



SEQUOIA CARD ACTIVATOR

POLLWORKER'S MANUAL

VERSION 1.00

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Card Activator Manual

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1 INTRODUCTION

1.1 SYSTEM OVERVIEW

The Card Activator (CA) is a component of the AVC Edge®, and serves as the voter's access to the AVC Edge direct-record electronic touch-screen voting system. After establishing the voter's identity and party affiliation the poll worker inserts a voter Activation Card into the Card Activator, presses the appropriate number on the Card Activator keypad that designates the voter's party. After the card is activated, the poll worker hands the activated Activation Card to the voter who then uses the card to access the AVC Edge voting system.

1.2 MANUAL STRUCTURE

This manual is directed at the precinct-level poll worker preparing and operating the Card Activator for an election, and for closing the polls.

Chapter 1 - The Introduction provides a system overview of the Card Activator, a brief summary of each chapter and appendix, and FCC compliance requirements.

Chapter 2 - Getting Started familiarizes you with the components of the Card Activator.

Chapter 3 - Operating the Card Activator provides you with the following: procedures in preparation for opening the polls, procedures for opening the polls, procedures during polling hours, and procedures for closing the polls.

Appendix A - Troubleshooting lists problems that may occur during polling hours and suggested solutions.

1.3 FCC COMPLIANCE REQUIREMENTS

In compliance with the Federal Communications Commission requirements, the following information is noted in your Card Activator operations manual.

This equipment has been certified to comply with limits for a Class B computing device, pursuant to Subpart J of Part 15 of FCC Rules. Only peripherals (computer input/output devices, terminals, printers, etc.) certified to comply with the Class B limits should be attached to the Card Activator. Operation with uncertified peripherals is likely to result in interference to radio or TV reception.

The Card Activator generates and uses radio frequency energy. If not installed and used properly, in strict accordance with the manufacturers instructions, the Card Activator may cause interference to radio and television reception.

The Card Activator has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules. These Rules are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation.

If the Card Activator does cause interference to radio or to television reception, which can be determined by turning the Card Activator off and on, try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna on the television or radio.
- Relocate the Card Activator with respect to the television or radio.

- Move the television or radio away from the Card Activator.
- Plug the Card Activator into a different outlet so that the television or radio is on a different branch circuit.
- Contact Sequoia Voting Systems for additional suggestions if the interference persists.

