



REGISTRAR OF VOTERS

# Mobile Ballot Printer User Training Guide

PROCEDURE DOCUMENT - Version 1.0

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# Training Guide

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## Overview

### Components

- **Cart**
  - Roller locks
  - Door and Drawer Locks
  - Cart Lid, Raising and lowering
  - Bottom Drawer
  - Electrical Wiring Power and Data.
  
- **Computer (Dell Laptop)**
  - Printer Cable
  - Power adapter
  - Power Button
  - Windows 10 OS
  
- **Printer (OKI Model C712 Color Printer)**
  - Power and standby buttons
  - Paper Trays
  - Manual Feed
  - Duplexer
  - Back output door
  - Top output tray
  - Front Panel indicators and screen
  - Front panel buttons
  - Top lid Opening
  - Cautions and Sensors
  
- **Consumables**
  - Paper
    - Tray 3 8 ½ X 18"
    - Tray 2 8 ½ X 11"
    - Tray 1 Manual feed no paper.
  - Fuser
  - Ink Cartridges and drums
  - Transfer Belt and attached Waste Tray



## Operating the Mobile Ballot Printer

### Power up

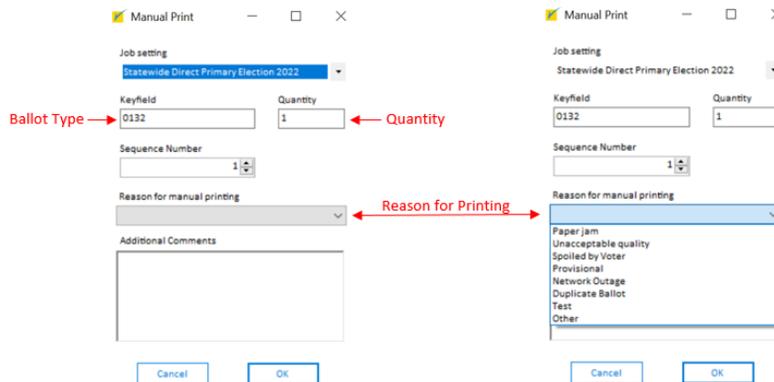
1. Plugin power from the wall.
2. Turn on Power strip
3. Turn on Printer and wait for “Ready to print” indicator
  - a. To turn on the printer, make sure the toggle switch is set to “I” on the right back side the printer.
  - b. Then push the standby power button on the right front.
4. Turn on Laptop

### Printing

1. Logon to Laptop Windows – [REDACTED]
2. Logon to the EVS systems – [REDACTED]
3. Click Send Manual Print Request



4. Enter the Ballot (Ballot Type) in the Keyfield. (See Notes Below)
5. Enter how many Ballots you want printed (Default is set to 1)
6. Click the Scroll Menu to apply a reason
7. Optional – You can enter a comment in the comment field.
8. Click Ok



**NOTE:** For the Presidential Primary March 2024 the Ballot Type has a Party Code.  
Example; DEM-0987  
For Previous Elections Party Codes Was not used.  
Example: 0987

**Option: One Page Print.**

If you enter a “-1” on the end of the Ballot Number (Type) inside the Keyfield, the first page will print on both sides

If you enter a “-2” on the end of the Ballot Number (Type) inside the Keyfield, the second page will print on both sides, and so on.

This is only for a single page print.

Manual Print

Job setting  
Statewide Direct Primary Election 2022

Keyfield: 0132-1      Quantity: 1

Sequence Number: 1

Reason for manual printing

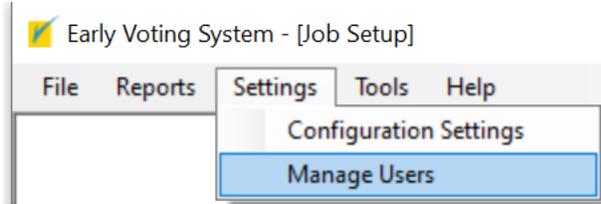
Additional Comments

Cancel      OK

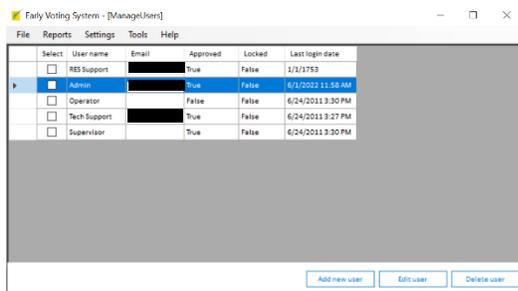
## Administration

### Users Accounts

With the EVS system Click on Settings then click on Manage Users

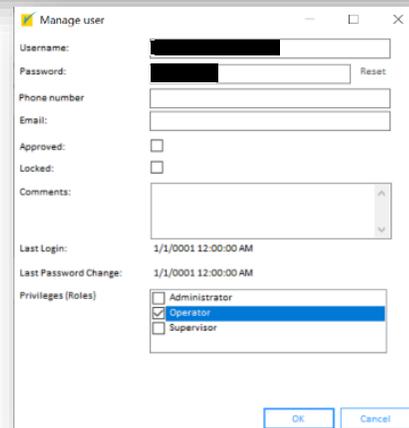


**These are the list of users that should never be edited or deleted.**



### Creating Additional Users

1. Login as the admin
2. Select "Settings"
3. Select "Manage Users" from the dropdown
4. Select "Add User" in the bottom right corner
5. The following screen will appear
6. Fill in "Username"
7. Create a password (It is recommended to use the same for all laptops)
8. Checkmark the privileges for this user at the bottom of the screen
9. Select "Ok"
10. The user has been created, in order to use it you must logout and log back in under that user.



