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)
  o 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.
  o Turn the tablet on until you feel it vibrate.

➢ Tablet not Charging
  o Make sure the Surge Protector is turned on.
  o 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
  o Make sure the docking station power light is on.
  o Hold the tablet so the “Windows” icon (the four square window pane) is on the bottom.
  o Gently insert the tablet into the docking station pins.
  o 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
  o 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
  o Press OK on Printer Removal screen, if it pops up
  o Wait for the tablet to shut down
  o Remove it from the docking station
  o Shut down the printer – Hold the “round” button for 3 – 5 seconds
  o Turn off Surge Protector
  o Unplug all USB ports
  o Unplug power to the docking station
  o Restart the full process of Quick Set-up

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