

PMP TRAINING

Staff Instructions

- Ask the trainees to sign in on the Election Poll Book.
- Allow them to do as much of the following as they wish:
 - Open the Encoder
 - Open the voting machine
 - Print a zero proof report
 - Encode a voter card
 - Verify the ballot
 - Cancel a ballot
 - Vote
 - Close the Encoder
 - Close the voting machine
 - Print the results
- Provide assistance only when requested.
- Give each person an opportunity to provide feedback to us.
- Place the voted "Machine 1" PC cards in the "Voted" baggie in your extra red bank bag and replace with a new PC card from your supply.
- When there is a lull in activity, the designated person should reset the voted "Machine 1" PC cards, so that you always have a supply ready. Replace the label only if it is written on.
- When resetting, if you receive the message "Invalid backup election.brs Okay to restore from main file?" answer OK, and it should proceed to the desired screen. It is because the cards have been used over and over.
- It is not necessary to replace the Encoder PC card unless you have difficulty with it. There are 2 spares in the envelope in your extra red bank bag if needed.
- Secure each machine in the evening with a plastic tie. Do not use plastic ties during the day between sessions.
- Clean the screens with an optical cloth when needed.
- If you run out of paper on your voting machine, use the paper roll from the encoder machine (or just start using the encoder for the voting machine and the voting machine for the encoder).
- If you run low on labels or handouts, or have any other questions or problems, telephone 782-3441, ext. 3301, and ask for Debbie.
- If you have a problem with a machine, please write up an "Election Worker Machine Report" (in pocket of notebook) and call Debbie for instructions.

- Please restock the red bank bags, clear PC card bags and plastic supply baggies between trainees:

Red Bag:

- _____ Insert in outside pocket
- _____ Encoder PC card*
- _____ How to Encode Cards*
- _____ Opening and Closing laminated half sheet instructions**
- _____ Voter instructions**
- _____ Red envelope
- _____ Password insert
- _____ Manager Card (1)
- _____ Machine tapes envelope
- _____ Scotch tape
- _____ Machine key and padlock key on wrist coil
- _____ Baggie for Broken Seals
- _____ Wire Cutter in manila envelope

* Rubber-banded together

** Paper-clipped together

PC Card Bag:

- _____ Insert in outside pocket
- _____ Voting Machine PC card
- _____ Verification Sheet
- _____ Final Tally Sheet

Supply Baggies:

- _____ Voter Receipts (2)
- _____ Voter card