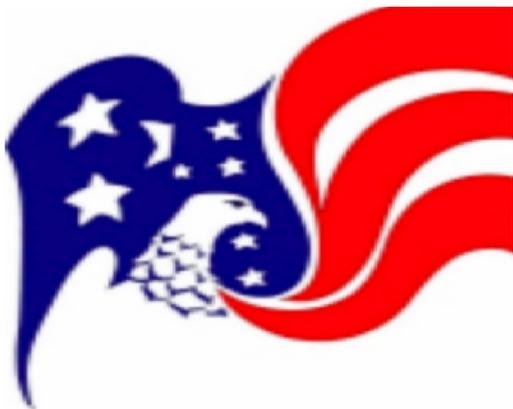




MARICOPA COUNTY ELECTIONS DEPARTMENT

Edge Training and Operations Manual



Helen Purcell, COUNTY RECORDER

Karen Osborne, ELECTIONS DIRECTOR

Introduction

An Edge voting unit is located at every polling place to enable voters with physical disabilities to vote independently without assistance. The Edge is a touch screen voting unit that features the VeriVote[®] printer, which allows voters to vote using touch screen technology with the added convenience and confidence of reviewing a paper record of their selections before they leave the polls.

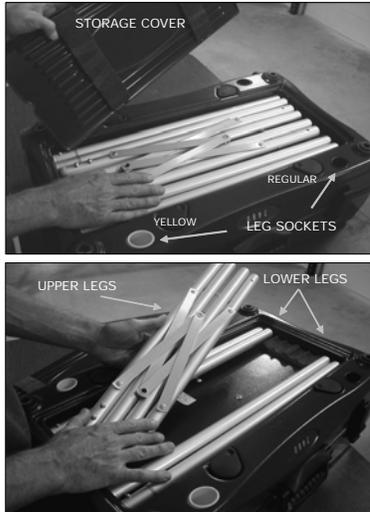
This manual is intended to be used in conjunction with the Elections Training Manual you received from Maricopa County. If you have any questions, please check with your recruiter, your troubleshooter, or call the Election Day Hotline number at (602) 506-2010.

Contents

Edge Set-up.....	3
Election Morning/ Opening the Polls.....	7
Activating the Card.....	8
Voting Using the Edge.....	11
Making the Edge Even More Accessible.....	16
Assisting the Audio Voter	16
Audio Voting Flow Chart.....	18
Audio Navigation Tips.....	19
Closing the Edge.....	20
Trouble Shooting the Edge.....	22

Edge Setup during Monday Set-up Meeting

Every polling place will have one Edge Touch screen voting machine with a printer and an audio unit that will be attached, a card activator unit, and voter cards.



- Place the unit face down on a table; ensuring that the leg assembly storage side of the Edge voting unit is facing up.

Turn the four latches to a 45-degree angle.

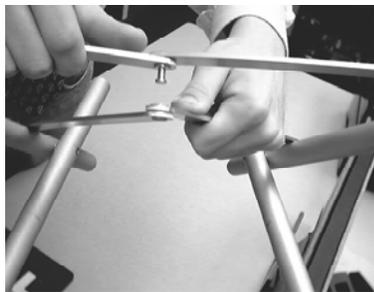
Remove the bottom storage cover.

Remove the main leg assembly and extension legs.

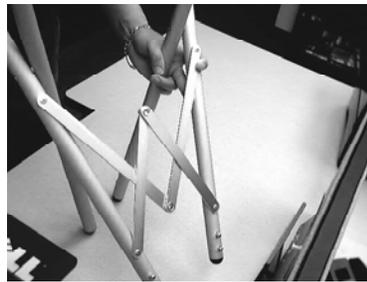
Replace the bottom storage cover, securing the latches to the original locking position.

Secure the leg assembly:

- Secure the main leg assembly by connecting the upper and lower portions in the center.
- On the upper leg section, turn each inside leg 90 degrees to make two “X’s.”
- Insert the yellow button ends of the main leg assembly, into the yellow sockets on the bottom of the Edge voting unit by pressing the retention pin.
- Insert the last two black button ends into the remaining sockets on the bottom of the Edge voting unit by pressing the retention pins.



b.



c.



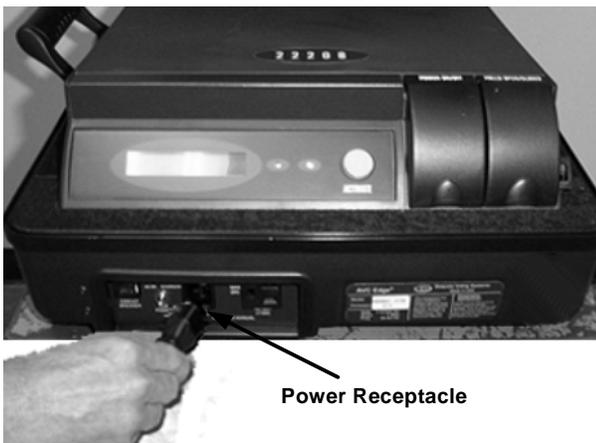
d.

e. Insert each of the leg extensions into the main leg assembly by pressing the silver retention pin and turning the leg until the retention pin snaps into place. The legs are now secure.



Two board workers, one in the front and one in the rear of the Edge voting unit, should “roll” the unit onto its side. Repositioning your hands, roll and lift the unit onto the floor.

Unfasten the top cover clasps and remove the cover. Remove the power cord from the storage area in the top cover.



□ Locate the power receptacle at the rear of the unit. Plug the power cord into the Edge voting unit power receptacle (AC In). Plug the Edge into a wall outlet or surge protector.

Follow the steps below to attach the printer and audio to the Edge voting machine:



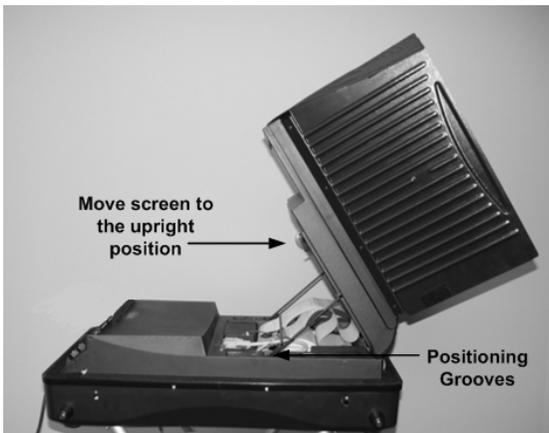
□ **Ensure the power is off** and the privacy panels are in the closed position.

