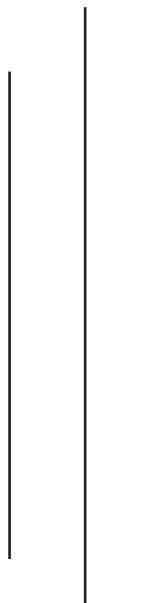


FOR OFFICIAL USE ONLY



ELECTRONIC VOTING MACHINE INSTRUCTION MANUAL

MODEL : CU 7510 & BU 7407



**PREPARED AND PUBLISHED BY
ELECTRONICS CORPORATION OF INDIA LIMITED
HYDERABAD - 500 051**

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ABBREVIATIONS:

BU	-	Ballot Unit
CU	-	Control Unit
DI	-	Data Interface
ECI	-	Election Commission of India
ECIL	-	Electronics Corporation of India Ltd.
EVM	-	Electronic Voting Machine
PDT	-	Poll Date
PDY	-	Poll Days
PET	-	Poll End Time
PST	-	Poll Start Time
RTC	-	Real Time Clock

CHAPTER - 1

INTRODUCTION

PRELIMINARY

1. The Electronic Voting Machine (EVM) is a reliable system for conduct of elections in which one person has to be elected out of many candidates. The EVM is designed for single post and single vote.

Electronic Voting Machine - Basic Concept

Electronic voting Machine (EVM) is a portable instrument for conducting elections to Parliament, Legislature, Local Bodies like Panchayats and Municipalities.

The Electronic Voting Machine is a microcontroller-based instrument designed to modernize the Election process. It is simple to operate and can be installed in a short period. There is no scope for invalid votes and total secrecy of voting data is maintained. The EVM facilitates quick and accurate counting. It is possible to declare the results on the same day, at the end of the poll. The voting data stored in EVMs can be retained for years and can be extracted if necessary.

Need for Electronic Voting Machines

The Electronic Voting Machine simplifies the Election process for the benefit of both Election Officials and voters. The huge expenditure involved in printing millions of ballot papers, storing and transporting them to booths etc. is obviated by the use of EVMs. In the EVM, one ballot paper per unit is used. This is fixed below the transparent acrylic sheet of the Ballot Unit and lists the names of the candidates and their symbols as in the traditional ballot paper. EVMs can be reused in subsequent elections by simply pressing a button to erase the votes recorded in the earlier poll and changing the ballot paper in the Ballot Unit.

The voter has to only press a button against the candidate of his / her choice to cast a vote. An audio visual signal confirms to the voter that the vote has been recorded.

2. EVM consists mainly of two units - (a) Control Unit (CU) and (b) Ballot Unit (BU) with cable for connecting it with the Control Unit. A Ballot Unit caters up to 16 candidates. Four Ballot Units linked together catering in all to 64 candidates, can be used with one Control Unit.

Special Features of the Electronic Voting Machine (EVM)

- **Unique Serial Number :** Each Control Unit (CU) has unique Serial Number which matches with the metal strip number and Bar Code on rear side of CU.

- **Real Time Clock (RTC) :** The real time clock is used to display the current time and date. The current date and time is displayed with 'power on' and on pressing the 'Total' button. Any malfunction of the RTC shall be displayed by 'CLOCK ERROR' and all other functions will be working.
 - **Status of Battery Power :** Battery Power status is displayed. If required it also displays 'CHANGE BATTERY'.
 - **Power save mode :** The unit goes into power save mode in idle state, thus enhancing the life of power pack.
 - **Print :** The result of poll data can be printed if required.
 - **Braille :** Moulding of Braille on Ballot Unit for visually challenged persons.
3. EVM operates on a special power pack, commonly known as battery. It is tamper-proof, error free and easy to operate. It is easily portable. The polling information once recorded is retained in its memory even when the power pack is removed.
 4. The machine which is according to the design approved by the Election Commission of India (ECI), is manufactured by Electronics Corporation of India Limited (ECIL) and Bharat Electronics Limited. It is the end product of considerable experience and extensive trials in Indian Elections under the guidance of the Election Commission of India.
 5. This chapter aims at introducing the machine and familiarising the electoral officials with its functioning.



Fig.1 BU, CU Carrying Cases (Closed condition)

OPENING OF CARRYING CASES

6. The Ballot Units and Control Units are supplied in separate carrying cases. A carrying case can be opened by pressing the latches simultaneously on both sides of the handle, as shown in Fig. Open condition of the CU and BU carrying cases are shown in Fig. 1(A).
7. Remove the units from the carrying cases carefully by using both hands.



Fig.1(A) BU, CU Carrying Cases (open condition)

INSPECTION

- 8.1. After opening the carrying cases verify that the cases contain the items shown in Fig. 2 (i.e., Ballot Unit along with the interconnecting cable and Control Unit.)

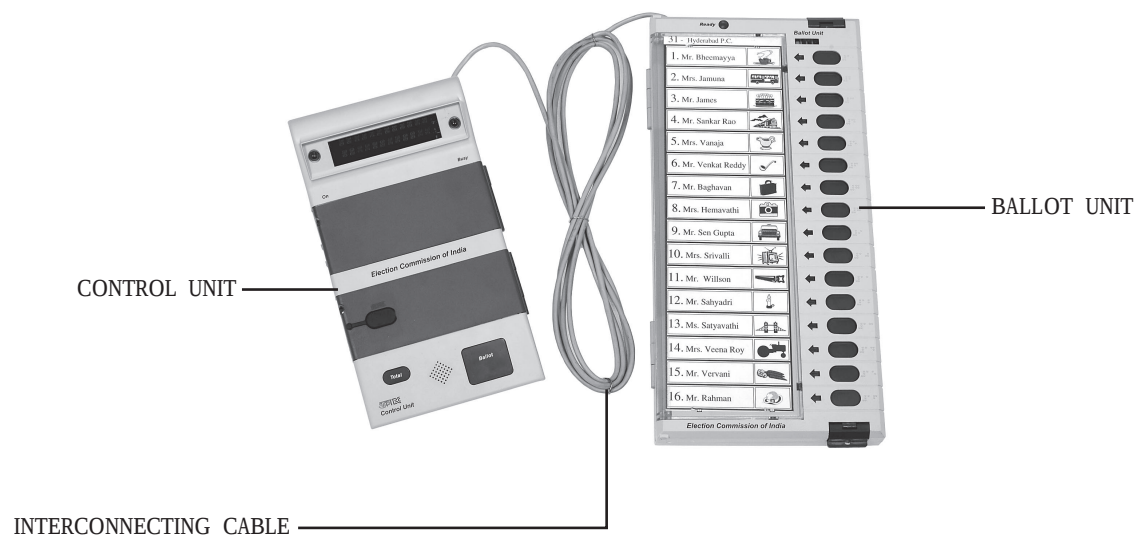


Fig.2 Items of EVM

8.2. Power pack for EVM will be supplied separately (Fig. 2A).

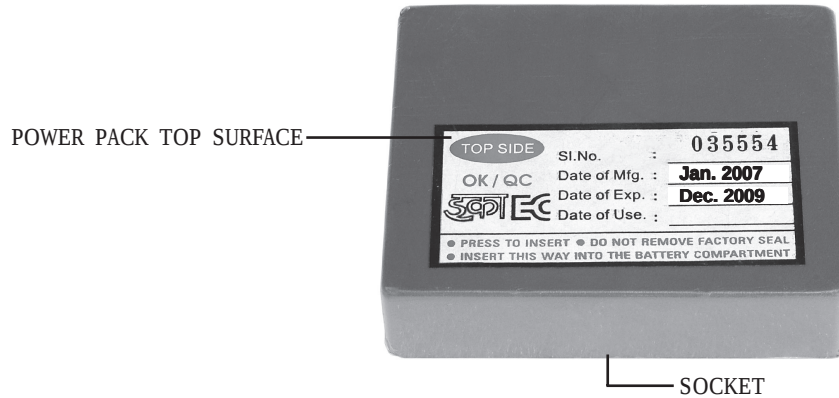


Fig.2A Power Pack of EVM (To be installed in Control Unit)

BALLOT UNIT

9. The Ballot Unit is that unit of the machine which the voter operates to exercise his franchise.
10. It consists of a rectangular box. The box, which is as shown in Fig. 3, has -
 - a. Interconnecting Cable
 - b. Ready Lamp
 - c. Slide Switch Panel
 - d. 16 Candidates' Buttons
 - e. 16 Candidates' Lamps and
 - f. Provision for insertion of ballot paper containing the S.Nos., Names and Election Symbols of contesting candidates under a transparent acrylic sheet (ballot paper screen).

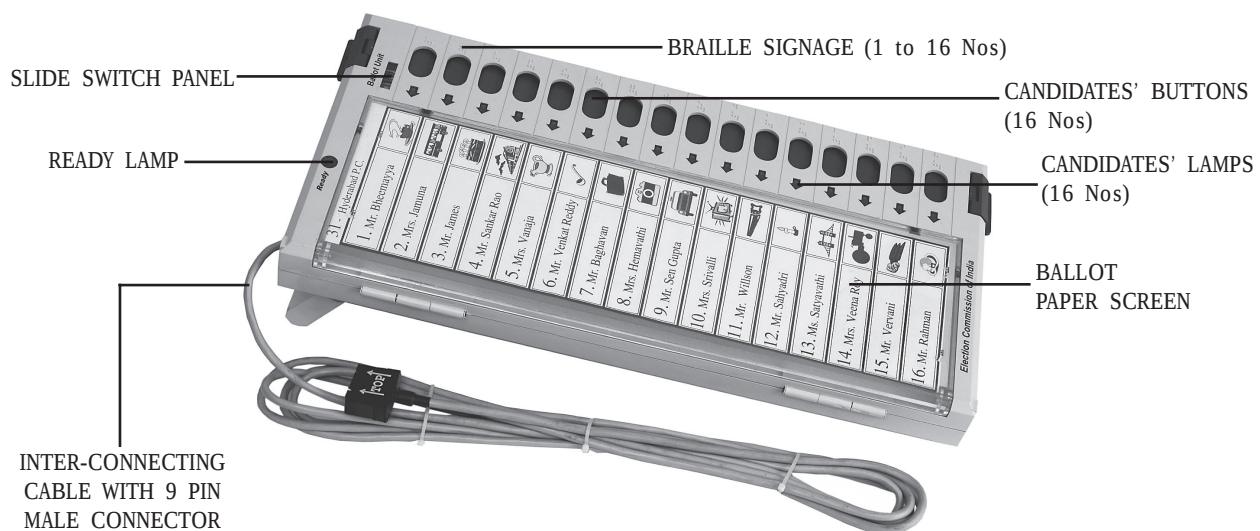


Fig.3 Ballot Unit

11. The interconnecting cable is a protected round cable, one end of which is permanently attached to the Ballot Unit. To its other end is attached the connector with a hood (Fig.4) for connecting it to the Control Unit. One side of BU cable connector spring clip is in 'RED' colour. Also one side of female socket in rear side compartment of CU is in 'RED' colour for easy identification at the time of insertion.

