INSTRUCTIONS

to

Election Officers

in the use of

VOTING MACHINES

Seattle, King County, Washington

ROBERT A. MORRIS,
County Auditor

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BEFORE THE POLLS OPEN

1. **THE CURTAIN LEVER** is sealed to the Curtain Lever Clamp ("Q"—Page 5) with a numbered seal, "Y."
   See if the **number** on this seal corresponds with the number on the "Package No. 7" envelope.

2. See that the **MACHINE KEYS** furnished you in this "Package No. 7" bear the **same number** as that on the Voting Machine ("M"—Page 4).

3A. See if the **PUBLIC COUNTER,** "J," on the right end of the machine **reads "000."**

   If it does **NOT** so read, turn to "Certificate No. 1" in the back of your Poll Book, and **write** on the dotted line below same—**"Public Counter registered.....when Polls were opened."**

3B. See if the **PROTECTIVE COUNTER,** ("L"—Page 4) on the end of Machine reads the same as stated on the "Package No. 7" Envelope.

IF THIS PROTECTIVE COUNTER READING, OR THE SEAL NUMBER ("1" above) DOES NOT CORRESPOND, OR IF YOU CANNOT OPEN THE REAR DOOR Call Main 5900—Local 360.

4. **INSERT THE NUMBER "3" KEY** in Lock 3 on back of the Machine; **turn key** half revolution to **right**—next, **turn handle** on top door to **left.**

5. **OPEN TOP DOOR UPWARD. Turn the knob** on the Middle Door, and open it **downwards.**

6. See if each and every one of the 500 **COUNTERS** on the rear of the machine **READS "000"—See Diagram at right. IF NOT,** turn to the "Tally List" in the back of your Poll Book. If the Counter, Number 2-b, for example (which reads "001") is there listed as an **'active'** lever in this election, **write under such listed number the CORRECTION ENTRY** ("001" in this case), and have such entry initialed by all the Election Officials. Also note same on the **UNOFFICIAL RETURN** (see 39 below) and post this conspicuously in the Polling Place, at once. Also under "Certificate No. 1" make note of these corrections.

7. See that the **LOWER PAPER ROLL** in the machine **is MARKED, SIGNED, AND DATED.** See "b" in diagram at right.
   This **paper roll** is visible from the rear of the machine in the top compartment, and should bear the words "Election Department," the designation of the election, and the date of same, and a **line drawn the full length** of the roll. **IF NOT SO MARKED** one of the Election Officials will draw, sign, and date such a line.

8. **SEE THAT THE BALLOT LABELS** are in their **PROPER PLACES** on the face of the machine (See page 5).
   a. The various Ballot Labels must be placed so that the **numbers** on them **correspond** with the numbers appearing on top of the cross-bar below the bottom party row (on line marked "Party," Page 5), and so
   b. That the **NAMES** of the Parties, the **TITLES** of the Offices, and the names of the **CANDIDATES,** and the Statements of the **QUESTIONS** appear in the **PROPER ORDER,** as shown on the Sample Ballots (See 14); and **COMPARE** these with the Poll Book.

PACKAGE No. 7

This Envelope must not be opened until a majority of the Election Board are present on the morning of Election Day.

Election Precinct.....

Located at.....

.....

This Envelope Contains:

The Keys for Voting Machine

No. 17330

Envelope (Form El. 05) Containing:

Curtain Lever Seal

Envelope (Form El. 032) for the

Return of the Keys

The Curtain Lever Is Sealed

with Seal No. 8033

The Protective Counter

Registers 009513

THESE EIGHT OPERATIONS

are the

Fundamental Preliminaries

and should be completed

Before 7:45 A.M.

This will enable the Custodian to make the necessary readjustments with the minimum of delay to the Election.

Immediately Follow These Operations with Those Described on Page 8.