□ **Remove the printer from the carrying case.** Ensure that the printer also has a seal on it, securing the printer cover to the printer. **DO NOT BREAK THIS SEAL.** The number on this seal should match the seal number listed on the precinct ballot report. If it does not, call the Hotline at 602-506-2010.



□ With the viewing screen still down and privacy screens still closed, position the printer so the paper printout is facing up, the orange seal facing outside, and the printer cord facing inside. **Slide the printer into the bracket sleeve** on the left side of the viewing screen starting at the top of the sleeve (at the back of the unit) and moving down (towards the front of the unit).

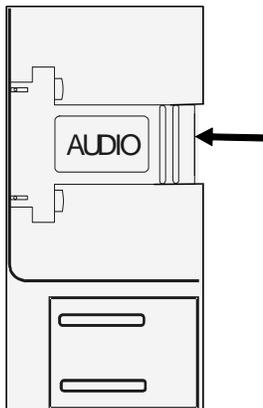
□ Using both hands, **raise the LCD viewing screen and printer.** Holding onto the screen with one hand, raise the black LCD positioning bar with the other hand and insert into a positioning groove.



□ Attach the printer cables to the Edge by inserting the power plug first and then attaching the printer cable to its left by firmly tightening each of the screws. The word TOP on the cable head signifies the top of the cable.



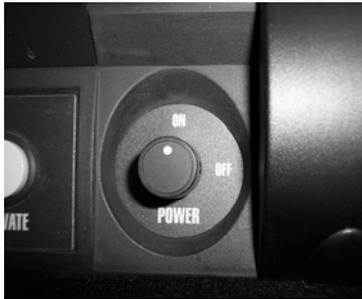
□ Find the Audio Equipment, which will be in a separate black case. Standing to the rear or side of the unit, connect the audio voting accessory cable to the Edge serial port labeled Audio as shown left. The “clip” of the cable, which looks similar to a phone cable, faces right when standing at the back of the machine.



□ Connect the audio accessory headphones jack to the audio voting accessory, pushing the cable all the way into the unit. If the voter has a sip/puff mechanism (the voter would bring this), this would also be attached to the audio voting accessory.



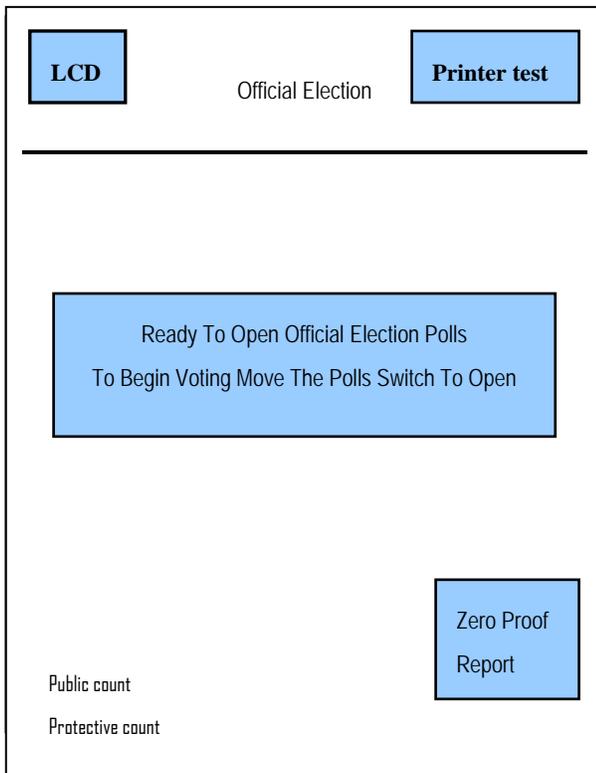
- Open the Edge privacy panels.
- Take off the black privacy curtain from the left privacy panel and reattach to the outside of the left privacy panel and the side of the printer so that the voter can see the printout through the rectangular hollow in the left panel. This allows the voter to see the printout of how they have voted with privacy.
- If not already attached, secure the top curtain to the Velcro on the back of both privacy panels.



- Raise the switch cover marked **Power On/Off**. Turn the power switch to the **On** position and close the cover.



- Face the front of the machine. The Sequoia logo will be displayed briefly before the unit is ready. This process may take several minutes. Verify that the green printer light at the bottom front of the printer is illuminated.



- Check the screen:** it should read as shown to the left.
- Record the Public and Protective count numbers** found on the bottom left side of the screen on the Precinct Ballot Report.
- Press **Zero Proof Report**. A Zero Proof Report will show on the screen. Go through every page, checking to ensure that the ballot is for the correct precinct, all results are zero, the **PUBLIC** counter is zero, and the ballot matches the candidates and issues on the paper ballots in your precinct. When you get to the end of the ballot,
 - press **PRINT REPORT**. When the printer is done printing,
 - press **DONE**. This will take you back to the original screen, shown to the left.
- Turn the power to the **OFF** position until Election morning, but leave it plugged in.

*****CHECK THE NUMBER, BUT DO NOT BREAK THE SEAL FOR THE OPEN/CLOSE POLLS UNTIL ELECTION MORNING.*****

If the polls are opened before Election Morning, an entirely new Edge must be programmed for your precinct, tested and sent out to you.

If the seal number does not match the number listed on the Precinct Ballot Report, call the Hotline at 602-506-2010.

CARD ACTIVATOR

- Remove the Card Activator, and power adaptor from the carrying case. **Voter cards will be included in the Inspector Packet.** If you do not have voter cards, check with your Trouble shooter or call the Hotline.
- Check the tag on the Card Activator to ensure that it is the correct precinct. If is not, call the Hotline.
- Plug the power adaptor cord into the Card Activator power socket located at the back of the unit. The flat part of the adaptor cord faces up. Plug into a wall outlet..
- Turn the **Power** switch to **On** position located on the left of the unit.



