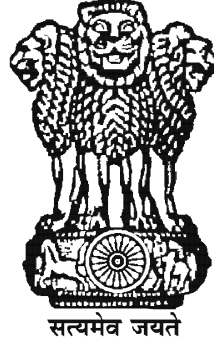
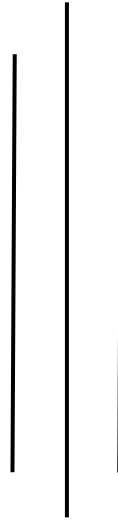


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**VOTER VERIFIABLE PAPER AUDIT TRAIL - M3
(VVPAT - M3)**

USER MANUAL



Prepared and Published by

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ABBREVIATIONS

Ah	:	Ampere Hour
BU	:	Ballot Unit
CU	:	Control Unit
ECI	:	Election Commission of India
EVM	:	Electronic Voting Machine
PO	:	Presiding Officer
POST	:	Power-ON Self Test (A printed VVPAT - M3 slip showing the status of unit)
RO	:	Returning Officer
TPM	:	Thermal Printer Mechanism
VVPAT	:	Voter Verifiable Paper Audit Trail

VOTER VERIFIABLE PAPER AUDIT TRAIL - M3 (VVPAT - M3)

USER MANUAL

CHAPTER - 1

INTRODUCTION

1.1 INTRODUCTION

- (a) The elections in India are currently held using EVMs and counting is based on the results obtained in the EVM. The purpose of the Voter Verifiable Paper Audit Trail (VVPAT - M3) System is to print the selection of the voter on a slip for the voter to visually verify the vote cast and satisfy himself/herself.
- (b) Voter Verifiable Paper Audit Trail (VVPAT - M3) system is a printer based accessory used in the set up of Electronic Voting Machine (EVM). The VVPAT - M3 system prints the voter's franchise on a thermal paper ballot slip for voter verification when EVMs are used in elections as well as an audit trail.
- (c) This Chapter aims at introducing the VVPAT - M3 System.
- (d) The VVPAT - M3 system consists of following accessories :
 - (i) VVPAT - M3 Unit with Interconnecting cable to CU
 - (ii) Battery Pack
 - (iii) Paper Roll
 - (iv) Carrying Case

1.2 USE OF VVPAT - M3 FOR VOTER VERIFICATION

- (a) When the VVPAT - M3 system is used with the EVM, it provides a visual verification to the voter by way of printing the cast vote on a thermal paper ballot slip. When the voter presses the button on the Ballot Unit (BU) to vote for the candidate of his / her choice, the VVPAT - M3 system prints a ballot slip of size 99 mm length. This ballot slip (Figure 1.1) contains :
 - (i) Serial number of the contesting candidate selected by the voter
 - (ii) Name of the candidate selected by the voter
 - (iii) Corresponding election symbol
 - (iv) Serial number of the VVPAT - M3 unit
 - (v) Poll session number

- (b) The printed ballot slip is visible to the voter for a period of 7 seconds through a screen window available on VVPAT - M3. The ballot slip then gets cut automatically and falls into the Ballot Slip compartment. More details about the ballot slip are given in Section 7.1.
- (c) A sample photograph of VVPAT - M3 printed ballot slip is shown in Figure 1.1.

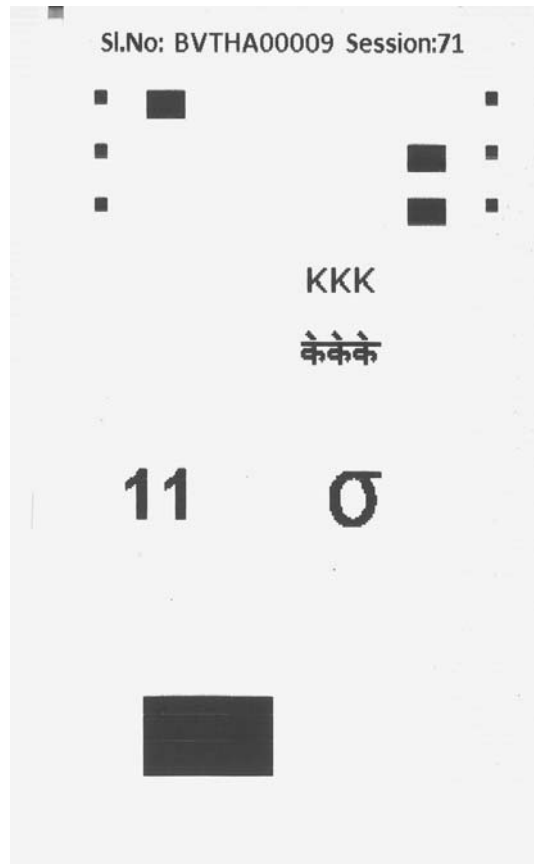


Figure 1.1 - View of the Printed Ballot Slip

1.3 MAIN FEATURES OF VVPAT - M3 SYSTEM

1.3.1 Features of VVPAT - M3 Unit

- (a) Prints the ballot slip of size 56 x 99 mm
- (b) Operates on a battery pack (22.5 V / 4 Ah)
- (c) Accommodates paper roll of length 150 metres or less

1.3.2 Exploded view of VVPAT - M3 : The exploded view of the VVPAT - M3 shows different parts of the VVPAT - M3 as shown below :

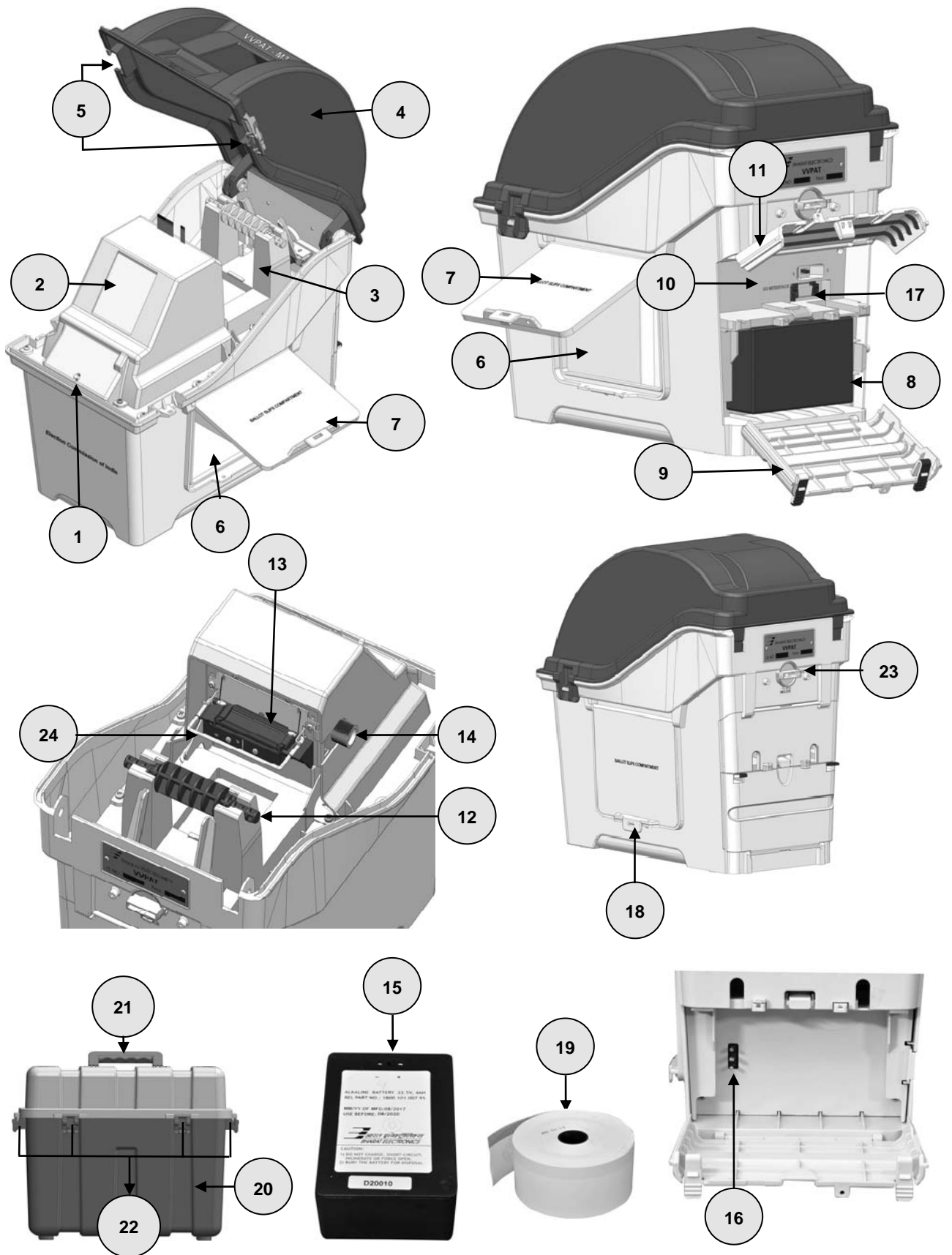


Figure 1.2 - Exploded View of VVPAT - M3 Unit

1.3.3 Part Details of VVPAT - M3 Unit : The names of the parts which are numbered in Figure 1.2 are as follows :

1. Power-ON LED
2. Ballot slip viewing window
3. Paper roll compartment
4. Paper roll compartment door
5. Latches for paper roll compartment door
6. Ballot slips compartment
7. Ballot slips compartment door
8. Battery compartment
9. Battery compartment door
10. Connector compartment
11. Connector compartment door
12. Spindle
13. Paper insertion guide
14. Paper feed knob
15. Battery pack
16. Three pin battery connector
17. BU connector
18. Latch for ballot slips compartment
19. Paper roll
20. VVPAT - M3 carrying case
21. Handle for carrying case
22. Latches of carrying case
23. Lock - Unlock switch for paper roll
24. Paper Deflector Mechanical Assembly

DETAILED DESCRIPTION OF VVPAT - M3

2.1 DETAILED DESCRIPTION OF VVPAT - M3

- (a) This chapter explains the various parts of the VVPAT - M3 unit, their purpose and their usage.
- (b) VVPAT - M3 system consists of four independent compartments, namely :
 - (i) Paper roll compartment (3 in Figure 1.2)
 - (ii) Ballot slips compartment (6 in Figure 1.2)
 - (iii) Battery compartment (8 in Figure 1.2)
 - (iv) Connector compartment (10 in Figure 1.2)
- (c) The access into the above compartments is through the following doors connected with each compartment :
 - (i) Paper roll compartment door (provided at top side of the unit)
 - (ii) Ballot slips compartment door (provided at right side of the unit)
 - (iii) Battery compartment door (provided at back side of the unit)
 - (iv) Connector compartment door (provided at back side of the unit)

2.1.1 Paper Roll Compartment

- (a) This compartment (3) houses the printer mechanism and paper roll. Top cover (4) of the VVPAT - M3 unit covers the paper roll compartment. A pictorial view of the paper roll compartment is shown in Figure 2.1.