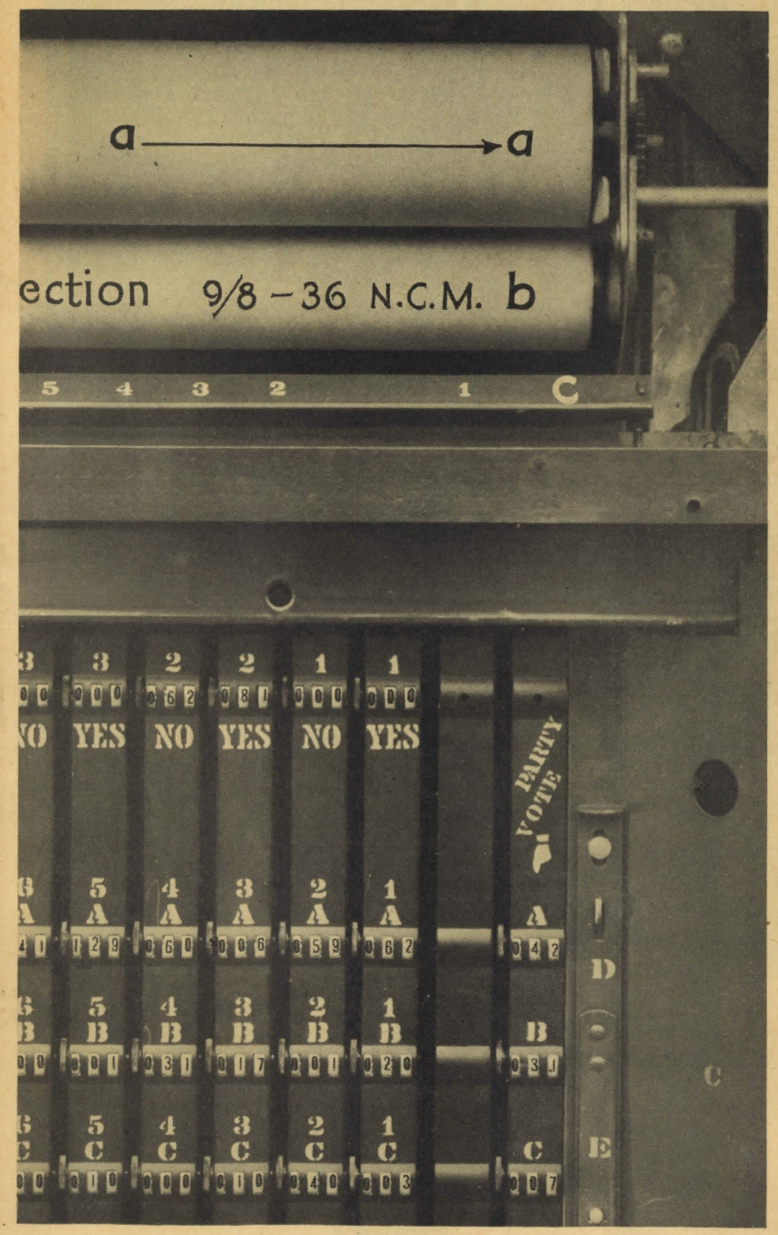


Figure 1
REAR VIEW OF THE MACHINE—With Doors Open for Inspection.

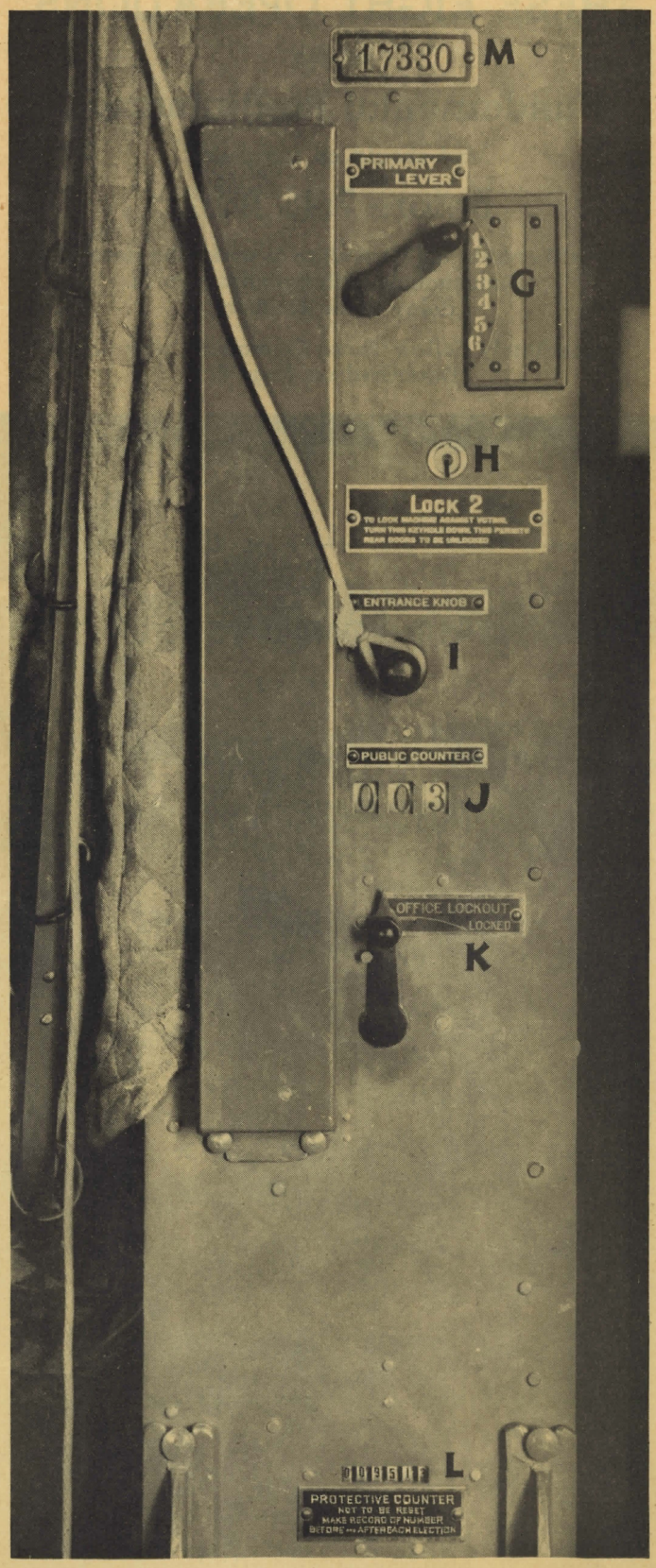


Figure 2
View of Right End of Machine.