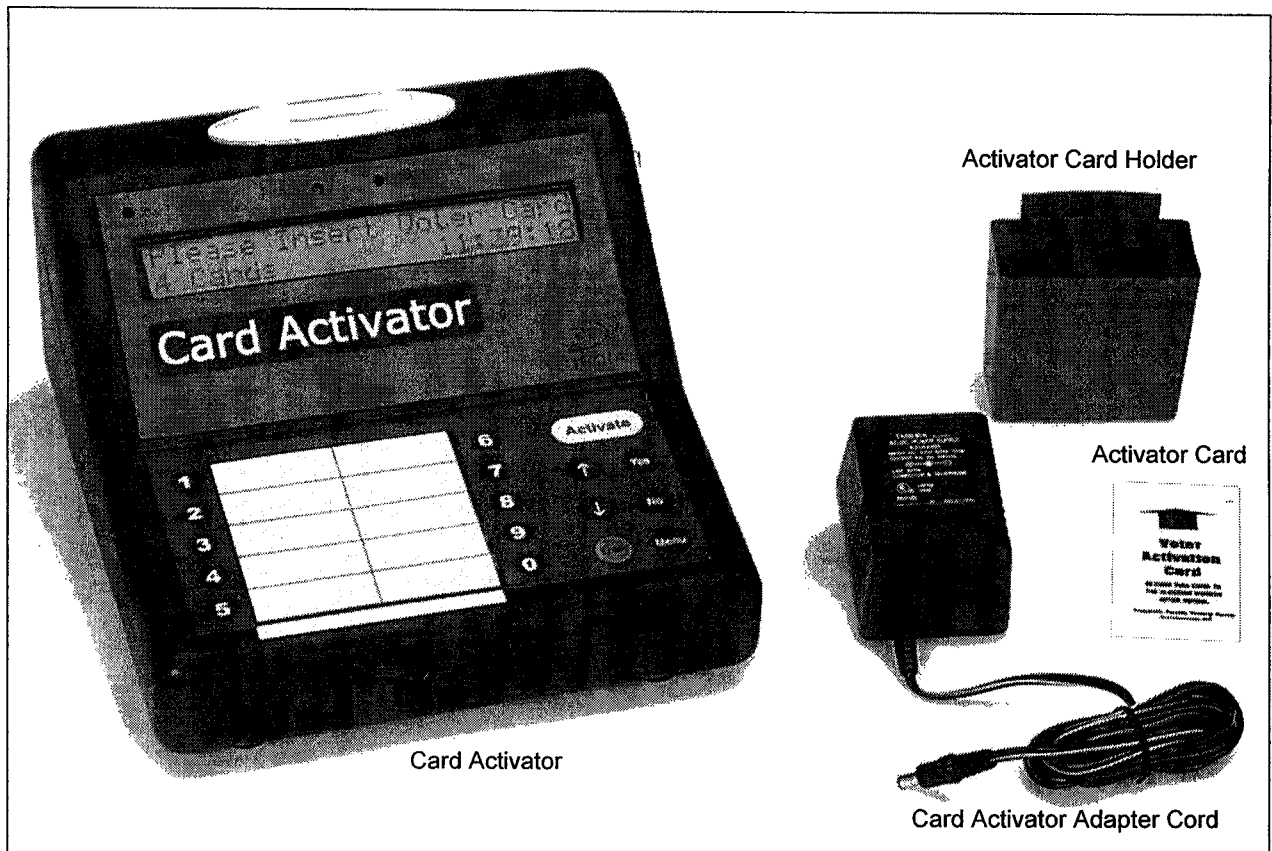


Figure 1-1: Card Activator, Case, and Accessories

2 GETTING STARTED

This chapter provides you with illustrations of Card Activator components (Figure 2-1). You will need to be familiar with these components when operating the Card Activator.

2.1 FRONT VIEW OF THE CARD ACTIVATOR

The Card Activator (front view) shows the location of key components for operating the Card Activator (Figure 2-1).