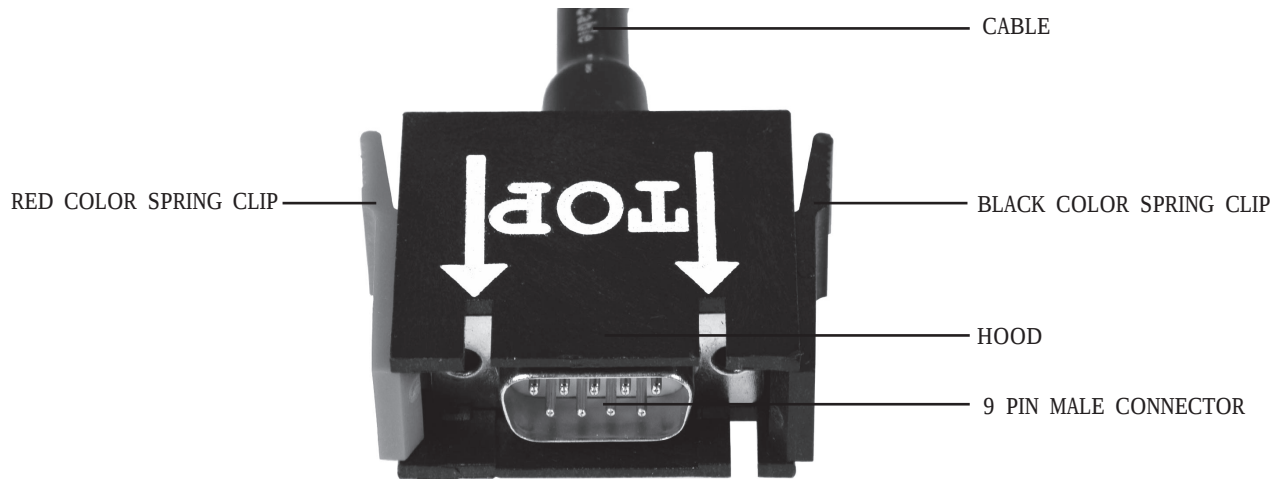


Fig.4 Inter Connecting Cable

12. The 'Ready Lamp' is on the top side of the Ballot Unit. This lamp glows GREEN when the 'Ballot' button on the Control Unit is pressed by the Presiding Officer to enable the voter to cast his / her vote. It goes off when the voter has cast his / her vote.
13. The Slide Switch Panel is on the top right side. The Slide Switch inside the Ballot Unit can be operated to set any one of the four positions viz. 1,2,3, or 4. When only one Ballot Unit is to be used, the Switch is to be set to 1. The position of the switch is indicated through the transparent panel on the unit. If a second Ballot Unit is used, the Switch in that unit is set to position 2 and so on. **The slide switch is arrested in its position when top cover of BU is closed.**
14. The voter records his / her vote by pressing the candidate's button against the name and symbol of the candidate of his / her choice. When the button is pressed, the lamp (candidate's lamp) on the left side of that button glows RED and the voter's choice is recorded.
15. The Ballot Unit has a provision for inserting on its top face the ballot paper in which the S.Nos., Names and Symbols of the contesting candidates are printed. A transparent acrylic sheet (ballot paper screen) protects the ballot paper.
16. The top cover of the Ballot Unit is opened by pressing simultaneously, towards the right, the latches at the top and bottom of the right edge of the unit. The inside of the unit is as in Fig. 5. Sixteen candidates buttons are visible, each having an associated masking tab. The buttons which are required to be used should not be covered or masked. The buttons not required to be used should be covered or masked with their associated masking tabs.

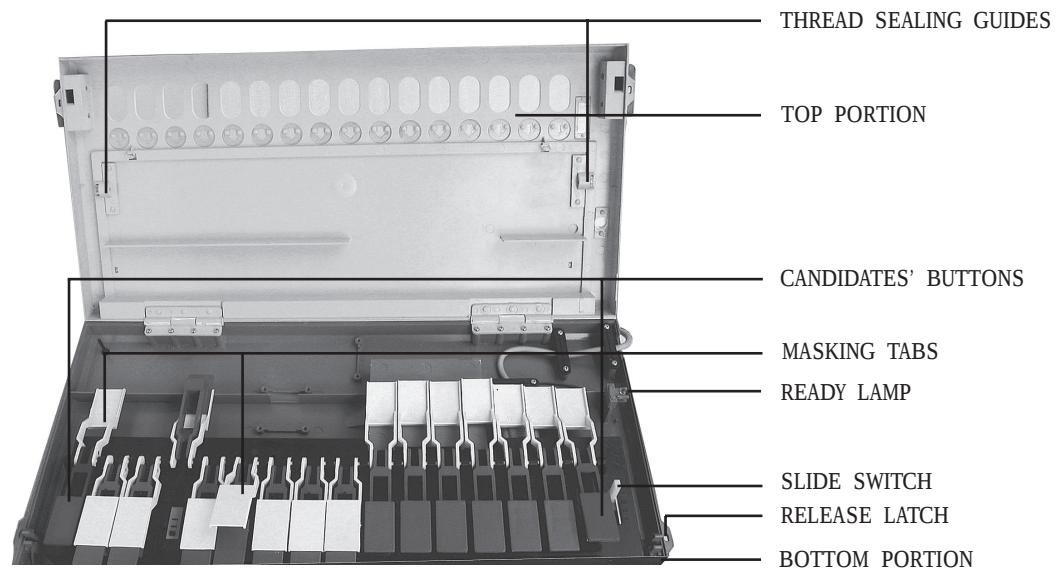


Fig.5 Inside view of Ballot Unit

CONTROL UNIT

17. The Control Unit controls the polling process. It is operated by the Presiding Officer or the first Polling Officer.
18. Top portion of the Control Unit consists of 4 sections (as shown in Figs. 6 and 7)
 - a. Display Section,
 - b. Candidate Set Section,
 - c. Result Section and,
 - d. Ballot Section,

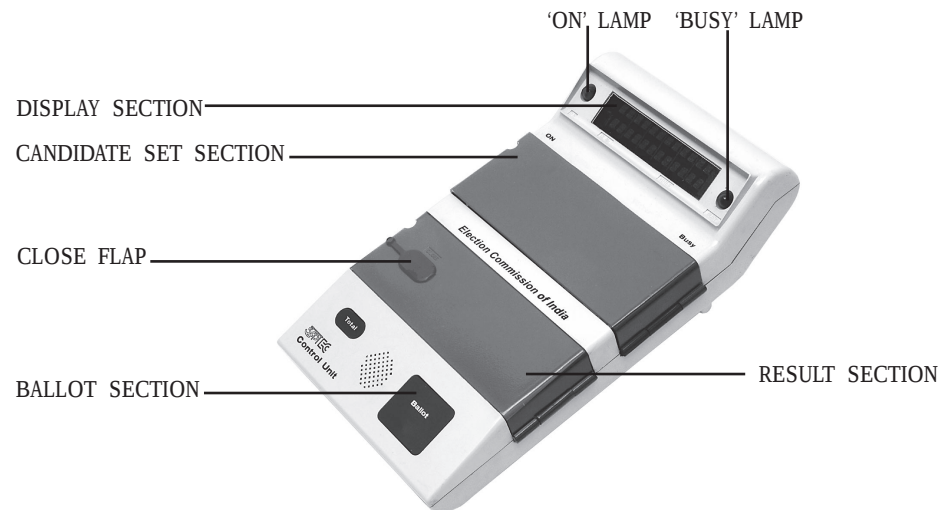


Fig.6 Front view of Control Unit

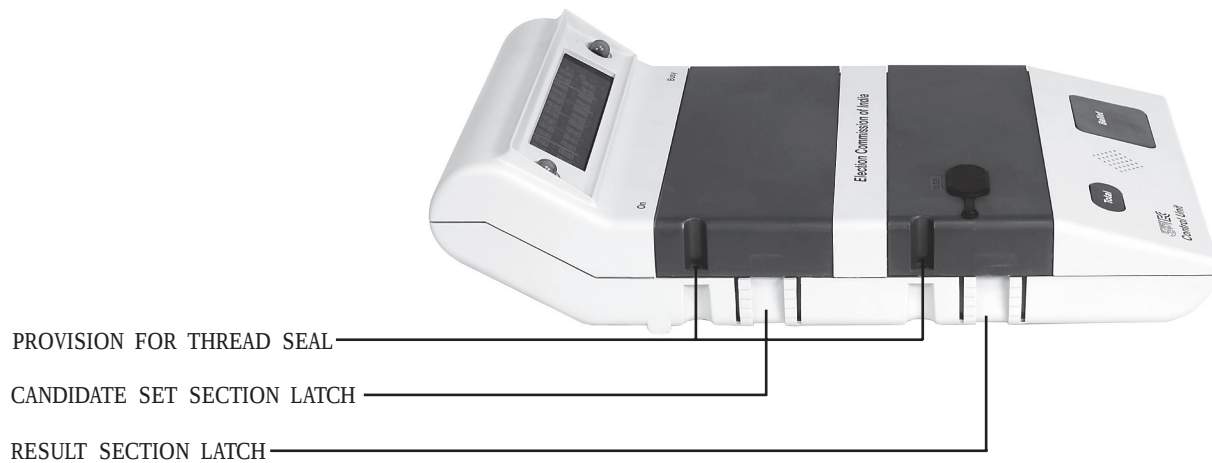


Fig.7 Side view of Control Unit

19. Display section consists of two lamps 'On' and 'Busy' and a display panel which consists of twenty four red coloured seventeen segment alpha numeric characters in two equal rows (Fig. 13). The functions of the lamps and the display panel are explained in paras 25, 26 and 27 of this Chapter.
20. The candidate set section (Fig.8.) houses a power pack compartment and a 'Cand. Set' button compartment. This section has a cover which opens from left to right. On opening its cover, by pressing the latch on the left hand side, the two compartments are seen. The power pack compartment is on the left side of the candidate set section and is for fixing the power pack. The 'Cand. Set' button compartment on the right side is covered with a flap which opens from left to right and can be sealed by thread seal. In this compartment a black 'Cand. Set' button is located. The candidate set section can be closed and sealed by thread seal as shown in Fig. 7.

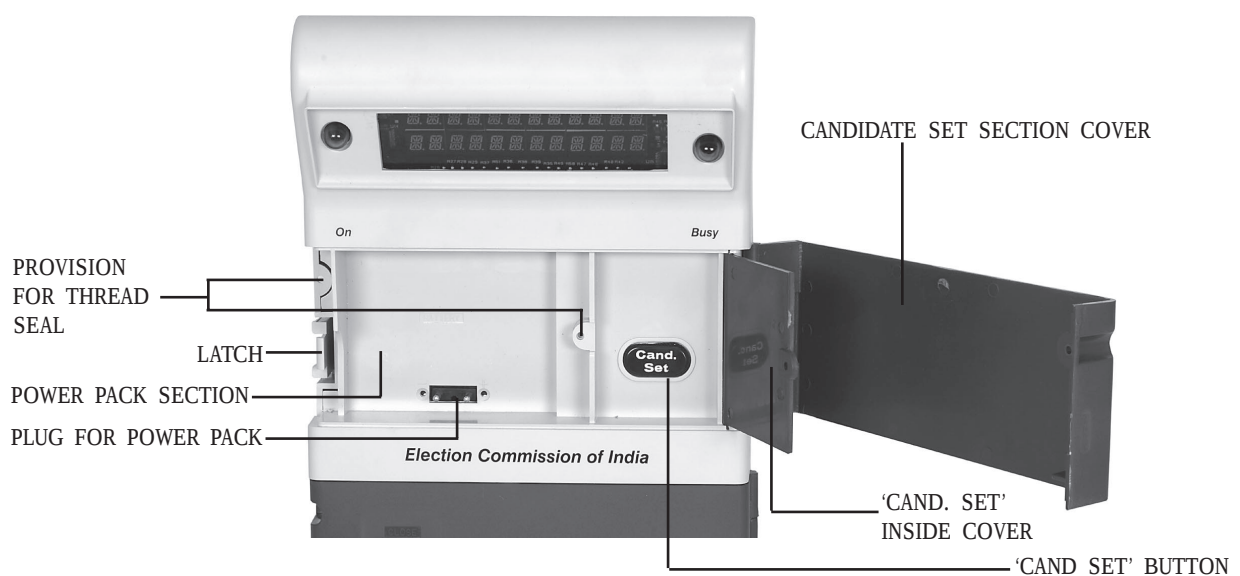


Fig.8 View of Candidate Set Section

21. The cover of the result section has an elliptical aperture on the left hand side through which the 'Close' button is seen. The left portion of the result section houses a black 'Close' button. The right portion actually has an inner compartment with its own door (Fig.9).

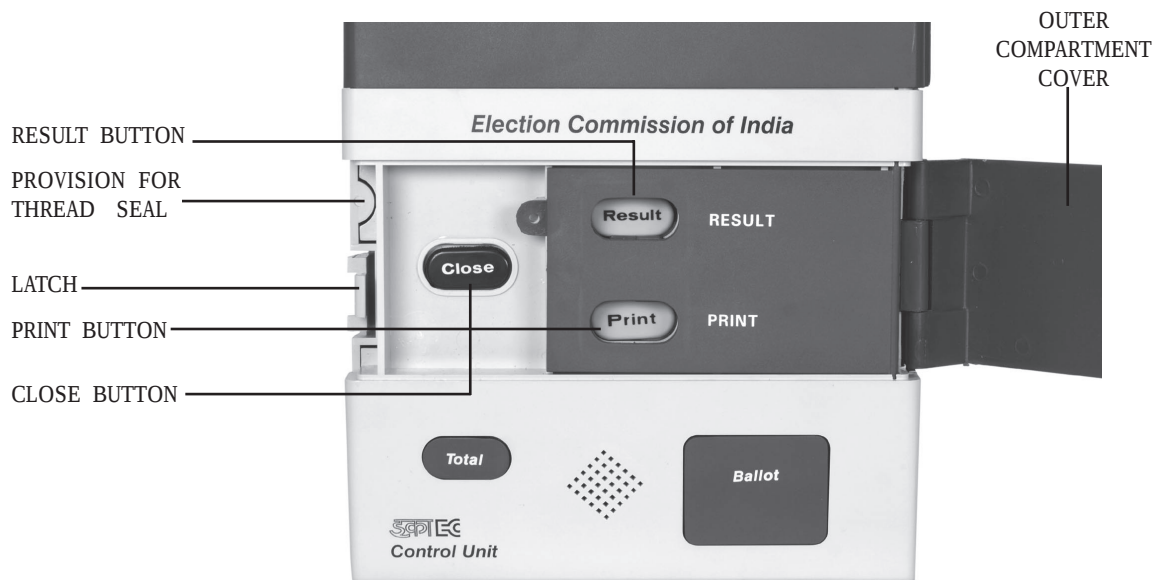


Fig.9 View of Outer compartment of Result Section

22. The door of the inner compartment has two elliptical apertures through which buttons marked 'Result' and 'Print' are seen. **The inner door can be opened by inserting the thumb and a finger through the two apertures above the 'Result and Print' buttons and then pressing the inner latches simultaneously, slightly inwards. In no case, this inner door should be forced open without releasing the latches in the manner described above, to avoid any damage to this most vital compartment.** On opening the door of the inner compartment by inserting forefinger, and thumb through the holes which are marked 'Result' and 'Print' and pressing the latches and pulling the cover up, there will be seen on its inner side a frame around the two apertures for fixing green paper seal. This will also reveal three sub-sections with two yellow buttons marked 'Result' and 'Print' and a white 'Clear' button. The description of this para refers to Fig. 10.