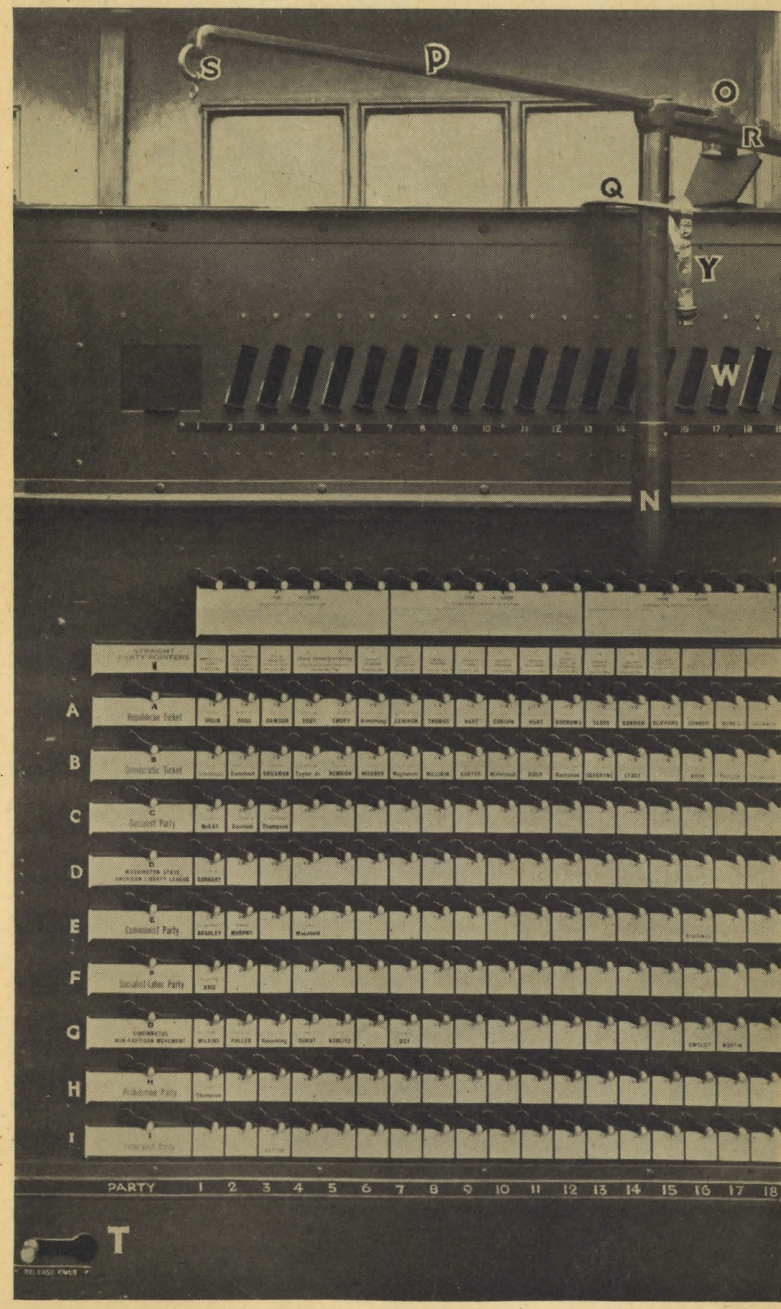
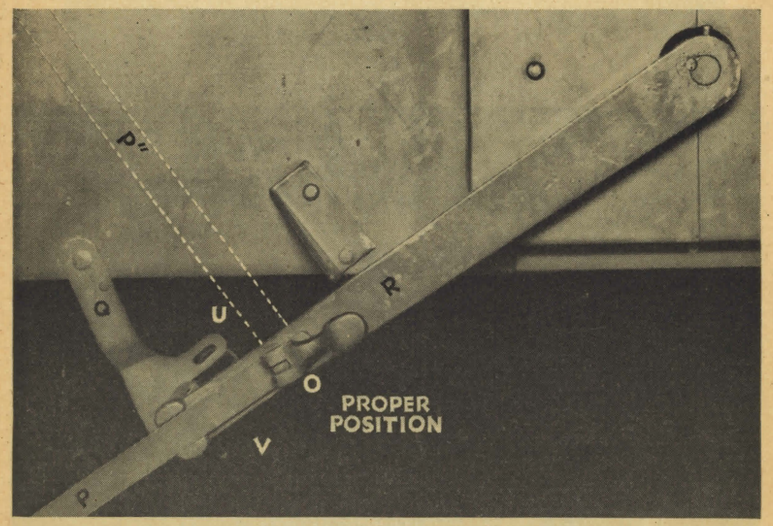
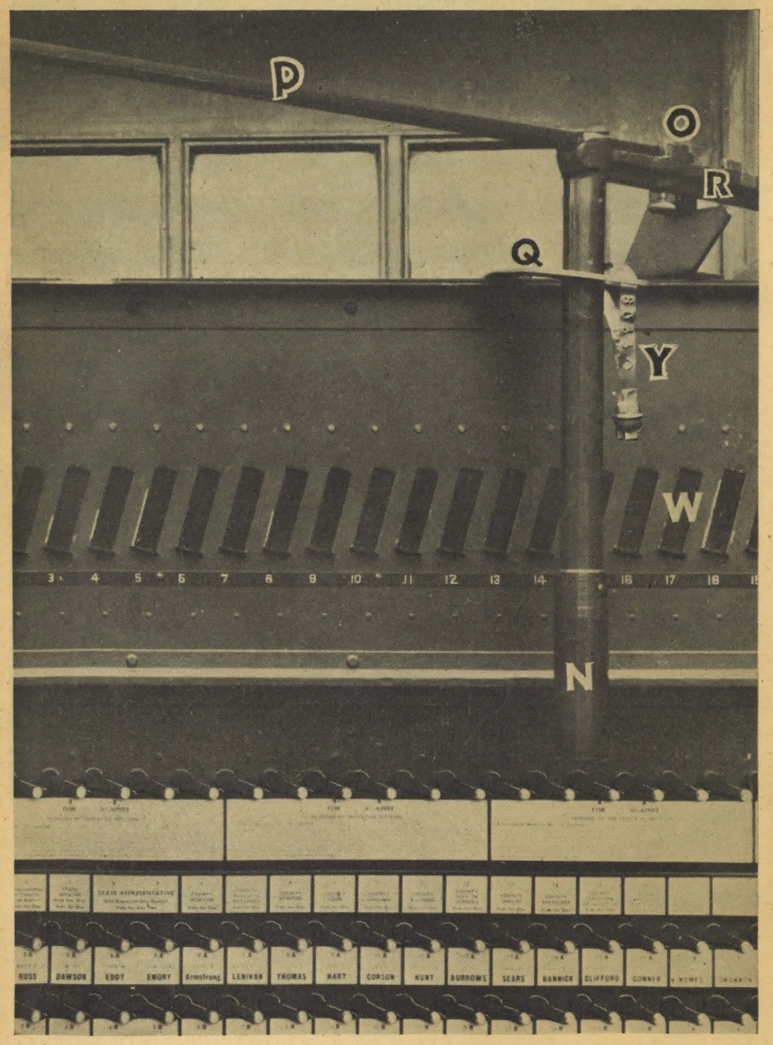