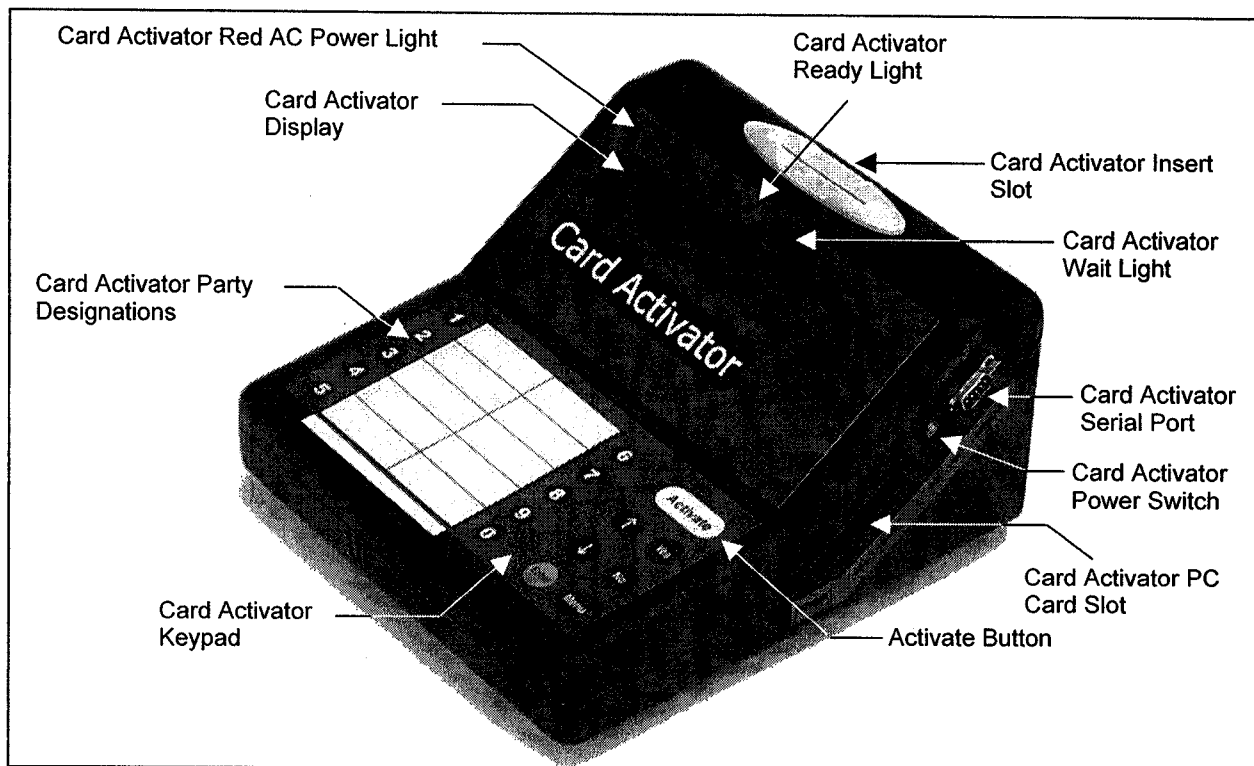


Figure 2-1: Card Activator Components (Front View)

Card Activator ON/OFF Power Switch – Press the Power Switch downward to power on the Card Activator. Press the Power Switch upward to power off the Card Activator.

Activation Card Insertion Slot – Where you insert Activation Card for voter authorization.

Card Activator Display – Provides the poll worker with Card Activator responses, statuses, and information.

Red AC Power-On Light – Indicates that the Card Activator is connected to an AC outlet.

Green Ready Light – Indicates that the Card Activator is ready to accept an Activation Card.

Red Wait Light – Indicates that a card is inserted in the Card Activator and is waiting for poll worker input.

AC Power Outlet – Plug the two-pronged end into a 120V AC outlet. Plug the female end into the right side of the Card Activator.

2.2 CARD ACTIVATOR KEYPAD FUNCTIONS

Card Activator keypad buttons (Figure 2-2) are described below.

