

Precinct #

SOE Staff: Page Check Q.C. I.D.  Q.C. I.D.

# Voter Check-In System

(VCS)

## Manual

**This Manual is read by an Assistant Clerk and performed by  
Inspectors at the precinct.**

**Precinct Opening Set-up must be completed in 20 mins or less.**

**This document and all forms MUST be completed and returned Election Night.  
*If found please contact: Bay County Supervisor of Elections 784-6101***

# I. REVISIONS PAGE

Revision	Revision Made
REV A	New Manual for Voter Check-In System (VCS) Set-Up, written for inspectors to perform.
REV B	Remove Light and Card Holder.
REV C	Uniformity in Terms.
REV D	Added Stylus, Steps to organize Snake cord between tables.
REV E	Changed location of VCS Manual to clear pouch on VCS Bin Lid.
REV F	Provide Greater Detail and VCS Bin Closing of Lid.
REV G	Change reader to an Assistant Clerk, change to set up of all VCS units at same time, add screen shots of MiFi.

## II. Voter Check-In System (VCS) Unit “A” Set-up.

Task Order – Assistant Clerk will Read and direct Inspectors.			Asst. Clerk Initials
1. Record small GREEN Seal #/Top of VCS GRAY Bin.	Top Right Seal #	Top Left Seal #	
2. Brake/Remove Two small GREEN Seals, Go to P4 Catch All Bag Hanging on Blue Security Cart Handle.			
3. Open/Unzip P4 Catch All Bag Get Election P3 Broken Seals Bag from inside P4 Catch All Bag.			
4. Open/Unzip P3 broken Seals Bag.			
5. Place Two small GREEN Seals into P3 Election Broken Seals Bag.			
6. Close/Zip P3 Election Broken Seals Bag and Return/Place P3 Election Broken Seals Bag back into P4 Catch All Bag.			
7. Zip/Close P4 Catch All Bag.			
8. Go to VCS GRAY Bin.			
9. Slide VCS GRAY Bin to far end of Voter Check-In Tables.			
<p><b>WARNING</b></p> <p><i>Be careful when opening VCS GRAY Bin Lids.</i></p> <p><i>Ensure No one is Standing to close for Safety Purposes.</i></p>			
10. Open left and open right side lids of VCS GRAY Bin.			
11. Get VCS YELLOW Power Cord Assembly out.			
12. Unwrap Black 4 way splitter cords to access YELLOW Power Cord Male End.			

Task Order – Assistant Clerk will Read and direct Inspectors.	Asst. Clerk Initials
<p style="text-align: center;"><b>WARNING</b></p> <p style="text-align: center;"><i>Avoid running power cords across walk ways.</i></p> <p style="text-align: center;"><i><b>YELLOW Power Cord must be under tables for Safety.</b></i></p> <p><b>13. Plug Male End of YELLOW Power Cord Assembly into wall outlet identified by Clerk/Drawing and unwind back to designated Voter Check-In tables, <u>routing underneath table(s) and Blue Security Cart if needed.</u></b></p>	
<p><b>14. Place VCS YELLOW Power Cord Assembly on floor between Voter Check-In Tables.</b></p>	
<p><b>15. Neatly Route Black 4 way Splitter Cords Up between two Voter Check-In Tables.</b></p>	
<p><b>16. Position Black 4 way Splitter Cords 2 Female Ends on one Voter Check-In Table.</b></p>	
<p><b>17. Position Black 4 way Splitter Cords 2 Female Ends on other Voter Check-In Table.</b></p>	
<p><b>18. Remove VCS Case A (with ORANGE Tag) from VCS GRAY Bin.</b></p>	
<p><b>19. Place VCS Case A on Table next to Blue Security Cart.</b></p>	
<p><b>20. Remove VCS Case B (with WHITE Tag) place next to VCS Case A (with ORANGE Tag) on Table.</b></p>	
<p><b>21. Remove VCS Case C (with WHITE Tag) place next to VCS Case B (with WHITE Tag) on Table.</b></p>	
<p><b>22. (In some Large Precincts only) Remove VCS Case D (with WHITE Tag) place next to VCS Case C (with WHITE Tag) on Table.</b></p>	
<p><b>23. Verify VCS Cases are equally placed in order on Tables in alphabetical order with A VCS Case A (with ORANGE Tag) next to Blue Security Cart.</b></p>	
<p><b>24. Verify VCS GRAY Bin is empty, Place YELLOW Straps inside Bin.</b></p>	

Task Order – Assistant Clerk will Read and direct Inspectors.	Asst. Clerk Initials
25. Direct 2 Inspectors to remove VCS GRAY Bin from table with Lids Open place on floor out of the way of Inspectors and Voters for replacement of VCS Case.	
26. Designate/Ensure 1 Inspector is in front of each VCS Case A, B, C, (and D in some precincts) on Inspector side of Table.	
27. Lay VCS Cases flat on table with “TOP” label visible.	
28. Unsnapping two plastic latches open case, laying lids flat on table.	
29. Remove VCS Clerk and Inspector Actions Cards, place on table.	
<p><b>CAUTION</b></p> <p><i>Please take care in removing items from the case, our election depends on this system and abuse or damage will affect success of this system.</i></p>	
30. Remove/Extend “Snake” Black Power Cord, place on left side of case on table. (It will remain attached to VCS Stand in Case.)	
31. Remove VCS Printers, place on left side of case on table. (It will remain attached to VCS Stand in Case.)	
32. Remove VCS Stands, by grasping Center Plastic Area on Stand, place on left side of case on table. (Unit A will have MiFi attached)	
33. Remove the (2) Stylus from Cases and place on left side of table.	
34. Close VCS Cases.	
35. Close/Snap two plastic lid latches on VCS Cases, give to another Inspector to place in VCS GRAY Bin.	