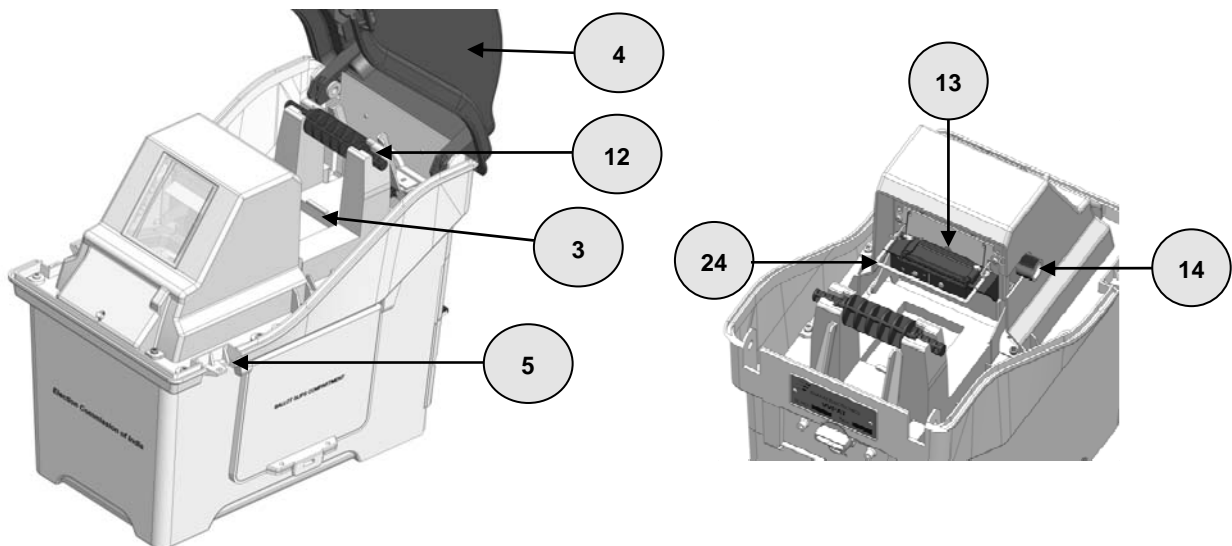


Figure 2.1 - Paper Roll Compartment with Top Cover Opened

- (b) The paper roll compartment is exposed by opening the paper roll compartment door (4). Once the paper roll compartment door is opened the operator can install the paper roll in the VVPAT - M3 unit.

2.1.2 Ballot Slips Compartment

- (a) The printed ballot slips are collected in this compartment (6 in Figure 2.2a) which provides a secure storage for printed ballot slips.
- (b) The ballot slips compartment has a capacity to collect 1500 printed ballot slips.
- (c) This compartment is closed with a separate door (7 in Figure 2.2a) provided at the side of the unit.
- (d) The door provides mechanisms for closing, locking and sealing (18 in Figure 2.2b) to ensure safety of the printed ballot slips.

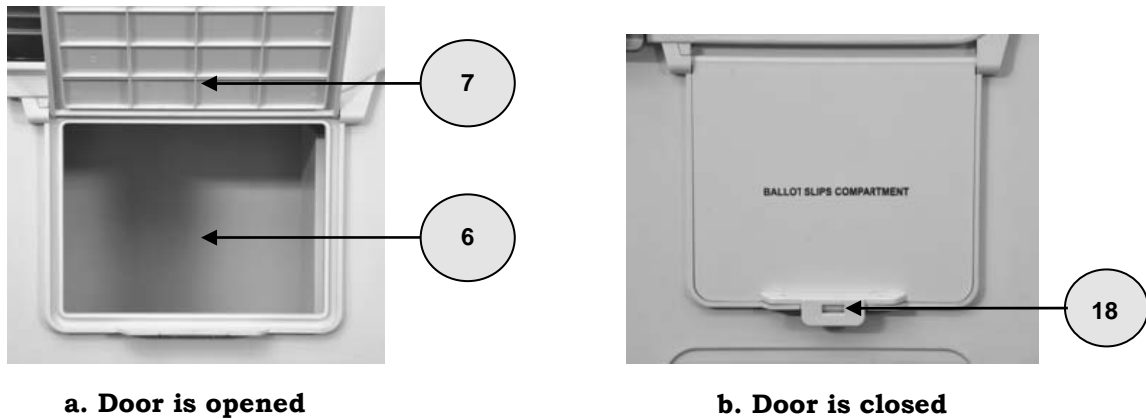
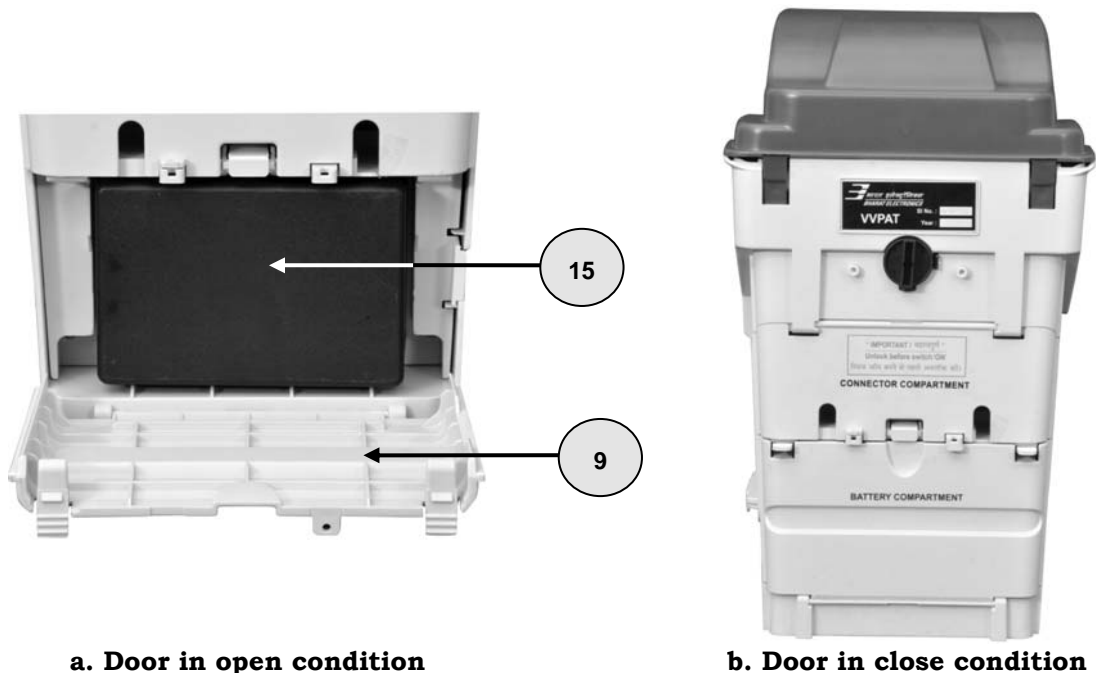


Figure 2.2 - Ballot Slips Compartment

2.1.3 Battery Compartment

- (a) This battery compartment (Figure 2.3a) is used for housing the battery pack (15) which can only be inserted in one direction.
- (b) This compartment is located at the backside of the unit. A separate door (9) is provided with locking latches to close the compartment and hold the battery securely.
- (c) The battery pack is used for providing the power to the VVPAT - M3 system for its normal operation.
- (d) The VVPAT - M3 unit works with a special VVPAT - M3 battery pack (22.5 V / 4 Ah) as provided.



a. Door in open condition

b. Door in close condition

Figure 2.3 - Battery Compartment

2.1.4 Connector Compartment

- (a) This compartment provides access to one 9-pin D type connector for BU interface (17 with Red and Black latch Female type). The compartment is covered by a door (11) which provides space for taking out a wire, for connection to BU.
- (b) The pictorial view of the connector compartment is shown in the Figure 2.4.

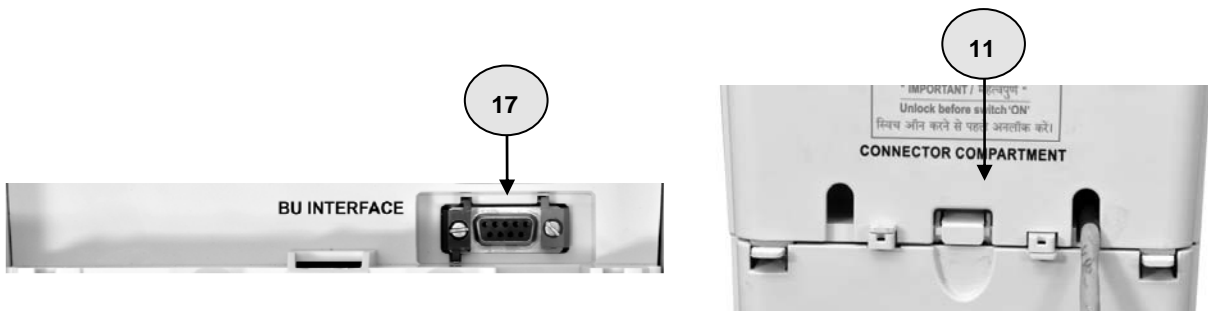


Figure 2.4 - Connector Compartment

2.1.5 Power-ON LED

- (a) Power-ON LED (1 in Figure 1.2) indicates the power status of the VVPAT - M3 system. The LED will be turned ON when the VVPAT - M3 unit in UNLOCK condition is connected to the Control Unit and the CU is switched ON.
- (b) Since the Power-ON control remains with the CU, it also indicates the establishment of proper connection between VVPAT - M3 and CU.
- (c) The Power-ON LED is located on the front side of the unit.



