

# To Open Polls on Sequoia Voting Machines

1. Put machine in desired location and lock two rear wheels.
2. Pull the retractable cord from the machine and plug it into an outlet.
3. **Yellow light should light on bottom of machine**  
**IMPORTANT NOTE: Do not plug personal items into voting machine outlet. THIS OUTLET IS FOR ADDITIONAL MACHINES ONLY**
4. Remove key envelope from election supply bag and Check for proper machine number.
5. Remove keys from envelope, open rear door with the yellow key and remove District Sign, Provisional Ballot Privacy screen, emergency ballot box and audio device bag.
6. Check numbers on front of key envelope against voting machine and seal numbers.
7. Lift up the front of the machine to voting position using two (2) people.
8. Remove yellow seal on the front doors, open doors and check ballot. (Machine ballot face and sample ballot should match)
9. Open the curtain holding tube in the rear of the machine and install the curtain.
10. Replace the cap on the tube.
11. Take out operator panel from rear compartment and hang on desired side of machine.
12. In the rear compartment turn on the power for the machine.
13. While the voting machine is loading files, set up polling area
- 14 **5 minutes prior to polls opening**, Open rear compartment, insert silver key into lock and turn counter clockwise to open polls, and remove key immediately in that position.
15. Zero proof report will start printing out.
16. After zero report is done printing ALL board workers must check and sign this statement.
17. Close and lock rear door with yellow key and secure keys in envelope until polls are closed.
18. Machine is now in operation.
19. To activate machine for each voter Push the GREEN activate button. (Must be pushed for each Voter)

## **PRIMARY ELECTIONS ONLY**

To activate machine for each voter Push the Appropriate **PRIMARY BUTTON** then the GREEN activate button.(must be pushed for each Voter)

# To Close Polls on Sequoia Voting Machines

1. Remove curtains and return to curtain holding tube at bottom of machine Attach end cap to the tube.
2. Remove keys from key envelope.
3. Open rear door with yellow key.
4. Close front doors and seal with red seal located by printer.
5. Lower the front of machine to moving position (folded down).
6. Place silver key into lock and turn clockwise to close polls.
7. Remove keys from machine. **Fill out back of Key Envelopes.**
8. 4 (FOUR) Results reports will print out.
9. When all Results Print-outs have printed and the printer has stopped.
10. Remove Results Print-outs from machine ALL board workers must sign sheets.
11. Unplug the voting machine and retract power cord.
12. Turn machine off.
13. Break white Numbered seal and remove the results cartridge.
14. After results cartridge has been removed and placed in blue bag.
15. Replace Operator panel inside machine.
16. Return District sign, Provisional Ballot Privacy screen, Audio Device and Emergency Box to back of voting machine.
17. Close and lock rear doors and place keys in key envelope return to Supply bag.
18. **Return all supplies to Municipal Clerk.**