

LOCAL CLERK

Time Adjustment Instructions for Tabulators and Voter Assist Terminals

Dominion Tabulator:

1. Plug in tabulator
2. After start up routine is complete, apply security key
3. Enter password (*Election Security Code*)
4. Select NO when 'Is this the Correct Time?' appears
5. Use +++/-- arrows to edit the year/month/day/hour/minute; select DONE to SET each setting.
6. Returns to the administrative menu when complete

VAT

1. Turn VAT on
2. Insert Pollworker card
3. Enter password (*Election Security Code*)
4. Select Modify date/time option from Pollworker menu
5. Modify the time under Set time
6. Select the back button to return (this is located at the bottom of the screen)
7. Remove Pollworker card
8. Insert Technician Card
9. Enter password (12345678), login
10. Exit Application
11. Select ICX icon, select Always
12. Remove Technician card
13. Insert Pollworker card
14. Enter password (*Election Security Code*), select Decrypt, select appropriate Tabulator from dropdown menu, select Open Polls!