Figure 2.5 - Power-ON LED

2.1.6 Ballot Slip Viewing Window

- (a) The Ballot slip viewing window (2 in Figure 1.2) is located on the front side. Normally the items behind the window are not visible and the window appears black.
- (b) When a voter presses the key on the BU to cast his / her vote, light within the viewing window turns on illuminating the printed ballot slip for 7 seconds.
- (c) The printed ballot slip then gets cut automatically and falls into the ballot slip compartment underneath. The window then returns to the normal condition and appears dark.

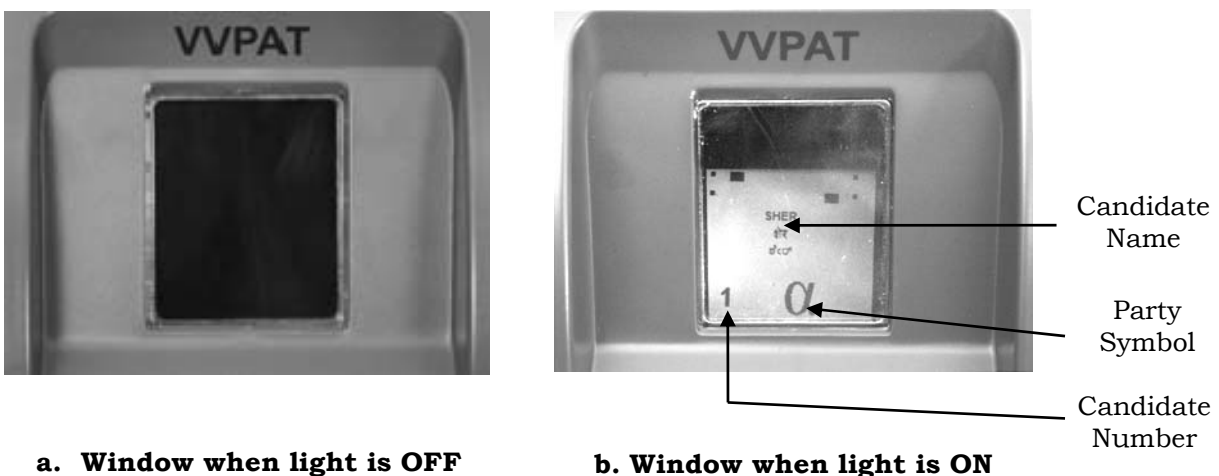


Figure 2.6 - Ballot Slip Viewing Window

2.1.7 Battery Pack

- (a) The battery pack (15 in Figure 1.2) is the source of power to VVPAT - M3 system and is housed in the battery compartment accessible from the back side of the VVPAT - M3 unit.
- (b) The battery pack carries a female connector which should be connected to the male connector in battery compartment while installing the battery pack.
- (c) The battery pack connector is polarized and can be connected to the battery connector only in one direction.



Figure 2.7 - Battery Pack

2.1.8 Spindle : Spindle (12 in Figure 1.2) is used to hold the paper roll in proper place without disturbing the paper movement.



Figure 2.8 - Spindle

2.1.9 Paper Deflector Mechanical Assembly : Paper Deflector Mechanical Assembly is used to control the flutter of paper before inlet guide.

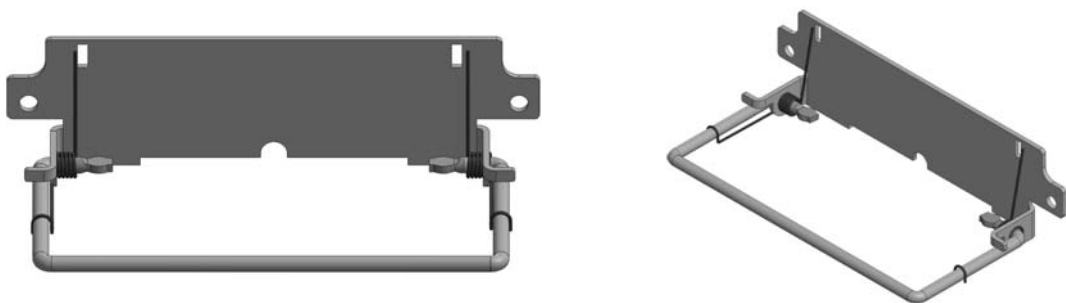


Figure 2.9 - Paper Deflector Mechanical Assembly

2.1.10 Paper Roll : The cast vote is printed on thermal paper provided in paper roll (19 in Figure 1.2) format. Front side of the paper is white in colour while the back side has a running band of black markers rectangular in shape (10 mm x 0.5 mm) pre-printed towards one edge.



Figure 2.10 - Paper Roll

2.1.11 Paper Feed Knob : Paper feed knob (14 in Figure 1.2) is meant to manually assist insertion and positioning of paper in the printer mechanism when new roll is loaded in the VVPAT - M3. It can be rotated clockwise to move the paper forward.



Figure 2.11 - Paper Feed Knob

2.1.12 Paper Roll Lock : The paper roll lock is used to lock paper roll during transit. When the paper roll is locked, the VVPAT - M3 is in OFF state. The paper roll should be unlocked to switch ON the VVPAT - M3.

Note : *The paper roll lock is used for locking the paper roll during transit after sealing of VVPAT - M3 is done. “Do not use it as an ON/OFF switch”. The CU has to be switched ON and switched OFF to switch ON & OFF the VVPAT.*

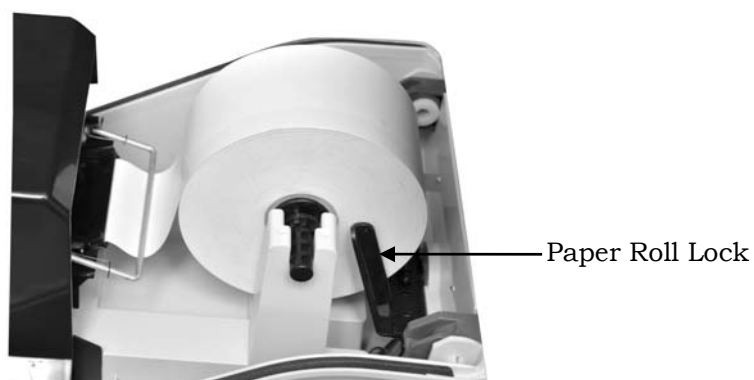


Figure 2.12 - Paper Roll Lock

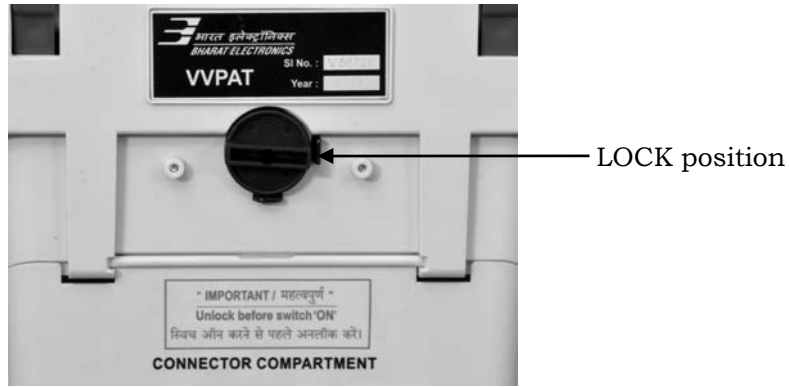


Figure 2.13 - Paper Roll Knob in Lock position

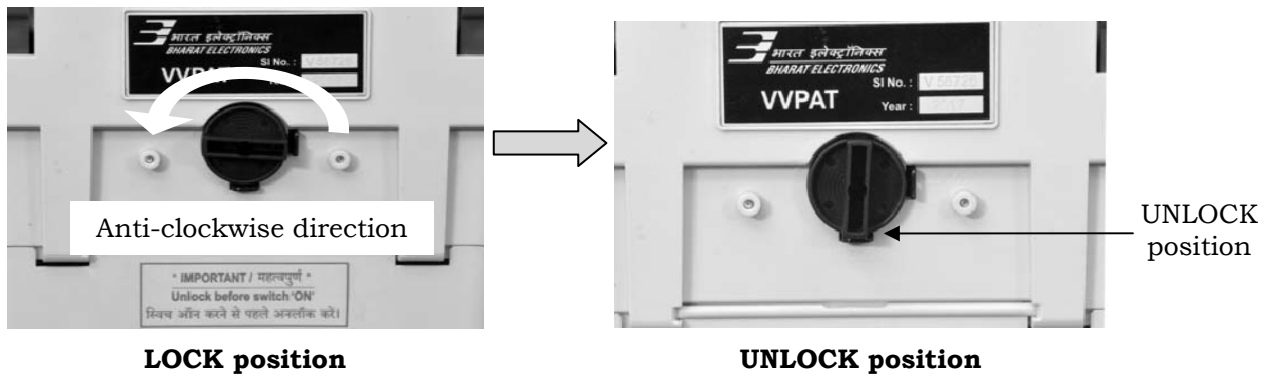


Figure 2.14 - Paper Roll Knob from Lock to Unlock position

2.1.13 VVPAT - M3 Carrying Case : The carrying case (20 in Figure 2.14) is made of plastic and is used to carry VVPAT - M3 unit with connecting cable. It has a handle (21) to hold and carry and provides for four latches (22) to lock the door and seal it.