After turning power on, the Card Activator goes a series of short self tests, and the following will appear in the screen:

*****HAAT version 2.1.18*****

If you do not see this message, call the Hotline at 2010.

- Turn the power OFF on the Card Activator Election Day morning, but leave it plugged into outlet. This will allow the Card Activator to full charge of its emergency back-up battery, you fully prepared if the electricity goes out.



through message

602-506-

until the wall receive a making

Election Morning/Opening the Polls

Note. Check the power throughout the day. If the AC light is not on, it is in battery mode, which will only provide up to 4 hours power before completely failing. If in battery mode, check the plug to ensure everything is installed properly.

Additionally, the screen will go blank to save the battery. Touch the screen to bring it back up.

Turn the power on the Edge as instructed on page 5.

Break the seal on the cover marked **Polls Open/Closed** by twisting it.

Place the broken seal in the Seal bag.

Raise the switch cover and turn the **Polls Open/Closed** switch to the **Open** position. An **Official Zero Proof Report** will show on the screen. Again check to ensure the ballot is for the correct precinct, the **PUBLIC** counter reads zero, and all of the results are zero. When it gets to the end of the ballot, press **PRINT REPORT**.

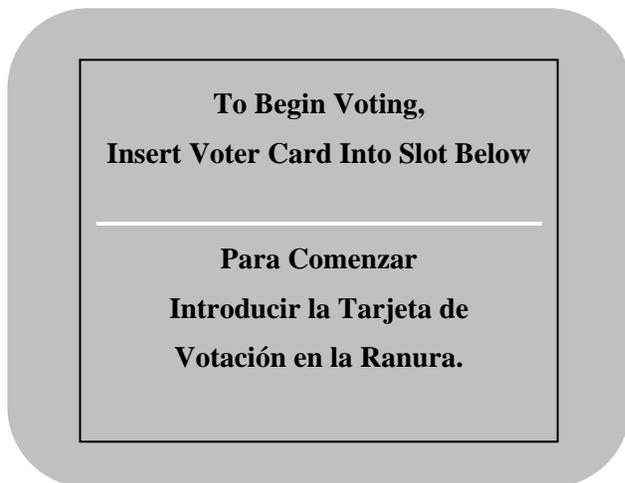
Note: If the Official Zero Proof Report does not print, be sure that the printer and power cables are secure. If it still does not print, call the Hotline at 602-506-2010.

When the zero tape is finished printing, press **DONE**, and the printer paper will then advance to a blank page.

Close the **Polls Open/Closed switch cover** and secure it with a seal found in the Seal bag.



The following screen is displayed:



The Edge is now open and ready for voters with disabilities to vote.

Activating the Voter Card

If a voter indicates that they have a disability and that they would like to use the Edge touch screen voting machine, please use the following procedures in conjunction with the Maricopa County Elections Training Manual. **VOTERS USING THE EDGE MUST STILL COMPLY WITH ALL VOTING REQUIREMENTS, INCLUDING IDENTIFICATION.** The Edge can be programmed through the activation of the voter card to vote a Standard ballot, Provisional ballot, Audio ballot, or Audio and Provisional ballot.

STANDARD VOTING PROCEDURE USING THE EDGE

The voter begins at the Board Worker assigned to the Signature Roster and announces his/her full name and address. The voter presents the required proof of identification to verify their identity. The address on the identification can match either the residential address or mailing address listed in the Signature Roster.

- 1) The BOARD WORKER locates the voter's name in the Signature Roster, and verifies that the address is correct. If the voter does not appear in any of the three places in the Signature Roster, does not have the required proof of identification, lives at a different address, needs to update their name, or if the EV box is marked, the voter will need to vote a Provisional Ballot (see page 9, below).
- 2) If the voter has the required proof of identification, his/her name and address is correct in the Signature Roster, and the EV box is not marked, the Board Worker asks the voter to sign the signature block next to their name. If the voter has a sight disability, be sure to offer the use of the signature guide found in the front of the Signature Roster.
- 3) The Board Worker working the Signature Roster locates the voter's register number located in the roster in the column to the right of the EV column and tells the Poll List Clerk and Board Worker who will be activating the Edge voter card.
- 4) To activate a voter card, turn the power on as instructed on page 6. When the Card Activator is ready, press **ACTIVATE CARD** button. Insert the voter card—arrow facing down and towards you—into the Card Activator slot. **Important: Do not activate voter cards in advance.** Enter the voter's 7 digit activation code. This number will be noted in the Green Register in the far right hand column.



- The activation code is comprised of the following: the party code: 1 for Republican, 2 for Democrat; the four digit precinct code of the polling place; and the numbers 00.**
- 6) Press the green **Yes/Enter** button.
 - 7) The message **Activating card** will appear. When activated, screen will read **“Card Activated. Please Remove.”**
 - 8) Hand the voter card to the voter and direct the voter to the Edge voting machine and proceed with the instructions for Voting Using The Edge, page 11, below.
 - 9) When the voter is finished voting, **turn off the Card Activator** until it is needed again.

PROVISIONAL BALLOT PROCEDURE USING THE EDGE

If a voter indicates that they have a disability and that they would like to use the Edge touch screen voting machine, but is required to vote a Provisional Ballot, as explained on page 27 of the Maricopa County Elections Training Manual, direct the voter to the Provisional Ballot table.

- 1) The Board Worker at the Provisional Ballot table will follow the procedures for voting a provisional ballot as instructed in the Training Manual, filling out the Provisional Ballot form and writing the Voter's name in the provisional ballot signature roster and having the voter sign. However, instead of giving the voter a ballot, the Board worker will activate an Edge Voting Card.
- 2) To activate a voter card, turn the Card Activator on as instructed on page 6. When the Card Activator is ready, press **MENU** and then **1**. for Provisional. Insert the voter card—arrow facing down and towards you—into the Card Activator slot. **Important: Do not activate voter cards in advance.**

Enter the voter's 7 digit activation code. This number will be noted in the Green Register in the far right hand column.

The activation code is comprised of the following: the party code: 1 for Republican, 2 for Democrat; the four digit precinct code of the polling place; and the numbers 00.