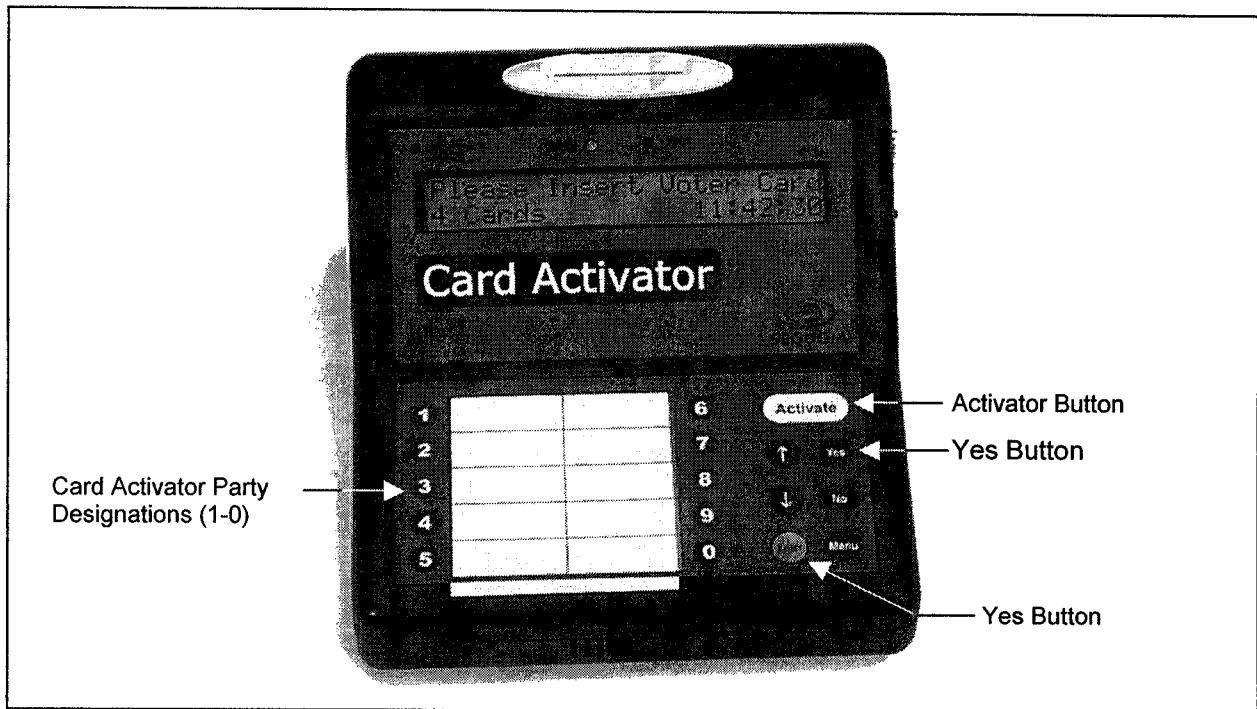


Figure 2-2: Card Activator Keypad

Party Designation Buttons (1-0) – Each of these ten buttons corresponds to the party designations for partisan elections. Examples are Democratic, Republican, American Independent, etc.

ACTIVATE button – Press twice to activate the inserted Activation Card. When pressing the ACTIVATE button, be sure to press either the left or right side of the button. If you press the center of the button, the Card Activator will not respond.

DOWN-ARROW button – For warehouse personnel use only.

UP-ARROW button – For warehouse personnel use only.

Menu button – For warehouse personnel use only.

YES button – Press this button twice to activate the inserted Activation Card. If you are using a Menu function; for example, you are setting the time, press this button if the time is okay.

NO button – For warehouse personnel use only.

ENTER button – For warehouse personnel use only.

3 OPERATING THE CARD ACTIVATOR

The Card Activator is delivered to the polling site from the warehouse, and should be ready for your specific precinct.

This chapter provides you with step-by-step instructions for setting up, powering on, identifying (if required), and operating the Card Activator.

3.1 ELECTION PROCEDURES FOR OPENING THE POLLS

Upon receipt of the Card Activator, set up, power on, and verify the serial number of the Card Activator as described below.

3.1.1 SETTING UP THE CARD ACTIVATOR

Do the following to prepare the Card Activator for operation:

1. Remove the Card Activator, the case of Activation Cards, and the AC adapter from the Card Activator case (see Figure 1-1).
2. Plug the two-pronged AC adapter into a 120V AC outlet (Figure 3-1).
3. Plug the female plug into the socket on the right side of the Card Activator (Figure 3-1).