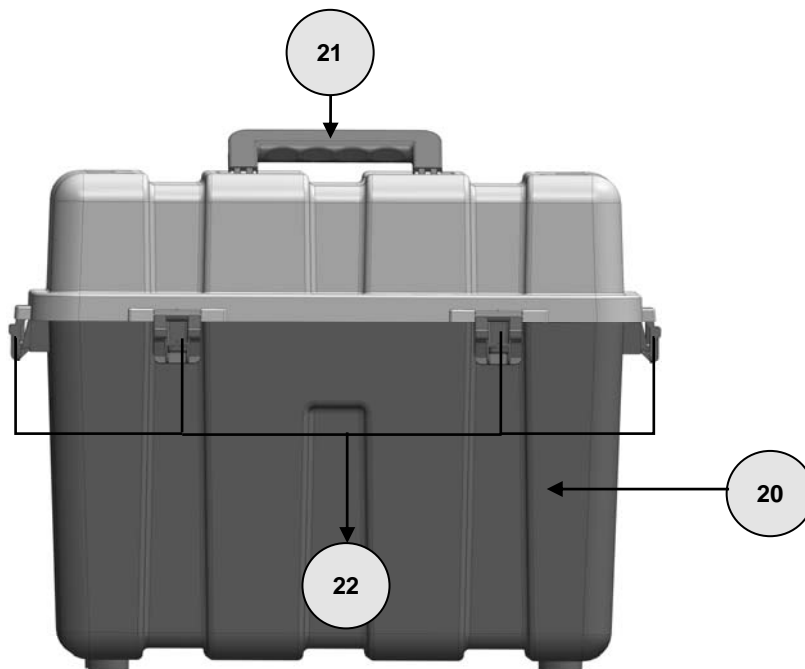


Figure 2.15 - VVPAT - M3 Carrying Case

CHAPTER - 3

OPERATIONS OF VVPAT - M3

3.1 BASIC OPERATIONS OF VVPAT - M3 : This chapter explains about the various processes & procedures required for using VVPAT - M3 in an election along with the Electronic Voting Machine (EVM).

3.1.1 Taking Out VVPAT - M3 & Accessories from the Carrying Case

- (a) The carrying case cover is opened by opening the latches (22) provided in Figure 3.1.

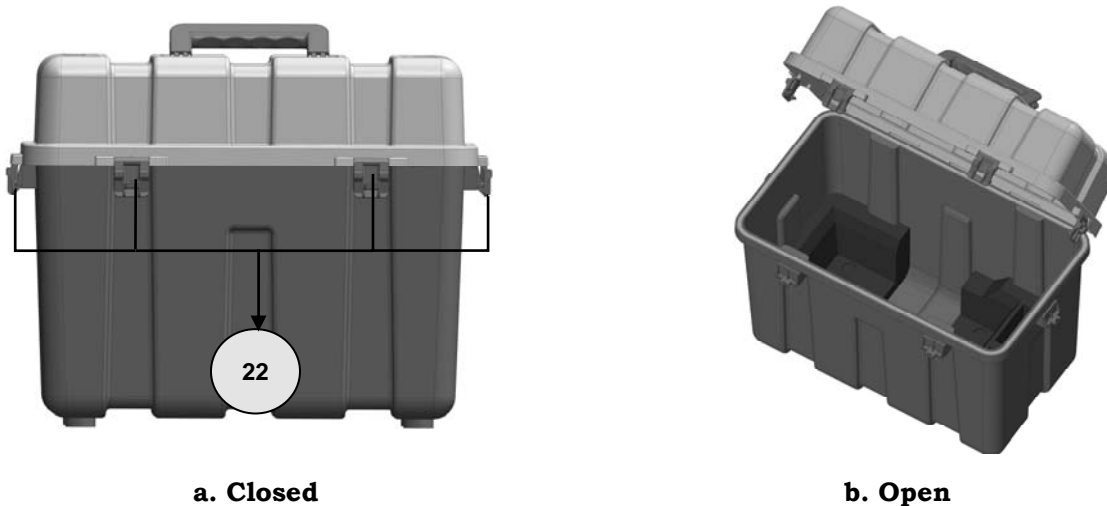


Figure 3.1 - Opening of Carrying Case

- (b) The VVPAT - M3 system with carrying case consists of following list of items as shown in Figure 3.2.
- VVPAT - M3 unit with connecting cable for CU.
 - Battery pack (the battery is placed inside the battery compartment within the VVPAT - M3 unit).
 - Paper roll (the paper roll is loaded in the paper roll compartment within the VVPAT - M3 unit).



Figure 3.2 - Accessories of VVPAT - M3

3.1.2 Inspection of VVPAT - M3 Unit and Accessories Taken Out from Carrying Case : Check for the physical condition of the items. If any damage is observed, report the same to the concerned personnel in the office of the RO.

3.1.3 Unlocking the Paper Roll : The paper roll has to be unlocked before the use of VVPAT - M3. For this, the paper roll lock knob has to be in the unlock position.



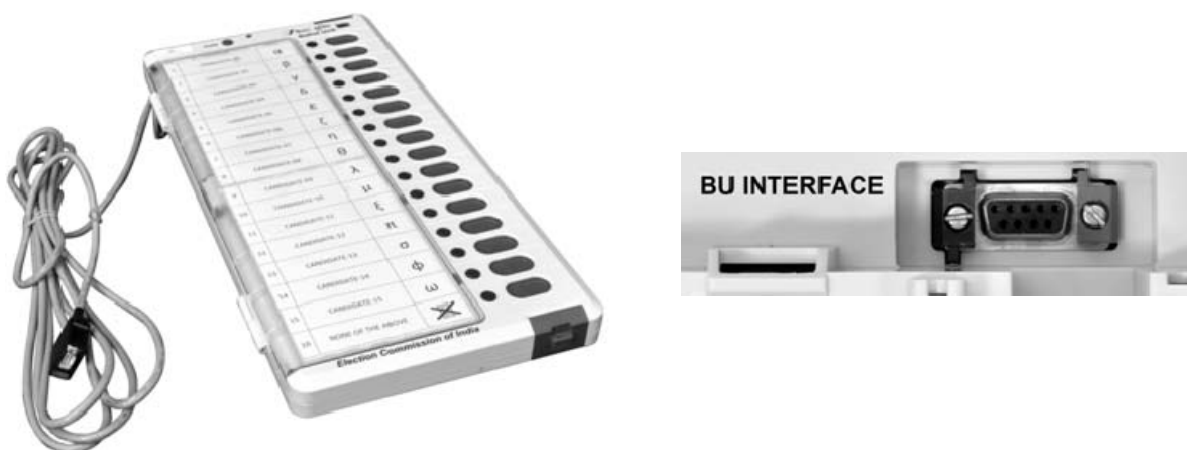
Figure 3.3 - Paper Roll Knob in Unlock Position

3.1.4 Connectivity of VVPAT - M3 Unit with EVM : To conduct an election with EVM and VVPAT - M3, the following items are required :

- (a) Control unit (with CU Battery pack installed) - 1 No.
- (b) Ballot unit(s) with connecting cable - BUs depending on the number of contesting candidates.
- (c) VVPAT - M3 unit with cable, Paper roll and Battery pack - 1 No. (With Paper roll and VVPAT - M3 Battery pack installed).

3.1.4.1 Types of Connectors

- (a) The different type of connectors used in VVPAT - M3 are shown below :



Female connector on VVPAT for connecting cable from BU

Figure 3.4 - Connector Type

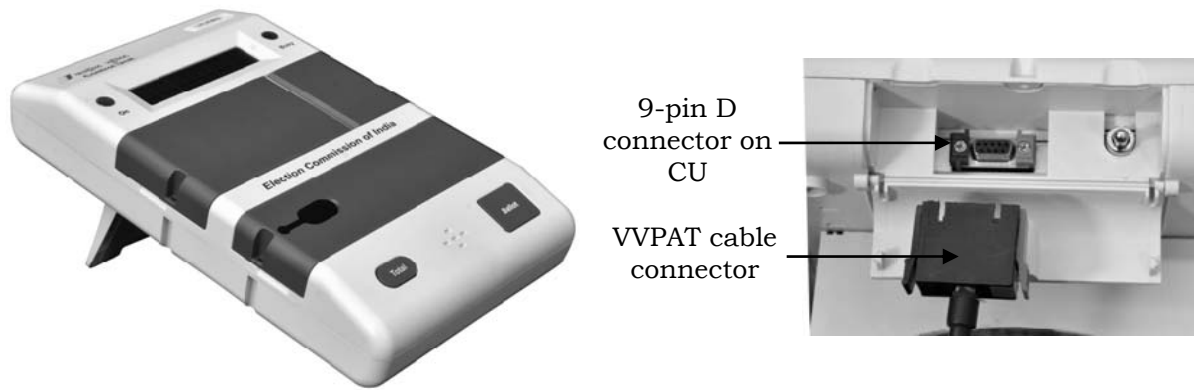
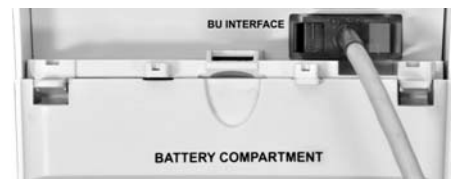


Figure 3.5 - Connecting VVPAT - M3 Cable to CU

- (b) The EVM and VVPAT - M3 setup is carried out in the following steps :
- (i) Step 1 : Connect cable from BU to BU interface with Red and Black latches inside connector compartment as in Figure 3.6(a).
 - (ii) Step 2 : The colour of the cable connector and interface should match as in Figure 3.6(b).
 - (iii) Step 3 : Close the connector compartment Figure 3.6(c).
 - (iv) Step 4 : Connect cable from VVPAT - M3 to CU as shown in Figure 3.5.



a. Connecting cable from BU



b. Checking colour of connectors



c. Closing connector compartment

Figure 3.6 - VVPAT - M3 Connection with BU

3.1.4.2 Relative Placement of CU, BU and VVPAT - M3 : Place CU on Polling Officer's table and VVPAT - M3 with BU in voting compartment as shown in Figure 3.7.

