

# **Election Day Quick Start Guide ImageCast Evolution (ICE)**



The instructions below are **only for Election Day** and assume your ICE is on the ballot box. If you need setup instructions, reference your complete ICE Election Guide.

## **Opening the Polls on Election Day**

1. Remove the lid from the ICE ballot box and set aside.
2. Memory cards should still be in your ICE from PreLAT & Public Test.
3. Remove the power cord from the storage compartment on the back of the ballot box and plug into a 120V AC power source. Make sure the outlet is functioning via the AC Plug light on the side.
4. Connect the ATI device with headphones to the ATI port.
5. Lift the LCD monitor into the upright position to start the power up sequence and open privacy flaps.
6. When prompted, attach the **black security key** steady to the silver receiver on the side of the tabulator until the screen changes and enter your appropriate Username and Password and **"OK"**.
7. Select **"Open Poll"**, then press **"Open"**, then **"OK"**. A Zero Report will print. If you need another, press **"Yes"**. If not, press **"No"**.
8. Press **"Standard Voting Session"**, **"Start"**, then **"OK"**. You're now ready to accept ballots.

## **Closing the Polls on Election Day**

1. Attach the **black security key** to the side of the tabulator and return to the **"Main Menu"**.
2. At the **Main Menu**, touch **"Close Poll"**, then **"Close"** and your appropriate password. Touch **"OK"** and follow directions on the screen.
3. **Results Report** will print. If you need another, press **"Yes"**. If not, press **"No"**.
4. Press the **Power button** at the top right of the screen, then **"Shut Down"**.
5. **Wait for the audible signal** that the machine has powered down and the screen to go black.
6. Lower the screen for storage.
7. Remove the seals from the memory card doors, remove cards and place in your **BLUE** Election Day pouch that will be returned to the County.

**If you experience any issues during Election Day, please call Command Central at [320.259.7027](tel:320.259.7027).**