



OmniBallot Polling Place Guide

Setting up the OmniBallot

1. Carefully unhook the bungee cables.
2. Place the gray tablet case on a table in the voting area.
3. Open the black hardcase and remove the blue bag, three button device, and padding.
4. Carefully remove the printer from the black hardcase place the printer to the right of the tablet.

*****YOU MAY NEED TWO ELECTION JUDGES TO MOVE THE PRINTER*****

5. Leave the three button device in the plastic bag and inside the black case. Only use if it is requested by a voter.



6. Remove each item from the accessories bag.

*Your precinct may not have the QR Code Scanner. The scanner will not be used in this election.



7. Unlatch the locks on the front of the tablet and open the case. Position the tablet so the cover rests on the top of the tablet.



8. Plug the extension cable into the wall.
9. Plug the **power cable with the blue sticker** into the back of the OmniBallot, and the other end into the extension cable. The OmniBallot will turn on immediately after it is connected to power.
10. Plug the **power cable with the red sticker** into the back of the printer, and the other end into the extension cable.



11. Using the gold key provided to the head judge, unlock the USB compartment on the right side of the gray tablet case and remove the USB Hub. Plug in the OmniBallot-to-Printer Cable.

-The yellow end goes into the USB hub

-The green end goes into the back of the printer



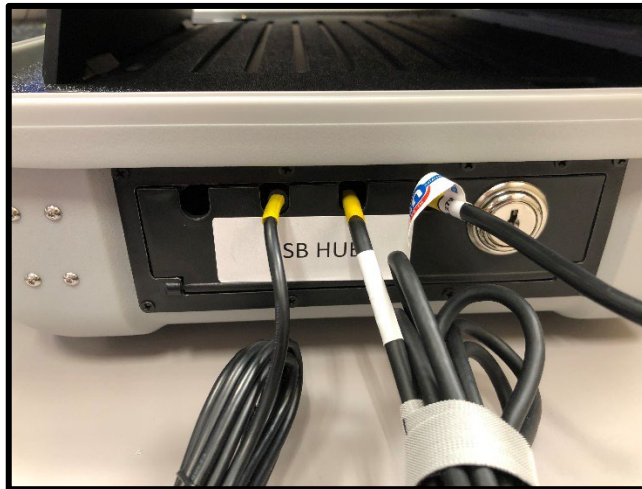
12. Connect the navigation pad to the USB hub.

-The QR code scanner is not required to be connected to the USB hub.

-If a voter requests the Three Button Device, connect it to the USB hub, otherwise, leave it in the case.



13. After the USB devices are connected, put the USB Hub back into the tablet case and lock it.



14. Plug in the headphones to the audio jack, next to the white sticker.



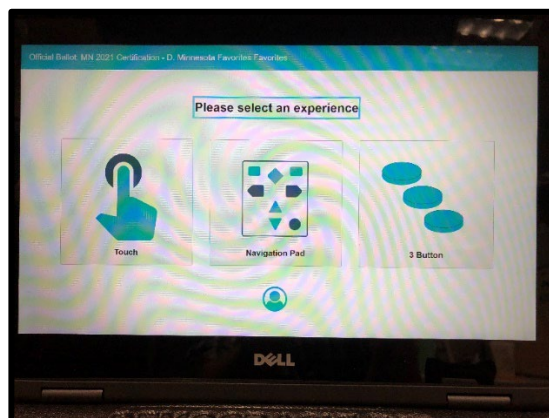
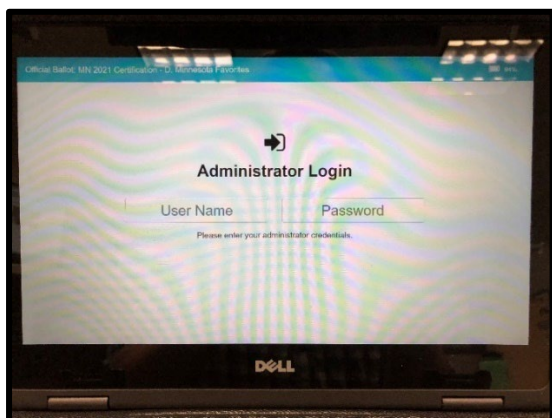
15. On the printer, pull down the paper tray and extend it completely.



16. Power on the printer by pressing and holding the power button on the front and lower right side of the printer. The power button will turn green.