- (a) A - PO's Table
- (b) B - Voting Compartment



Figure 3.7 - EVM with VVPAT - M3 Setup

Note: Since the VVPAT - M3 has optical sensors, it should not be operated in direct sunlight and bright light such as flash light.

3.1.4.3 Relative Placement of BU and VVPAT - M3 : Both VVPAT - M3 and BU are kept on voter table. These are kept not more than 2” from the table edge and not more than 6” gap between them. The front edges of both units should be in same line (as shown in Figure 3.8).



Figure 3.8 - Relative Placement of BU and VVPAT - M3

3.1.5 Battery Pack Installation

- (a) Open the battery pack compartment door, by releasing the locking latches provided.

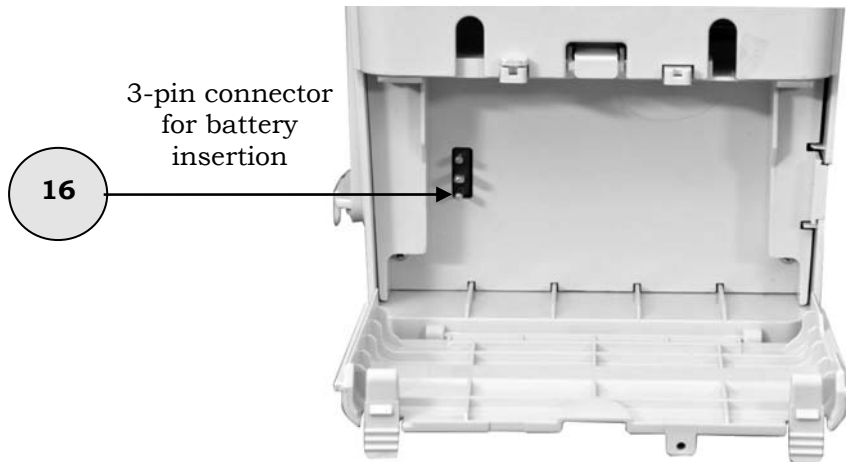


Figure 3.9 - 3-pin Connector for Battery Insertion

- (b) 3-pin contact connector is provided inside this compartment.
- (c) A specially made battery pack (15 in Figure 1.2) is required for the VVPAT - M3 operation.
- (d) Connect the battery power pack to the 3-pin connector provided in the compartment.

Note: Attention shall be given to the connector orientation. The pin contacts on the VVPAT - M3 unit are available on the rear side in the battery compartment. Make sure that the pack is inserted fully into the mating connector.

- (e) Position the battery pack as shown in Figure 3.10 and close the door.

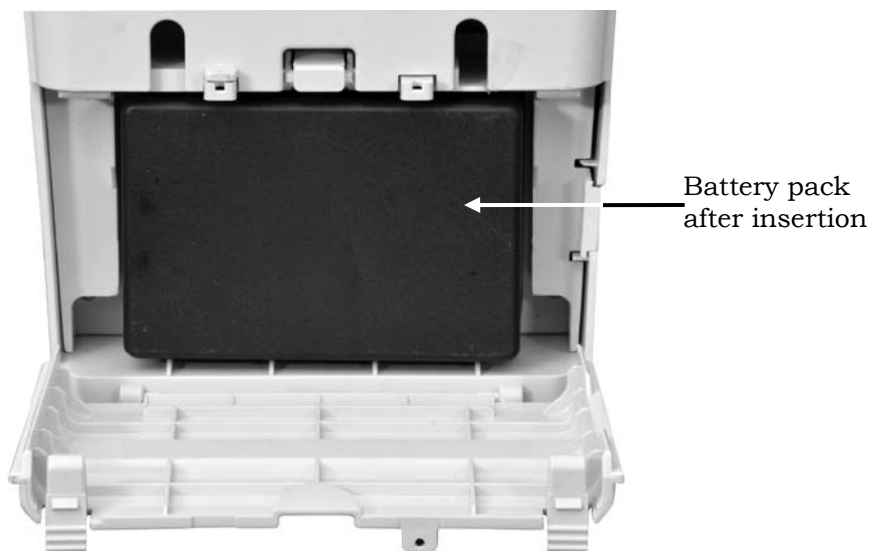


Figure 3.10 - Installed Battery Pack

3.1.6 Paper Roll Installation (Installation of paper roll and loading of symbols in the VVPAT - M3 is done by the Engineers of BEL)

- (a) Place the control unit (CU) and VVPAT - M3 on the commissioning table.
- (b) Connect the VVPAT - M3 cable to CU as explained in Section 3.1.4, Figure 3.5.
- (c) Ensure that CU and VVPAT - M3 has battery power pack installed.
- (d) Open the paper roll compartment door of the VVPAT - M3 unit by opening the latches (5 in Figure 1.2). The Paper Roll Compartment is accessible as shown in Figure 3.11.

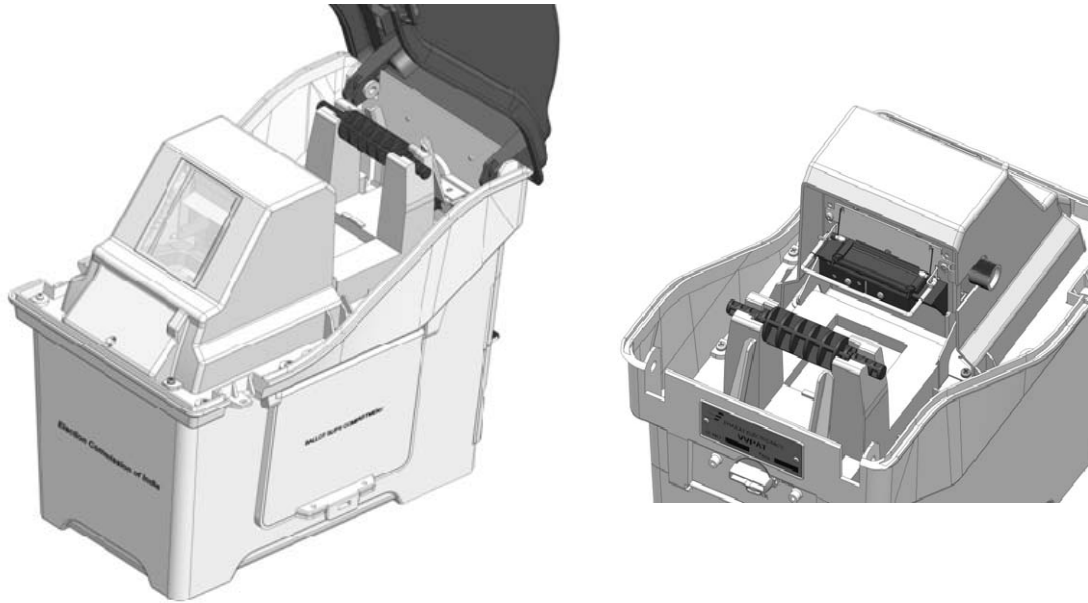


Figure 3.11 - Opened Paper Roll Compartment

- (e) Insert the spindle into the paper roll as shown in Figure 3.12(a).
- (f) Place the paper roll with spindle into VVPAT - M3 through grooves as shown in Figure 3.12(b).

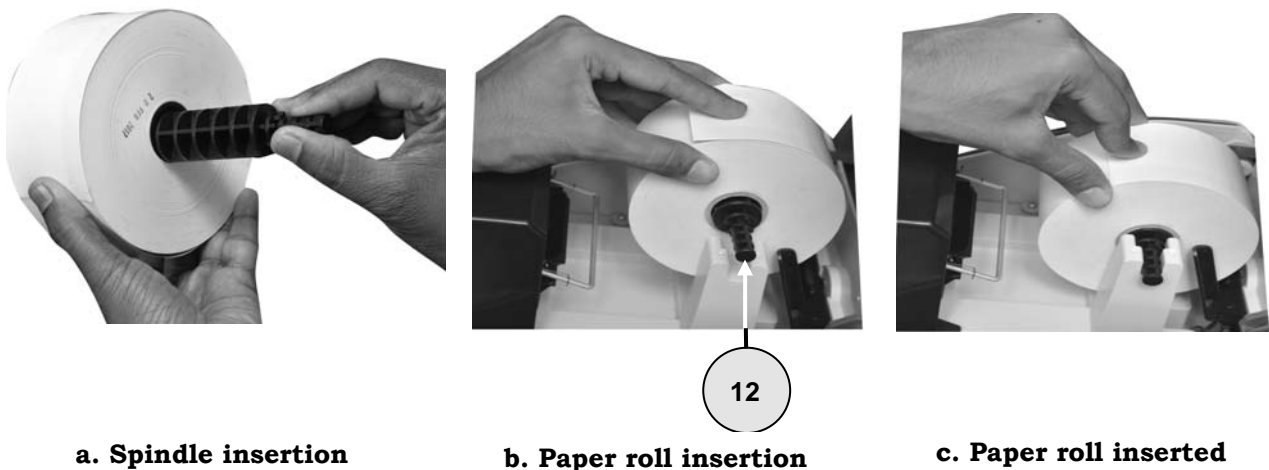


Figure 3.12 - Paper Roll Installation

Note: While inserting the paper roll, ensure that the band of black marks are facing downwards as shown in Figure 3.13b. An improper paper insertion will not result in any printing.



Figure 3.13a - Improper Paper Insertion



Figure 3.13b - Proper Paper Insertion

3.1.6.1 **Paper Feed - Auto Mode**

- (a) Switch ON the CU.
- (b) VVPAT - M3 Power-ON (Green colour) LED will be turned ON.



Figure 3.14 - Power ON LED

- (c) Insert the free end / starting of the paper roll edge into the paper insertion guide below paper deflector mechanical assembly provided on the thermal printer on the rear side of the printer as shown in Figure 3.15.

