronize on Election Day.</p> |  |

38.□ On the Inspector and PSM Poll Pads:

Ensure the connectivity of the Poll Print Pad to the cabinet by clicking on the printer icon next to the cloud icon and clicking “Send PollPrint Sample”.

There will be a delay between clicking "Send Poll Print Sample" and the actual print. Do not continue clicking 'send'. Wait until one Poll Pad sample is complete before clicking the second Poll Pad Sample print.

Do this step with all Inspector and PSM Poll Pads to ensure all are connected to the blue cabinet.



PSM Poll Pad

39.□ POLL PAD.

Inspectors will set up your PSM poll pad.

Don't forget to sign in.

- Verify the numbers on the Poll Pad, Printer and case match
- Remove the contents of the case, starting with the Poll Pad
- Plug in and turn on printer
- Attach Poll Pad to stand arm
- Place the stand arm in the base
- Attach ID tray to the back of the Poll Pad
- Place one stylus in the ID tray
- Plug in Poll Pad
- Power on the Poll Pad
- Launch the Poll Pad Application
- Verify that the Poll Pad is in the correct location
- Verify that the check in count is zero
- Verify that the printer Icon is green

Reminders

40.□ Reminders:
Don't forget to sign the back of the Security Seal Report.
The Poll Opening Bag is now the Affidavit Ballot Bag.

Inside the **Affidavit Ballot Bag** is one plastic pouch for each Election District/Village. Inside each pouch are Affidavit Ballots and Affidavit Ballot Envelopes.

Confirm the Affidavit Ballots are the correct ones for your Election District/Village.

Place the **Affidavit Ballot Bag** in a secure area where you can access it during voting hours.

Sign in on the same poll pad the Inspectors signed in on.

The ClearMark directions are in a clear sleeve in the front of the binder.

The Emergency Ballot Bag is inside the ClearMark.

If a voter needs to use the Sip N Puff on the ClearMark:
 Open the back door on the All-In-One-Unit, there is a USB that has the Sip N Puff adapter on it. The voter should bring in their own sip n puff device.

Sample ballots are located in the Map and Sign bag.

TOMPKINS COUNTY SECURITY SEAL REPORT: November 5, 2024

PLEASE SEE SEALS REMOVED FROM THE VOTING BAGS BEFORE THE A-BAG

| Form ID | County Board Number | Station Number | Station Name | Station Number | Station Name | Station Number | Station Name |
|----------------|---------------------|----------------|--------------|----------------|--------------|----------------|--------------|
| Form ID | Enfield (DISTRICT) | | | | | | |
| Station Number | | | | | | | |
| Station Name | | | | | | | |
| Station Number | | | | | | | |
| Station Name | | | | | | | |



