

# OPENING THE AVC MACHINES

- Step 1: Determine the proper location of the AVC Voting Machine(s).
- Step 2: Secure the AVC in position by locking the machine wheels. This is accomplished by pressing down on the black rubber tab on the top of the wheels.
- Step 3: Pull the power cord from the power panel on the side of the machine and plug it into the nearest AC outlet. Verify that the amber light next to the power cord is lit indicating AC power at an outlet. These machines can be daisy-chained or piggy backed by plugging the power cord of one machine into the outlet next to the amber light of another machine. One machine must be plugged into AC power outlet.
- Step 4: Compare the AVC Machine Numbers on either side of the machine with the number on the “A” Key Envelope and the Machine Keys found inside.
- Step 5: With the DOOR KEY (GOLD KEY) open the back door. Compare the seal number on the “A” Key Envelope with the seal on the Plexiglas lid covering the results cartridge located in the back of the machine.
- Step 6: Remove the Operator Panel from its location in the back of the machine. Place the Operator Panel on either side of the machine, whichever side is most convenient.
- Step 7: Turn the POWER SWITCH (Switch knob is red on the end), which is located in the back of the machine, a quarter turn to the left to the ON position.
- Step 8: Insert the POLLS KEY (SILVER KEY) into the Polls Switch, located in the back of the machine. Turn the key a quarter turn to the left into the vertical position. REMOVE THE KEY. This starts the Official Zero Proof Report. **(Silver Key Must Not Be Inserted Into the Polls Switch Again Until “Closing the Polls.”)** Synchronize your watch to the time printed on your Zero Proof Report at the time it prints. Use this time to close the polls at the proper time.
- Step 9: Rotate the Voter Panel (front of the machine) into the upright position. DO NOT USE THE LATCH RELEASE HANDLE TO LIFT THE VOTER PANEL. Then go to the back of the machine and disengage the Latch Release Handle to tilt the Voter Panel into the voting position. (HINT: Do not force the machine to tilt backward without the latch release handle being disengaged)
- Step 10: Open the front doors with DOOR KEY (GOLD KEY), lift the top and secure the top to the front doors of the voting booth with the brackets on either side.
- Step 11: Remove the privacy curtain from the storage tube above the rear wheels. (Tip - to avoid pinching your fingers, use an ink pen to press the release tab) Unfold the curtain and back into the machine with the rods facing the ballot and slide into brackets. Do not try and force the brackets in, as they are stopping points.
- Step 12: Remove the Zero Proof Report from the printer of each machine. Review the tape to ensure that each candidate has zero votes. (Numbers in parentheses next to the office title indicate the number of candidates to be elected to office.) Compare the Zero Proof Report from each machine with machine ballot and sample ballot. All commissioners **MUST** sign the Zero Proof Report for each machine. Post each signed Zero Proof Report on the wall of the polling place near the voting machine.
- Step 13: Remove the black audio equipment bag and place it on the top of the AVC. **DO NOT** open the bag!
- Step 14: Close the rear door and lock it with the Door Key (Gold Key). **ALL** machines must be opened and used.
- Step 15: Place the keys into the “B” Envelope for storage while the polls are open.

# CLOSING THE AVC MACHINES

- Step 1: Remove the voting machine keys from the “B” Envelope. Place the empty “B” envelope in the Precinct Specific Envelope (PSE).
- Step 2: Open the Back Door of the voting machine using the DOOR KEY (GOLD KEY).
- Step 3: Close the polls by inserting the POLL KEY (SILVER KEY) into the Polls Switch. Turn the POLL KEY (SILVER KEY) a quarter turn to the right. At this position, remove the POLL KEY (SILVER KEY). (HINT: DO NOT TURN THE KEY BACK TO THE 12 O’CLOCK POSITION TO REMOVE THE KEY - THIS REOPENS THE POLLS) The AVC will automatically begin printing the (4) Official Election Results Reports on the printer inside of the machine.
- Step 4: While the printers are printing the Official Election Results Reports, you may begin to close the front of the AVC by removing the privacy curtains. Roll them up neatly and place them in the curtain storage tube. Replace the storage tube lid.
- Step 5: Unlatch the top privacy panel from both side privacy panels and lower it to the voter panel. Fold the side privacy panels in place and lock them using the DOOR KEY (GOLD KEY). Remove the key.
- Step 6: Lower the voter panel to the DOWN position. Do this by pulling the maroon latch release handle. DO NOT FORCE THE VOTER PANEL DOWN!!
- Step 7: When the printer stops, tear off the tape. BE SURE THAT THE PRINTER HAS PRINTED 4 RESULTS REPORTS. The Commissioners must sign and date at the bottom of each Official Election Results Report on the lines provided at the end of the printout.  
\*\*\*Do not include the machine seal number, as the machine is not sealed after voting\*\*\*
- Step 8: Turn the Power Switch located in the back of the machines(s) a quarter turn to the right to the OFF position.
- Step 9: Break the seal attached to the lid covering the results cartridge by twisting the seal and remove the results cartridge. NEVER TRY TO PUT THIS CARTRIDGE BACK IN AFTER IT HAS BEEN REMOVED. Place the results cartridge in the clear plastic pouch that is brought to the Clerk of Court. (ALL RESULTS CARTRIDGES IN YOUR PRECINCT ARE TO BE DELIVERED TO THE CLERK OF COURT). Place the broken machine cartridge seals in the clear plastic pouch.
- Step 10: Place the Operator Panel in its storage location in the back of the machine(s). Put the black audio equipment bag back in its storage location.
- Step 11: Unplug the AC Power Cord and retract it into the machine. DO NOT UNPLUG THE POWER CORD & LET IT GO. IT COULD CAUSE INJURY.
- Step 12: Distribute the four (4) Official Election Results Reports as follows:
  - Place one on the wall in the polling place in a conspicuous place in full view of the public.
  - Place one in the Clear Plastic Pouch that goes to the Clerk of Court.
  - Place one in the yellow “S19” envelope (Secretary of State Envelope).
  - Place one in the pink “ROV” envelope
- Step 13: Lock the Rear Door(s) using the DOOR KEY (GOLD KEY).
- Step 14: Place the keys in envelope “C” (Key Envelope).