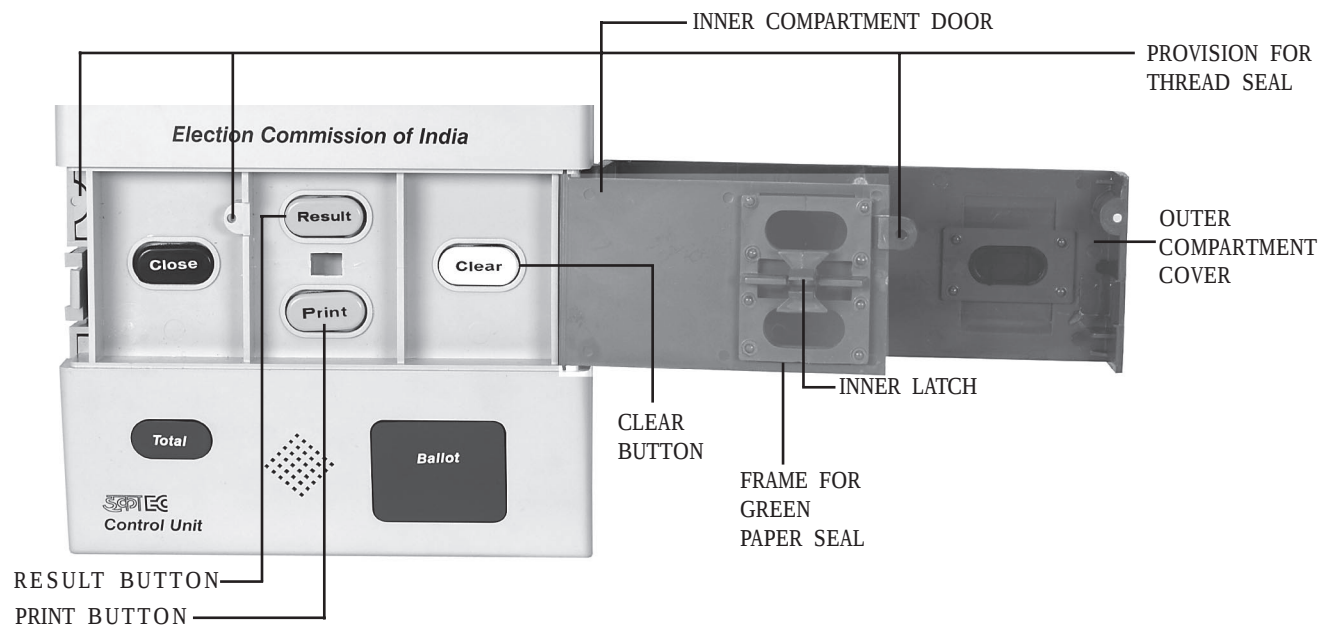


Fig.10 View of Inner Compartment of Result Section

23. In the ballot section there are two buttons - a blue 'Total' button and a large blue 'Ballot' button and a buzzer as indicating in Fig. 11.

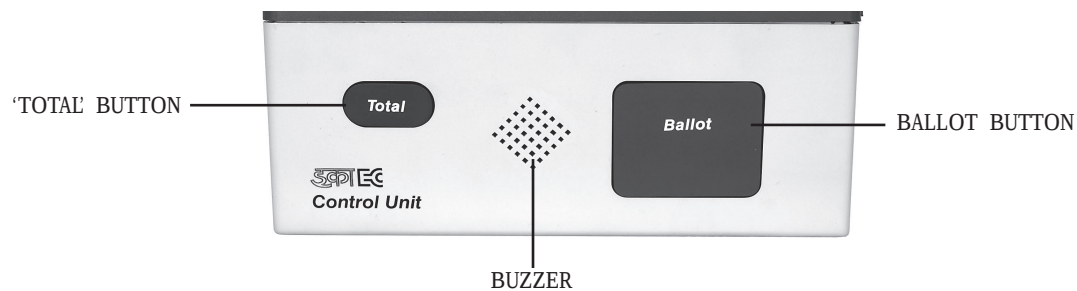


Fig.11 View of Ballot Section

24. The rear side portion of the Control Unit has also a compartment with a cover. This cover is hinged in the rear side and opens swinging downwards, when the latch in the middle is pressed downwards. This has a provision for thread sealing. The cover, when opened will reveal a plug on the left hand side for plugging the interconnecting cable from the Ballot Unit and a power switch in the middle, for switching the EVM 'ON' or 'OFF' and a nine pin male plug on right hand side for Data Interface (DI) connection (Fig. 12).

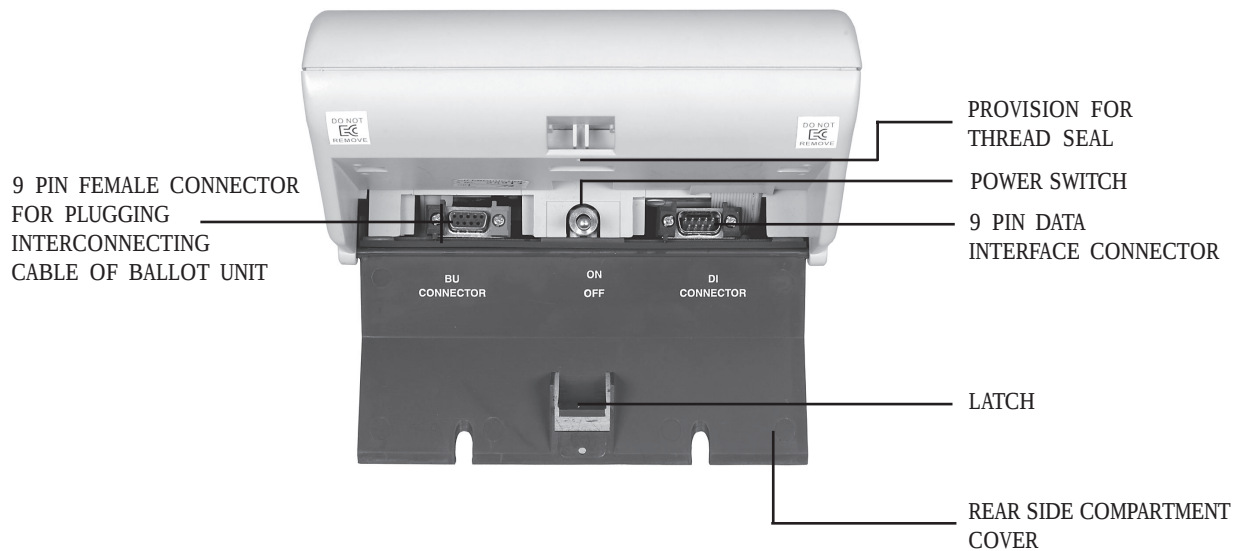


Fig.12 View of rear compartment

'ON' Lamp

25. The 'ON' lamp is located at the top left corner of the display section. When the power switch is pushed upwards to the 'ON' position, the Lamp glows 'GREEN' to indicate that the EVM is ready for use (Fig. 13). If no button is operated for 10 - 20 minutes, the CU goes to **power save mode** indicated by flickering of green 'ON' lamp every 5 seconds. The system comes out of this mode with the activation of any button on CU. The unit does not go into power save mode in case of Real Time Clock (RTC) failure.

'BUSY' Lamp

26. The red 'Busy' Lamp is located at the top right corner of the display section. It glows 'RED' when the 'Ballot' button is pressed by the polling official to enable the voter to cast his / her vote. It goes off when the voter has cast his / her vote (Fig. 13).

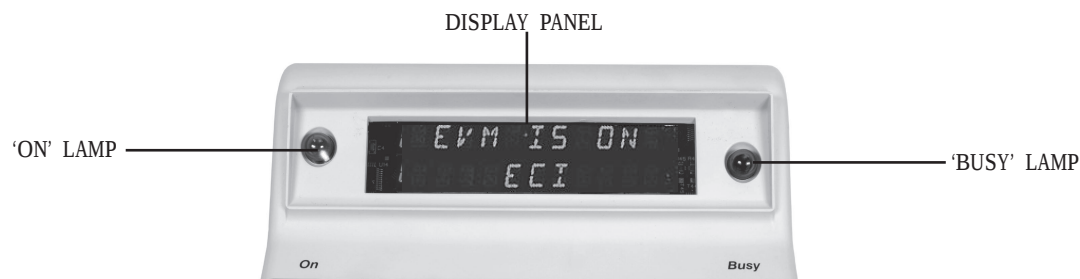


Fig.13 View of Display Section

DISPLAY PANEL

27. Display panel displays the data on two rows of total twenty four characters (Fig 13).

Various types of displays which appear on display panel and what these mean are indicated below -

- | | | |
|------|--------------------|---|
| i) | LINK ERROR-1 | indicates 'Link Error' of first BU, i.e. interconnecting cable is missing, snapped or when only one Ballot Unit is used, 'Slide Switch' in that unit has not been set at Position '1' or, when more than one Ballot Units are used, those units have not been linked in proper order as explained in para 8 of Chapter-3. |
| ii) | PRESSED
ERROR-1 | indicates any one of the candidate's button in the first Ballot Unit is kept pressed or jammed. |
| iii) | ERROR | indicates the Control Unit is not fit for use. |
| iv) | CLOCK ERROR | Indicates the malfunction of Real Time Clock (RTC) |
| v) | CU ERROR | indicates the Control Unit is to be changed. |
| vi) | BU-1 ERROR | indicates the Ballot Unit-1 is to be changed. |

NOTE: Real Time Clock (RTC) failure (Clock Error) doesn't affect the recording of votes, except for time related displays, all other functions shall continue.

- | | | |
|-------|---------------------------|---|
| vii) | <i>INVALID</i> | indicates a button on the Control Unit has been pressed out of sequence. |
| viii) | <i>END</i> | indicates the end of display sequence after pressing of 'Result' or 'Clear' button. |
| ix) | <i>FULL</i> | indicates the maximum number of votes for which the machine is designed, have been polled. The machine is designed to store two thousand votes in its memory. |
| x) | <i>PRINTING</i> | indicates the printing is in progress. |
| xi) | <i>CHANGE
BATTERY</i> | indication for change of power pack as battery status reached for replacement. |

BEEP TONES

28. Whenever the Control Unit displays any information, a buzzer in the Unit gives a 'beep' sound. As explained below, the duration of the 'beep' sound varies according to the nature of information displayed :-
- a. A 'beep' of not less than 5 seconds after a voter casts his vote.
 - b. A 'beep' of 2 seconds, after any change in the information as indicated in the display panel, for example, when displaying total, candidate set, individual results etc.
 - c. Short interrupted 'beeps' to draw attention to any malfunctioning, disconnection, errors etc.
 - d. A beep of 4 seconds when a button is pressed out of sequence.
 - e. A beep of 14 seconds when the voting data is being cleared.