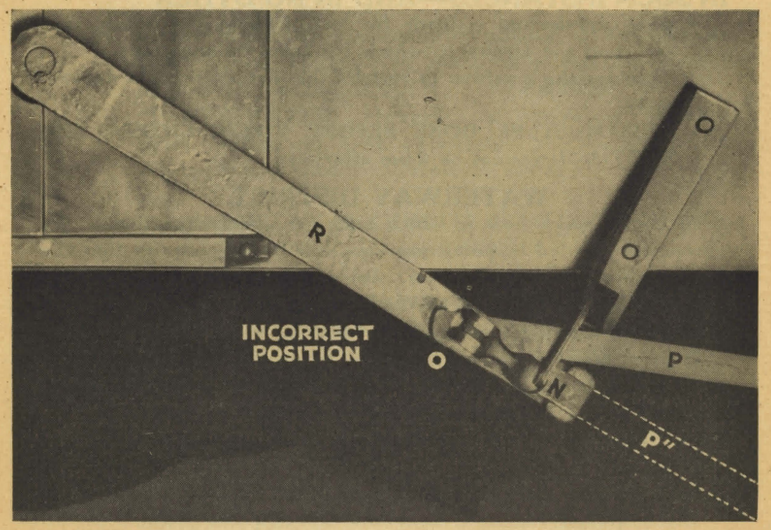
Figure 3
Front of Machine.

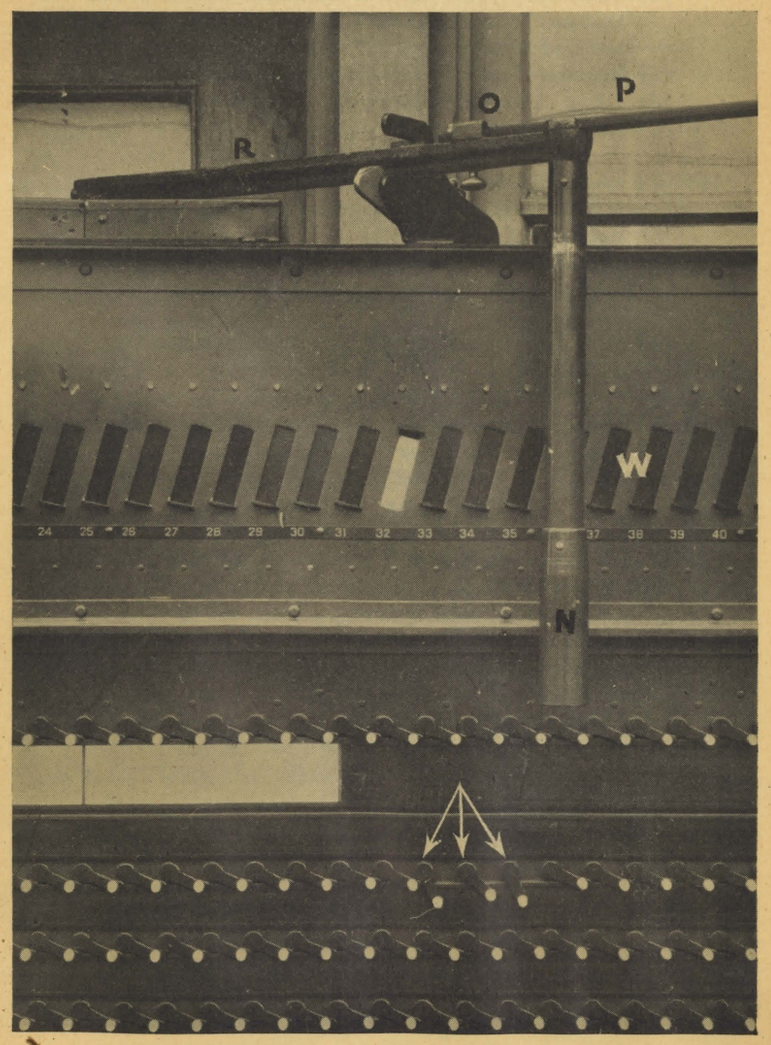
TOP VIEW OF MACHINE





Front of Machine.
Curtain Lever in Left Hand —
Locked — Position.





Front of Machine.
Curtain Lever in Right Hand—
Voting — Position

OPENING THE POLLS

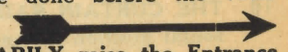
9. **CURTAIN-LEVER MUST BE EXTENDED.** See sketch at left. (Pages 6 and 7.)
   The **red Operating Handle,** "N," is connected at the top of the Machine by a Lever Arm, "R." This Lever **must be extended** about 13 inches to effect the proper movement of the curtain. **IN THE OLD STYLE MACHINES,** this is done by **revolving** the Extension Bar, "P," from the folded position (shown dotted), until it **rests squarely over** the upper end of the Red Handle as shown at the left end of the sketch. Then **TURN THE CLAMP,** "O," until the Extension is **rigidly clamped into perfect alignment** with Lever Arm, "R."
   CAUTION—At the right in the sketch this extension is shown **IMPROPERLY LEFT AT THE SIDE OF** the handle, "N," and **NOT on top** of it. If voter insists that he cannot pull any lever, or if you cannot release him from booth, **THIS CONDITION PROBABLY EXISTS.** If so, you **must** then, **WITHOUT ENTERING BOOTH,** (1st) raise Entrance Knob; (2nd) reach over top of curtain, push Lever "R" out as far as it will go and place extension in socket as directed above and (3rd) then push Arm "R" back to right. **IN THE NEW STYLE MACHINES pull down** on the knurled Knob at "O," and **pull** the Extension Bar directly out as far as it will come, (or revolve extension bar in a vertical plane).
10. **THE CURTAIN RAIL MUST NOW BE RAISED** to a horizontal position and **pushed directly back** into the slots provided to hold it firmly in the operating position.
11. **THE CURTAIN CORD MUST BE COMPLETELY UNWOUND** from the Curtain Rail, and, before it is connected, its operation **must be tested** by pulling the Curtain back and forth a few times.
    THEN CONNECT THE CURTAIN CORD to the end of the Lever, "P." In the older type of Machine this requires that the loop in the cord be passed **upward** through the hole in the end of Extension Bar, and then **looped over** the pin. (See "S"—Page 5.)
12. **THE ENTRANCE KNOB** ("I, Page 4) **may be** operated by a **cord** attached thereto, passing **upward** thru a ring on the Curtain Rail—thence **downward** to a termination convenient to the attendant's table—**PROVIDED** this cord is pulled **ONLY MOMENTARILY** as the Voter is either admitted to, or released from, the Machine. **NEVER CONTINUE TO HOLD THIS KNOB UP — TO DO SO FREQUENTLY RESULTS IN A VOTER BEING DEPRIVED OF A COMPLETE VOTE.**
13. Place the **INSTRUCTION MODEL** in a convenient and conspicuous place, and use same as necessary to explain **lever operations.**
14. **POST THE DIAGRAMS**—Sample Ballots—conspicuously—**One inside, and one outside,** the Polling Place.
    IN THE FALL PRIMARY these Sample Ballots may be found in the **back of the machine.**
15. **HANG THE LIGHT CORD** on the bracket attached to the Curtain Rail—but so that the lamp is **NOT** in contact with the Curtain or with the face of the Machine.
16. **AT EXACTLY EIGHT O'CLOCK BREAK THE SEAL,** "Y," and **push back** the Lever Clamp, "Q," (Page 6), thereby clearing the Curtain Lever for action.

