

Instructions for Adjusting the Optech IIIP Eagle or Insight to accept Two-Column Ballots

The below steps should be followed when your tabulator that normally accepts three-column ballots will need to read two-column ballots:

- 1.) Remove the cover from your Eagle or Insight.
- 2.) From the front of the machine where ballots are inserted, place your finger into the hole on the right side to lift the metal plates.
- 3.) Remove the guide bar from the magnetic strip below the raised plates. If your guide bar is missing, replacements are available as a supply item at www.ccelections.com/supplies .
- 4.) Insert the guide bar (notched side facing upward) into the first adjustment slot from the right. Insert the guide bar all the way in.
- 5.) Raise and lower the left and center plates until they are seated.
- 6.) Raise and lower the right plate so that it's resting on the guide bar.
- 7.) You should now be able to accept two-column ballots.