CHAPTER - 2

FUNCTIONS OF BUTTONS / SWITCHES

BALLOT UNIT

Candidate's Button (Fig. 3)

1. Against each candidate's name and symbol, there is a blue button, the access to which is through an opening in the Ballot Unit. A voter has to press the button against the candidate of his / her choice to record his / her vote for that candidate. When the voter presses the candidate button to record his / her vote, the green 'Ready' lamp in the Ballot Unit goes OFF, and the corresponding arrow lamp situated in line with the name and symbol of the candidate glows RED. This is a visual indication to the voter, that his / her vote has been recorded for the candidate of his / her choice. At the same time a 'beep' sound emanates from the Control Unit informing all present in the polling station that the vote has been recorded. The candidate lamp is ON and beep sound are heard for 5 seconds. After the completion of the voting process 'Busy' Lamp on the CU goes off.

Slide Switch (Fig. 3 and 5)

2. The slide switch has marking 1, 2, 3 and 4. The switch should be kept in position '1', '2' , '3' or '4' as explained in para 8 of Chapter 3. The position of the switch can be seen through the window at the right side top of the Ballot Unit.

CONTROL UNIT

Power Switch (Fig. 12)

3. To switch ON the EVM, the 'Power' switch is to be pushed upwards to the position marked 'ON'.

Cand. Set Button (Fig. 8)

4. The 'Cand. Set' button is used for setting the EVM for the number of candidates contesting the election. For details refer para 12 (c) and 12 (d) of Chapter-3.

Clear Button (Fig. 10)

5. The 'Clear' button is required to be pressed before the start of a POLL for clearing the machine and showing that no votes are already recorded in favour of any candidate. For details see paras 7 and 9 of Chapter-4.

Ballot Button (Fig. 11)

6. 'Ballot' button has to be pressed, for enabling a voter to record his / her vote. When this button is pressed, the 'Busy' lamp in the Control Unit and the 'Ready' lamp in the Ballot Unit will start glowing and will continue to glow until the voter records his / her vote. This button will again become operational for the next voter only when the earlier voter has recorded his / her vote.

Total Button (Fig. 11)

7. The 'Total' button, when pressed will show the status of the battery, current date and time, number of contesting candidates and the total number of votes recorded till then. This button may be pressed at any time after a voter has recorded his / her vote or before the 'Ballot' button is pressed to enable him / her to record his / her vote, but not when the 'Busy' lamp is ON.

Close Button (Fig. 9)

8. Once the 'Close' button is pressed, no further voting is possible. This button is to be pressed at the close of the poll. When this button is pressed, the machine displays sequentially-closing, current date and time, serial number of machine, number of contesting candidates and total votes polled, then the display terminates with 'POLL CLOSED'.

Result Button (Fig. 10)

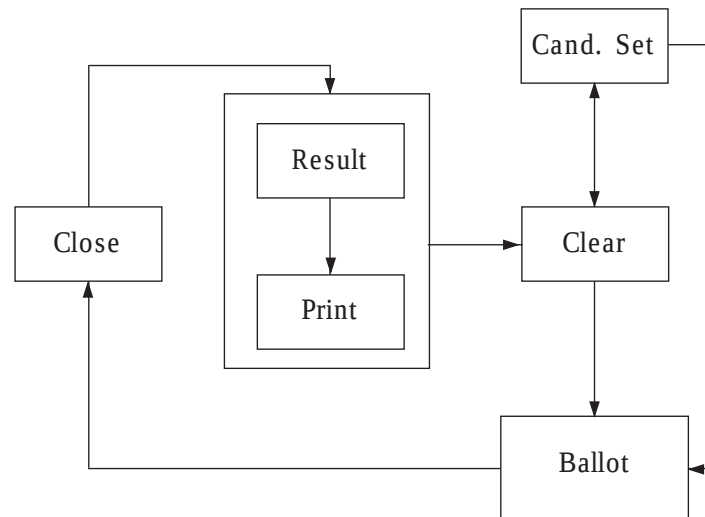
9. On pressing 'Result' button first time after closing the poll the machine display poll result in detail. The result shall be displayed in the following sequence -
 - Computing result
 - Poll result with date
 - Poll start and poll end time
 - Serial number of machine
 - Contesting candidates
 - Total votes polled
 - Votes polled for individual candidate sequentially.

After the above display, the display panel will show the word 'End'. Result can be seen any number of times by pressing this button again and again. If the result is seen second time, the display sequence will start with 'poll result with date' and terminate with 'END'.

9a. Print Button (Fig. 10)

This button is used for printing the result data. A special gadget is to be attached at DI connector at rear side of CU for printing. When, 'Print' button is pressed, CU displays 'PRINTING'. For printing result data, the result has to be seen at least once.

10. It is essential to note and fully comprehend the proper sequence in which the various buttons of Control Unit have to be operated. Such proper sequence is shown below:



It may be borne in mind that pressing of any button out of proper sequence may not produce the desired effect or result on the Control Unit or the Ballot Unit.

— ★ ★ ★ —

CHAPTER - 3

COMMISSIONING OF EVM BY RETURNING OFFICER

PRELIMINARY

1. Before supplying the EVMs to the Presiding Officers for use at polling stations, the machines have to be prepared by the Returning Officer for such use. The Returning Officer has to prepare the machine for such use in the presence of the candidates / agents at such place or places and during such hours on such dates prior to the date of poll as he / she may fix having regard to the number of machines which have to be so prepared, the time required for transporting such machines to the polling stations and other relevant factors. The Returning Officer shall, at least one week before the date of poll or as the case may be, fix the dates on which the preparation of EVMs is to be taken up by him, give notice of the same in writing to each candidate or his / her election agent intimating him / her the place or places where the machines will be so prepared and the date and time at which such preparation will commence. He / she shall also intimate the candidate / his / her election agent the number of representatives that every candidate will be permitted to bring with him / her at the aforesaid place or places, depending on the number of machines to be prepared for use.

BALLOT UNIT

2. After taking out the Ballot Unit from the carrying case, the top cover of the unit may be opened carefully by pressing simultaneously, towards the right, the latches at the top and bottom on the right edge of the unit (Fig. 14), and swinging the cover up (Fig. 5).
3. The Ballot Unit has to be prepared by the Returning Officer by -
 - a. Inserting the ballot paper,
 - b. Masking the candidate's buttons, which are not required to be used,
 - c. Setting the slide switch at the appropriate position, i.e. 1, 2, 3 or 4, as the case may be according to the number of such units which are to be used depending upon the number of candidates and the sequence in which, they are to be used and
 - d. Sealing the unit.



Fig.14 View of Latches

OPENING OF BALLOT PAPER SCREEN

4. Open the ballot paper screen which is a transparent acrylic sheet hinged to the top cover on the extreme left side. The release latches of the screen are inside the top cover (Fig. 15). By pressing the latches simultaneously, first slightly towards right and then pushing them downwards, the ballot paper screen will become free for opening on the upper side of the top cover (Fig. 16). While opening the screen care should be taken to ensure that it is not damaged.

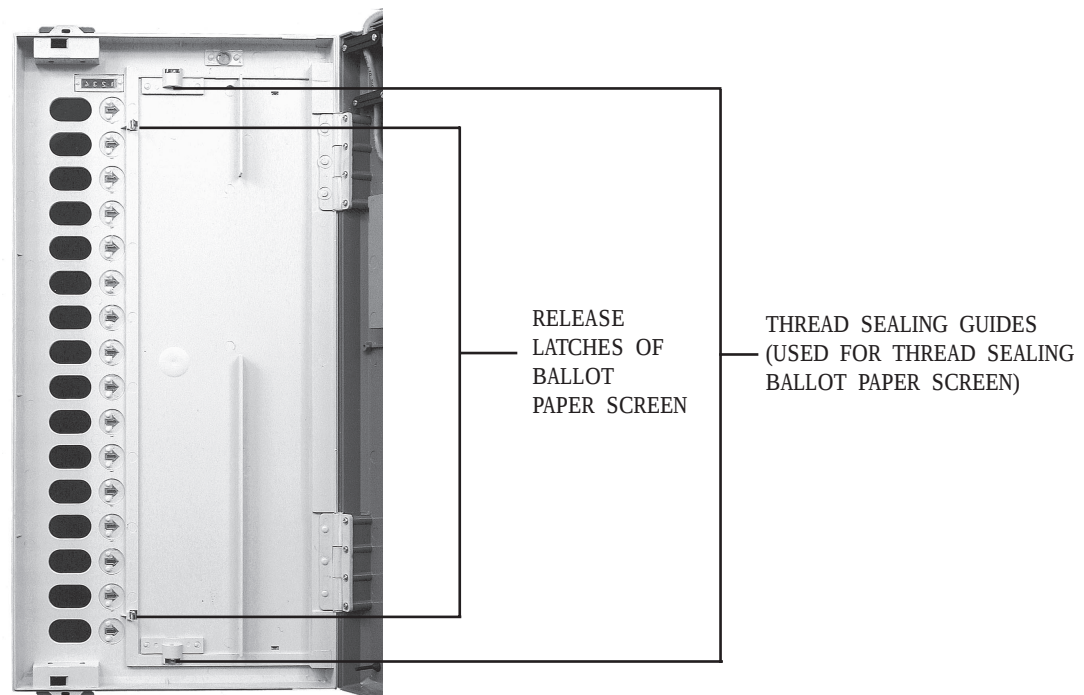


Fig.15 Inside View of Top Cover

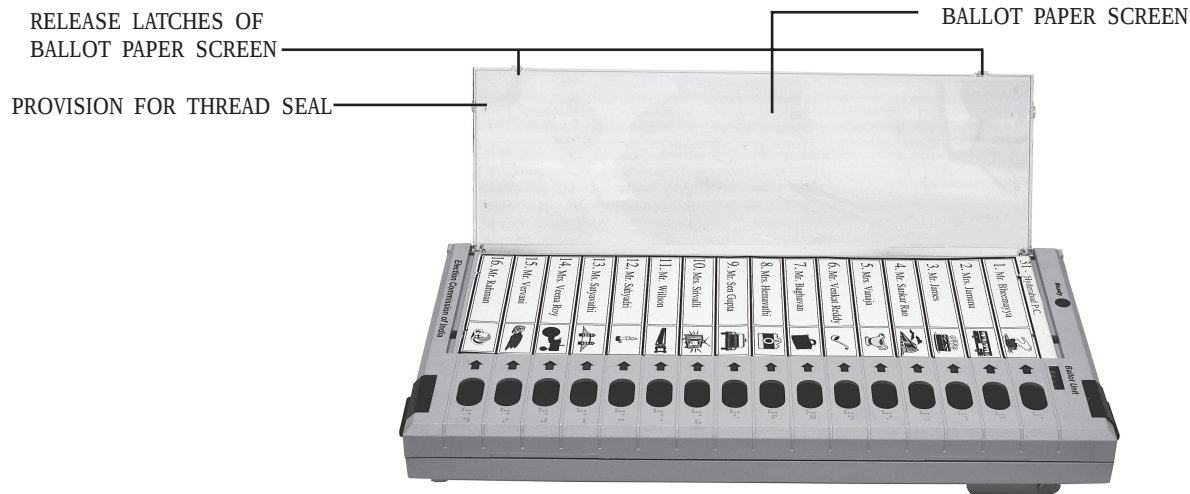


Fig.16 View of the Upper Side of Top Cover

FIXING OF BALLOT PAPER

5. Place the ballot paper in the space provided for the purpose on the upper side of the top cover. Align the ballot paper properly so that each candidate's name and his / her symbol are in line with the corresponding candidate's lamp and button. After ensuring this alignment, close and press fit the ballot paper screen to secure the ballot paper firmly underneath that screen (Fig. 17).

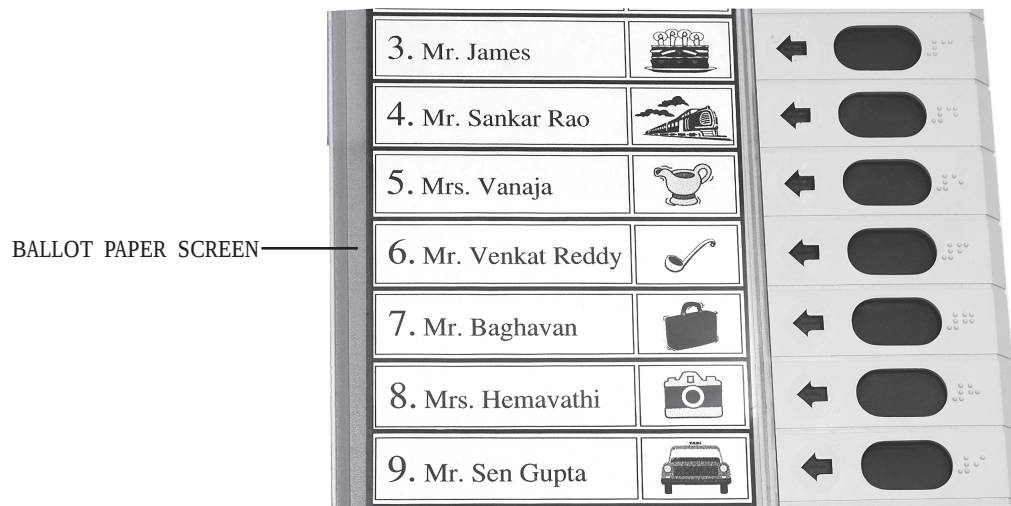


Fig.17 Properly Aligned Ballot Paper

NOTE: Alignment of the ballot paper is an important step. Please do this carefully. There should not be any misalignment as it will create confusion in the voter's mind.

