DRE SHORTCUTS

I. *SETTING UP DRE MACHINE – (MONDAY)*
1. Check seal and serial numbers against DRE Recap Sheet
2. *IF POSSIBLE – Place DRE machines on tables*
3. IF NOT POSSIBLE - Place DRE completely flat on floor or on side so legs are showing
4. Unlock all 6 black levers on legs
5. Pull legs upright one side at a time
6. Pull leg extensions out until silver buttons stop in hole
7. Repeat on all legs of machine
8. Relock 6 black levers on legs
9. Be sure all legs are secure and locked
10. With two people lifting, place DRE on side
11. Lift machine completely upright on legs
12. Daisy chain power cord up to 6 per chain; 12 per socket; start from power source
13. Verify power source; check night light on DRE

II. *OPENING POLLS – (ELECTION DAY)*
1. Open DRE case
2. Attach left side screen – Leave right side screen unattached
3. Press and hold black button at top of screen to raise screen – Use metal stand in back of screen to support
   DO NOT PULL SCREEN COMPLETELY UPRIGHT
4. Unlock and remove printer cover & right side security door
5. Push power button on machine
6. Zero report will print once machine is on – Be sure gray lever is pushed back to print
7. Verify that all count on tapes are zero
8. Sign in spaces provided – **DO NOT TEAR TAPE**
9. Roll tape up & place printer cover on and lock
10. Install VWD Kit on machine by plugging headphone into slot labeled audio
11. Plug keypad into slot labeled keypad
12. Secure by tightening screws on plug, *if applicable*
13. Place keypad and headphones behind screen
14. Lock security door
15. "**NEED ANOTHER COPY**" appears, press "**NO**"
16. Record "**BEFORE POLLS OPEN COUNT NUMBER**" on DRE recap sheet
17. Attach right side screen & DRE is ready for voting

III. *CLOSING POLL– (ELECTION DAY)*
1. Record "**TIME LAST VOTER VOTED**" on DRE recap sheet
2. Record "**AFTER POLLS CLOSE COUNT NUMBER**" on DRE recap sheet
3. Insert supervisor card
4. Enter password provided by Elections Office
5. Touch "**OK**" & Remove Supervisor Card
6. Touch "**END ELECTION**"
7. "**WARNING: This will completely end the voting process for the election. No more votes can be cast after this point. Touch OK to proceed or CANCEL to exit**"; Touch "**OK**"
8. Detach the right side screen
9. Unlock and remove printer cover
10. Be sure gray lever by paper feeder is pushed back
11. IF "**PRINT WRITE-IN CANDIDATES**?" appears, touch "**YES**"
12. IF "**PRINT SUMMARY TOTALS**" appears, touch "**YES**"
13. "**PRINT LONG REPORT?**" appears, Touch "**NO**", once printing completes, **tear off tape & sign**
14. "**NEED ANOTHER COPY?**" appears, Touch "**YES**"; once printing completes, **tear off tape & sign**

15. Should have **two** tapes for each DRE machine: One Election result tape attached to zero counts and one Election result tape without zero counts
16. "**NEED ANOTHER COPY?**" appears, Touch "**NO**"
17. Unlock security door
18. Remove memory card (except for DRE machine designated for Accumulating)
19. Repeat steps 2 thru 17 on each DRE machine *(then proceed to step 19)*
20. Turn off all DRE machines except the designated DRE machine for Accumulating
21. Remove VWD Kit & disassemble DRE machines
22. Close and lock security doors on all DRE machines
23. Detach the left side screen and fold both screens inside the top of the DRE case
24. Proceed to designated DRE machine with all memory cards for Accumulating

IV. *LOADING MEMORY CARDS ON ACCUMULATOR*
1. Take ALL memory cards to designated DRE machine for Accumulating
2. Touch "**ACCUMULATOR**" on Post-Election Mode
3. DRE machine will begin loading the memory card that is already in the machine
4. When loading completes, machine ID and number of ballots will be displayed
5. Unlock security door on DRE machine
6. Carefully remove memory card by pressing black button next to card *(if you accidently hit the power button, restart the DRE machine and it will return to the spot where you left off)*
7. Insert next memory card into bottom slot
8. DRE machine will start loading card
9. When finished, machine ID and number of ballots for that machine will be displayed.
10. Repeat steps 6 through 9 until ALL memory cards for all DRE machines *(used and unused)* have been loaded