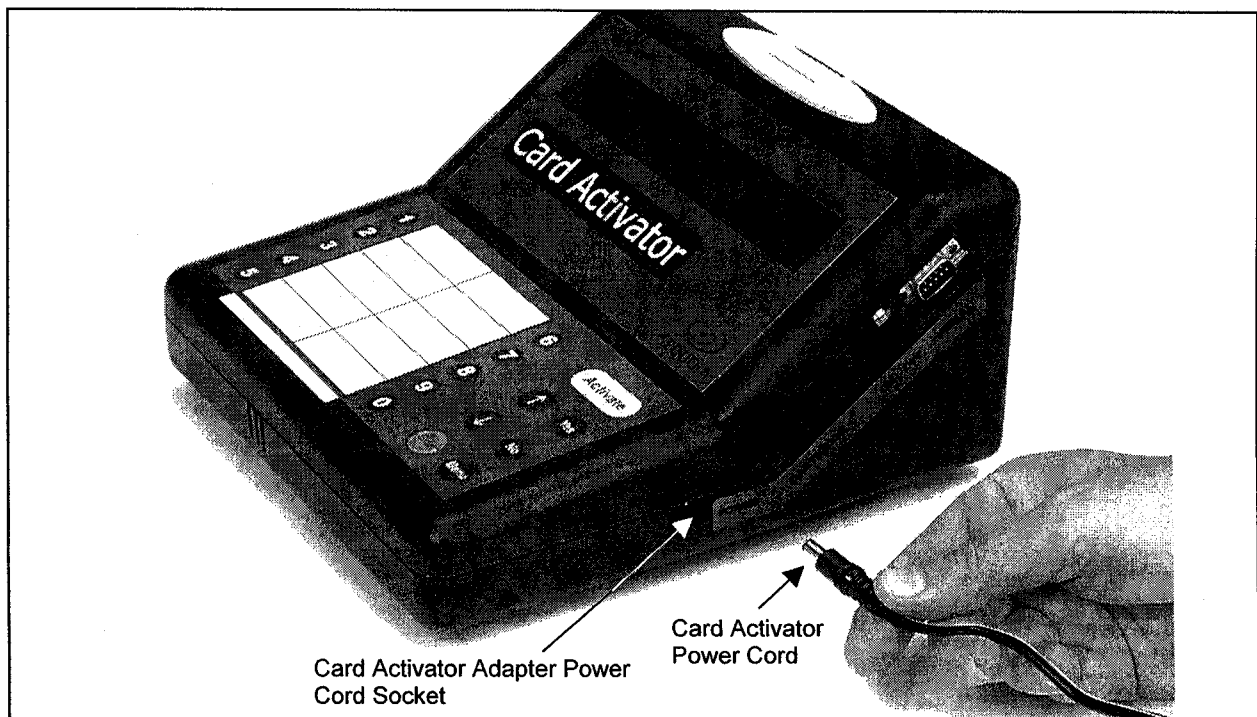


Figure 3-1: Card Activator Setup

3.1.2 POWERING ON AND VERIFYING THE CARD ACTIVATOR SERIAL NUMBER

The Card Activator for your precinct has an identifying serial number. If your paperwork assigns a particular serial number the Card Activator at your precinct, verify that this number is correct when powering on the Card Activator.



If the serial number is incorrect, immediately call the County Election Board office.

Power on the Card Activator as follows:

1. Push the Card Activator Power Switch downward to power on the Card Activator (see Figure 3-1).

The Card Activator runs through a short self-test in which the following messages appear on the Card Activator display:

Initializing CA

followed by...

Loading Election Data
.....

followed by...

Please Insert Voter Card
0 Cards Time

2. Insert an Activation Card (arrow facing down) into the Card Activator slot and push down (Figure 3-3).

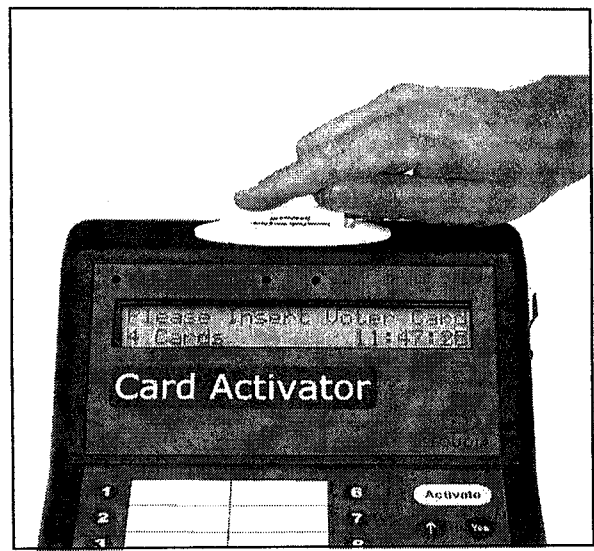
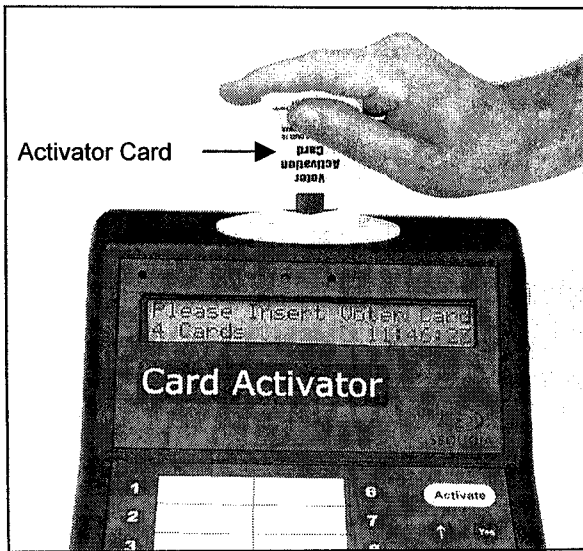