6. After the ballot paper has been firmly fixed and the ballot paper screen has been pressed fit on the upper side of the top cover, the screen is to be sealed on the inner side of the top cover. This is to be done by passing the thread through the two holes on the screen specially provided for the purpose (Fig. 15) and by putting the thread seal on the prescribed address tag showing the particulars of the election with the seal of the Returning Officer.

MASKING OF CANDIDATES' BUTTONS

7. If the number of candidates on the ballot paper is less than 16, the white masking tabs should be moved onto the candidates' buttons not required to be used.

NOTE: For example, if the number of candidates are 8, the first 8 (i.e., 1 to 8) candidates' buttons are left unmasked and the remaining 8 (i.e., 9 to 16) shall be masked as shown in Fig.18.

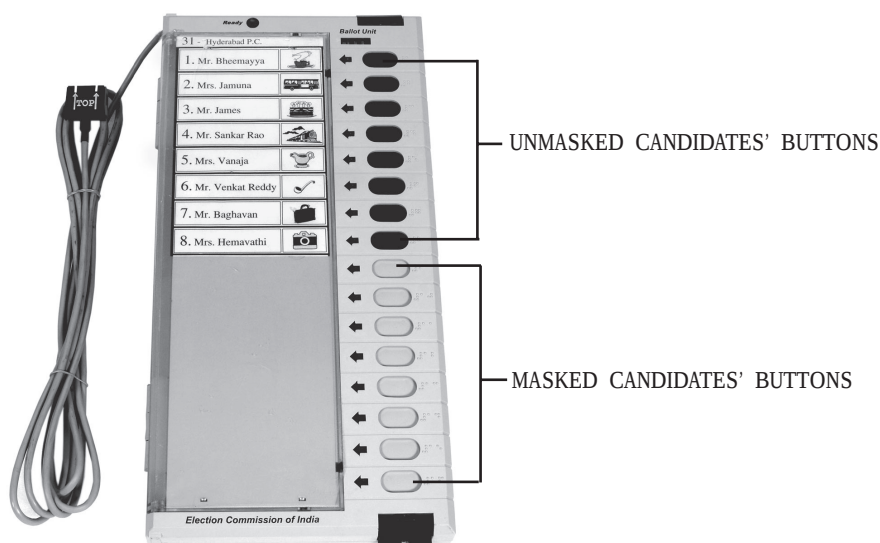


Fig.18 Balloting Unit set for 8 Candidates

SETTING OF SLIDE SWITCH

8. Inside the Ballot Unit on the top right side, there is a slide switch which has four positions 1, 2, 3 and 4. If only one Ballot Unit is to be used, set this switch to the position marked '1'. If two Ballot Units are to be used, set this switch to the position marked '1' in the Ballot Unit in which the names of the candidates at Sl.Nos. 1 to 16 appear, and in the second Ballot Unit set this switch to the position marked '2'. If three Ballot Units are to be used, the slide switch will be set to the position marked '1' in the first Ballot Unit in which the names of candidates at Sl.Nos. 1 to 16 appear, to the position marked '2' in the second Ballot Unit in which the names of contesting candidates at Sl.Nos. 17 to 32 appear, and to the position marked '3' in the third Ballot Unit in which the names of contesting candidates at Sl. Nos. 33 to 48 appear. Likewise, if the 4th Ballot Unit is also to be used if the number of contesting candidates exceeds 48, then the slide switch will be set to the position marked '4' in the last Ballot Unit (Fig. 19).

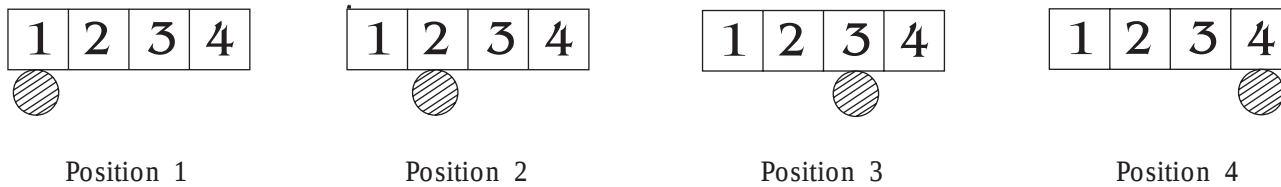


Fig - 19 Slide Switch set to Position '1', '2', '3', '4'

SEALING OF BALLOT UNIT

9. Close the Ballot Unit by bringing the top cover back to its original position. Pass two threads, one through the three holes at the top and the other through the three holes at the bottom provided for the purpose and seal each thread with Returning Officer's seal.

NOTE: While sealing take care that direct flame does not come in contact with Ballot Unit and the molten wax does not fall on any part of the machine.

CONTROL UNIT

10. The Control Unit is to be prepared by the Returning Officer by -
 - a) Installing the power pack,
 - b) Setting the number of contesting candidates,
 - c) Sealing the 'Cand. Set' button compartment and
 - d) Sealing the candidate set section.

POWER PACK INSTALLATION

11. Open the cover of the candidate set section by pressing slightly inward the latch provided on the left side. Install the power pack specially supplied by mating the socket of the power pack to the plug. Ensure that power pack is pressed tight (Fig. 20).

The status of the battery is displayed when the unit is switched 'ON' and also on pressing the 'Total' button. The display sequence shows HIGH / MEDIUM / LOW state of battery.

Change Battery :

'CHANGE BATTERY' is displayed when the battery strength is lower than the lower end of low. The battery strength is monitored for each ballot operation. When the voltage goes below the lower end of low, the message 'CHANGE BATTERY' is displayed after every vote is registered in the machine. It is recommended that the power pack be changed at the earliest.

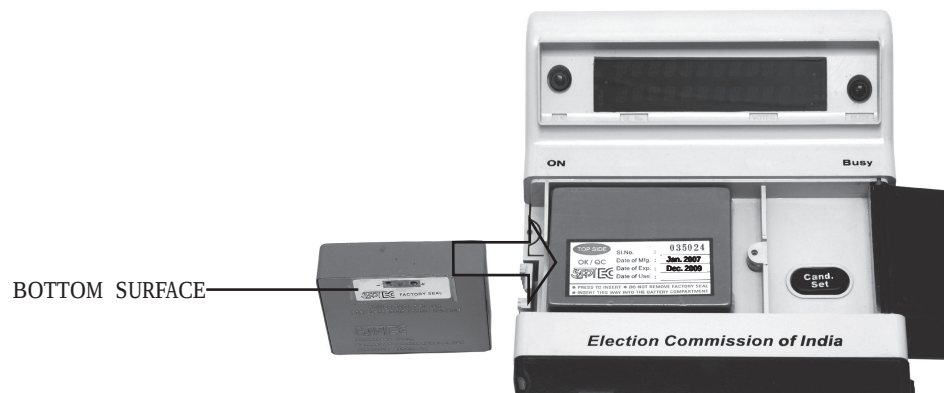


Fig.20 Installing the Power Pack

SETTING THE NUMBER OF CONTESTING CANDIDATES

12. After connecting the power pack, open the compartment at the rear of the Control Unit as explained in para 24 of Chapter 1, and proceed as follows for setting the No. of contesting candidates:
 - a) Connect the Ballot Unit to the Control Unit by plugging the connector of the interconnecting cable (Fig. 4) in the plug in that compartment (Fig. 12). As the connector and the plug are multi-pin connectors, it will need some practice to plug them properly. The connector goes into the socket only one way which can be found out easily by looking at the orientation of the pins and 'Top' of the hood. The red coloured latch of connector and red coloured side of plug together come same side when plugged properly. As the pins are delicate, do not force the connector in such a way as it may damage or bend the pins. The EVM will work only when this connection is made properly.
 - b) After plugging the connector properly, push the power switch to 'ON' position. It will give a beep sound and the 'ON' lamp (Fig. 6) on the display section of the Control Unit will glow GREEN. The following power on display sequence will be seen on the display panel.

EVM IS ON
ECI

DATE 01-02-07
TIME 00-36-50

indicates date is in DD-MM-YY
and time is in HH-MM-SS
format

SL NO-H000003

indicates the serial number of
machine

A digital display with two lines. The top line shows the word "CANDIDATES" in a stylized, segmented font. The bottom line shows the number "10" in the same font.

Indicates contesting candidates are ten.

A digital display with two lines. The top line shows the word "BATTERY" in a stylized, segmented font. The bottom line shows the word "HIGH" in the same font.

Indicates the status of the battery is 'HIGH'

- c) After the 'ON' lamp glows GREEN, press the 'Cand. Set' button (Fig.8) in the candidate set section. Thereupon the display panel in the display section will now flash the letters as shown below with interrupted beep sound.

A digital display with two lines. The top line shows the word "SET" in a stylized, segmented font. The bottom line shows the word "CANDIDATE" followed by two dashes "--" in the same font.

NOTE: If, however, display panel shows the word 'INVALID', it signifies that data relating to some previous operation is in the machine. In such situation, the previous data has to be cleared for setting the number of contesting candidates. For this purpose, press the 'Close' button and wait till the displays including the display 'POLL CLOSED' appear on the display panel. Thereafter, press the 'Result' button. Wait till display 'End' appears. Now press the 'Clear' button and again wait till display 'End' appears. Thereafter press the 'Cand. Set' button and now the display flashes

- d) When above letters start flashing on the display panel on the Control Unit, press the candidate's button against the last contesting candidate in Ballot Unit. For example, if there are 9 contesting candidates, press the 9th candidate's button. On that button being pressed, the display panel will stop flashing the letters . Instead, the display panel will start displaying the following information.

A digital display with two lines. The top line shows the word "CANDIDATES" in a stylized, segmented font. The bottom line shows the number "9" in the same font.

This way the machine is set for 9 contesting candidates.

NOTE: The number of contesting candidates can be set in any number of Control Units by using only one Ballot Unit. In such Ballot Unit, mask all the candidates' buttons except the button of the last contesting candidate. In the above example, mask the buttons of candidates 1-8 and 10-16 and leave only the button of candidate number 9 unmasked.

Where the work of setting the number of contesting candidates in different Control Units is distributed amongst different officers, each such officer may use a separate Ballot Unit for setting the number of contesting candidates in the Control Units allotted to him.

- e) Switch OFF the EVM by pushing the power switch downwards to 'OFF' position. Then switch 'ON' the EVM and confirm that the number of contesting candidates is as per the set value. Next, switch OFF the EVM and disconnect the interconnecting cable from the Control Unit. **For this purpose, the spring type clips on both sides of the connector hood should be pressed inward simultaneously and then the connector pulled out.** Then close the cover of the rear compartment of the Control Unit.

SEALING THE 'CAND. SET' BUTTON COMPARTMENT

13. Close the flap which houses the 'Cand. Set' button and pass a thread through the two holes provided on the left side and seal with the seal of the Returning Officer. While sealing take care that direct flame does not come in contact with the Control Unit and molten wax does not fall on any part of the Control Unit.

SEALING THE CANDIDATE SET SECTION

14. Close the candidate set section. Pass a thread through the two holes provided on the left side and seal with the seal of the Returning Officer. While sealing take care that direct flame does not come in contact with Control Unit and molten wax does not fall on any part of the Control Unit.
15. Put back the Ballot Unit and the Control Unit in their respective carrying cases. They are ready for transportation to the Polling Station.



CHAPTER - 4

COMMISSIONING OF EVM BY PRESIDING OFFICER AT POLLING STATION ON THE DAY OF POLL

PRELIMINARY

1. Before EVM is put in actual use at the polling station some further preparations are necessary. These have to be done by the Presiding Officer at the Polling stations in the presence of the candidates / their election agents or their polling agents. The Presiding Officer shall start the preparations about an hour before the time fixed for the commencement of the poll and the polling agents should also, therefore, be present at the polling station at that time. The preparations which are required to be made are explained in the following paragraphs.