HAVE YOU COMPLIED WITH THESE SIXTEEN INSTRUCTIONS?

17. **CLOSE AND BOLT THE MIDDLE REAR DOOR—CLOSE AND BOLT THE UPPER REAR DOOR**—this requires that the keyhole in Lock No. 2 on the right end of the Machine is **POINTING DOWNWARD**—if not, **lock it first.**
18. **NOW LOCK THE TOP REAR DOOR**—Number 3—**AFTERWARDS unlock the Machine at Lock No. 2.**

YOU ARE NOW READY TO ADMIT THE FIRST VOTER

19. VOTING ROUTINE

1. See that the **NAME** of the Applicant Voter appears in the **REGISTRATION BOOK.** If it does not so appear **do not permit** applicant to vote, but direct him to communicate with Registration Officer (Main 6000).
2. Your authority to challenge is restricted to establishing the identity of applicant voter, whose signature appears in registration book for comparison.
3. Have the **VOTER SIGN** in the "Voter's Signature Book."
4. Election Official then **ENTERS VOTER'S NAME** in the Poll Book.
5. Voter takes position in **WAITING LINE,** if any, before the Machine.
6. Immediately **BEFORE VOTER ENTERS** the Machine Booth, and **BEFORE** the Entrance Knob is raised, Voter **shall again give his name.**
7. Machine Attendant will check this with the "Clerk," thereby making sure that applicant voter is entitled to vote on this machine. Moreover, in some cases ("Waterway District" Elections) it becomes necessary to "set" the Primary Mechanism ("G"—Page 4) for the voter in question, which setting must be done **before** the voter enters the booth (see Page 10). 
8. Attendant will **THEN MOMENTARILY raise the Entrance Knob,** releasing same **IMMEDIATELY** after the Voter **starts** to move the Curtain Lever. **DON'T HOLD THE KNOB UP!!**
9. During the Voting, except as provided by the Law **NO ONE IS PERMITTED TO OPEN THE CURTAIN,** or enter the booth while a Voter is inside. **Instructions can be heard through the curtain.** (See 20 and 21 below).
10. **DIFFICULTIES** encountered, or contingencies arising **while the Voter is in the Booth** are handled as described under paragraphs 21 and 21-a.
11. **UPON REQUEST OF THE VOTER** (prompted by inquiry, if necessary) — **AND IN NO CASE SOONER,** raise the Entrance Knob, and direct the voter to **throw the Curtain Lever over to the Left.**

INSTRUCTIONS TO VOTERS

20. Call attention to the **MACHINE MODEL** (see 13) and to **SAMPLE BALLOT** (see 14) posted on the wall.
21. If necessary fully **explain the process of voting by machine,** using the Model, and stressing the fact that —
    - i. Curtain Lever must be **pushed hard over to the right.**
    - ii. Lever **above** the name of the Candidate must be pulled **all the way down** and **left there.** Voter may change lever-setting to suit himself, understanding that **only those levers left down when he leaves register a vote.**
    - iii. Voting Operations will be **limited** by the Mechanical Interlocks described under "24." This explanation **only** in case Voter manifests interest in this particular phase of the voting operation.
    - iv. **To vote a sticker 'candidate'** a 'slide' bearing one of the **numbers appearing over the title** to the office in question must be used.

21-a. As a last resort **TWO—NEVER ONE**—of the Election Officials may, **upon request of the voter,** enter the booth to assist **him as provided by law.**

22. SELECTIVE "SETTING" OF VOTING MACHINES

In some instances (Waterway District Elections, etc.) the Public using this Machine is divided into two or more groups

which are separately listed by, or for, you and are **segregated** by the Election Officials in the Poll Books.

IN SUCH INSTANCES—AND IN NO OTHER

when application is made for admission to the Booth, first ascertain the Group to which applicant belongs, and **Then set the machine to restrict the Voter's options accordingly.**

THIS MUST BE DONE BEFORE VOTER ENTERS THE BOOTH—It cannot be done afterward.

WATERWAY DISTRICT

Elections, and others in which only a designated **portion** of the voters are entitled to participate in "full ticket" require that the Primary Lever ("G—Page 4) be pulled down to a specified point, **BEFORE** the **WATERWAY** Voter enters the booth, and then **HELD** there (if necessary) while he votes.

If you should admit such special voter **WITHOUT** first "setting" the Primary mechanism, and are **then** unable to so set it, proceed in one of the **two** following ways—

1st—**Without** throwing curtain-lever back to left (locked position)—

- (a) Have "special" voter restore all levers he may have pulled;
- (b) Then part **(not "open")** curtains,—test levers to see that no "write-in" slides have been raised (see 24-"B") —, and **then**
- (c) Replace "Special" voter with a **regular** voter.
- (d) After "regular" votes, set mechanism, and re-admit the displaced "special" voter.