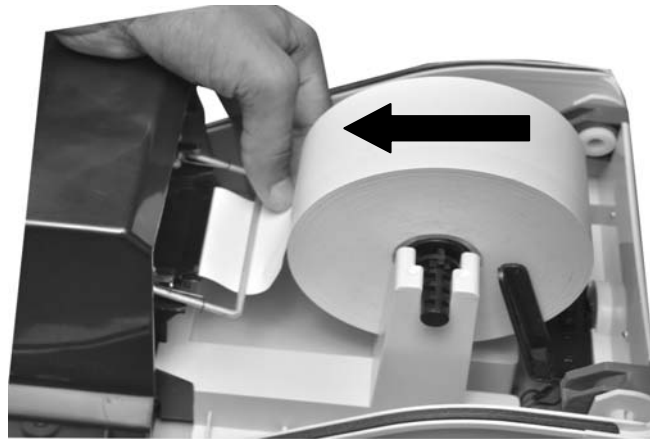


Figure 3.15 - Paper Feed - Auto Mode

- (d) The printer will automatically sense the paper edge and pulls the paper in.
- (e) Close the paper roll compartment door of the VVPAT - M3 unit and lock the latches (2 Nos.) provided.

3.1.6.2 **Paper Feed - Manual Mode**

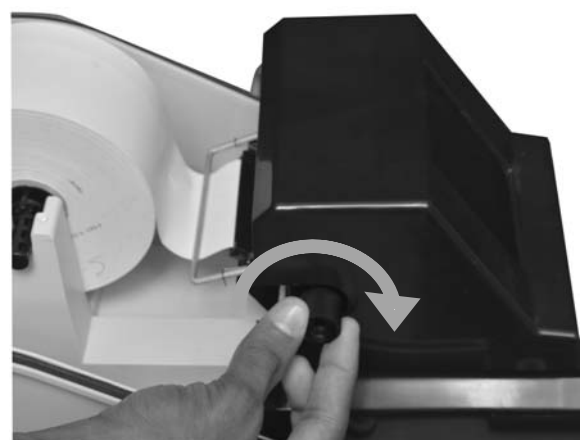
- (a) Insert paper roll edge into the paper inserting guide provided below paper deflector mechanical assembly (Step 1) on the thermal printer and turn the paper feed knob in the clockwise direction (Step 2) (refer Figure 3.16). This step can be carried out when the printer is not switched ON.

Note: Do not feed excess paper into the printer mechanism.

- (b) Close the paper roll compartment door of the VVPAT - M3 unit and lock the latches (2 Nos.) provided.



Step 1



Step 2

Figure 3.16 - Paper Feed - Manual Mode

3.1.7 Power-ON Sequence of VVPAT - M3

- (a) After the connections of VVPAT - M3 with EVM, the Control Unit is switched ON. The standardization of spot intensity is done for all the sensors. In this process, the paper is moved slightly.
- (b) Once the standardization process is over, the extra fed paper gets cut and falls down as Standardization Slip (refer Para No. 7.1.2 in Chapter 7).
- (c) VVPAT - M3 prints the Power-ON Self Test (POST) Report and five Diagnostics Reports (refer Para Nos. 7.1.2 and 7.1.4 respectively in Chapter 7). The POST report and Diagnostics Reports are seen through the window.
- (d) VVPAT - M3 is ready for use if all the reports generated during Power-ON shows the result status as PASS. In case of any error in the VVPAT - M3, the corresponding result status will be FAIL in the Diagnostics Report. In that case, the Battery Report is not cut.

Note: *Symbol loading will be done by authorized engineers of the manufacturers and commission's instructions in this regard shall be followed.*

3.1.8 Testing & Verifying of EVM with VVPAT - M3 System

3.1.8.1 Test Setup Condition : Ensure the EVM with VVPAT - M3 system is made ready for voting.

- (a) CU & VVPAT - M3 units are in Power-ON condition.
 - (i) Visual Indicators :
 - (aa) CU Power-ON LED - Turned ON (Green colour LED)
 - (ab) VVPAT - M3 Power-ON - Turned ON (Green colour LED)
 - (ac) After the connections of VVPAT - M3 with EVM, the Control Unit is switched ON. The standardization of spot intensity is done for all the sensors. In this process, the paper is moved slightly.
 - (ad) Once the standardization process is over, the extra fed paper gets cut and falls down as Standardization Slip (refer Para No. 7.1.2 in Chapter 7).
 - (ae) VVPAT - M3 prints the Power-ON Self Test (POST) Report and five Diagnostics Reports (refer Para Nos. 7.1.2 and 7.1.4 respectively in Chapter 7). The POST report and Diagnostics Reports are seen through the window.
 - (af) VVPAT - M3 is ready for use if all the reports generated during Power-ON shows the result status as PASS. In case of any error in the VVPAT - M3, the corresponding result status will be FAIL in the Diagnostics Report. In that case, the Battery Report is not cut.
- (b) Press the BALLOT button on CU.
 - (i) Visual Indicators :
 - (aa) CU Busy LED - Turned ON (Red colour LED)
 - (ab) BU Ready LED - Turned ON (Green colour LED)

Note: *The Power-ON LED of CU and VVPAT - M3 are in ON condition.*

- (c) Press a Candidate button in the BU.
 - (i) Visual Indicators :
 - (aa) The LED corresponding to the Candidate button pressed is turned ON (Red colour).
 - (ab) VVPAT - M3 unit prints a ballot slip once the candidate button is pressed. The lighting in the VVPAT - M3 window is turned ON. The printed ballot slip is seen through the window. The ballot slip is held for 7 sec and cut by the cutter. The ballot slip falls into the Ballot Slip Compartment.
 - (ac) The buzzer sound from the CU will be heard for maximum of 12 seconds.
 - (ad) Busy LED on CU will be turned OFF. This will inform the Polling Officer that the vote has been cast and CU is ready for issuing next ballot.
 - (ii) The above process completes voting process of one ballot.
- (d) Repeat the above three steps for each contesting candidate & keep a record of candidate votes in CU.
- (e) Close the voting process with the CU & note down the Result of that CU.
- (f) Switch OFF the CU and disconnect all the interconnecting cables.
- (g) Prepare a Candidate wise record of :
 - (i) Keys as pressed in BU
 - (ii) Votes as per VVPAT - M3 slips
 - (iii) Votes as per CU. Compare and verify the CU result data with VVPAT - M3 result data.
- (h) Both CU results on votes per candidate & VVPAT - M3 ballot slips count must tally with each other and that as per record of BU keys pressed by party representatives.
- (i) After verification of above process, the VVPAT - M3 unit requires sealing process.

3.1.9 Sealing of Paper Roll Compartment

- (a) Close the paper roll compartment door of the VVPAT - M3 unit and lock the two latches provided on either side as shown in Figure 3.17.
- (b) Complete the sealing process for the above two latches as sealing facility is provided (Follow the same procedure for sealing of CU & BU units as per instructions of the election commission).

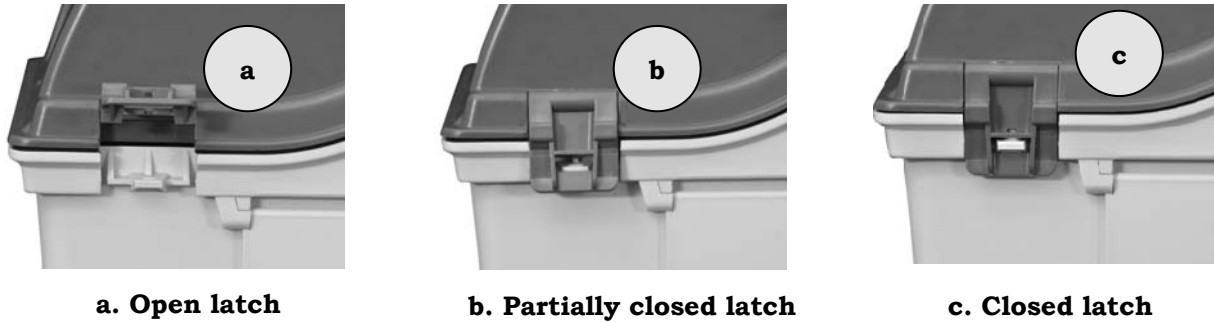


Figure 3.17 - Sealing of Paper Roll Compartment

3.1.10 Sealing of Ballot Slips Compartment : The ballot slips compartment is to be sealed with two holes provided after mock poll as shown in Figure 3.18.

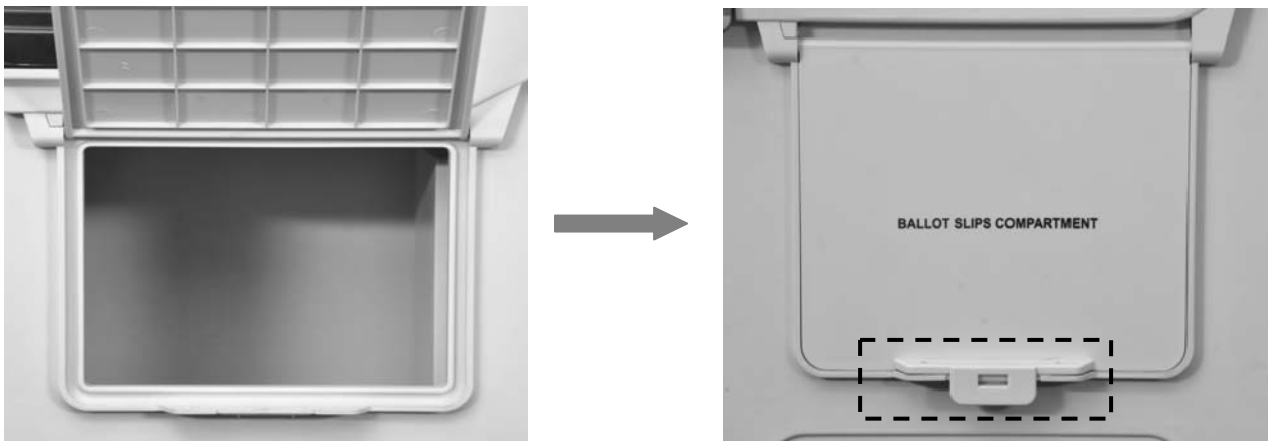


Figure 3.18 - Sealing of Ballot Slips Compartment

3.1.11 Packing of VVPAT - M3 Accessories into the Carrying Case

- (a) Carefully coil the connecting cable of VVPAT - M3.
- (b) Place the VVPAT - M3 unit with connecting cable in the VVPAT - M3 carrying case.