- 4) Press the green **Yes/Enter** button.
- 5) The Provisional Ballot ID number appears. Copy this number from the Card Activator to Line 4 at the top of the Provisional Ballot form .
- 6) **Hand the voter card to the voter** and direct the voter to the Edge voting machine and proceed with the instructions for Voting Using The Edge, page 11. **Place the Provisional Ballot form into the Red Provisional Ballot box.** It is not necessary to attach this form to a manila envelope.
- 7) When the voter is finished voting, **turn off the Card Activator** until it is needed again.

HOW TO CHECK THE STATUS OF A CARD

1. Insert the card to be checked and Press Card Status.
2. Press the Green Yes/Enter button.
3. The card activator will say the card is “not voted” or “used” along with time.
4. If a Provisional Ballot, it will also give you the Provisional Ballot ID Number.

AUDIO VOTING PROCEDURE FOR THE EDGE – STANDARD BALLOT

To signal to the Edge that the voter wishes to use the Audio function, the voter card must be activated in the following manner. Activating the voter card will automatically tell the Edge to switch to this function without the Board Worker needing to do anything but ensure that the headphones and keypad are plugged in. Voters wishing to use this function must still comply with Identification requirements and other procedures. If the voter is eligible to vote a standard ballot, the Board worker would activate the card as follows:

- 1) To activate a voter card, turn the Card Activator on as instructed on page 6. When the Card Activator is ready, press **MENU** and then **2.** for Audio. Insert the voter card—arrow facing down and towards you—into the Card Activator slot. **Important: Do not activate voter cards in advance.**
- 2) Enter the voter's 7 digit activation code. This number will be noted in the Green Register next to the voter's name and address.

The activation code is comprised of the following: the party code: 1 for Republican, 2 for Democrat; the four digit precinct code of the polling place; and the numbers 00.

- 3) Press the green **Yes/Enter** button.
- 4) When the voter is finished voting, **turn off the Card Activator** until it is needed again.

AUDIO VOTING PROCEDURE– PROVISIONAL BALLOT

If the voter is required to vote a provisional ballot, but wishes to vote the Edge using the Audio function, the Board worker would activate the card as follows:

- 1) The Board Worker at the Provisional Ballot table will follow the procedures for voting a provisional ballot as instructed in the Training Manual, filling out the Provisional Ballot form and writing the Voter's name in the provisional ballot signature roster and having the voter sign. However, instead of giving the voter a ballot, the Board worker will activate an Edge Voting Card.
- 2) To activate a voter card, turn the Card Activator on as instructed on page 6. When the Card Activator is ready, press **MENU** and then **3.** for Audio and Provisional. Insert the voter card—arrow facing down and towards you—into the Card Activator slot. **Important: Do not activate voter cards in advance.**
- 3) Enter the voter's 7 digit activation code. This number will be noted in the Green Register next to the voter's name and address.

The activation code is comprised of the following: the party code: 1 for Republican, 2 for Democrat; the four digit precinct code of the polling place; and the numbers 00.

- 4) Press the green **Yes/Enter** button.
- 5) The Provisional Ballot ID number appears. Copy this number from the Card Activator to Line 4 at the top of the Provisional Ballot form .
- 6) **Hand the voter card to the voter** and direct the voter to the Edge voting machine and proceed with the instructions for Voting Using The Edge, page 11. **Place the Provisional Ballot form into the Red Provisional Ballot box.** It is not necessary to attach this form to a manila envelope.
- 7) When the voter is finished voting, **turn off the Card Activator** until it is needed again.

TURN TO PAGE 16 FOR FURTHER INFORMATION ON ASSISTING THE AUDIO VOTER.

Voting Using the Edge

After the voter receives an activated voter card from the Board worker, **THE VOTER** follows the steps below to process a vote.

Walk over to the Edge and begin the voting process.

The following screen is displayed:



Insert the voter card into the activation slot at the front of the Edge.



The Edge activates for the voter.

LANGUAGE SELECTION

The ballot language options are displayed on the screen. The voter makes a selection by touching the button containing the language of choice.

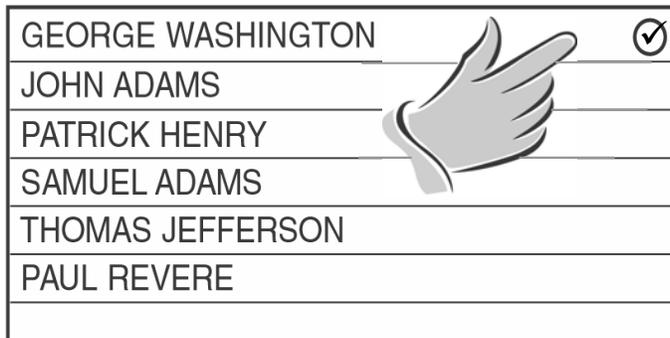
To change the language after the initial selection, the voter touches the Back arrow to the Language Option screen to select the desired language. Any ballot choices that have already been made will not change, only the ballot language.



The voter language simply and selects been made

BEGIN VOTING.

The voter makes a selection by touching anywhere in the box that contains the name or response desired. A green check mark will appear in the circle and all remaining circles will disappear when the contest has been fully voted. This prevents an over-vote from occurring. The voter repeats this process until desired selections are made for each contest (please remember, a voter does not have to vote for every race/issue).



CHANGING A SELECTION

To make a change, the voter simply touches the check mark again. All circles will again be displayed and a different selection can be made. The voter can also touch any candidate or contest on the review screen to go back to the exact page of that contest and make a different selection.

CASTING A WRITE-IN VOTE

To enter a write-in candidate's name, the voter touches the Write-In choice.

A keyboard will be displayed on the screen.

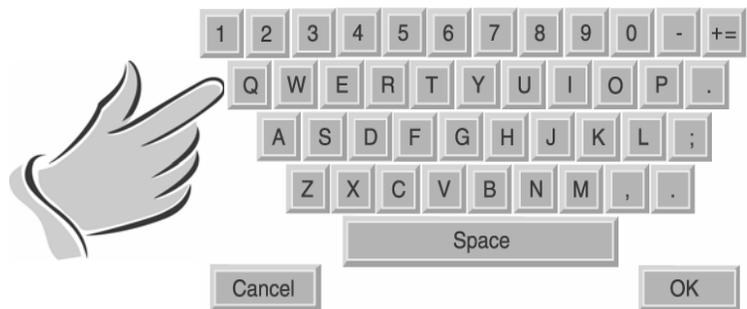
Type the desired name of the Write-In by touching the buttons on the displayed keyboard.