OR

2nd—To Clear Machine and Voting Records—

- (a) Have "special" voter restore all levers he may have pulled, and
- (b) **Before releasing** the voter, part the curtains, and assure yourself that **no candidate or question levers are down.**
- (c) Release "special" voter, **SET MECHANISM "G",** and re-admit voter.
- (d) In Poll-Book and Signature Book, on line immediately beneath "special" voter's name, write "No Vote Cast—Machine re-set"—and initial the entry.

23. VERIFYING THE SHOP PREPARATION OF VOTING MACHINES

Election Officials should satisfy themselves that the Machine as received by them is **SET UP** to give **precisely the voting options and privileges** indicated on the Ballot—**and nothing in excess thereof.** Hence, at the earliest lull in the morning voting proceed as follows:

A. **SET** the Machine (if necessary, see above) for one of the Election Officials who has not yet voted, then have all of the Officials enter the booth in a group, **leaving the curtain wide open.**

B. **FIRST, SUCCESSIVELY** try each and every one of the **"Party" Levers** (if in the November Election). See 24-A, below.

C. **NEXT, SUCCESSIVELY** try each and every one of the **Candidate and Question** Levers operable under the existing "set" of the Machine, noting—

- i. That **ANY ONE**—and **only one**—lever in each 'Vote-for-One' Group can be **simultaneously operated.**
- ii. That **ANY TWO**—and **only two**—levers in each "Vote-for-Two" Group can be **simultaneously** operated, etc., etc.

D. **HAVING THEN CAREFULLY RESTORED** all levers, the Official will remain **alone** in the Booth and cast his ballot. Repeat foregoing test in presence of a voter who **insists** that machine is inoperative.

24. EFFECTS OF MACHINE INTERLOCKS.

To intelligently operate the Voting Machine, it is important that you **note the following:**

A. In the November Election, the pulling of a **Candidate Lever—even though it is immediately** restored—makes impossible the **SUBSEQUENT OPERATION OF ANY "PARTY" LEVER.** However, the equivalent "straight-party" voting can then be effected by pulling ALL of the individual candidate levers in the appropriate Party Row.

B. The **RAISING OF ANY "WRITE-IN" SLIDE** ("W," page 5) **prevents the subsequent pulling of one Lever** in the "Office Group" to which such slide belongs. Restoration of the slide—**either with or without writing therein—DOES NOT REMEDY THIS,** and the **Voter forfeits** one voting opportunity for every slide he raises and then fails to utilize.

C. In a **November Election,** where any "party" has **but one office represented** on the ballot the Machine **may be** adjusted so that the "Straight Party Lever" ("A," "B," etc.—Page 5) is **Locked Out.** The Voter of such "Party" ticket will **pull the individual candidate** lever instead.

D. **RELEASE FROM THE MACHINE BOOTH,** after voting, is conditioned upon **THREE** things:

- i. **The CURTAIN LEVER** must have been **"hard over" to the right**—voting position—at the beginning of the Release Throw. (See Caution under "9")
- ii. The Machine Attendant must—**WHEN REQUESTED**—raise the **entrance knob** (See "12").
- iii. The **Voter** must have **pulled** at least one of the Candidate or Question Levers **ALL THE WAY DOWN,**

OR

IN AN EMERGENCY, the **Release Lever** ("T," Page 5) on the Front of the Machine must have been tripped.

EMERGENCY MACHINE OPERATIONS

DON'T UNNECESSARILY DELAY THE ELECTION!! As long as the various levers work **at all** the Machine is operable and **VOTING.** Go ahead using it, but advise the Custodian at once.

IN THE MEANTIME

25. If the **Entrance Knob Cord** breaks, continue to operate the Knob **DIRECTLY** with the hand.
26. If the **CURTAIN CORD BREAKS,** or tangles, remove as much of it as may be necessary to clear it, and proceed to **open and close the curtain by hand direct.**
27. If the **Latch** which holds the **CURTAIN LEVER** in Voting position **BREAKS,** or becomes inoperative, simply **reach over the top of the Curtain** Rail and hold the lever in voting position while voter is in the booth. **PROPER OPERATION OF THE ENTRANCE KNOB CORD OBVIATES PRACTICALLY ALL THIS TROUBLE** (See "12").
28. If **LEVER COVERS** (installed on the face of the Machine at the shop to cover **unused levers**) have **been removed,** or shifted, restore them to their proper places, or at least see that **NO LEVER WITH A CANDIDATE'S NAME UNDER IT IS COVERED.** Periodically **throughout the day** inspect the Machine for this purpose, and also for that given in "29" below.
29. If **BALLOT LABELS HAVE BEEN SHIFTED,** restore them to their proper places (see "8"—page 1), and insert a strip of paper underneath the end of same **TO WEDGE THEM TIGHTLY IN PLACE ON THE MACHINE.** If they have been **marked or defaced, clear them up** as well as possible, pending replacement. Unless **ENTIRELY ILLEGIBLE** continue voting until Custodian arrives.

CLOSING THE POLLS

TALLY SHEET

POLL BOOK ENTRIES
NON-PARTISAN ELECTION
(All Except November)
Counters shown opposite

OFFICES	CANDIDATES	Counters	Total Vote	Total Vote in Words
Mayor		1-A	070	Seventy
Mayor		1-B	110	One hundred and ten
Councilman		2-B	007	Seven
Councilman		2-A	081	Eighty-one
Councilman		3-A	075	Seventy-five