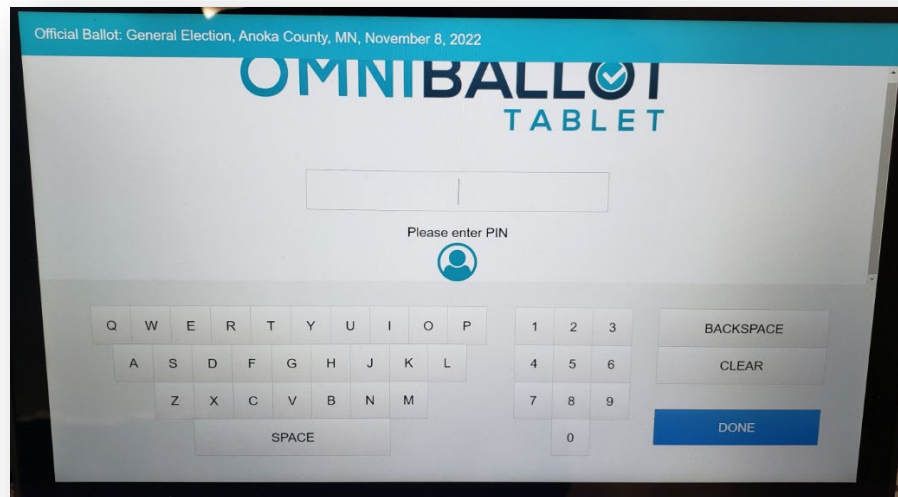


17. On the OmniBallot, wait for the login screen to appear and enter the login information provided in the head judge materials. OmniBallot is ready to use.

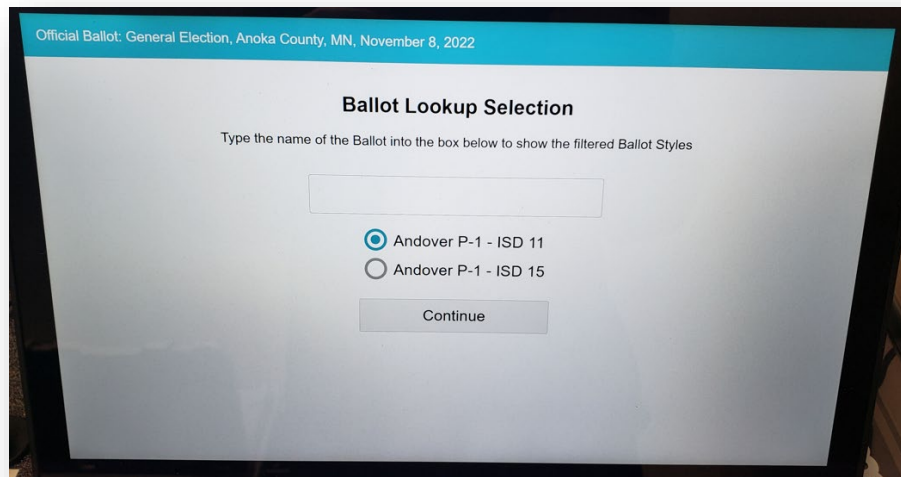


Using the OmniBallot

1. The Election Judge will enter the PIN on the Omniballot Tablet when a voter requests its use. To bring up the keyboard, tap inside the box above the text "Please enter PIN". The PIN can be found in the Head Judge Passwords form.

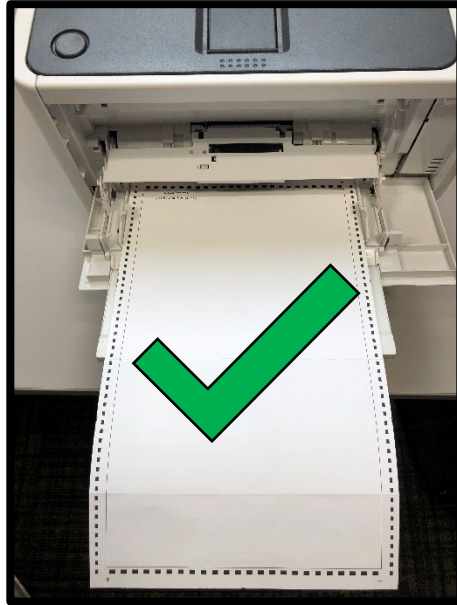


2. If there is a precinct split for this election, the election judge will first select the appropriate split that matches the voter's ballot. Examine the precinct on the lower right side of the Voter's ballot to determine which school district split to select.