Editing keys are available for making changes or correcting the spelling. A visual display of what has been typed is shown at all times.

When finished, touch the **OK** button. The ballot is automatically displayed with the Write-In name in the ballot contest.

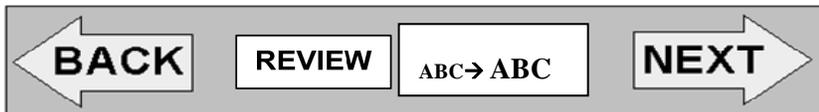
To **change the Write-In name**, touch the check mark., which will again call up the write-in keyboard, where the name can be edited.

To **cancel the Write-In**, touch the check mark. The keyboard is displayed with the write-in name you entered. Touch **Cancel Selection**. The white box is reset to blank. Touch **OK**. You are returned to the ballot. All squares will again be displayed and a different selection can be made.

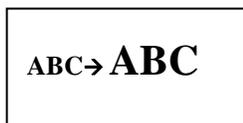


BALLOT NAVIGATION

The large, bright yellow navigational tools, **Next** and **Back** arrows, are located prominently in the lower corners making them easy to locate and read. Use these buttons to move forward (**Next**) or backward (**Back**) through the ballot.



After touching the **Next** button on the last page of the ballot, the review screen is automatically displayed. It will list by contest, only the candidate(s) or choices you currently made.



USING LARGE PRINT

If the voter wishes to see a larger print of the ballot, the voter would push the ABC button that look like the one to the left. Only portions of the ballot can be viewed at a time in this mode, so the voter will need to scroll up and down, left and right using the arrows on the edge of the screen. If the voter wishes to return to the normal print mode, the voter just touches the ABC button again.

REVIEW YOUR BALLOT

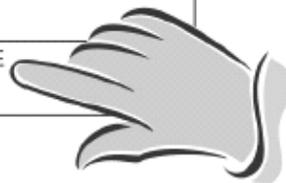
All choices are displayed in a condensed manner for the voters review.

Contests that have not been fully voted are bold highlight.

To make a change, touch the desired automatically display the appropriate page You can now make a different selection as above in the Changing a Selection.

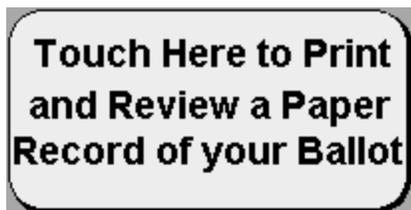
TOUCH THE OFFICE OR ISSUE TO MAKE A CHANGE

PRESIDENT THOMAS JEFFERSON
UNITED STATES SENATOR JOHN ADAMS
SECRETARY OF STATE No Selections Made



manner for
displayed in a
contest to
of the ballot.
outlined

If satisfied with the choices as outlined on the review screen(s), touch the **Next** button. The screen displays the following message:



Note: If the ballot is not fully voted, you will also receive the following

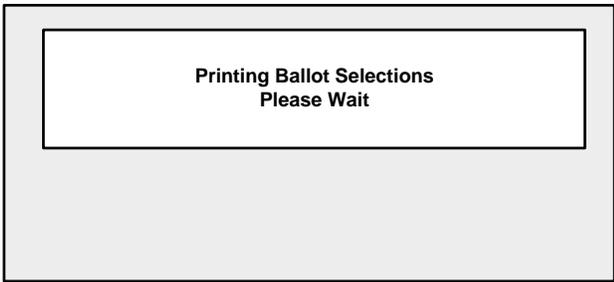
**You have not made all the choices for which you are entitled.
Press "Back" or "Review" to return to the ballot.**

message.

If you wish to proceed, touch "**Touch Here to Print and Review a Paper Record of your Ballot.**"

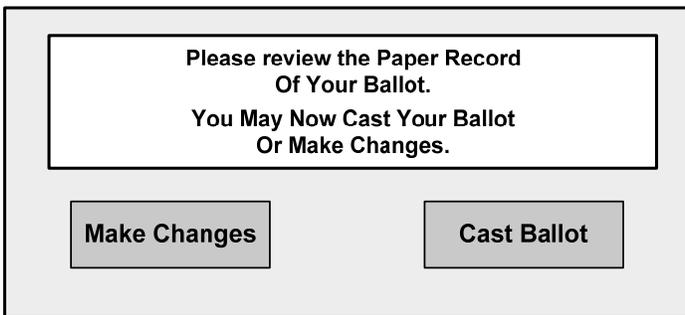
Note: The voter must print a paper record of their ballot. The voter cannot be identified or in any way tied to this ballot. It is retained in the printer cartridge much like a ballot in the Blue Ballot box for the Insight. These records are examined only in the case of an audit or recount.

The following message is displayed.



A paper representation of your selections prints on the printer.

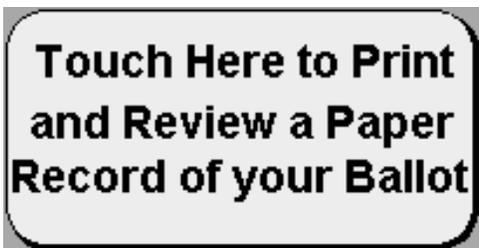
The following message is displayed:



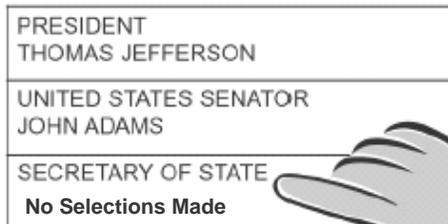
Touch **Make Changes** or **Cast Ballot**.

If you touch **Make Changes**, VOIDED is printed on the printout and the Review screen is again displayed. To return to the ballot to make changes, touch the office you want to change. You are returned to that place on the ballot and you may make any desired changes.