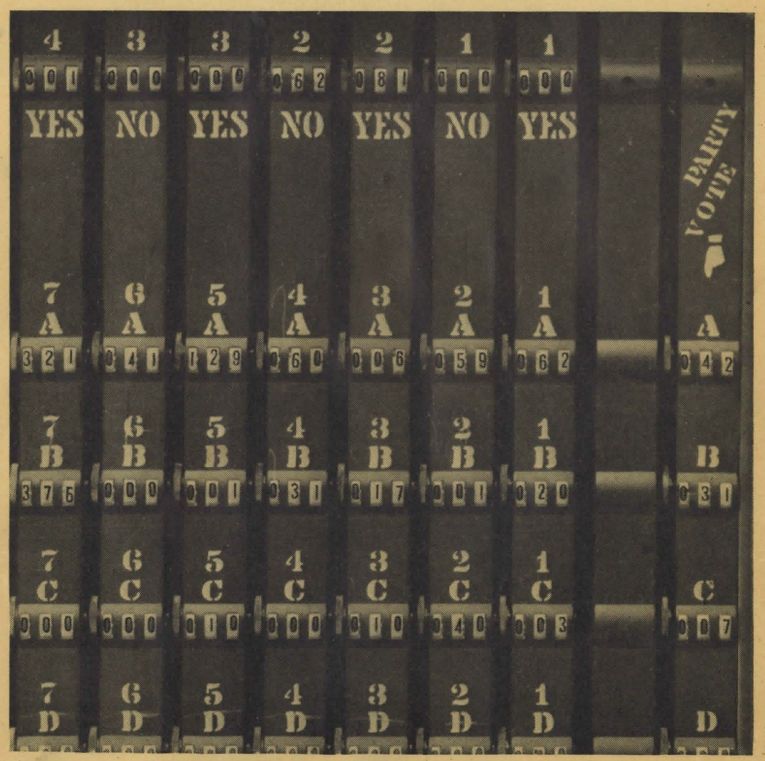
ROW A

STRAIGHT PARTY VOTE—042

OFFICES	CANDIDATES	Counter	Straight Party Vote	Individual Vote	Total Vote Figures	Total Vote in Words
President		1-A	042	062	104	One hundred four
Member of Congress		2-A	042	059	101	One hundred one
Governor		3-A	042	006	048	Forty-eight
Lieutenant Governor		4-A	042	060	102	One hundred two
Secretary of State		5-A	042	129	171	One hundred seventy-one

POLL BOOK ENTRIES
for
PARTISAN (NOVEMBER) ELECTION
Counters for which are shown opposite

Counter Readings, Non-Partisan Election.



Counter Readings, Partisan Election.

RECORDED OPPOSITE

CLOSING THE POLLS

30. **NO APPLICATIONS** for admission to Voting Booths shall be received **AFTER 8 P. M.** However, any Voter in position in a designated line at 8 P. M., **whether inside or outside** (where space is limited) of Polling Place **MUST BE GIVEN AN OPPORTUNITY TO VOTE** before the Machine is locked.
NOTE—This is best accomplished by having one of the Election Officials, at 8 P. M., take **the name of the last man standing in the line,** and then **locking** the Machine **when such man has voted** in his regular order.

31. **SEAL THE CURTAIN LEVER.** With the Curtain Lever in the **LEFT-HAND** (open) Position, **rotate** the Clamp ("Q," page 6) until it engages the **red handle** of the Curtain Lever. Take the **Numbered Seal** from the envelope (Package 7—page 2). **Pass the pointed end of the seal upward** thru the **REAR SLOT** ("U," page 6) in this Clamp, thence **downward thru the forward slot "V"; THEN** through the **slot in the "Locking-Ball"** attached to the Seal.

NEAR THE MIDDLE OF PAGE 6 THIS SEAL, PROPERLY ATTACHED, IS SHOWN AT "Y."

NOTE—Don't experiment with this seal prior to its use as here described. **YOU MAY ACCIDENTALLY RENDER IT USELESS.**

32. **LOCK THE VOTING MECHANISM OF THE MACHINE,** by inserting **No. 2 Key** in the Keyhole "H" (Page 4) on the right end of the Machine, and turning it until **slot points down. THIS MUST BE DONE BEFORE THE NEXT STEP IS POSSIBLE.**

33. **NEXT, UNLOCK AND OPEN THE DOORS OF THE COUNTER COMPARTMENT,** which is done by transferring the keys to **Lock No. 3** at the top of the rear side of the Machine, and using No. 3 Key to
i. Turn Key half turn to Right, then
ii. Turn Bolt on top door quarter turn left.
iii. Raise top door.
iv. Turn Bolt on middle door quarter turn left.
v. Lower middle door.

LEAVE KEYS IN THE LOCK UNTIL "46" IS REACHED

34. **CANVASS THE READINGS OF ALL THE CANDIDATE AND QUESTION COUNTERS ON THE MACHINE.** One of the Election Officials, under the scrutiny of another (of a different political party) shall **begin at the right-hand end of the top row** of counters and **CALL OFF** the **READING** of each and every Counter **involved in this election,** as same is shown by the list of **"COUNTERS"** ("1-A," "4-F," etc.), printed in the back part of the Poll Book, while the third official **REPEATS ALOUD** the number as he copies it into the Poll Book.

35. **RECORDING INDIVIDUAL CANDIDATE VOTES.** (See diagrams on pages 12 and 13.)
A. **OPPOSITE** each Counter Designation "1-A," "4-F," etc., printed in the Poll Books, **write in the name** of the candidate **APPEARING ON THE FACE OF THE MACHINE** under the **SAME** counter number, unless such name is **already printed** in the book. **(DO THIS AT LEISURE MOMENTS DURING THE DAY.)**
B. To the **right** of such **printed counter number WRITE IN THE READING** of the Counter—**FIRST,** in figures **ONLY,** and **LATER** (See 37, below) **IN WORDS.**
C. **CAUTION — THESE NUMBERS INVARIABLY CONSIST OF THREE DIGITS** each,—**zeros being prefixed** to the significant figures, **as necessary,** thus, "3" is written "003"—**NOT "3."**

36. **RECORDING STRAIGHT PARTY VOTE.** In the **NOVEMBER** Election the **Dials at the extreme right** in rear of Machine, marked "Party Vote" (see sketch on page 13) **SHOW THE TOTAL STRAIGHT PARTY VOTE FOR THE RESPECTIVE PARTY ROWS,** and must be **recorded in the poll book** at the top of the appropriate "Party" page, **AND SUBSEQUENTLY ADDED TO EACH AND EVERY INDIVIDUAL CANDIDATE VOTE APPEARING ON THAT PAGE.**

37. **THE TOTAL VOTE** for a Candidate thus appears in the Column headed "Total Vote in Figures," and—in the case of the November Election—consists of the **SUM OF THE INDIVIDUAL VOTES (35)** and the **STRAIGHT PARTY VOTE (36).** This **TOTAL** must — after checking — be **WRITTEN IN WORDS** in the Poll Book.