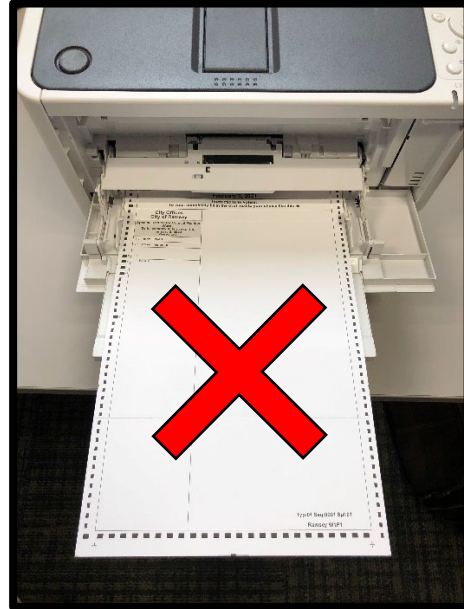


3. The election judge places the voter's ballot on the printer. **The ballot must be placed facedown with the bottom entering the printer first.**

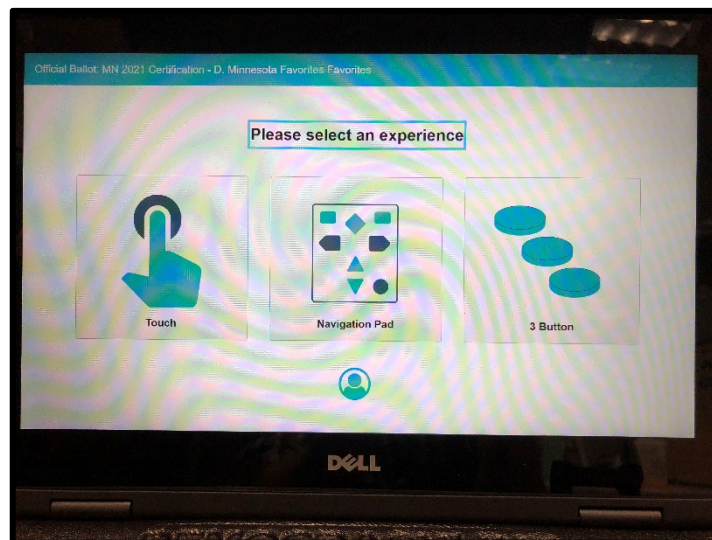
Front-Side Down, Bottom First



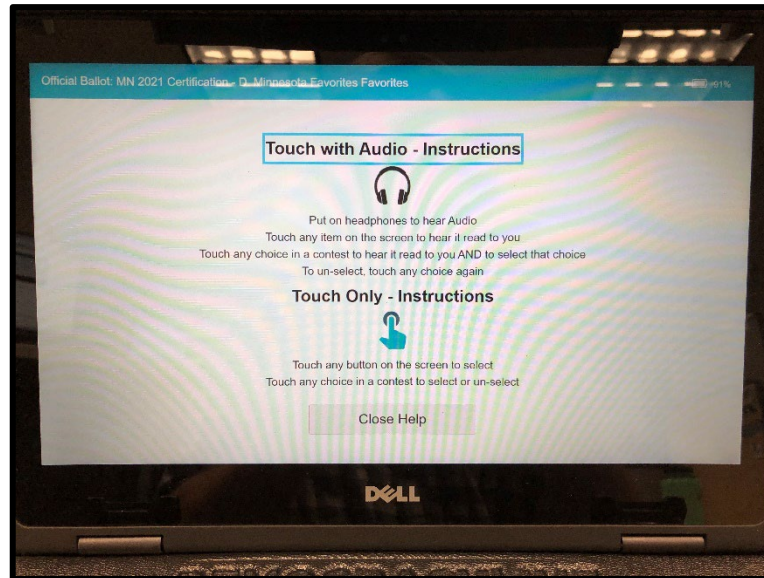
Any Other Orientation = BAD



4. Next, the voter selects a voting experience. Most people will use the "Touch" or "Navigation Pad" experience.



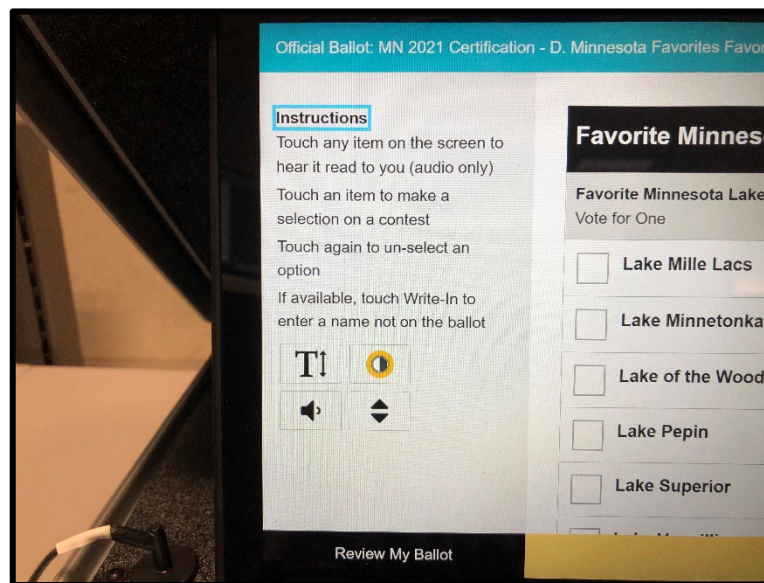
5. The voter can read or listen to the instructions, then select “Close Help”