Task Order – Assistant Clerk will Read and direct Inspectors.	Asst. Clerk Initials
36. Place VCS Stand with <b>“Voter Check-In”</b> label facing Voter side of table.	
37. Organize “Snake” Black Power Cord, it should be routed on Inspector side of VCS to the right of the VCS Stand routed toward center of table.	
38. Ensure Printer is placed on Right side of VCS Stand on Inspector side of “Snake” Black Power Cord. (Printer will help hold “Snake” on table)	
39. Plug “Snake” Black Power Cords into Black 4 way Splitter Cord.	
40. All items should be properly placed and “Snake” Black Power Cords neatly organized and routed to center of tables before continuing.	
41. Ensure no “Snake” Black Power Cords are on Voter’s Side of table.	
42. When all “Snake” Black Power Cords are routed towards center of tables, pull tables apart approximately 4 inches and let “Snakes” fall on the floor in between the two tables.	
43. Carefully push the two tables back together, ensure all “Snake” Black Power Cords are neatly routed in between tables.	
<p style="text-align: center;"><b>CAUTION</b></p> <p style="text-align: center;"><i>Tablet will turn/rotate on top of VCS Stand.</i></p> <p><i>Do not force, a single wire is connected to the VCS Stand and Tablet. It must not be damaged.</i></p> <p>44. Turn/Rotate VCS Tablet on Top of Stand carefully so that Precinct numbers are facing You/Inspector side of table.</p>	
45. Move/Slide VCS Tablet on Stand toward you until it stops. (Facing you/Inspector)	
46. <b>Inspectors STOP!!!</b> Do not turn anything on at this point, wait for next steps.	

Task Order – Assistant Clerk will Read and direct Inspectors.

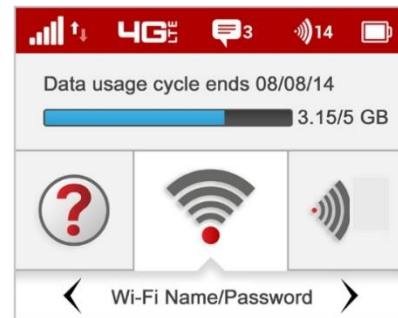
Asst. Clerk  
Initials

47. Inspector at UNIT A beside Blue Security Cart ONLY, Pick up “MiFi”, Press/Hold down Small Black Button ABOVE GREEN dot for 5 seconds, MiFi will begin to power up.

48. Place MiFi back down on Table to the left of VCS Stand.

49. Wait No Less than (1) minute to allow MiFi to properly power up.

50. While MiFi is powering up, screen should show:

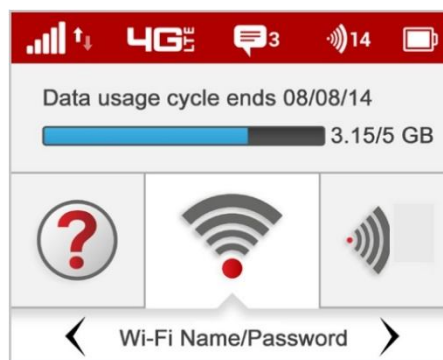
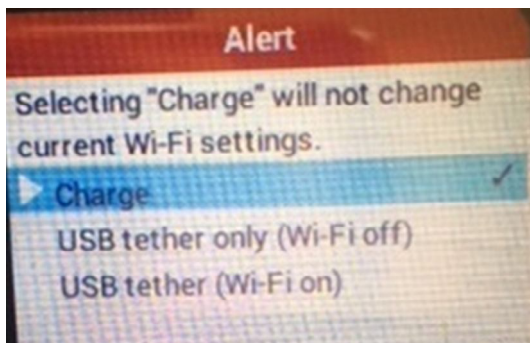


51. Confirm MiFi is powered up \_\_\_\_\_ Yes \_\_\_\_\_ No

52. Inspectors in front of all VCS Units, Turn on Printers, Press/Hold Down Center Button on printer for 5 seconds. (A sound will occur and Blue light will be visible when turned on.)