38. **CHECK ALL COUNTER READINGS.**
The Election Official serving as Clerk will **READ BACK** the Counter Readings recorded as above, and **TWO** of the Officials **WILL CHECK THIS AGAINST THE DIALS ON THE MACHINE.**

39. **UNOFFICIAL RETURNS—Immediately after the above has** been done **TWO TRANSCRIPTIONS OF THESE READINGS SHALL BE MADE—ONE** for **POSTING** outside the Polling Place—the **OTHER** to be **TURNED** in with the Election Supplies.

40. **IMMEDIATELY FOLLOWING THE TRANSCRIPTION, TELEPHONE IN** the Returns—"Main 5900—Returns."

AFTER THE POLLS ARE CLOSED

41. **LEAVE REAR OF THE MACHINE OPEN** and illuminated while completing rest of work so that **any interested party** may examine same, and **compare with** the posted Returns (see 39).

42. **CANVASSING THE PAPER ROLL** (See Diagram, page 3). **IF** the **identification Marks** ("7," page 1) originally appearing on the lower Paper Roll, "b," have **disappeared** during this Election, one or more of the **Write-In Slides** (W) have been pushed up, and the Election Officials **MUST CANVASS** this "Sticker Candidate Vote," proceeding as follows:

A. **ALONG THE TOP PAPER ROLL** ("a—a," Page 3) **DRAW A LINE,** marked so that you can later definitely identify it.

B. At the left-hand of the rolls you will find a **LATCH,** marked "A," which you will **PULL TOWARD YOU** as far as it will come, thereby releasing the Paper Rolls.

C. **UNROLL THE UPPER ROLL,** and simultaneously take up the slack on the lower one. Continue this until the **MARK** which you made (see "A," above) **APPEARS ON THE LOWER ROLL.**

D. Releasing your hold on the Upper Roll, **NOW UNROLL THE LOWER ROLL** until you have just enough **SLACK** to enable you to **CREASE THE PAPER** from end to end of the roll. Then **CUT THE PAPER ALONG THIS CREASE.**

E. Now **TAKE HOLD OF THE END OF THE PAPER WHICH IS WOUND ON THE LOWER ROLL, insert it under the numbered bar** ("c," Page 3) and slowly pull the Paper **OUT TOWARD YOU, READING OFF THE NAMES,** as they appear, **TOGETHER WITH THE NUMBER UNDER WHICH THEY PASS.**

F. **THE NAMES AND NUMBERS THUS READ** will be **recorded** by the clerk in the Space provided for same on the **LAST PAGES OF THE POLL BOOK.**

G. **CONTINUE TO UNROLL AND READ** until you come to the **LINE** (see "7," page 1) **DATED BY THE CUSTODIAN. CUT THE PAPER ALONG THIS LINE,** and **INITIAL AND TURN IN** the section of paper containing the names thus canvassed.

NOTE.—THIS IS REQUIRED BY LAW, and failure to report "Write-Ins," even though same are very manifestly **NOT SERIOUSLY INTENDED,** may result in unfavorable criticism of the conduct of the election.

43. **PUBLIC COUNTER READINGS** (See "J," page 4). Under "5," the Public Counter was read **PRIOR** to the opening of the Polls.

NOW READ THE PUBLIC COUNTER A SECOND TIME. The **DIFFERENCE between these TWO readings SHOWS THE TOTAL NUMBER OF VOTES CAST,** and should be **EXACTLY EQUAL TO THE NUMBER OF NAMES LEFT IN THE "VOTER'S SIGNATURE BOOK."** (NOTE—this **EXCLUDES** those stricken.)

SUBJECT TO FOLLOWING DEDUCTION

NUMBER of times the Curtain Lever was operated, **WITHOUT VOTES BEING CAST,** for the purpose of **TESTING** or **CLEARING** the Machine. (See "22").

44. **PROTECTIVE COUNTER READINGS** (see "L," page 4). **READ this Counter and RECORD** the reading in the **LAST** blank in **Certificate No. 2** in **ALL** Poll Books. This Counter **is never re-set** but (like the Public Counter) registers every time the Curtain Lever is operated.

Recording and transmitting this reading renders an unauthorized voting operation impossible without its subsequent detection.

45. As an additional precaution against fraudulent Machine operation, **RECORD IN THIS SAME CERTIFICATE NO. 2,** the **serial number of the Curtain Seal** used by you (see "31") to seal the Curtain Lever Clamp. No **TWO** seals have the same number, and they cannot be re-used.

46. **CLOSE AND LOCK THE DOORS OF THE COUNTER COMPARTMENT** (see "17"—page 8) which is simply a **REVERSAL** of the operations set out under "33"—page 14. **REMEMBER THAT THIS CANNOT BE DONE,** unless and until the slot in Lock No. 2 on the end of the Machine is **POINTING DOWN.**

47. **PLACE THE KEYS IN THE ENVELOPE** provided for the purpose, **RECORDING THEREON** the data asked for, and **return same with your supplies, BUT not inside of the large envelopes** containing them.

48. **DISCONNECT THE LIGHT EXTENSION CORD,** and place same on top of the machine. **LOWER** the Curtain Rail, and **THROW** the Curtains over top of Machine. **IF** Machine is **ON CASTERS,** cautiously move same to such position as owner of the Polling Place may request. **IF THERE ARE NO CASTERS NEVER ATTEMPT TO MOVE MACHINE.** It may result in damage to the Machine and to the floor.

49. **MAKE SURE YOU HAVE POSTED THE "UNOFFICIAL RETURNS"** out in front of the Polling Place (see "39"), and then **BRING YOUR SUPPLIES DIRECTLY TO THE OFFICE OF**

THE ELECTION DEPARTMENT