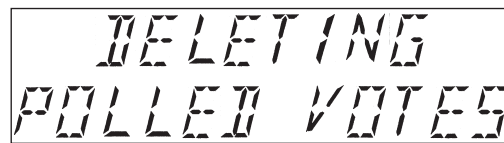
BALLOT UNIT

2. The Ballot Unit is already prepared in all aspects and no further preparation of this unit is required on the date of poll, except that its interconnecting cable has to be plugged to the Control Unit. Further the Presiding Officer has to check that -
 - a) The ballot paper is properly fixed in the ballot display panel under the ballot paper screen, and
 - b) The two seals put by the Returning Officer at the top and the bottom portion on the right hand side are intact.

CONTROL UNIT

3. The Presiding Officer should check that the seal put by the Returning Officer on the candidate set section on the left side is intact.
4. Thereafter, he should open the rear side compartment of the unit as explained in para 24 of Chapter-1 and take following steps -
 - a) Connect the Ballot Unit to the Control Unit by plugging the connector of the interconnecting cable in the socket in the said compartment as explained in para 12(a) of Chapter - 3.
 - b) Put the power switch to 'ON' position. It will give a beep sound and the 'ON' lamp (Fig.6) on the display section of the Control Unit will glow GREEN continuously.
 - c) Close the rear side compartment.
5. After the above mentioned steps, the Presiding Officer should open the cover of the result section by pressing slightly inwards the latch provided on the left side.

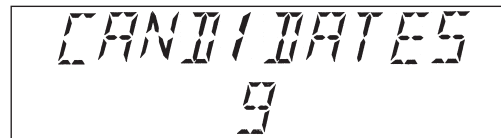
6. Thereafter, the door of the inner compartment of the result section should be opened by inserting the thumb and a finger through the two apertures above the 'Result' and 'Print' buttons and then pressing the inner latches simultaneously, slightly inwards (Fig. 10). In no case, this inner door should be forced open without releasing the latches in the manner described above, to avoid any damage to this most vital compartment.
7. After opening the inner compartment, all counts should be set to ZERO and for this purpose, press the 'Clear' button. The clearing operation is initiated on pressing this button. This operation takes about 14 seconds and the buzzer is ON during this clearing process. On pressing 'Clear' button following information appear on display panel sequentially.



DELETING
POLLED VOTES

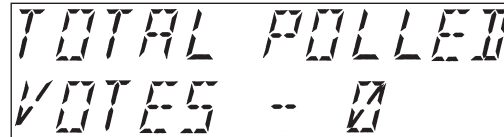
These words appear on display window with '14' sec. beep, only if followed with the operation of 'Close' and 'Result' buttons.

After completion of clear operation the following messages are displayed

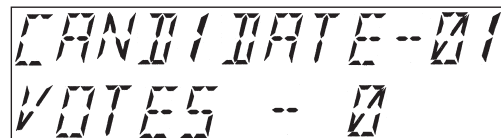


CANDIDATES
9

On pressing 'Clear' button with empty voting data, display starts from here.

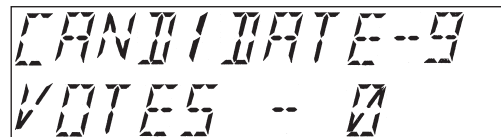


TOTAL POLLED
VOTES - 0

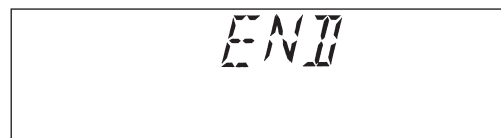


CANDIDATE-01
VOTES - 0

-- --
-- --



CANDIDATE-9
VOTES - 0



END

(Every indication is followed by a beep sound)

The unit should not be switched off during the clear operation. It is advisable to switch off the unit after the completion of all the display messages.

NOTE: If on pressing 'Clear' button, the display panel does not display the information as indicated above, it means that some of the earlier operations needed for clearing the machine have not been performed. To clear the machines, ensure that Ballot Unit and Control Unit have been appropriately linked. Press 'Close' button and thereafter press 'Result' button. Now press the 'Clear' button. The display panel will start displaying the information as indicated above.

8. The display of the above information on the display panel is for showing the polling agents present at the polling station that no votes are recorded in the machine.

MOCK POLL

9. After demonstrating as above that no votes are already recorded in the machine, a mock poll should be held by recording some votes. For that purpose, perform the following operations:
- Press the 'Ballot' button on the ballot section of the Control Unit. On pressing the 'Ballot' button, 'Busy' lamp in the display section will glow 'RED'. Simultaneously, the 'Ready' lamp on the Ballot Unit will also start glowing GREEN.
 - Ask any polling agent to press, according to his / her choice, any of the candidates button on the Ballot Unit.
 - On the candidate's button being so pressed, the 'Ready' GREEN lamp will go off and the arrow candidate's lamp near the switch will start glowing 'RED'. Also, a beep sound will be heard emitting out from the Control Unit. After a few seconds, the 'RED' light in the candidate's lamp and the beep sound will go off simultaneously followed by busy lamp on CU. This will be the indication that the vote for the candidate whose button has been pressed, has been recorded in the Control Unit and the machine is now ready to receive next vote.
 - Repeat the process explained in the preceding paras (a), (b) and (c) for recording one / more votes for each of the remaining candidates. Keep a careful account of the votes so recorded in respect of each candidate.
 - When the votes are being so recorded, press the 'Total' button on the ballot section to verify at any time that the total votes recorded in the machine tally with the number of votes which have been polled upto that stage.

NOTE: 'Total' button should be pressed only after the vote has been recorded for any candidate and the 'Busy' lamp in the display section is off.

- f) At the end of the mock poll, press the 'Close' button in the result section. On 'Close' button being so pressed, the display panel in the display section will show the following information sequentially

CLOSING

OTE 01-02-07
TME 06-15-01

SL NO-H000003

CANDIDATES
9

TOTAL POLLED
VOTES - 32

POLL
CLOSED

NOTE: Subject to availability of time, there is no objection to permit the recording of more / less votes at mock poll. It is also not necessary that the number of votes recorded for each candidate should be the same.

- g) Now press the button marked 'Result' in the result section. On being pressed, the display panel will start showing the following information sequentially -

COMPUTING
RESULT

during computation of
result for first time only

POLL RESULT
POT 01-02-07

On pressing 'Result'
button for second time
display starts from here.

```
PST 06-01-06
PET 06-15-01
```

indicates the start and
end time of poll.

```
SL NO-H000003
```

```
CANDIDATES
9
```

```
TOTAL POLLED
VOTES - 32
```

```
CANDIDATE-01
VOTES - 2
```

```
-- --
-- --
```

```
CANDIDATE-9
VOTES - 15
```

```
END
```

- h) Next, press the 'Clear' button to clear the account of votes recorded during the mock poll. On the 'Clear' button being so pressed, the account will show zero as explained in para 7 of this Chapter.

ACTUAL POLL

10. EVM can now be used for actual poll.
11. However, before the commencement of the actual poll the 'Result Section' should be sealed.

Note : Before sealing 'Result Section', it is very important to switch OFF Control Unit.

After switching off Control Unit, Perform the following operations.

a) Fixing the Green Paper Seal and closing of inner compartment of Result Section:

These seals have been printed specially by the Election Commission of India on security paper serially numbered as in the case of currency notes at the India Security Press, Nasik. One such paper seal has to be fixed in the frame provided for the purpose on the inner side of Result section. In order that the seal is firmly fixed in the frame and does not shift from its position, a thin cardboard padding may be provided. The seal should be so fixed that its green surface is seen through the apertures from the outer side. After fixing the seal, the door of the inner compartment should be closed in such a manner that the two open ends of the paper seal protrude outwards from the sides of the inner compartment as shown in Fig.21. On the white surface of the paper seal so protruding outwards, the Presiding Officer should affix his signature in full immediately below the serial number of the seal. It shall also be got signed by such of the candidates / polling agents as are present and desire to put their signatures. Note down the serial number of the paper seal used and also allow the candidates / polling agents present to note down the numbers.

Seal the inner door. For this purpose pass a thread through the two holes provided for the purpose on the left side of the inner door and put a thread seal inserting special tag with the seal of Presiding Officer. Note down serial number of special tag.

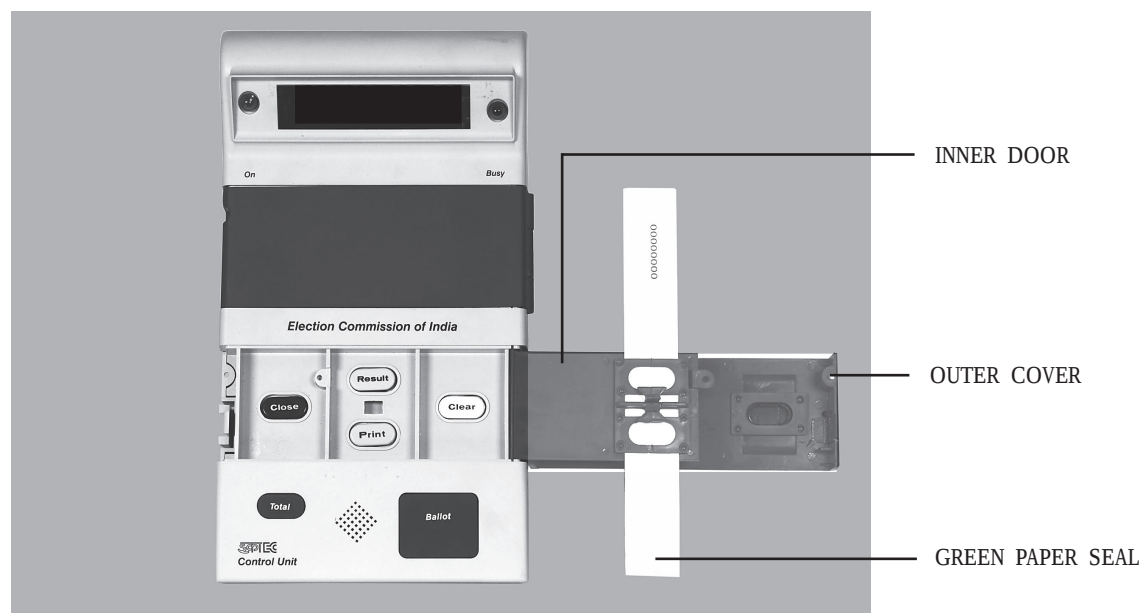


Fig.21 Fixing of Green Paper Seal

b) Closing of Result Section:

The outer cover of the result section has to be pressed for closing this section. After pressing the outer cover, the result section should be sealed by passing a thread through the two holes provided for the purpose on the left side of the outer cover and putting a thread seal with the seal of the Presiding Officer.

Take care that direct flame does not come in contact with the Unit and molten wax does not fall on any part of the machine.

Now use the A B C D long paper strip seal with self-adhesive at A B C D portions to get glued to the green seal strip. This has to be learned practically.

12. Now the EVM is ready in all respects for use in actual poll.
13. Before commencement of the poll, however, place the Ballot Unit inside the voting compartment. This compartment should be located at sufficient distance from the table of the Presiding Officer where the Control Unit shall be kept and operated by him. The interconnecting cable between the Ballot Unit and the Control Unit has the length of approximately five meters. Therefore, the voting compartment should be reasonably distanced. Also, the cable should be so routed that it does not obstruct the movement of the voters inside the polling station and they have not to tread or trip over it. The cable may be tied to one of the table legs at Control Unit side as well as at Ballot Unit side.

PROCEDURE DURING POLL

14. The Polling shall commence at the hour fixed for such commencement. **Press the 'Total' button and ensure that the total votes polled are zero.** After all procedural requirements relating to identification of voter, application of indelible ink on his forefinger and obtaining his signature / thumb impression in the Register of Voters have been completed with regard to the first voter, the voter concerned has to be allowed for recording his / her vote. For that purpose, press the 'Ballot' button on ballot section of the Control Unit which would make the Ballot Unit ready for recording of the vote by that voter as has been explained in paragraph 9 (a) of this chapter.

Caution : Confirm the recording of votes by the machine duly pressing the 'Total' button after completion of first or second voter.

Repeat that procedure every time the next voter is to be allowed to record his / her vote. It should be ensured that only one voter goes inside the voting compartment to vote. **Special care should be taken to ensure that a voter goes in that compartment in the same order in which his / her name is entered in the 'Register of Voters'.** Also ensure that the 'Ballot' button is pressed only when the earlier voter has come out of the voting compartment. At any time, if the total number of votes polled has to be ascertained, 'Total' button should be pressed. The display panel will then show the total number of votes polled by that time. **Please remember that the 'Total' button is to be pressed only when the 'Busy' lamp is OFF.** On pressing 'Total' button the display will be as shown below -

**BATTERY
HIGH**

VOTE 01-02-07
TIME 07-05-50

CANDIDATES
9

TOTAL POLLED
VOTES - 12

Caution : DO NOT OPEN 'CLOSE BUTTON FLAP' DURING POLL

PROCEDURE AT THE CLOSE OF POLL

15. After the hour fixed for the close of poll and the last voter has recorded his vote, EVM has to be closed so that no further recording of votes in the machine is possible. For that purpose, perform the following operations -
 - a) Open the compartment at the rear of the Control Unit in the manner as explained in para 24 of Chapter - 1.
 - b) Remove the interconnecting cable in the manner explained in para 12(e) of Chapter - 3.
 - c) Remove the black plastic cap over 'Close' button and press the 'Close' button.
 - d) When this button is pressed, the display panel will show the following information sequentially. Now the EVM will not accept any further votes.