Note: *Caution must be observed while putting the items in the carrying case. Ensure that packing material shall be intact.*

- (c) Close and lock the closing door of the carrying case.
- (d) Keep a record of the Serial Number of VVPAT - M3 placed in the carrying case. Mark / paste a label on the carrying case containing the VVPAT - M3 serial numbers & allotted polling booth number.

3.1.12 Sealing of Carrying Case : The carrying case should be sealed with four latches provided (22 in Figure 3.19).



Figure 3.19 - Sealing of Carrying Case

CHAPTER - 4

COMMISSIONING OF VVPAT - M3 BY RETURNING OFFICER (RO)

4.1 COMMISSIONING OF VVPAT - M3 BY RETURNING OFFICER (RO)

- (a) This chapter explains the VVPAT - M3 unit testing, preparation and commissioning procedures required to be done at the RO's office. The procedures and handling instructions are explained in this chapter till the stage of dispatching of the VVPAT - M3 units to the polling booths.
- (b) The important activities at this stage are :
- (i) Preliminary checks of items supplied with VVPAT - M3 at RO's office (refer Para 3.1.1b).
 - (ii) Preparation of VVPAT - M3 for the Election :
 - (aa) Setting up of VVPAT - M3
 - (ab) Battery pack installation
 - (ac) Paper roll installation to be done by Engineers of BEL
 - (ad) Preparation of Ballot paper data (candidate's name, number and symbol) for the VVPAT - M3 unit to be done by Engineers of BEL .
 - (ae) Loading of ballot paper data into the VVPAT - M3 unit and testing to be done by Engineers of BEL .
 - (iii) Connecting of EVM with VVPAT - M3 system.
 - (iv) Testing and verifying of EVM with VVPAT - M3 system.
 - (v) Sealing of Paper roll compartment & Battery compartment after testing.
 - (vi) Packing of the VVPAT - M3 items into carry case and instructions to be given to poll staff before unit is dispatched.

Note : *At the time of commissioning of VVPAT, Mock Poll activity is done as per ECI's guidelines.*

4.1.1 VVPAT - M3 Commissioning Requirement : The list of items required are :

- (a) An office table or similar flat surface of working area of suitable size - 1 No.
(To place VVPAT - M3 items and accessories).
- (b) EVM Control Unit (CU) - 1 No.
- (c) Symbol loading cable - 1 No.
- (d) Laptop Computer/Desktop PC - 1 No.
- (e) Application Software - VVPAT - M3 Symbol Loading Application Software

Note: *(c) to (e) shall be arranged by the manufacturers.*

4.1.1.1 **Step 1 : Preliminary Checks**

- (a) The VVPAT - M3 unit and accessories will be supplied to the RO's office in a carrying case.
- (b) The items in the carrying case are as in Para 3.1.1.
- (c) Open the carrying case as per the procedures explained in Para 3.1.1, take out the items inside and place them on the Commissioning table.
- (d) Check for the physical condition of the items including cables and connectors. If any damage is observed, report the same to the concerned personnel in the Returning Officer's (RO) office and seek replacement.

Note: *Battery pack and paper roll are supplied at the RO's office in separate packing boxes.*

4.1.1.2 **Step 2 : Setting-up of VVPAT - M3**

- (a) Place the VVPAT - M3 unit with connecting cable on the commissioning table.
- (b) Open the ballot slips compartment door and check for the emptiness of the ballot compartment. If any ballot paper slips or any other material / paper are found, remove them from the compartment.



a. Ballot slips lying in the compartment



b. Remove ballot slips and empty

Figure 4.1 - Emptying Ballot Slips Compartment

4.1.1.3 Step 3 : Paper Roll Lock Release : Follow the procedure as explained in Para 3.1.3.

4.1.1.4 Step 4 : Connecting of EVM with VVPAT - M3 System : To connect VVPAT - M3 with EVM, follow the procedure explained in Para 3.1.4.

4.1.1.5 Step 5 : Battery Pack Installation : To install battery pack into the VVPAT - M3 unit, follow the procedure explained in Para 3.1.5.

4.1.1.6 Step 6 : Paper Roll Installation : To install paper roll into VVPAT - M3 unit, follow the procedure explained in Para 3.1.6.

4.1.1.7 Step 7 : Power-ON Sequence of VVPAT - M3 : After VVPAT - M3 is switched ON, ensure that the steps explained in Para 3.1.7 is executed properly.

4.1.1.8 Step 8 : Generation of Symbols, Loading and Checking of Ballot Paper Data into the VVPAT - M3 Unit : Symbol loading will be done by authorised engineers of the manufacturers and commission's instructions in this regard shall be followed.

4.1.1.9 Step 9 : Testing and Verifying of EVM with VVPAT - M3 System : To test and verify VVPAT - M3 with EVM, follow the procedure explained in Para 3.1.8.

4.1.1.10 Step 10 : Sealing Procedure of Paper Roll Compartment After Testing : Sealing is done as per ECI's guidelines.

4.1.1.11 Step 11 : Packing and Dispatch of the VVPAT - M3 Unit

- (a) To pack VVPAT - M3 items into carrying case, follow the procedure explained in Para 3.1.11.
- (b) After packing it should be dispatched to polling booth securely.

4.1.1.12 Step 12 : Instructions to Poll Staff before Dispatching VVPAT - M3 Units to Polling Booths

- (a) **Ensure that the paper roll lock switch is in 'LOCK' condition during transportation.**
- (b) Always carry the VVPAT - M3 carrying case with the handle provided.
- (c) While transportation of the VVPAT - M3 unit, always keep the Carrying case in the Upright position.

CHAPTER - 5

SETTING UP OF VVPAT - M3 BY PRESIDING OFFICER (PO) AT POLLING STATION ON DAY OF POLL

5.1 SETTING UP OF VVPAT - M3 BY PRESIDING OFFICER (PO) AT POLLING STATION ON DAY OF POLL

5.1.1 Scope : This chapter explains the following essential activities :

- (a) Preliminary material checks after transportation of EVM & VVPAT - M3 unit to the polling booth,
- (b) Procedure for connecting EVM (CU and BU) with VVPAT - M3 unit,
- (c) Mock poll procedure, clearing of the mock poll data,
- (d) Sealing of VVPAT - M3 ballot compartment after mock poll verification,
- (e) Actual poll procedure,
- (f) Closing of poll procedure and
- (g) VVPAT - M3 packing and instructions to be given before dispatch to Strong Rooms / Counting Centre.

5.1.2 VVPAT - M3 with EVM Set Up Requirement : The list of items required at polling booth:

- (a) An office table or similar flat surface of working area of size (600 mm X 1200 mm) minimum is required to place the Control Unit (CU). The table may be termed as Presiding Officer's Table.
- (b) An office table or similar flat surface of working area of size (600 mm X 1200 mm) minimum is required to place the VVPAT - M3 and Ballot Units. The table may be termed as Voting Table (The above table space should be sufficient for the material provided).
- (c) CU and BU as per the Election requirement (CU - 1 No. and BU - 1 to maximum of 24 Nos.).
- (d) VVPAT - M3 unit with connecting cable - 1 No. each.

Instruction : *The CU is supplied at polling station with the battery pack inserted in it. The VVPAT - M3 is supplied with battery pack and paper roll inserted in it.*

5.1.2.1 Step 1 : Preliminary Checks

- (a) At the polling station, remove the VVPAT - M3 with cable carefully from carrying case (refer Para 3.1.1). Place the items on the Voting Table.
- (b) Check for proper condition of the VVPAT - M3 unit, connecting cable and connectors (refer Para 3.1.2).
- (c) Sealing should be intact for paper roll compartment.

- (d) Check for the emptiness of the ballot slips compartment. No paper slips or ballot slips should be left inside the compartment.

5.1.2.2 **Step 2 : VVPAT Setup and Connection with EVM System**

- (a) To setup VVPAT - M3 unit with EVM system, refer Para 3.1.4.
- (b) For relative placement of BU and VVPAT - M3, refer Para 3.1.4.3.

Note: *Since the VVPAT - M3 has optical sensors, it should not be operated in direct sunlight and bright light such as flash light.*

5.1.2.3 **Step 3 : Mock Poll Procedure :** To conduct a Mock Poll at polling booth, follow the below process :

- (a) Power ON the CU.
- (b) Power ON LED glows on CU and VVPAT - M3.
- (c) After the connections of VVPAT - M3 with EVM, the Control Unit is switched ON. The standardization of spot intensity is done for all the sensors. In this process, the paper is moved slightly.
- (d) Once the standardization process is over, the extra fed paper gets cut and falls down as Standardization Slip (refer Para No. 7.1.2 in Chapter 7).
- (e) VVPAT - M3 prints the Power-ON Self Test (POST) Report and five Diagnostics Reports (refer Para Nos. 7.1.2 and 7.1.4 respectively in Chapter 7). The POST report and Diagnostics Reports are seen through the window.
- (f) VVPAT - M3 is ready for use if all the reports generated during Power-ON shows the result status as PASS. In case of any error in the VVPAT - M3, the corresponding result status will be FAIL in the Diagnostics Report. In that case, the Battery Report is not cut.
- (g) Now the EVM - VVPAT - M3 system is ready for voting process.
- (h) The standard mock poll procedures will be followed as per instructions of the commission.
- (i) The ballot process is initiated and each polling agent is allowed to vote for the candidate of choice.
- (j) VVPAT - M3 prints the ballot slip containing the serial number of the candidate, name of the candidate and corresponding party symbol.
- (k) The printed slip is held for 7 seconds and then cut and subsequently falls into the ballot slips compartment.
- (l) Repeat this ballot process by voting to each contesting candidate and verify the correctness of the printed ballot slips.
- (m) Keep a careful manual record of the account of the votes polled in respect of the each candidate.
- (n) Press the CLOSE button on CU.
- (o) Press the RESULT button on CU and manually record the result data displayed by CU.