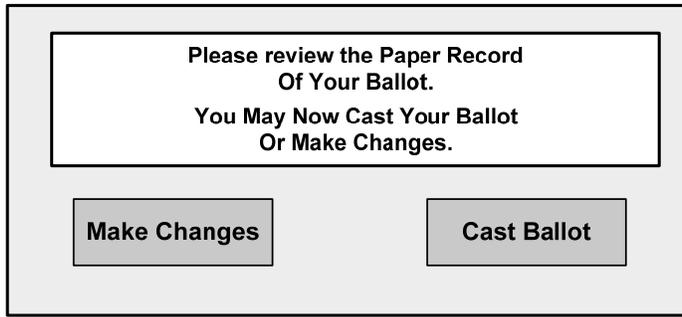
Note: You can touch **Next** or **Back** to review the rest of the ballot. Touch **Next** until you reach the following screen:



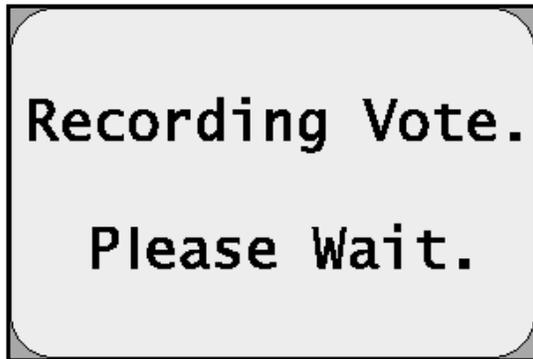
TOUCH THE OFFICE OR ISSUE TO MAKE A CHANGE



Touch **Touch Here to Print and Review a Paper Record of your Ballot**. The following screen appears:



If you are ready to cast the ballot, touch Cast Ballot and the following Screen will appear:

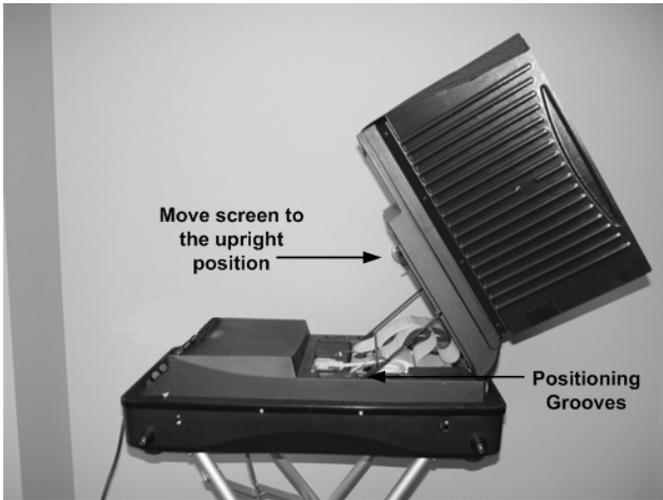


The printout prints **Accepted**, and the paper advances to a blank page.

Your vote is recorded and the voter card pops out of the Edge's activation slot.

Remove the voter card from the activation slot at the front of the Edge, and hand the card to the Board Worker guarding the Insight and Edge, who will give the voter an "I Voted" sticker.

Making the Edge Even More Accessible



simply return the screen back to its original position.

If a voter wishes, the Edge Voting Screen can be adjusted to make it easier to see when sitting. Use the black LCD positioning bar to reposition the screen of the Edge forward.

Lock the positioning bar into the first available groove. The screen will be in the full, upright position, thereby making it easily accessible to the voter.



After the voter has completed voting,

Assisting the Audio Voter

When assisting the Voter using the Audio equipment, follow the following procedure:

Make sure that the Voting Card to be used with the Edge has audio voting enabled.

Offer to assist the voter to the voting machine, offering your arm for guidance if the audio voter is visually impaired.

Tell the voter that you are handing them the audio voting headphones and keypad that they will use for audio voting. If the voter is unable to hold the keypad, tell the voter that you can use the Velcro strap to attach it to the wheelchair or any assisting-device they may be using.

Make sure that the  round red **Select** button is positioned to the voter's right, whether the voter is right- or left-handed.

Tell the voter that you are going to provide a brief overview of the voting process, and explain that there are help instructions that can be listened to as often as required.

Explain to the voter that there are four raised buttons on the keypad, each with its own shape.

- As you describe each of the four buttons and their functions, ask the voter to locate and feel their shapes. For details about each button, refer to page 17.
- Explain the volume slide lever and how to adjust volume from low to high.
- Tell them that information about these buttons is contained in the introductory Help at the beginning of the audio.

Additionally, explain that there are four types of Help and that each of these is based on where the voter is in the audio ballot.

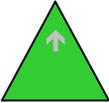
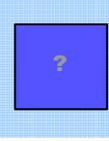
- To access Help, the voter presses the  square blue **Help** button at any time.
- If the voter does not press any buttons on the audio keypad for 30 seconds, audio Help automatically begins. To exit audio help, press the round red **Select** button.

Explain to the voter that for contests containing write-ins, they must repeat pressing the  green up-arrow (each press of the button will recite a candidate in the contest) until they hear **Entering the Write-In keyboard**. The voter can then spell out the desired write-in candidate.

Ask the voter if they would like assistance inserting the voter card into the voting unit. Tell the voter that once the card has been inserted, the system will immediately begin audio instructions.