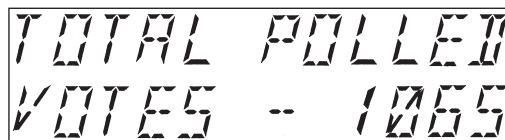
CLOSING

VOTE 01-02-07
TIME 17-30-10

SL NO-H000003



CANDIDATES
9



TOTAL POLLED
VOTES - 1065

(Assume total number of
votes polled is 1065)



POLL
CLOSED

- e) Note down in the prescribed form the total number of votes polled at the polling station as displayed in the display panel,
- f) Replace the black plastic Flap over the 'Close' button
- g) Switch OFF the EVM by pushing power switch to OFF position.
- h) Close the rear compartment.

NOTE: In the exceptionally odd case if the last voter chooses not to record his / her vote after the 'Ballot' button has been pressed to allow him to vote or in the case of an in advertent pressing of the 'Ballot' button when there is no voter left to record his / her vote at the close of the poll, the 'Busy' lamp will be seen glowing 'Red'. In such a case when the interconnecting cable is removed as indicated at (b) above, the 'Busy' lamp will stop glowing 'RED' and the operations (c) to (h) above, should be performed thereafter, for closing the EVM so that no further recording of votes in the machine is possible.

16. Put back the Ballot Unit and Control Unit in their respective carrying cases.
17. Seal the carrying cases by passing the thread through the two holes provided for the purpose on both sides of the carrying cases and put thread seal on the prescribed address tag showing the particulars of the polling station with the Presiding Officer's seal and also with the seals of such polling agents as are present and desirous of putting their seals. **While sealing proper care should be taken to see that the direct flame does not come in contact with carrying cases and the molten wax does not fall on any part of the machine.**
18. Now the EVM is ready to be transported from polling station to Storage Center (i.e. Strong Room)

— ★ ★ ★ —

CHAPTER - 5

PROCEDURE AT THE COUNTING PLACE

PRELIMINARY

1. The counting of votes recorded in the EVMs shall be done in the presence of the candidates and / or their agents. The counting shall be done at such place or places as the Returning Officer may fix. The Returning Officer shall, at least one week before the date of poll, intimate each contesting candidate or his / her election agent in writing the place, date and time fixed for the counting of votes. He / She shall also intimate the candidates / their election agents in writing about the number of counting agents that each contesting candidate shall be eligible to appoint for each place of counting, depending on the number of counting tables which the Returning Officer proposes to provide at each counting place.

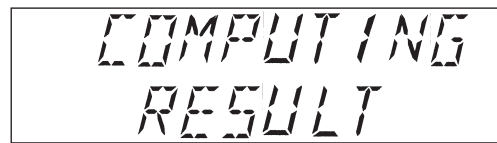
COUNTING PROCEDURE

2. At the counting place, only the Control Unit is required for ascertaining the result of poll at the polling station at which that EVM was used. The Ballot Unit is not required. Nevertheless, the Ballot Units received from the polling stations should be kept along with the Control Units polling station-wise at the storage center. However, as mentioned above, only Control Unit of the EVM may be taken to the counting hall from the place of storage. The Ballot Unit may be taken to the counting hall only when a demand is made for its inspection by any candidate or his / her election agent.
3. Take out the Control Unit from its carrying case after examining the seal thereon and removing the same. Thereafter, place the Control Unit on the counting table and examine the seals on the candidates set section and result section and remove the outer seal of the result section. Thereafter, open the cover of the result section. On opening the cover of the result section, green paper seal shall be visible through the two apertures of the compartment of the 'Result' and 'Print' buttons underneath.

Note : Do not break / open the seal of special tag of inner Result section compartment.

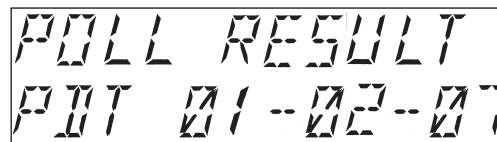
If this green paper seal is intact, the Control Unit could not have been tampered with and the recording of the votes by the machine could not be affected in any manner. If any of the other seals, that is to say, the seals on the carrying case of the Control Unit or the seals on the candidates set section or on the result section are found damaged but the green paper seal is intact, the result of the poll at the polling stations can be ascertained. In view of the vital nature of the green paper seal, the candidates and their counting agents should be allowed reasonable opportunity to satisfy themselves that the paper seal is the same which had been fixed by the Presiding Officer at the polling station before the commencement of poll. If the green paper seal is found to be not the same as the one which had been fixed by the Presiding Officer at the polling station before the commencement of the poll or if it has been found to be tampered with, keep aside the Control Unit and bring it to counting supervisors notice, do not proceed to ascertain the result of the votes recorded in that unit.

4. After checking that the green paper seal is intact, switch 'ON' the Control Unit by pushing the Power switch to ON position. The ON lamp will then glow 'Green'.
5. Pierce the green paper seal over the 'Result' button and press it gently.
6. The result computation process is initiated on pressing the 'Result' button. On completion of the result computation process, the following messages are displayed.



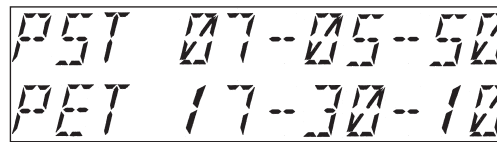
COMPUTING
RESULT

This will be displayed when result button is pressed for first time only.

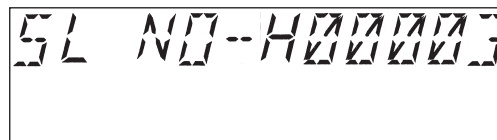


POLL RESULT
POT 01-02-07

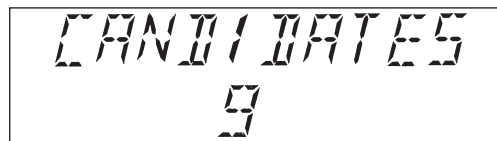
On pressing 'Result' button for second time display starts from here.



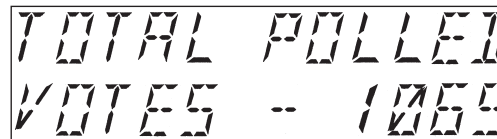
PST 07-05-50
PET 17-30-10



SL NO-H000003



CANDIDATES
9



TOTAL POLLED
VOTES - 1065

CANDIDATE-01
VOTES - 161

-- --
-- --

CANDIDATE-9
VOTES - 15

END

In case of more than one day polling, the RESULT display is as follows:

COMPUTING
RESULT

When pressed result
button first time only.

POLL RESULT
DAYS OF POLL

On pressing 'Result'
button for second time
display starts from here.

PAY 01-02-07
TOTAL 50

indicates the number of
votes polled on the date
displayed.

-- --
-- --

PAY 03-02-07
TOTAL 50

SL NO-H000003

CANDIDATES
9

TOTAL POLLED
VOTES - 132

CANDIDATE-01
VOTES - 2

-- --
-- --

CANDIDATE-9
VOTES - 15

END

(This is only an example)

(Print Button is to be used for printing poll results after completion of result process by using a special printer)

7. If required, 'Result' button can be pressed any number of times to enable the Returning Officer, the candidate and / or their agents to note down the above result. On pressing the 'Result' button for the first time the display sequence starts with 'COMPUTING RESULT'. On successive operation of 'Result' button, the sequence will start with 'POLL RESULT' with date.
8. Switch 'OFF' the unit by pushing the power switch in the bottom compartment to 'OFF' position. Close the compartment.
9. After the result has been noted, close the cover of result section. Reseal it in the manner explained in para 11(b) of Chapter-4 with the seal of the Returning Officer and the candidates / their agents who are desirous of affixing their seals.
10. Remove the seal of the candidate set section and open its cover. Remove the power pack. Close the cover and reseal the candidate set section.
11. Put back the Control Unit in its carrying case which may then be kept in the bigger storage case.
12. All such storage cases containing the Ballot Units and Control Units shall then be ready for transportation to District Treasury / Storage place for safe custody in due course.



SUMMARY OF OPERATIONS

A. PRIOR TO THE DATE OF POLL (at the Returning Officer's Headquarters)

BALLOT UNIT

CONTROL UNIT

- | | |
|--|---|
| <hr style="border-top: 1px dashed black;"/> <ol style="list-style-type: none"> 1. Unpack the unit. 2. Insert the ballot paper properly under ballot paper screen and seal it. 3. Mask the candidates' buttons not required to be used. 4. Set the slide switch to position marked 1,2,3 or 4 as may be appropriate. Set to '1' if only one Ballot Unit is used. 5. Seal the Ballot Unit and put in its carrying case. | <hr style="border-top: 1px dashed black;"/> <ol style="list-style-type: none"> 1. Unpack the unit. 2. Install new power pack. 3. Connect the Ballot Unit. 4. Switch 'ON' the unit. Check that the serial number displayed matches with the metallic number on the rear side of the unit. 5. Set the number of contesting candidates. 6. Press the 'Total' button and check if the time and date are displayed correctly. 'CLOCK ERROR' indicates failure of the Real Time Clock (RTC). 7. Switch 'OFF' the unit and disconnect the Ballot Unit from the Control Unit. 8. Seal the 'Cand. Set' button compartment. 9. Seal the candidate set section. 10. Put the unit in its carrying case. <hr style="border-top: 1px dashed black;"/> |
|--|---|

B. DAY OF POLL (At the Polling Station)

a) BEFORE COMMENCEMENT OF POLL

BALLOTING UNIT

1. Unpack the unit
2. Check the Ballot Unit seals
3. Place it in the voting compartment

CONTROL UNIT

1. Unpack the unit
2. Check the candidate set section seal.
3. Connect the Ballot Unit to the Control Unit
4. Switch 'ON' the unit
5. Clear the Unit
6. Conduct MOCK POLL
7. Clear the unit again and switch it 'OFF'.
8. Fix duly signed green paper seal on the door over the inner compartment of Result Section
9. Seal the inner compartment of the result section with thread
10. Seal the result section and switch the unit 'ON'

b) DURING POLL

1. Press the 'Total' button and ensure that the total number of votes polled is zero.
2. Press the 'Ballot' button on the Control Unit on completion of identification of first voter, application of indelible ink and obtaining his / her signature / thumb impression.
3. Allow the voter concerned for recording his / her vote. Wait for the red 'Busy' lamp and the beep sound to go off. Confirm the recording of votes polled by pressing 'Total' button after completion of first or second voter.
4. Repeat step no.2 for second voter and so on until end of poll. Ensure at intervals the total number of votes polled is tallying with actual voters allowed to record their votes.
5. **DO NOT OPEN 'CLOSE' BUTTON FLAP DURING POLLING.**

c) AT THE CLOSE OF POLL

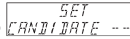
1. Remove the blue plastic cap over 'Close' button.
 2. Press the 'Close' button.
 3. Replace the black plastic cap over the 'Close' button.
 4. Press the 'Total' button and note the total number of votes polled till close of poll.
 5. Open the rear compartment and Switch 'OFF' the Unit. Disconnect the interconnecting cable.
 6. Pack both the Control Unit and Ballot Unit and seal both the carrying cases.
-

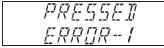
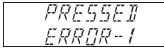
C. DAY OF COUNTING (at the Counting Place)

1. Check Control Unit carrying case seal, unpack it and place it on counting table.
 2. Check if all seals are intact.
 3. Open result section and check if the green paper seal on the result buttons is intact and show the seal to candidates / agents.
 4. Open the rear compartment seal and switch 'ON' the Control Unit.
 5. Pierce the green paper seal on the 'Result' button and press the 'Result' button and note down the results displayed sequentially.