6. On the left side of the screen, the voter can read the instructions and change visual or audio settings as needed.

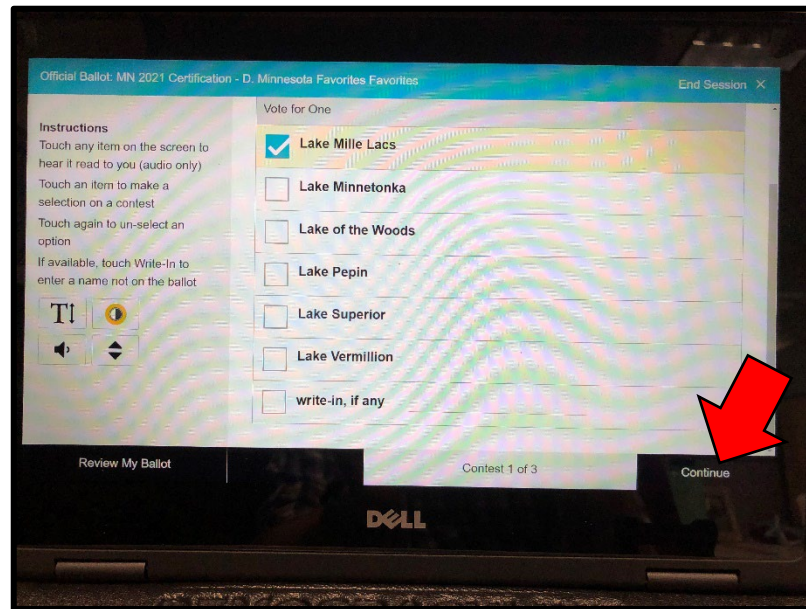
-The visual settings increase text size and change the contrast.

-The audio settings will increase or decrease the volume and increase or decrease the playback speed.

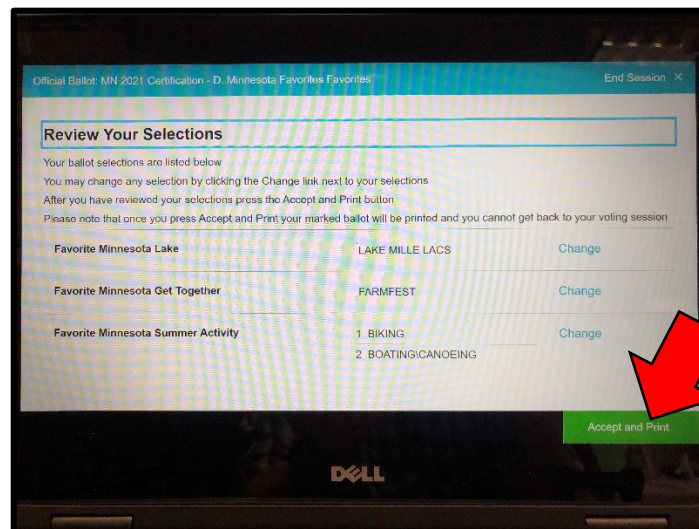


7. Once the voter has made a selection for a contest, they will select “Continue” in the bottom right

-The voter continues to make selections until they land on the review page.