Components of Audio Accessory Keypad

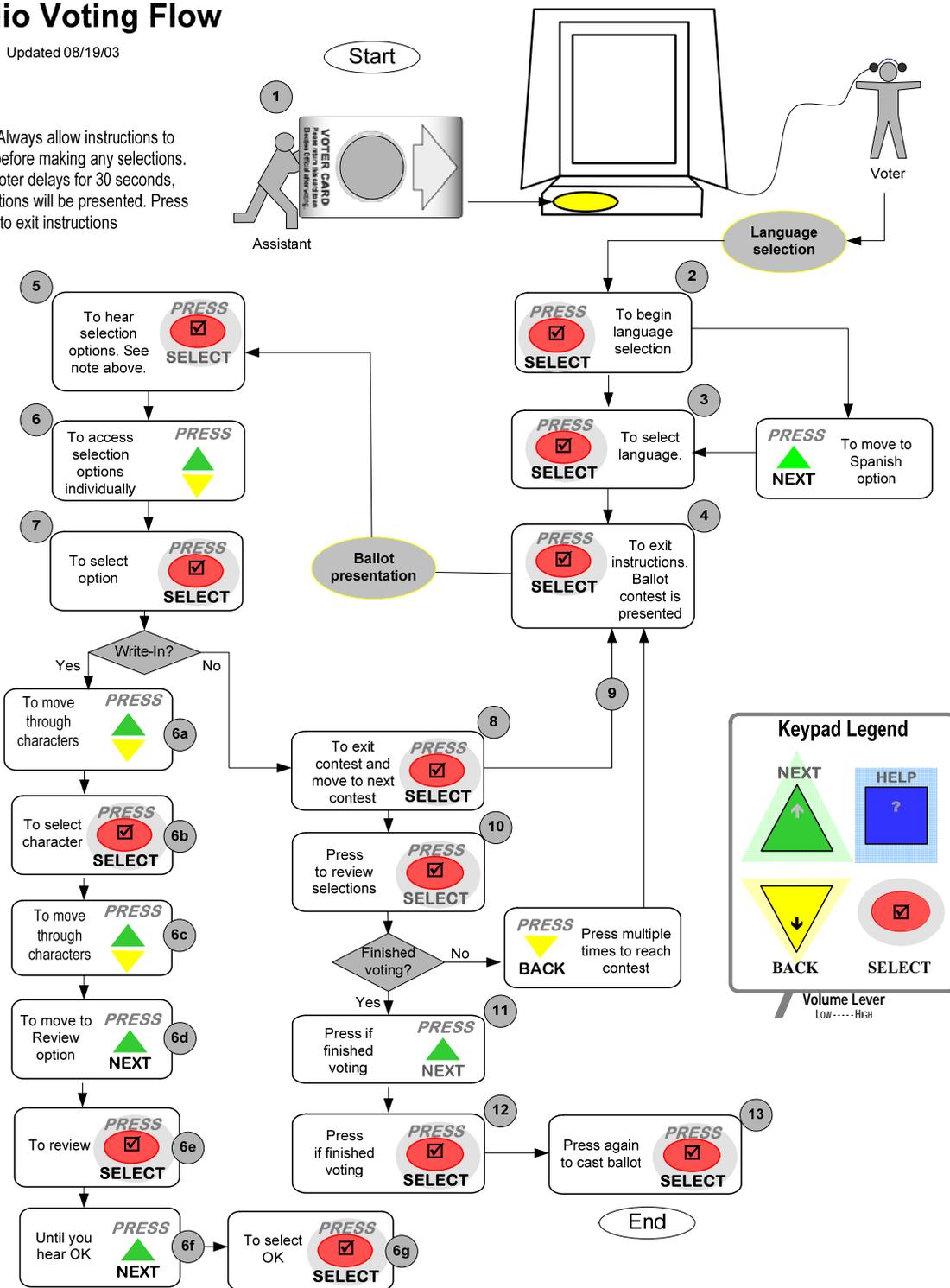
The audio accessory keypad consists of the following four buttons:

	<p>Press Select to</p> <ul style="list-style-type: none"> • Exit introductory help and begin voting • Select contest • Select or deselect a candidate for each contest • Review selections • Exit contests
	<p>Press Next to</p> <ul style="list-style-type: none"> • Move forward through the list of candidates. If you continue to press Next, you will eventually come back to the first choice • Access Review Selections option for a contest • Access Exit Contest to skip a contest • Access Exit Contest at the end of an audio ballot to review ballot
	<p>Press Back to</p> <ul style="list-style-type: none"> • Move backward through the list of candidates for each contest • Move backward through the contests of the ballot
	<p>Press Help to listen to</p> <ul style="list-style-type: none"> • Introduction help • General help • Candidate Select/Deselect Help • Write-In help

Audio Voting Flow

Updated 08/19/03

Note: Always allow instructions to finish before making any selections. If the voter delays for 30 seconds, instructions will be presented. Press Select to exit instructions



Note: The numbers in circles indicate the sequence of that action in the process. Refer to the next page for a description of this step in the process.

NAVIGATION TIPS

If the voter asks you a question about navigating the keypad to perform a particular task, use the table below to find an answer.

Action	How to...
Skipping a Contest	<ol style="list-style-type: none"> To skip a contest, press the green up-arrow button repeatedly until you hear Exit contest. Press the round red Select button to continue to the next contest.
Selecting and Deselecting a Contest	<p>To <i>select</i> a choice, press the round red Select button once after hearing the desired choice.</p> <p>To <i>deselect</i> a choice, repeat pressing the green up-arrow or yellow down-arrow button until you hear the choice you just select and then press the round red Select button to deselect the choice.</p> <p>To <i>deselect a choice after leaving a contest</i>, press the yellow down-arrow button to return to the contest and candidate then press the round red Select button to deselect the candidate.</p>
Performing Write-In Voting	<ol style="list-style-type: none"> Repeat pressing the green up-arrow button until you hear Write-in, then press the round red Select button to enter the Write-In keyboard. Use the green up-arrow and yellow down-arrow buttons to move back and forth through the alphabet, numbers, and special characters. Spell out your write-in choice by pressing the round red Select button to select each desired letter, number, or special character. To deselect a character, use the Backspace choice.
Exiting Write-In Voting	<p>To exit Write-In voting, repeat pressing the green up-arrow or yellow down-arrow button until you hear OK, then press the round red Select button.</p> <p>To cancel a selection, repeat pressing the green up-arrow or yellow down-arrow button until you hear Cancel, then press the round red Select button.</p>
Reviewing Choices at the End of a Contest	<ol style="list-style-type: none"> After selecting your choices for a given contest, repeat pressing the green up-arrow button until you hear Review Selections. Press the round red Select button to hear the choices for the contest.
Reviewing Choices at the End of a Ballot	<ol style="list-style-type: none"> Exit the current contest. Press the green up-arrow or yellow down-arrow button until you hear Review your selections. Press the round red Select button to hear the contest names and selections. Press the green up-arrow or yellow down-arrow button when you are finished.