Figure 3-2: Inserting the Voter Activation Card

3.2 ELECTION PROCEDURES DURING POLLING HOURS

The poll worker is provided with a case of plastic Activation Cards. When a voter presents identification, the poll worker inserts an Activation Card into the Card Activator. After the poll worker enters the appropriate information, the Card Activator ejects the Activation Card. The poll worker hands the Activation Card to the voter. The voter inserts the Activation Card into the AVC Edge and makes his or her voting selections.

Instructions are provided below for partisan and non-partisan elections.

3.2.1 STRAIGHT-PARTY ELECTIONS

Do the following to process each voter for a straight-party election:

1. Request the voter's voting folder and confirm the voter's identification and party affiliation.

Before inserting an Activation Card, make sure the Card Activator display contains the following message:

Please Insert Voter Card
Cards Time

2. Insert an Activation Card (arrow pointing down) into the Card Activator slot and push down (Figure 3-3).

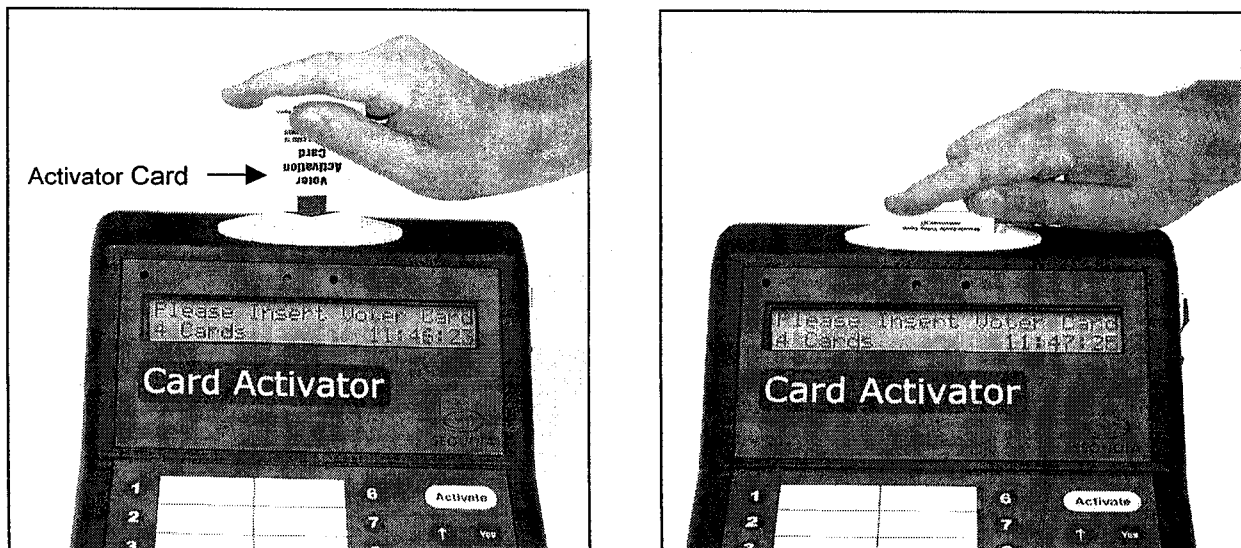


Figure 3-3: Inserting the Activation Card into the Card Activator Slot

The following message appears:

Enter Ballot Code

3. Press the Card Activator button number that corresponds with the voter's party affiliation; for example: Democratic, Republican, American Independent, etc., (Figure 3-4).

