



THE REGISTRAR OF VOTERS

# Printing Duplicate Ballots: Using the Mobile Ballot Printer

PROCEDURE DOCUMENT - Version 1.0

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# Mobile Ballot Printer

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## Scope

Mobile Ballot Printing is for duplicating ballots that are damaged, marked incorrectly due to improper voting technique, or for any ballot received on paper other than ballot stock that need to be replicated.

## Supplies

### Cart

- Roller locks
- Door and Drawer Locks
- Cart Lid, Raising and lowering
- Bottom Drawer
- Electrical Wiring Power and Data.

### Computer (Dell Laptop)

### Printer (Lexmark)

- Power and standby buttons
- Paper Trays
- Manual Feed
- Duplexer
- Top output tray
- Front Panel indicators and screen
- Front panel buttons
- Cautions and Sensors

### Consumables

- Paper
  - Tray 3 Ballot Paper
  - Tray 2 8 ½ X 11"
- Fuser
- Ink Cartridges and drums
- Transfer Belt and attached Waste Tray

## Steps

### Powering Up

1. Plug in power from the wall.
2. Turn on Power strip.
3. Turn on Printer and wait for “Ready to print” indicator
  - a. To turn on the printer, make sure the toggle switch is set to “I” on the right back side the printer.
  - b. Then push the standby power button on the right front.
4. Turn on Laptop

## Printing

1. Prior to printing, set a white mail tray nearby to collect the original and duplicate ballots.
2. Logon to Laptop Windows – [REDACTED]
3. Logon to the EVS systems – [REDACTED]



**Note:** Please ask and retrieve login information from Supervisor/Lead

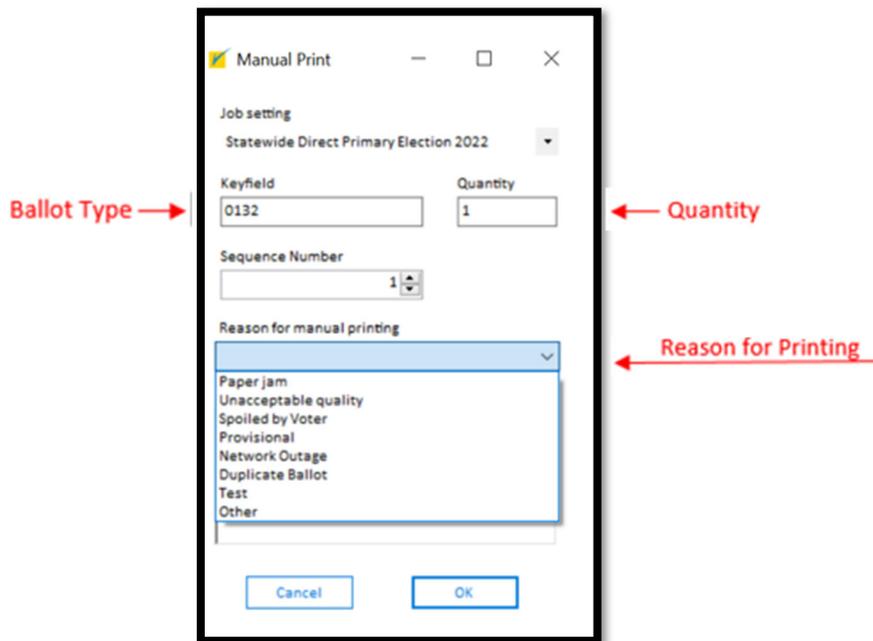
4. Click **Send Manual Print Request**



5. **Key field** - Enter the Ballot (Ballot Type). If this is a partisan election, start the Keyfield off as the party abbreviation (AI, DEM, GRN, LIB, NPP, NXD, PF, or REP), a hyphen, and the ballot type (e.g. REP-0003).
6. **Quantity** - Enter the quantity of ballots you want to print (Default is set to 1)

**Card Quantity Option:**

- If you enter a “-1” on the end of the Ballot Number (Type) inside the Key field, the first card will print on both sides
  - If you enter a “-2” on the end of the Ballot Number (Type) inside the key field, the second card will print on both sides, and so on.
7. **Reason for manual printing** → click on dropdown and select **Duplicate Ballot**
  8. **Comment** – optional, you can enter a comment in the comment field.
  9. Click **OK**



10. Once we finish printing the ballots place the original ballot face down into the nearby mail tray, then place the duplicate ballot face down on top of the original.
11. Repeat these steps until all ballots have been duplicated.

## Shutting Down

1. Shutdown the Laptop
  - a. Close the EVS Software
  - b. Click the Windows icon
  - c. Click the Power option
  - d. Click Shut down
  
2. Shutdown the printer
  - a. Press the Power toggle switch on the printer
  
3. Shutdown the Cart
  - a. Press the power strip to shut down everything

## Trouble Shooting

### Ballot Paper Replacement

1. Pull Tray 2 all the way out
2. Fill Tray with Ballot Stock not exceeding max tray markings.
3. Slide Tray back into Printer Slot.

**NOTE: Do NOT Rubber band paper in groups or force tray**

### Ink is Low and Needs Replacement



1. Open the printer and find the appropriate ink and replace the Toner and Drum
  - M = Magenta
  - C = Cyan or blue
  - K = Black
  - Y = Yellow
2. Pull Ink toner and Drum straight up and out of Printer
3. Unbox both Ink and drum (Color Matching) assemble and insert.
4. To dispose old ink, place it in the provided ink bags, then in a new box and mark the box "USED"

### Transfer Belt Replacement (Advanced)

1. Open Printer
2. Remove all toners with their Drums
3. Remove and replace transfer belt.
  - a. Unlatch the two blue tabs by twisting them to the unlocked position.
4. Lift the transfer belt out of the printers
5. Unbox and place the new transfer belt making sure the gears align.

## Fuser replacement **(HOT)**



1. Open printer and replace fuser when it is cooled off.
2. Lift Carts top panel if not already
3. Push the Printer left opening button, this will release the top lid of the printer
4. Find Fuse unit
5. Slide to unlatch both blue tabs on each end of the Fuser
6. Grab Handle and lift straight up and out
7. Insert the new Fuser Unit
8. Latch Blue tabs
9. Close and return to normal operation.

## Paper Jam

Most of the time paper jams happen because there is debris in the papers pathways.

1. Check the following for debris and the pathways are clear.
2. Never force paper to be removed.
3. If you apply too much force to remove paper then it may tear the paper making the paper jam worse.
4. Instead look for another way to remove the paper like the opposite direction. Check that:
  - Trays are adjusted properly
  - Output trays → Duplexer
5. Open printer, remove toners and examine the transfer belt for debris or paper.

### Printing results in all colors or all black.

1. Complete a power cycle on all devices and reprint. i.e.: shutdown laptop and printer
2. Check Printer then power them back on again.

### Timing Marks are Cut Off

If the timing marks (the little black squares) are cut off on the top or bottom of the ballot, use the Windows settings to adjust the paper size.

1. Open the Windows start menu and type the word “printer”.
2. Click the Printers & Scanners settings button.
3. Locate the printer that says “Default”. **Default**
4. Click Manage.
5. Click Printing Preferences.
6. Click Advanced
7. Under the Paper Size drop-down, select the size of the ballot (usually, 8.5” x 18”).
8. Click OK, then OK again to apply and close the settings window.

### **Authorization**

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