

Nassau County Board of Elections

OPENING THE TABLE

QUICK REFERENCE

AUTOMARK

STEP 1:

Locate the table on top of the AutoMARK from the rear of the cart and remove by its handle



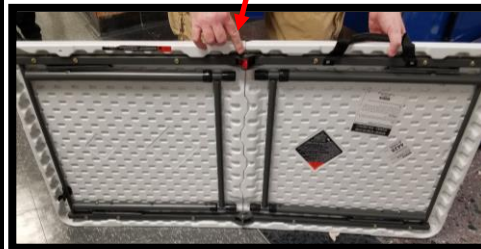
STEP 2:

Holding the table straight up, pry it open



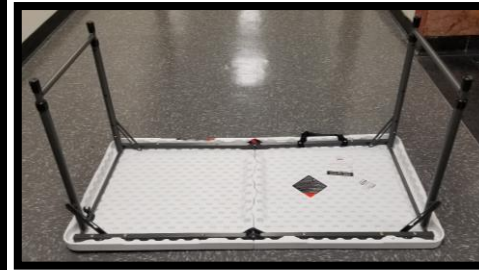
STEP 3:

Unlock the red lever on the table as shown and pull out the legs



STEP 4:

Once the legs are open place flat on the floor



STEP 5:

Each leg has a silver knob to push in to extend the legs



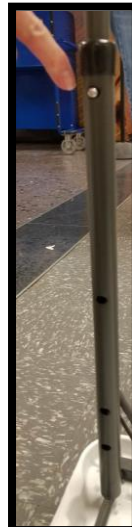
STEP 6:

Both Poll Coordinators should position themselves by each leg to push in the knob and pull the legs up



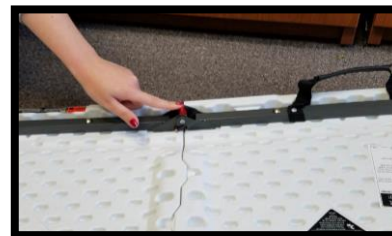
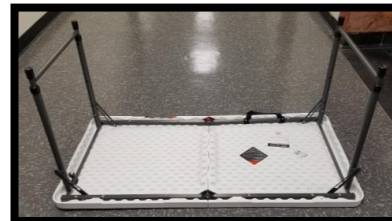
STEP 7:

The table has 3-positions, select the middle one



STEP 8:

Once the legs are in place lock the table pushing down on the Red Lever



STEP 9:

With table locked, lift the table up and over; position it for use



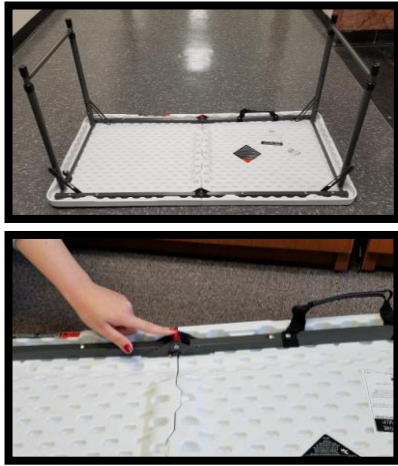
RECAP:

1. Remove the table from the back of the AutoMARK cart
2. Open the table
3. Unlock the Red lever
4. Pull out the legs
5. Place table on the floor with legs facing up
6. Both Poll Coordinators work together to lift the legs of the table
7. Knob on legs should be extended to the middle position
8. With legs in place, lock down Red Lever
9. Both Coordinators lift the table up and position it for use

CLOSING INSTRUCTIONS ON REVERSE SIDE

CLOSING THE TABLE

STEP 1:
After removing contents from table, turn table over with legs facing up and unlock the Red Lever



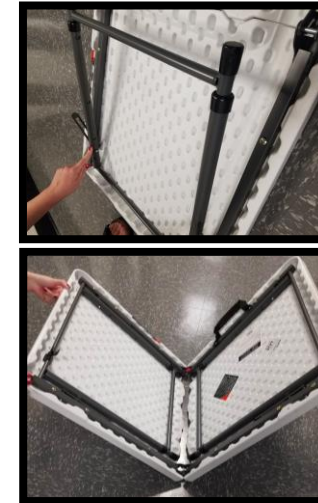
STEP 2:
Once again, both Poll Coordinators should position themselves by each leg to push in the knob and then push the legs down



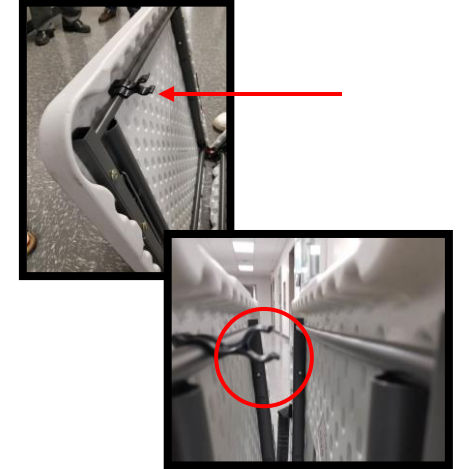
STEP 3:
On the outside of each table leg, you will find a bar that will need to be pushed in to fold the legs



STEP 4:
Once the legs are flat, the table can be folded



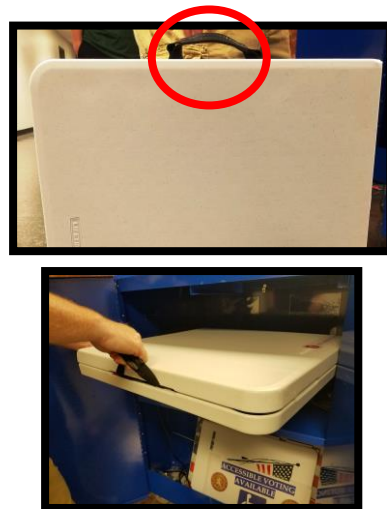
STEP 5:
When folding the table, look for the clip on one of the table legs and align the clip with the opposite table legs and snap in place



STEP 6:
The table, now snapped closed, is ready for its return to the AutoMARK cart



STEP 7:
Once the AutoMARK has been closed out for the evening lift the table using the handle and place it back on top of the AutoMARK



STEP 8:
The Purple Coordinator's Bag would go on top of the table



STEP 9:
These signs would go in the bottom of the cart



- RECAP:**
- Just like setting up the table, both Poll Coordinators should take down the table
 - Turn table on its back, unlock the Red Lever
 - Holding the table by its handle place it on the **CLOSED** AutoMARK
 - Place the Purple Bag on top of the AutoMARK
 - Return the Countywide Street List to the side of the AutoMARK
 - All AutoMARK Equipment should be returned to the plastic bags in which they came and placed in the bottom of the cart.
 - Remove the laminated "Accessible Voting" sign from the front of the location and the "Vote Here" sign and place in the bottom of the cart.
 - Lock the AutoMARK cart, and return the key to Chairperson

QUICK REFERENCE

AUTOMARK