('Print' button is used for printing poll result by using special printer.)
 6. Close the result section and reseal it.
 7. Switch 'OFF' the Control Unit and reseal the rear compartment.
 8. Remove that power pack and reseal the candidate set section.
 9. Put Control Unit in its carrying case.
-

D. DEFECTS AND REMEDIES

SL. No.	NAME OF DEFECT	REASONS	REMEDY
1.	'ON' lamp does not glow when the EVM is switched on.	Power Pack is not fixed properly or is low.	Insert the power pack properly or replace power pack with a new one.
2.	No beep sound and display indication when the EVM is switched ON.	The Control Unit is defective and not fit for use.	Replace the Control Unit with a good one and report to ECIL.
3.	Display showing 'INVALID' and a beep sound is heard.	The button pressed is not in proper sequence of operation.	Press the button in proper sequence only.
a.	When 'Cand. Set' button is pressed.	'Ballot' or 'Close' button was already pressed	EVM accepts Cand. Set button only when it is cleared. Hence clear the EVM before pressing 'Cand. Set'.
b.	When 'Clear' button is pressed.	Result of the previous poll is not seen.	EVM accepts clear button only when result of the previous poll is seen, at least once. Hence press 'Result' button.
c.	When 'Ballot' button is pressed.	'Close' button is pressed to close the poll and hence no further polling is possible.	This button will become effective only when the previous result is seen and the EVM is cleared.
d.	When 'Result' button is pressed.	The polling is not closed by pressing the 'Close' button.	Close the poll by pressing the 'Close' button before pressing 'Result'.
4.	Display showing 'Er' and a beep sound is heard.	Control Unit is defective and not fit for use.	Replace Control Unit with a good one and report to ECIL.
5.	Display is flashing  and short interrupted 'beep' sound is heard.	The EVM is waiting for the candidate's button on the Ballot Unit to be pressed for setting the number of candidates contesting the election.	Press the last unmasked candidate's button on the balloting unit.
6.	No response to 'Total' button in the Control Unit.	'Busy' lamp is 'ON'	Allow the voter to record his vote. Once the vote is recorded, the 'Busy' lamp goes 'OFF'.
7.	When the Presiding Officer presses the 'Ballot' button the 'Busy' lamp does not glow. Instead <i>LINK ERROR -- 1</i> appears on the 2 Digit Display Panel and a short interrupted 'beep' sound is heard.	Interconnecting cable for first BU has not been properly fixed or has snapped and there is no proper link.	Fix the interconnecting cable properly, if necessary, by taking it out and refixing.

SL. No.	NAME OF DEFECT	REASONS	REMEDY
8.	When the Presiding Officer presses the 'Ballot' button the 'Busy' lamp does not glow. Instead  appears on the display panel and a short interrupted beep sound is heard.	Some voter must have left one of the buttons in the first Ballot Unit pressed or jammed and this may not be coming back to its original position.	Go inside the voting compartment and gently press all the buttons once. The pressed button will resume its original position and  display and beep sound will not recur. Normal voting can be continued by pressing the 'Ballot' button.

E. DOs AND DON'Ts

DOs

1. Read the manual carefully before operating the EVM.
2. Press the latches gently and in the manner specified.
3. Protect the EVM from dust, heat, rain, fire and other such hazardous environments.
4. Use the power pack specially supplied by the Election Commission of India (ECI).
5. Inform Election Commission of India and ECIL in case of any problem.
6. Remove power pack from the Control Unit while storing for longer periods.
7. Ensure that the covers / doors of the sections / compartments in the Ballot Unit and the Control Unit rest properly on the plain surface, when opened.
8. Ensure that the connector of the interconnecting cable mates properly with the connector of the Control Unit before pressing in. This will mate in one direction only.

DON'Ts

1. Do not exert undue pressure on latches, hinges etc.
2. Do not keep EVM near heater or other hot objects.
3. Molten sealing wax should not fall on the EVM, while sealing.
4. Do not open by force the cover or doors of the various sections.
5. Do not try to open the top portion of the Control Unit (by unscrewing the screws).
6. Do not remove the seal of the power pack unless it is required for use.
7. Do not hit / smash the connector fixed at the end of the interconnecting cable against any hard surface / object.
8. Do not press the connector fixed at the end of the interconnecting cable into the connector of the Control Unit in reverse direction.
9. Do not pull the interconnecting cable while disconnecting it from the Control Unit without pressing the spring type clips on the hood of the connector.

F. STORAGE OF EVMS

INSTRUCTIONS FOR STORING BULK CARRYING CASES

- 1) The bulk carrying cases have to be arranged as shown in Fig. 22 (LAY-OUT OF STORE). They can be kept back to back as shown in Fig. 22.
- 2) The boxes can be stacked one above the other up to a maximum of FOUR Nos. with a wooden platform as shown in Fig. 23 (WOODEN PLATFORM). We do not recommend usage of Tarpaulin for the floor.
- 3) Ballot Units and Control Units should be kept in separate bays for easy identification and movement.
- 4) Fire extinguishers should be kept fixed to the side walls for every 15 meters.
- 5) The building / walls should be strong enough to withstand attacks from rodents.
- 6) The inner side of walls and floor should be cleanly maintained to avoid insects and white ants.
- 7) In places where there is possibility of temperature going below 0 degree Celsius it is advisable to insulate the walls with THERMOCOLE.
- 8) Storage should be such that the boxes are not exposed to direct Sunlight.
- 9) Proper ventilation for good air circulation / lighting should be provided for the building.
- 10) There should be no seepage of water from ceiling, side walls and floor. If required Tarpaulin covers may be used to protect boxes.

G. DISPOSAL OF EVMS

- a) The Electronic Voting Machine should be returned to M/s. Electronics Corporation of India Limited for carrying out the disposal procedure after its useful life.
- b) The individual cells of the batteries should be disposed with regular trash after removing from the plastic box. Large quantities of batteries should be disposed off at a secure landfill in accordance with State and Local regulations. The plastic box can be scrapped and recycled for other purposes.

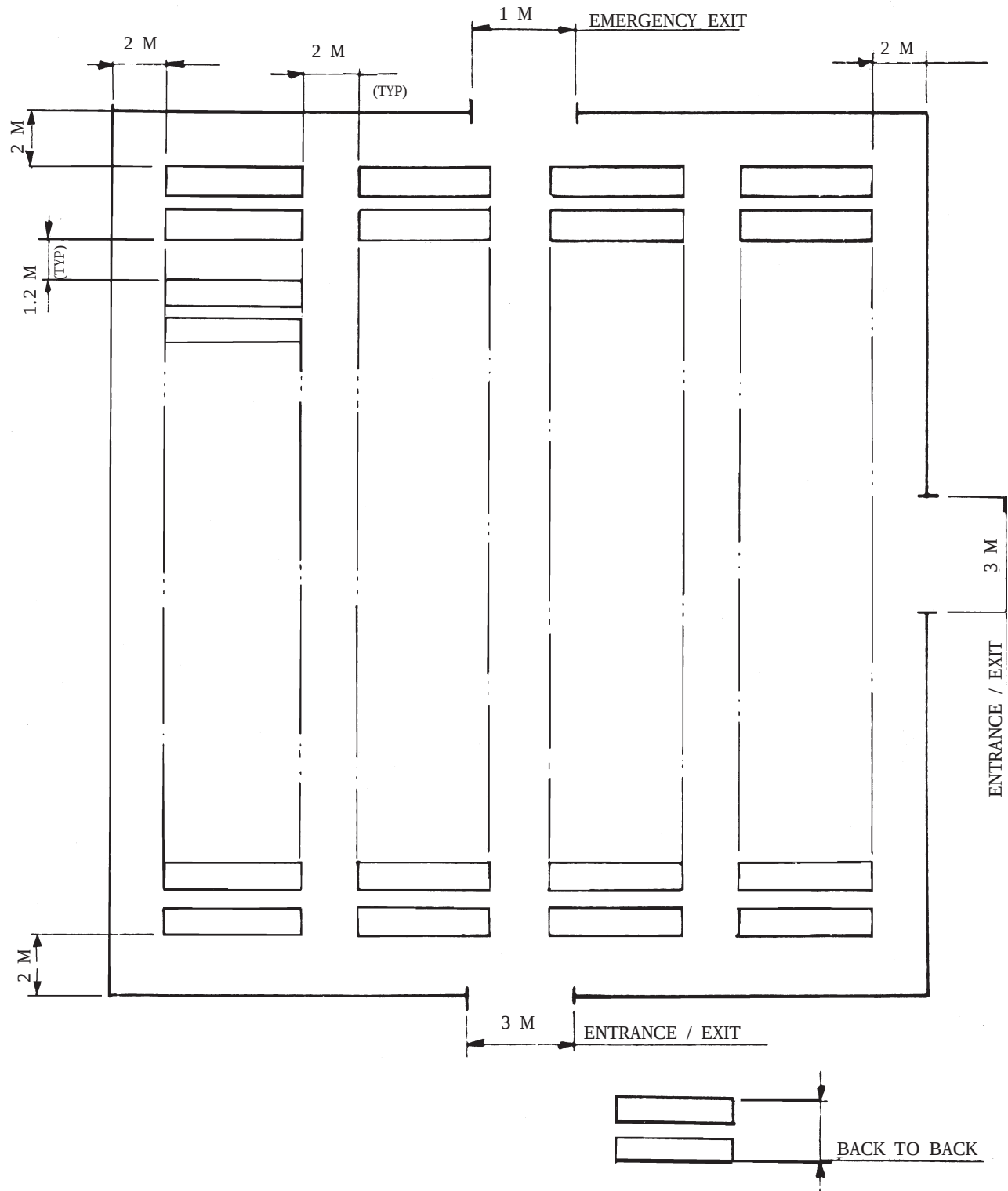


Fig. 22 LAY-OUT OF STORE

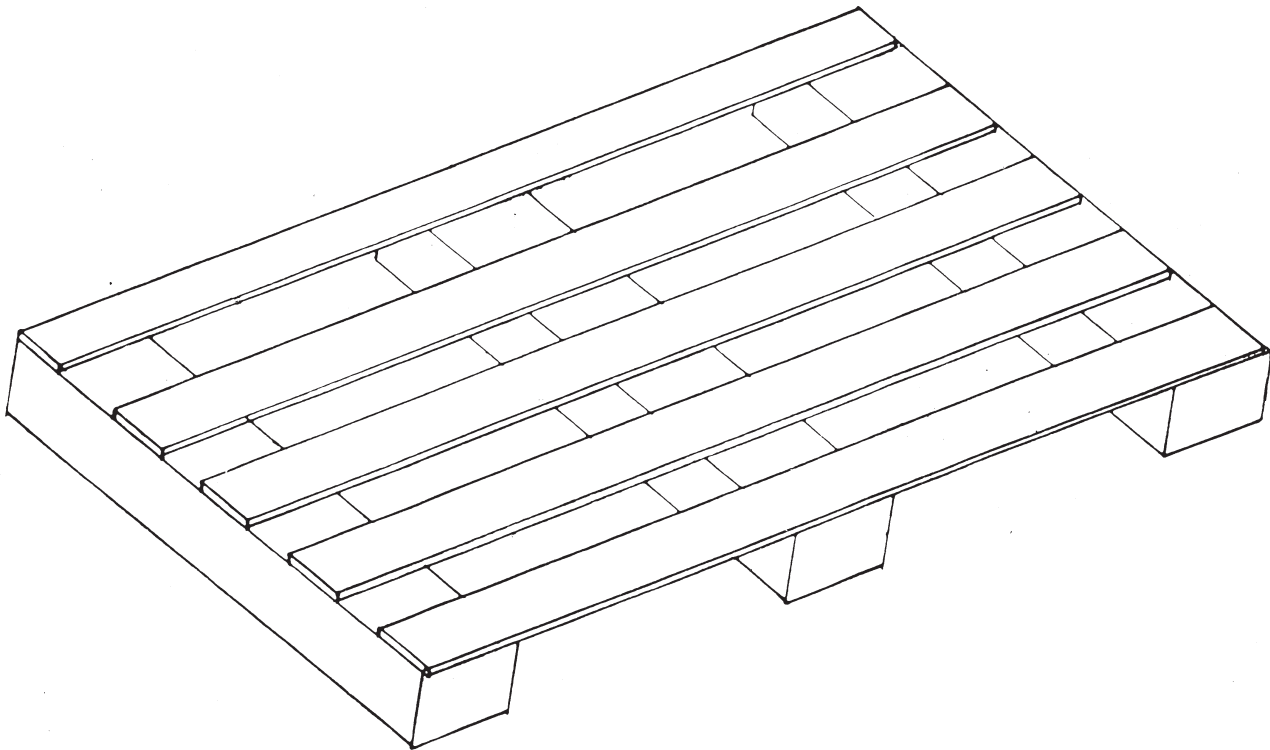


Fig. 23 WOODEN PLATFORM