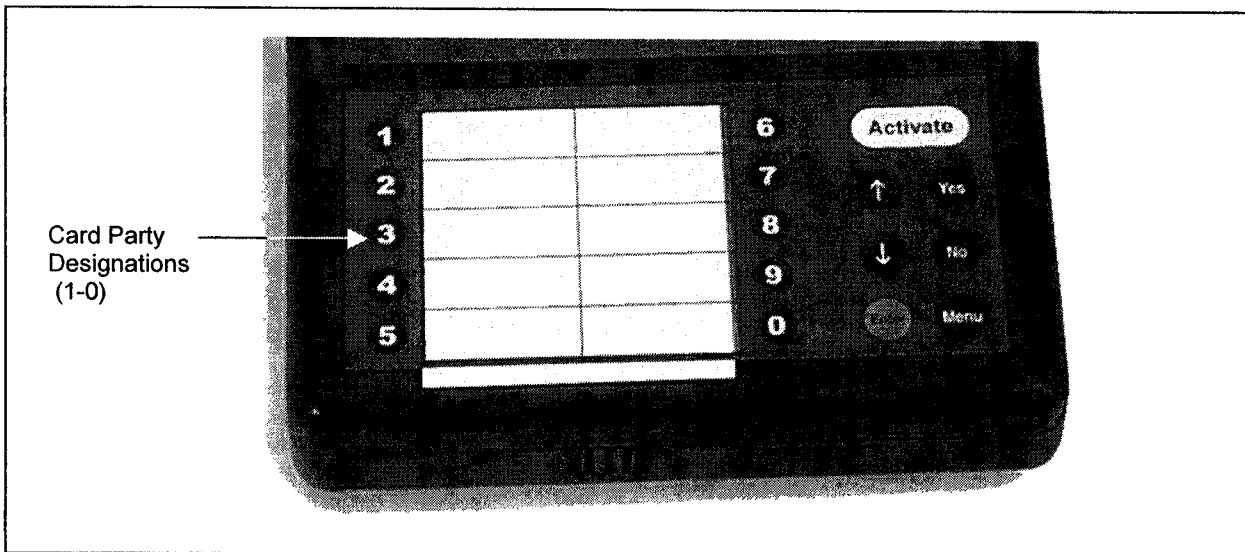


Figure 3-4: Sample Card Activator Buttons Designations (1-0)

The party affiliation that corresponds to the number that you pressed appears; for example: Democrat, Republican, American Independent, etc.

Democrat 1

4. Press the ACTIVATE button; the following message appears:

Activate this card? <-NO YES->

5. Press the ACTIVATE button (or YES button); the following message appears:

Activation Complete Please Remove Voter Card

The Activation Card pops up, followed by ...

Please Insert Voter Card # Cards Time
--

6. Remove the Activation Card and hand it to the voter and instruct the voter to return Activation Card after he or she is through voting.

The Card Activator is ready to receive a card for the next voter.