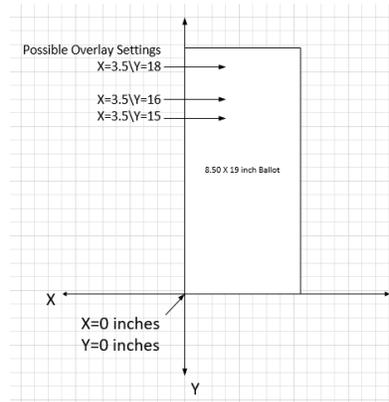
Menu	Item	Administrator	Supervisor	Operator	RES Support	Tech Support
File	Job Setup	✓	✓		✓	✓
	Launch Service	✓	✓		✓	✓
	Import Job	✓	✓		✓	✓
	Export Job	✓	✓		✓	✓
	Set Sequence Number	✓	✓	✓	✓	✓
	Sign Out	✓	✓	✓	✓	✓
	Exit	✓	✓	✓	✓	✓
Reports	Daily Report	✓	✓		✓	✓
	Detailed Report	✓	✓		✓	✓
	Printer Report	✓	✓		✓	✓
	Job Setup Report	✓	✓		✓	✓
Settings	Configure Settings	✓	✓	✓	✓	✓
	Manage Users	✓	✓	✓	✓	✓
Tools /Maintenance	Remove Job	✓	✓		✓	✓
	Update Database	✓	✓		✓	✓
	Update Software	✓	✓		✓	✓
	Run Query	✓	✓		✓	✓
	View XML	✓	✓	✓	✓	✓
Help	Contact Info	✓	✓	✓	✓	✓
	About Us	✓	✓	✓	✓	✓
	System Information	✓	✓		✓	✓
	View Logs	✓	✓	✓	✓	✓

### Overlay Information.

Overlays change Ballots with special information for special circumstances. I.e.; Duplication and or testing.

The information will be placed out of the way of normal ballot reading process and is tested and placed ahead of time. The placement of information is done within the overlay section of the EVS software.

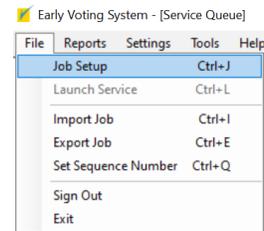
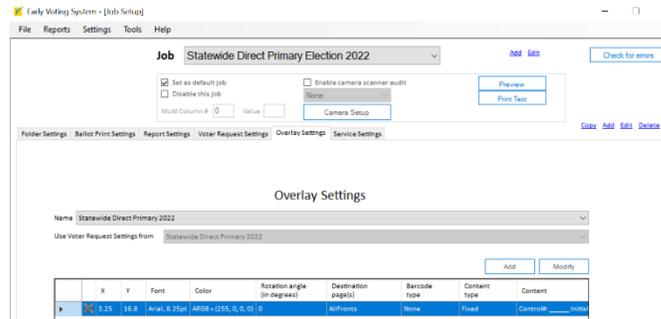
The overlay is placed by X,Y Coordinates in inches. It is advisable to begin with the design of the Overlay then go back and place the overlay adjusting the Coordinates to the desired location on the ballot.



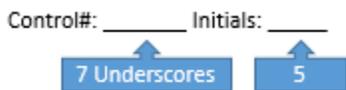
### Overlays (Duplication)

This Overlay is used for Duplication only and ROV's IT Team should have configured beforehand so you shouldn't have to worry too much about the overlays. However, here is the procedure in created an overlay just in case.

1. Click on File then Job Setup
2. Click on the Overlay Settings in the 5<sup>th</sup> tab over.



3. Click the lower Edit where it says, (Copy – Add – Edit – Delete)
4. Click Add to add or Modify to change, an overlay.
5. Here is more information on the content area.



6. Click OK
7. Click Save
8. Click File and launch Service to get back to the live Que Window.



## Power 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

## Resolutions

### Running a Consumables report

Using the OKI printer's front panel controls you can print a consumable percentage report that will give you more information other than what is on the front display. As a rule of thumb, it is good to replace any consumable around 20 percent.

1. Press Menu Up
2. Press Down to printer Information
3. Press Down to Supplies Report
4. Press Enter
5. Press Enter

### Ballot Paper Replacement

- Never Rubber band paper in groups
- Never Force Tray.
  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.

### Ink is low

#### *Ink replacement*



Open the printer and find the appropriate ink and replace the Toner and Drum

M = Magenta  
C = Cyan or blue  
K = Black  
Y = Yellow

1. Pull Ink toner and Drum straight up and out of Printer
2. Unbox both Ink and drum (Color Matching) assemble and insert.
  - a. Depose of old ink in the provided ink bags, place in new box and mark the box "USED"

### 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.

### 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.

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

Complete a power cycle on all devices and reprint. I.e.; shutdown laptop and printer  
Check Printer then power them back on again.

### Paper Jam

Most of the time paper jams happen because there is debris in the paper's pathways. Check the following for debris and the pathways are clear. Never force paper to be removed. If you apply too much force to remove paper, then it may tear the paper making the jam more difficult to clear. Instead, look for another way to remove the paper, like the opposite direction.

- Check trays are adjusted properly
- Check output trays
- Check Duplexer
- Open printer, remove toners and examine the transfer belt for debris or paper.

### Authorization

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