

EPB OPENING THE POLLS

1. **TURN COMPUTER ON**
2. Enter password _____
3. Plug in Flash Drive: **LEAVE IN ALL DAY**
4. AutoPlay PublicZone (D:) window appears
5. Double click on Open folder to view files
6. Double click on V-Safe 100
7. Enter ENCRYPTION PASSWORD (_____) in password field, click OK
8. “You are now logged into the Privacy Zone” window appears; click on OK
9. Window appears with “Computer>PrivacyZone (D)>” at top
10. Click on arrow next to PrivacyZone (D) at top
11. Click on “Election/Practice Election”
12. Click out of window; clicking on “red x” in the upper right corner of window
13. Double Click on EPB icon in upper left hand corner of the screen
14. Encryption Password: _____ click on Enter

User Name: ADMIN
User Password: ADMIN click on enter
15. Select Inner Precinct Window appears.

Click on your Precinct # _____
Check Box: Allow the recording of Absentee ballots.
Click on OK.

SETTING UP USERS (do at the beginning of the day)

1. Go to Sys Admin (top of page) click
2. Click on User Administration
3. Click on NEW
4. Type in User Name: (First name of Person) example: LISAANN (must be 6 letters or more)

5. Type in any password that they want (something that they will remember)
Example: last name plus month and date of birth (Rumsey0315)
6. Click on OK

EVERY HALF HOUR BACKUP UP SYSTEM:

1. Go to file, click
2. Click on backup
3. Click on square button on the far right of the Backup screen.
4. Click on arrow behind PrivacyZone(D) at the top of the window, Practice/Election should show behind PrivacyZone (D) (If PrivacyZone(D) does not appear go to left side of screen, click on “Computer” click on PrivacyZone and then it should appear at top of the window.
5. Click on Save
6. Click on Backup
7. Click on OK

ENTER FIRST BALLOT NUMBER AND MAKE SURE VOTER # IS #1

VERY IMPORTANT

WATCH BALLOT #'S CAREFULLY