**NOTE**

*As VCS units are powering up, MiFi may switch between these two screens:*



Task Order – Assistant Clerk will Read and direct Inspectors.	Asst. Clerk Initials
53. Inspectors in front of all VCS Units, Turn on VCS Tablets, Press/Hold down Small Power Button above GREEN dot for 5 seconds. (Screen will have Information appear while opening)	
54. Wait...after approximately 15 seconds screens will show activity.	
<p><i>CAUTION</i></p> <p><i>Do not remove Start Up Tape.</i></p> <p>55. Blue Light on Printers should be on, a Start Up Tape will automatically print after about 1 Minute. (If no tape prints after a couple of minutes, ensure printer is turned on)</p>	
56. If Tape <u>does not</u> print notify clerk immediately. If tape <u>does</u> print continue on to next step.	
57. Direct All Inspectors to finish set-up of Voting Booths.	
58. Go to VCS GRAY Bin and <u>Carefully</u> close Top Right and Left Lids.	
59. Return this book and pen to clear pouch on Top of VCS GRAY Bin lid.	

**END until Closing of Polling Place.**



**B. Voter Check-In System (VCS) Pack-Up.**

Task Order – Assistant Clerk will Read and direct Inspectors.	Asst. Clerk Initials
<p style="text-align: center;"><b>WARNING</b></p> <p style="text-align: center;"><i>Do Not Shut down VCS Unit A. This is very important for proper shut down.</i></p> <p><b>1. Direct Inspectors to stand in front of each VCS unit B, VCS unit C and VCS unit D.</b></p>	
<p><b>2. Touch Exit and wait, screen will default to print 1 Totals Ticket.</b></p>	
<p><b>3. Touch YES, each VCS Unit B, C, and D will shut down.</b></p>	
<p><b>4. Tear off Voting Pass Totals Tickets and place on top of Blue Security Cart.</b></p>	
<p><b>5. Turn off Printer, press and hold center power button for 2 seconds.</b></p>	
<p><b>6. VCS Units B, C and D must be completely off before continuing to next step.</b></p>	
<p><b>7. Verify Units B, C, and D have shut down. Got to next step.</b></p>	
<p style="text-align: center;"><b>WARNING</b></p> <p style="text-align: center;"><i>All other B, C, and D VCS Units MUST be shut down before next step.</i></p> <p style="text-align: center;"><i>This is very important for proper shut down.</i></p> <p><b>8. Instruct One Inspector to stand in front of VCS Unit A.</b></p>	
<p><b>9. Touch Exit, screen will default to print 1 Totals Ticket.</b></p>	
<p><b>10. Touch YES, VCS Unit A will shut down.</b></p>	
<p><b>11. Tear off Voting Pass Totals Ticket and place on top of Blue Security Cart.</b></p>	
<p><b>12. Turn off Printer, press and hold center power button for 2 seconds.</b></p>	
<p><b>13. Pick up “MiFi”, to Turn Off Press/Hold down Small Black Button above GREEN dot 5 seconds.</b></p>	

Task Order – Assistant Clerk will Read and direct Inspectors.	Asst. Clerk Initials
14. Unplug All “Snake” Black Power Cords from Black 4 way Splitter and place on table next to VCS Units.	
15. Get all VCS Cases from VCS GRAY Bin and lay flat on Table next to each VCS Unit. (A next to A, B next to B, C next to C, D next to D)	
16. Lay VCS Case(s) flat on table with “TOP” label visible.	
17. Unsnapping two plastic latches, open case laying lid flat on table.	
18. Place 2 Stylus in each Case (Two holes in top right of case).	
19. Place VCS Inspector Actions Cards in VCS Case top of B, C, and D.	
20. Place VCS Inspector Actions Cards and Clerk Actions Card in VCS Case top of A.	
<p><b>CAUTION</b></p> <p><i>Do not force any rotation of screen, damage will occur if the attached cable is not protected.</i></p>	
21. Rotate VCS screens to align with stands.	
22. Grasp Center Plastic Area on VCS Stand(s), place in center area of VCS Case.	
23. Place each printer in top right corner of each VCS Case.	
24. Direct Inspector in front of VCS Unit A ONLY to place MiFi in lower right corner of VCS case.	
25. Coil “Snake” Black Power Cords and place in the front area of each VCS Case.	
26. Close VCS Case lid and securely snap right and left lid latches in place.	
27. Direct 2 Inspectors to get VCS GRAY Bin.	
28. Open VCS Gray Bin Right and Left Lids, place on table.	

Task Order – Assistant Clerk will Read and direct Inspectors.	Asst. Clerk Initials
29. Ensure VCS GRAY Bin Precinct Number is visible from BLUE Security Cart Compartment Door/Drawer side.	
30. Using label as guide, place all VCS Cases inside bin Alphabetical left to right.	
31. Unplug VCS YELLOW Power Cord from wall outlet and leave on floor.	
32. Pull VCS YELLOW Power Cord free from under tables.	
33. Wrap VCS YELLOW Power Cord first.	
34. Wrap Black 4 Way power splitter over top of YELLOW Cord.	
35. Place VCS YELLOW Power Cord Assembly in center of VCS GRAY bin on top of VCS cases.	
36. Ensure all YELLOW Straps are out of bin.	
37. Close left and right lids of VCS GRAY bin.	
38. Slide VCS GRAY Bin next to Blue Security Cart.	
39. Return this book and pen to clear pouch on VCS GRAY Bin Top Lid and direct Inspectors to assist in breakdown of All Voting Booths.	

**END**