<div align="center">

EPB OPENING THE POLLS

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1. **CONNECT POWER CORD AND TURN LAPTOP ON – If using dual laptops, connect router to both laptops, connect power cord to router and into power outlet, connect power cords to laptops and outlets, then turn on laptops.**

2. Hit any key on keyboard or click anywhere on the screen with the mouse to display computer name and place for password to be entered.

3. Enter password _____

4. Plug Flash Drive into Laptop A: **LEAVE IN ALL DAY**

5. Message will appear E:\is not accessible (Access is denied). Click on OK.

6. **Click on Unlock Drive E:**, that appears at bottom right hand side of screen. **BitLocker (E:) window will appear.** If Unlock Drive E: disappears, click on file folder, along bottom of screen, then click on USB Drive (E:) on left side of File explorer window. BitLocker (E:) window will appear.

7. Enter PASSWORD (_____) in password field, click Unlock.

8. Window appears with >USB Drive (E:)>"at top.

9. Double Click on "Election/Practice Election".

10. Click out of window(s); clicking on "X" in the upper right corner of windows.

11. Double Click on EPB icon on left hand side of the screen .

12. Encryption Password: _____ click on Enter

   User Name: ADMIN
   User Password: ADMIN click on enter

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 USB Drive (E:) at the top of the window, Practice/Election should show behind USB Drive (E:) (If USB Drive (E:) does not appear go to left side of screen, click on USB Drive (E:), then Practice/Election folder and then it should appear at top of the window.
5. Click on Save
6. Click on Backup
7. Click on OK
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ENTER FIRST BALLOT NUMBER AND MAKE SURE VOTER # IS #1

VERY IMPORTANT

WATCH BALLOT #'S CAREFULLY