

## PROCEDURE TO Charge and Check BATTERIES

### **To CHARGE the INTERNAL BATTERY in each Accuvote tabulator:**

1. The night before you plan to do the Logic and Accuracy Test (test deck of ballots) to confirm that the tabulator is configured correctly, place the tabulator **without a memory card installed** on a table in a safe place that can be locked, **PLUG** the tabulator machine into a surge protection strip, **power ON** the strip, **PRESS** the RED SWITCH at the back of the tabulator to **TURN ON** the machine and leave it on for at least 6 hours or overnight.
2. After at least 6 hours or when you come in the next morning, Press the RED switch to turn off the tabulator. Unplug the tabulator.
3. Check to make sure that the MEMORY CARD is **NOT INSTALLED** in the tabulator. Press the RED SWITCH to turn on the tabulator **while another election official** is pressing the YES and NO buttons **at the same time**.
4. This puts the tabulator in “DIAGNOSTIC MODE”.
5. Press the NO button to answer every question on the display until “TEST PRINTER?” APPEARS. Press YES.
6. The tabulator will print for approximately 40 seconds. When it has finished printing, the display will read: “PRINT TEST DONE TEST CONTINUOUS?” Press the NO button then answer every question on the display until “TEST PRINTER?” again appears. Press YES.
7. When it has finished printing again, the display should again read: “PRINT TEST DONE TEST CONTINUOUS?” If it does, **the battery is O.K.** Press the RED SWITCH to turn off the tabulator. The battery is fine and you are ready to follow the instructions to do your logic and accuracy test (test deck of ballots).
8. **HOWEVER**, if after the printer has stopped printing, the display **DOES NOT** read “PRINT TEST DONE TEST CONTINUOUS?”, then the **battery needs to be replaced**. **OR**, if the display goes **blank** (empty) during the procedure above, then the **battery needs to be replaced** **OR** if the display reads “LOW BATTERY”, then the **battery needs to be replaced**.