V. *PRINTING ACCUMULATOR RESULTS*
1. Touch "**PRINT REPORT**"
2. IF "**PRINT WRITE-IN CANDIDATES**" appears, Touch "**YES**"
3. IF "**PRINT SUMMARY TOTALS**" appears, Touch "**YES**"
4. "**PRINT LONG REPORT**", Touch "**YES**"
5. "**NEED ANOTHER COPY**", Touch "**NO**" – **Tear off & sign**
6. Touch "**PRINT REPORT**"
7. "**PRINT LONG REPORT**", Touch "**NO**" – **Tear off & sign**
8. "**NEED ANOTHER COPY**", Touch "**YES**" – **Tear off & sign**
9. "**NEED ANOTHER COPY**", Touch "**NO**"
10. Should have **TWO** short reports and **ONE** long report
11. **Be sure all memory cards are removed from the DRE machine & turn machine off**
12. Place one short report on door of precinct
13. Fold all results tapes & accumulator tapes neatly
14. Lock printer covers and security doors

VI. *DISASSEMBLING DRE MACHINES*
1. Close top of case and lock
2. Place blue seal on DRE
3. Record "**AFTER POLLS CLOSE**" seal # on DRE recap sheet
4. *(If not placed on tables)* Two people lift DRE machines and place on floor with legs facing upward or on side
5. Unlock all 6 black levers on legs
6. Press silver button to release leg extension and push down, push legs down into case
7. Lock all 6 black levers on legs
8. Cable and lock DRE machines together *(may need to stack them)*

Revised 2016

DRE TROUBLESHOOTING

VII. *ZERO REPORT DOES NOT PRINT*
1. **If printer** error message, push gray lever back
2. **If media** error message, re-insert card
3. Turn machine off then back on
4. Verify mode of machine and number of votes
5. Call Elections Office

VIII. *VOTER ACCESS CARD EJECTS*
1. Ask voter if he/she saw the candidates names
2. If yes, the voter has likely voted
   DO NOT RE-ISSUE A VOTER ACCESS CARD UNTIL THE CARD HAS BEEN VERIFIED IN THE EXPRESSPOLL UNIT THAT IS HAS NOT BEEN VOTED ON
3. If no, use the ExpressPoll to check status of VAC
4. If card reads, "**VOTED?**", the Voter has voted
5. If card reads "**NOT VOTED?**" Voter has not voted, direct Voter to another machine

IX. *VOTER ACCESS CARD DOES NOT EJECT AFTER CASTING BALLOT*
1. Turn machine off
2. Turn machine back on
3. When card ejects, return to Voter to turn card in at card recovery station

X. *HOW TO CANCEL A BALLOT*
1. Touch the DRE screen in the box in the center of any screen that states screen number i.e., (1 of 3) until another screen pops up.
2. This box must be held down at least 20 seconds so be patient. (Use your thumb it seems to be more effective)
3. When the screen appears, touch "Cancel" to cancel the ballot. The access card will eject from the reader.

XI. *UNABLE TO HEAR ON VWD*
1. Check the connection of VWD
2. Ensure cord is properly connected in plug
3. Ensure headphones are plugged into slot
4. Check and adjust volume on VWD
5. If unable to resolve, cancel ballot
6. Install VWD on another machine & allow Voter to cast ballot

XII. *POWER GOES OUT IN ONE MACHINE*
1. Check pigtail to see if it is inserted *(small power cord located in the upper left hand side of the DRE machine inside the case)*
2. If rearrange powering affected machine
3. If unable to restore power, call Area Manager and VR&E Office

XIII. *POWER GOES OUT IN WHOLE CHAIN*
1. Check power source to chain using night light
2. Check to see if number of machines exceed 6
3. If so, rearrange
4. Check connections at each machine in chain
5. If unable to resolve, call Area Manager and VR&E Office

XIV. *TOTAL POWER OUTAGE*
1. Notify VR&E Office & Facility Manager
2. Power down half of the machines
3. Vote on remaining half for 3 hours
4. Turn off machines used in previous 3 hours
5. Switch to other half
6. Call VR&E Office for support if outage is more than 6 hours

XV. *CLOSING OUT MACHINE NOT WORKING*
1. Remove memory card from machine
2. Tear off zero tape, if it printed
3. Lock security & printer doors & disassemble machine
4. Choose another machine with the following:
   a. Has had election ended
   b. Both post-election reports have been printed & torn off
   c. Memory card has been removed
5. Insert memory card into machine
6. Use supervisor card to end election
   a. Power machine on if necessary
   b. Note if machine has no votes, zero tape will print; If it does, leave attached until 1st post election results tape is printed
7. Run post election tapes – Zero tape may not be attached & add notes to manager's log
8. Accumulate memory card with other cards

XVI. *ACCUMULATOR DOES NOT WORK*
1. Take card out of accumulator
2. Accumulate on another machine
3. Manager writes a note in log with serial and machine number used to accumulate

XVII. *MEMORY CARD DOES NOT LOAD IN ACCUMULATOR*
1. Remove card and reinsert.
2. If card still does not load, touch "**MAIN MENU**"
3. Touch "**ACCUMULATOR**"
4. If card still will not load, try another card
5. If no cards will load, use another machine to accumulate
6. *If only one card will not load, contact Area Manager and VR&E Office immediately*