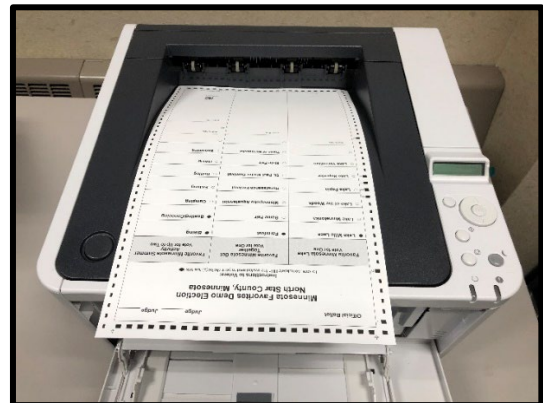
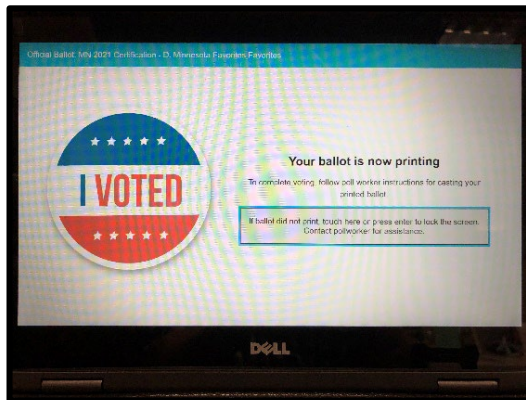
8. On the review page, the last page before printing, the voter reviews their selections, scrolls to the bottom and selects “Accept & Print”



9. The printer will begin marking the ballot.

-If there are any printer errors, the election judge should refer to the troubleshooting guide included at the end of this packet.

10. After the ballot prints, the voter reviews the printed ballot. If the ovals are marked correctly, the voter can insert their ballot into the counter.



Closing the OmniBallot

1. To turn off the OmniBallot, completely open the gray case, fold back the screen, and press the power button.

-There is a hole inside the case on the rights side. On the left side of the hole is the tablet power button. Press it once, the screen will turn black.



2. On the printer, collapse the paper tray back into the printer.



3. Press and hold the power button until the light on the power button turns off.



Pack up the OmniBallot in the same way that it appeared at the start of the day. This will ensure that the equipment is secured during transportation and that all equipment and accessories are accounted for and organized.

1. Make sure the printer has completely shut down, then remove all cables from the backside of the printer.



2. Unplug the cable from the wall and unplug all power cables from the extension cable.

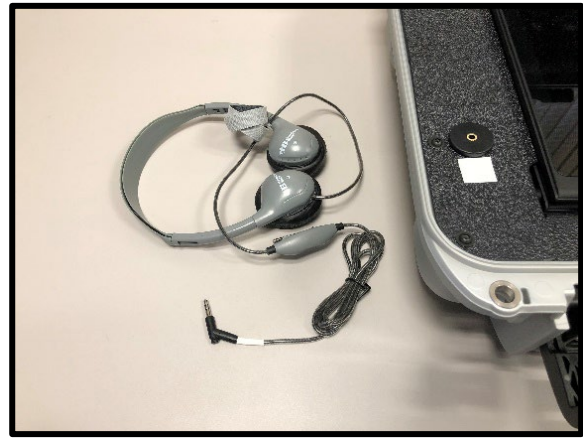


Packing the OmniBallot

3. Unlock the USB Hub and unplug every cable. Then, lock the USB Hub back into the USB Compartment.



4. Unplug the power cables from the back of the OmniBallot headphones from the headphone jack inside of the OmniBallot.



5. Please neatly coil the cables using the Velcro ties.
6. All cables and devices go into the blue bag, keeping the blue bag as flat as possible.



7. Place the printer in the black case.

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8. Place the padding on top of the printer and place the blue bag and three-button device on top of the printer padding. Then, place the black hardcase cover on top.



9. Next close and latch the OmniBallot case and place it on top of the black hardcase. Finally, carefully secure the OmniBallot tablet case in place with the bungee cables.

