

# Quick Set-up Instructions

For complete instructions with pictures and diagrams, please refer to the **one4all AVS Booklet**

**Follow these instructions in the sequential order given.** The system will function properly when constructed in this order only. Unpack all the equipment.

1. Connect the **Keyboard** and the **Printer** cables to the rear of the Docking Station with the USB connectors.
2. Connect the **Headphones** to the front of the Docking Station in the USB port.
3. Plug the light colored printer connector cable into the rear of the Printer.
4. Connect the 2-piece **AC adapter** together and plug it in to the rear of the Docking Station.
5. Plug the power end of the **AC Adapter** into the **Surge Protector Strip**.
6. Plug the **Power Cord** for the printer into the rear of the **Printer**.
7. Plug the power end of the **Printer Power Cord** into the **Surge Protector Strip**. (Make sure the surge protector is in the “Off” position)
8. Plug the **Surge Protector Strip** into a wall outlet
9. Turn the **Surge Protector** power strip button to the “**On**” position
10. Turn on the **Printer** first. Hold the “Power Button” down for 3 – 5 seconds.
11. Remove the **Folio Cover** from the **Tablet** (store in its cardboard box in the green bin).
12. Attach the **Tablet** to the **Docking Station**. Be sure it is sitting properly on the pins. **Do not force!**
13. Turn the **Tablet** on.
14. Proceed to follow the Tablet’s instructions to vote.

## Trouble shooting

### PRINTER

- **Printer not working – Shut-down Process**
  - Cities – Must use the dedicated printer for each ward.
  - Shutdown the tablet by pressing the “Shutdown” button
  - Press OK on Printer Removal screen, if it pops up
  - Wait for the tablet to shut down
  - Remove it from the docking station
  - Shut down the printer – Hold the “round” button for 3 – 5 seconds
  - Turn off Surge Protector
  - Unplug all USB ports
  - Unplug power to the docking station
  - Restart the full process of Quick Set-up

➤ **Printer – Error Light Flashing**

- Do Not Turn off printer
- Open the printer, by pressing the toner button
- Pull out the tray with the green handle
- Release the small green button on the right hand side and pull out the toner
- Shake the toner back and forth
- Replace the toner tray by lightly pushing it down into the outer tray
- Replace the tray in the printer and give it a small push to make sure the tray is set securely in the printer
- Shut the toner door
- Retry the ballot



➤ **Printer-Deep Sleep Mode**

- The printer will be in a deep sleep when not in use but will “awaken” when the ballot is sent to print.
- If ballot still doesn’t print, shutdown the tablet by pressing the “Shutdown” button
- Press OK on Printer Removal screen, if it pops up
- Wait for the tablet to shut down
- Remove it from the docking station
- Shut down the printer – Hold the “round” button for 3 – 5 seconds
- Turn off Surge Protector
- Unplug all USB ports
- Unplug power to the docking station
- Restart the full process of Quick Set-up

## HEADPHONES

➤ **Headphones not working**

- Shutdown the tablet by pressing the “Shutdown” button
- Press OK on Printer Removal screen, if it pops up
- Wait for the tablet to shut down
- Remove it from the docking station
- Shut down the printer – Hold the “round” button for 3 – 5 seconds
- Turn off Surge Protector
- Unplug all USB ports
- Unplug power to the docking station
- Restart the full process of Quick Set-up

## TABLET

- **If displaying the Dell icon ONLY and not Displaying the Access Code Screen (Yellow & Black on White Screen)**
  - Hold the power button on the upper right hand side of the tablet for approximately 15 - 20 seconds to shut down the tablet. This is the manual process to shut down the tablet when you do not have an “Access Code” screen.
  - Turn the tablet on until you feel it vibrate.
  
- **Tablet not Charging**
  - Make sure the Surge Protector is turned on.
  - Make sure the “Folio Cover” has been removed from the tablet
    - Open the cover and pull the cover off the tablet. It is attached magnetically to the tablet
  - Make sure the docking station power light is on.
  - Hold the tablet so the “Windows” icon (the four square window pane) is on the bottom.
  - Gently insert the tablet into the docking station pins.
  - The tablet is now charging. To verify, the light above the power button, on the right side of the tablet should be on.
  
- **Battery is Low**
  - Pop up stated to select:
    - F1 – To continue
    - F2 – To change setting
    - F5 – Run onboard diagnostics
  - Select F1 to continue.

## KEYBOARD

- **Keyboard Not Working** – Number Lock Green Light is not on
  - Shutdown the tablet by pressing the “Shutdown” button
  - Press OK on Printer Removal screen, if it pops up
  - Wait for the tablet to shut down
  - Remove it from the docking station
  - Shut down the printer – Hold the “round” button for 3 – 5 seconds
  - Turn off Surge Protector
  - Unplug all USB ports
  - Unplug power to the docking station
  - Restart the full process of Quick Set-up

➤ **Ovals Not Aligned**

- Make sure the ballot is placed in the paper tray of the printer, face up and head first correctly.
- If after trying another ballot with the same problem, then shutdown the tablet by pressing the “Shutdown” button
  - Press OK on Printer Removal screen, if it pops up
  - Wait for the tablet to shut down
  - Remove it from the docking station
  - Shut down the printer – Hold the “round” button for 3 – 5 seconds
  - Turn off Surge Protector
  - Unplug all USB ports
  - Unplug power to the docking station
  - Restart the full process of Quick Set-up

**For complete instructions with pictures and diagrams, please refer to the one4all AVS Booklet**