3.2.2 GENERAL ELECTIONS

Do the following to process an Activation Card for a general election:

1. Request the voter's voting folder.

2. Confirm the voter's identification.

Before inserting an Activation Card, make sure the Card Activator display contains the following message:

Please Insert Voter Card
Cards Time

3. Insert an Activation Card (arrow pointing down) into the Card Activator slot and push down (Figure 3-?).

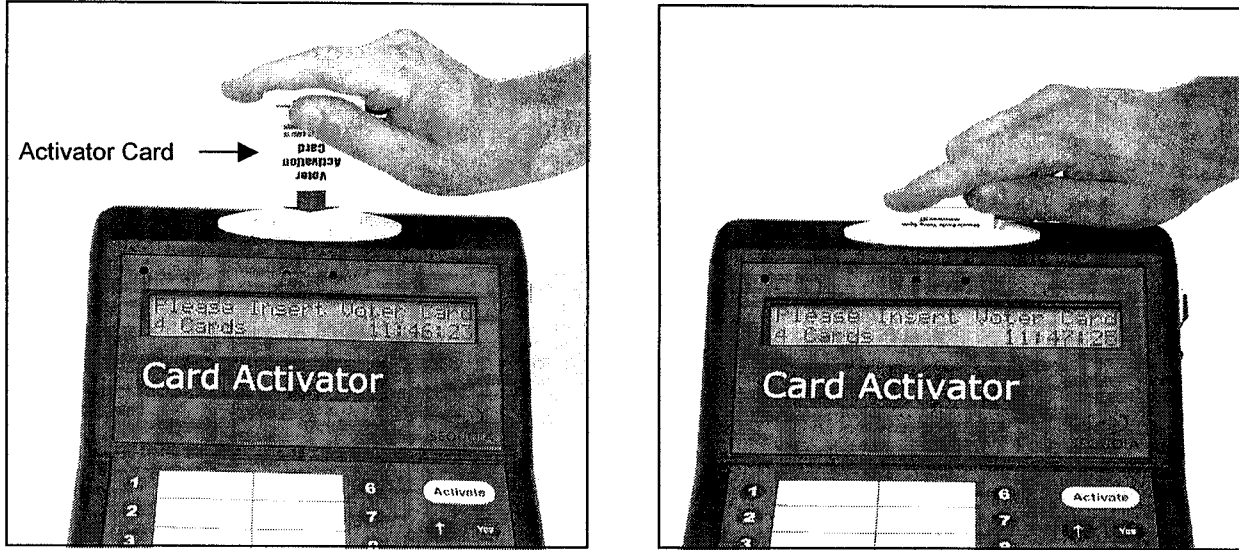


Figure 3-5: Inserting the Activation Card into the Card Activator Slot

The following message appears:

Activate this card?
<-NO YES->

4. Press the ACTIVATE (or YES) button, which displays the following:

Activation Complete
Please Remove Voter Card

The Activation Card pops up, followed by ...

Please Insert Voter Card
Cards Time

5. Remove the Activation Card and hand it to the voter and instruct the voter to return Activation Card after he or she is through voting.

The Card Activator is ready to receive a card for the next voter.

3.2.3 CARDS RETURNED WITH PROBLEMS

If a voter returns an Activation Card as faulty and wants to vote again, you must check the status of the returned card to ensure that voter does not vote twice. Take the card from voter and insert it into Card Activator then press the ENTER button to ascertain the status of the card. If Card Activator says that the card has been voted, then the voter is not allowed to vote again.

3.3 ELECTION PROCEDURES FOR CLOSING THE POLLS

Do the following to pack each Card Activator when closing the polls.

1. Push the Card Activator Power Switch upward to power off the Card Activator.
2. Unplug the AC adapter from the outlet and the Card Activator.
3. Place voter Activation Cards in their plastic case.
4. Pack the Card Activator, Activation Cards, and AC adapter into the Card Activator case.

4 APPENDIX A - TROUBLESHOOTING

Following are possible problems (with solutions) that may occur while operating the Card Activator:

Problem: Card Activator does not power on (AC light not on).

Solution: Check that both ends of the adapter power cord are plugged in; if yes; immediately call Election Central for assistance.

Problem: Card Activator does not operate correctly.

Solution: Power off then back on, if still does not operate, immediately call Election Central for assistance.

Problem: Card Activator Internal Battery is low.

Solution: Check that Card Activator is plugged in. If yes, immediately call Election Central for assistance.