Closing the Edge

After 7:00 p.m. and the last voter has voted, follow the instructions beginning on page 32 of the Elections Training Manual to close the polls. When you come to # 11 of the Inspector's tasks, go to the back of the Edge and perform the following tasks:

- Break the seal on the **Polls Open/Closed** switch cover by twisting it.
- Place the broken seal in the Seals bag.
- Lift up the cover and turn the **Polls** switch to the **Closed** position. The **Official Results Report** will show on the LCD viewing screen. Press **Print Report**.



STOP: Be sure the printer has completely finished printing before proceeding.

When it is done printing, press **DONE**. The screen displays **Qualified Votes, Provisional Votes, and Total Votes, as well as the Public and Protective counts**.

- Record **ALL of these Numbers** on the **Precinct Ballot Report** which is attached to the Payroll Voucher (See Maricopa County Training Manual).

- On the back of the Edge, lift up the **Power** switch cover and turn it to the **Off** position.

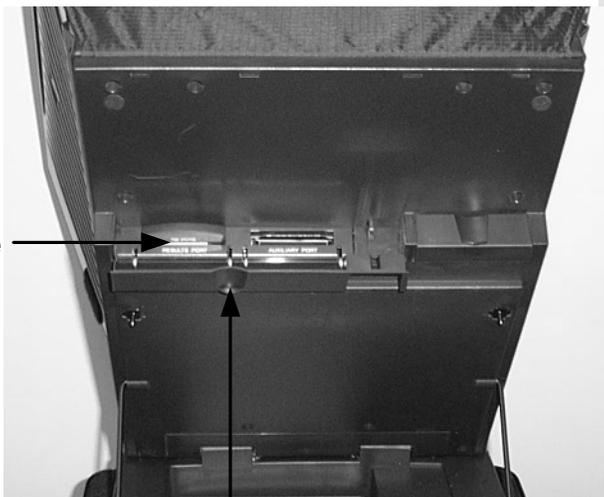
- Twist and break the seal on the Cartridge door. **Place the broke seal SEALS bag.** Open the Results Cartridge door and remove the results by pulling it straight out.

Results Cartridge Door



Results in the cartridge

- Place the Results Cartridges from the



Results Cartridge

Results Cartridge Door

Edge voting unit into the Pink bubble pack. While one Board Worker continues with the rest of these Edge closing procedures below, the **Inspector should return to the Closing procedures in the Maricopa County Elections Training Manual.**

Continuing with Edge Closing...

Remove the left privacy panel's curtain and replace it on the inside of the privacy panel.



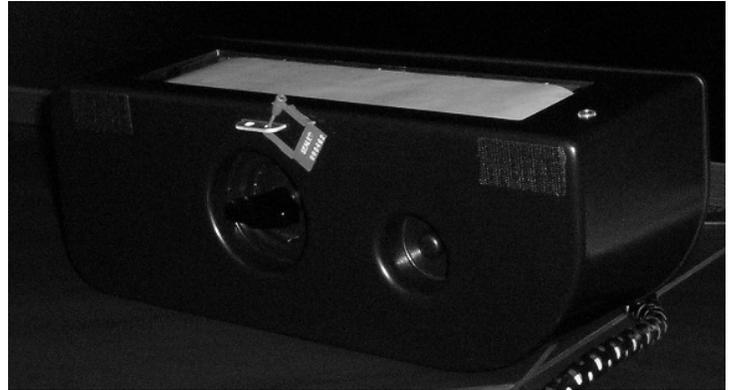
- Close the Edge privacy panels.
- Unscrew and detach the printer's printer cable.
- Detach the printer's power cable.
- Detach the Audio cable. Replace Audio equipment into its carrying case. Place the carrying case in the Blue Insight ballot box.
- While holding the Edge LCD screen forward, lift the black LCD positioning bar and rest the LCD screen in the flat position.

While holding the printer, slide the unit up the mounting bracket (towards the back of the machine) until it is detached.

Ensure that the seal that secures the printer cover to the printer is not broken.



Place the printer into its storage case and seal with a seal.



Unplug Edge power cord from wall and remove from Edge machine. Return the cord to the inside of the Edge Cover. Replace the Cover and refasten the four cover clasps. Using two Board workers, lower the Edge to the floor and wheel next to the Insight so that it is easily found by Maricopa County Elections staff.

Turn the power OFF on the Card Activator and unplug from the wall. Replace Card Activator, and A/C power cord into its carrying case and seal. Place near Insight so that it is easily found by Maricopa County Elections staff.

Place the Voter cards in the front of the Signature in the pencil pouch where the signature guide is

Return to Closing procedures as instructed by the Maricopa County Training Manual.



Roster located.

Trouble Shooting the Edge

Problem	Solution
Edge does not print zero tape	Check cables to ensure completely installed. If the zero tape still does not print, call the Hotline
Yellow or Red bar shown at bottom of Touch screen. Machine may be beeping	Check the Power cords to ensure completely plugged in. AC light at back of machine should be lit.
A voter leaves the polling place before finishing voting (Fleeing Voter)	Press the Yellow button in the back of the machine. Press Cast Ballot on the screen.
Power goes out in Polling Place	The Edge and Card Activator are equipped with battery back-up and should continue to operate for at least 1-2 hours as long as the AC power was being used before the power outage. To conserve energy, the Touch Screen may go blank, but can be returned by touching the screen if needed. DO NOT TURN OFF the Edge. Powering back up actually takes more energy.
Edge screen tells you printer paper low	Call a trouble shooter who will replace your printer with one with a new roll. The printer with the finished roll will be placed in its carrying case and sealed with an orange seal. Both printers will be brought to the receiving site at the end of Election night.
A voter using the Audio function decides he/she no longer want to use this function	<p>If the voter has NOT yet made any choices (the ballot is still blank), Press the Yellow Button on the back of the machine.</p> <p>If the voter has made even 1 choice, turn the POWER to the Edge off and then on again. This will spoil this ballot only.</p> <p>Ask the voter if they wish to vote using the Edge again, or vote assisted using an optical scan ballot. Follow the appropriate directions from the beginning for the voters choice.</p>
Voter Gets Vote Save Error	<p>If message also says, Vote Saved: The voter's ballot has been cast – put voter activation card aside and do not use again.</p> <p>If message also says, Vote Not Saved: The voter needs to have a new card activated for him/her and must start again.</p>