- (p) Press the CLEAR button on CU and observe TOTAL should be zero in CU.
- (q) Switch OFF the CU.
- (r) Open the ballot compartment door of the VVPAT - M3 and collect the VVPAT - M3 ballot slips.
- (s) Segregate these ballot slips as per the party symbol and record the result of the counted slips. Keep aside the POST slip(s).
- (t) Compare the VVPAT - M3 result data with the CU result data. Both must tally candidate wise.
- (u) After ensuring the correctness of the EVM & VVPAT - M3 system, remove the mock poll printed ballot slips and store separately as per ECI's instructions.
- (v) Keep a written record of the mock poll votes polled in the CU and VVPAT - M3 paper ballot slips. These are required if, any post poll enquiry / verification is required.
- (w) Ensure the emptiness of the ballot compartment of VVPAT - M3 and total votes in CU before the start of actual poll.

Note: 1. For Ballot Slip description, refer Para 7.1.1.
 2. For POST-Report description, refer Para 7.1.2
 3. For Diagnostics Reports description, refer Para 7.1.4.

5.1.2.4 Step 4 : Sealing of Ballot Slips Compartment after Mock Poll

- (a) The presiding officer should ensure the emptiness of the ballot slips compartment of VVPAT - M3. Ballot slips compartment should not contain any paper slips or ballot slips.
- (b) The presiding Officer is required to seal the ballot slips compartment door in presence of polling agents. Sealing procedure is as per instructions of the election commission.

5.1.2.5 Step 5 : Actual Poll Procedure : The pre-requirements are as follows :

- (a) Ensure that CU-VVPAT-BU is placed as per the explained procedure (refer Para 3.1.4).
- (b) Ensure the ballot slips compartment sealing and paper roll compartment sealing of the VVPAT - M3 are in good condition.

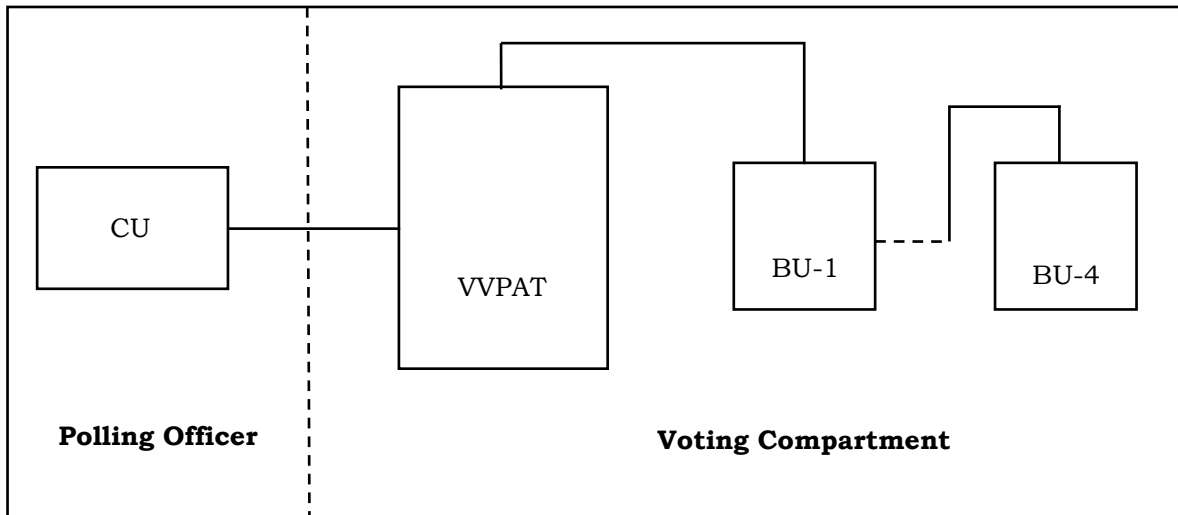


Figure 5.1 - Model Polling Booth - Typical Placement of CU, BU & VVPAT - M3 Units

- (c) Power ON the CU.
- (d) The presiding officer should ensure that the VVPAT - M3 should be in ON condition by checking the Power-ON LED.
- (e) Continue the actual polling as per instructions of the commission.
- (f) If the VVPAT - M3 stops printing and error is displayed on CU, the VVPAT - M3 Unit should be replaced by another VVPAT - M3 Unit. Specified instructions of the ECI should be followed in such cases.

5.1.2.6 Step 6 : Closing of Poll Procedure

- (a) After completion of actual poll, press the close button on CU.
- (b) Switch OFF CU. CU and VVPAT - M3 units will be in OFF condition.
- (c) Disconnect the VVPAT - M3 cable connected to CU.
- (d) Disconnect the BU cable connected to VVPAT - M3.

5.1.2.7 Step 7 : VVPAT - M3 Packing and Instructions to be given before dispatch to Strong Room/Counting Centre

- (a) Keep VVPAT - M3 with its cable in the VVPAT - M3 carrying case.
- (b) Care should be taken while winding VVPAT - M3 cable.
- (c) Seal the carrying case in the presence of Presiding Officer and polling agents (refer Para 3.1.12).

CHAPTER - 6

QUICK SUMMARY OF VVPAT - M3 OPERATIONS

6.1 QUICK SUMMARY OF VVPAT - M3 OPERATIONS

6.1.1 Prior to Date of Poll (At the Returning Officer's Head Quarters)

Sl. No.	VVPAT - M3 Unit Activity at RO's Headquarters
1	Verify the list of items as per the check list required at RO's office for the VVPAT - M3 preparation
2	Do the preliminary physical check of the VVPAT - M3 units, Cables, Connectors, Ballot paper rolls and VVPAT - M3 Battery packs.
3	Preparation of VVPAT - M3 for the Election : a. Check for the emptiness of the ballot slips compartment. b. Install the VVPAT - M3 battery pack in the battery pack compartment. c. Install the ballot paper roll in the paper roll compartment & load the paper into the printer mechanism. d. Preparation of ballot paper data using the application software EVM ballot generator. e. Print the ballot papers required to be inserted in the BU. f. Insert the ballot papers in the Ballot unit. g. Generate the VVPAT - M3 symbol file & load the symbol file into the VVPAT - M3 unit. h. Commission the EVM (CU & BU) with VVPAT - M3 system. i. Test & verify the EVM with VVPAT - M3 operation.
4	Seal the VVPAT - M3 paper roll compartment.
5	Pack VVPAT - M3 unit with connecting cable in carrying case.
6	Dispatch the VVPAT - M3 units to the polling booths after giving the instructions to the poll staff.

6.1.2 Day of Poll (At the Polling Station)

6.1.2.1 Before Commencement of Poll

Sl. No.	VVPAT - M3 Unit Activity at Polling Station
1	Unpack the VVPAT - M3 items from the carry case.
2	Do the preliminary physical check of the VVPAT - M3 unit, Interconnecting Cables & Connectors.
3	Check the sealing of paper roll compartment for intactness.
4	Place the VVPAT - M3 in the Voting compartment along with the Ballot units. Check for the emptiness of ballot slips compartment.
5	Place the CU in the Polling officer's compartment.
6	Connect the CU-VVPAT-M3-BU system as per the connection diagram.
7	Power-ON the EVM-VVPAT-M3 system by switching ON the ON/OFF switch in the CU.
8	Conduct mock poll. Verify the VVPAT - M3 ballot slips result with the CU result.
9	Ensure the emptiness of ballot slips Compartment and seal the compartment.
10	Power-ON the EVM-VVPAT-M3 system by switching ON the ON/OFF switch in CU.
11	The EVM-VVPAT-M3 system is ready for conducting the Actual Poll.

6.1.2.2 During Poll

Sl. No.	VVPAT - M3 Unit Activity
1	Ensure that EVM-VVPAT-M3 system is in Power-ON condition.
2	VVPAT - M3 unit Power ON LED is in ON condition (GREEN colour).
3	Press the "Ballot" button on the Control Unit.
4	The Busy LED on the CU is to be in ON condition.
5	Once the voter presses the ballot choice in the BU, the VVPAT - M3 starts printing the Ballot slip. The printed slip is visible to the Voter through the VVPAT - M3 window and gets cut and falls into the ballot slips compartment.
6	The Busy LED on CU will turn OFF, once the VVPAT - M3 operation & CU operation are completed.
7	Repeat the above process again by pressing the Ballot button on Control Unit.
8	The above procedure is repeated till the end of voting.

6.1.2.3 *At the Close of Poll*

Sl. No.	VVPAT - M3 Unit Activity at Close of Poll at PS
1	Once the voting is completed, press the CLOSE button on CU.
2	After completing the CU procedure, switch OFF the Control Unit.
3	The Power-ON LED indicators on CU and VVPAT - M3 are to be in OFF position.
4	Disconnect interconnecting cables of VVPAT - M3 and BU.
5	Pack VVPAT - M3 unit with cable in VVPAT - M3 carrying case.
6	Seal the VVPAT - M3 carrying case in the presence of Presiding officer & polling agents.
7	The VVPAT - M3 units are ready for dispatch to Counting Halls or Strong rooms.

6.1.2.4 *Day of Counting (at Counting Hall)*

Sl. No.	VVPAT - M3 Unit Activity in Counting Hall
1	Check for the intactness of sealing of the VVPAT - M3 carry case units received from the polling booths.
2	Unpack the carry case and take out the VVPAT - M3 unit with its connecting cable.
3	Check for the intactness of sealing of the VVPAT - M3 - Ballot Compartment, Paper Roll Compartment and Battery Pack Compartment.
4	Open the sealing of the Ballot slips compartment and take out the entire printed paper slips from the compartment. Ensure the emptiness of the ballot slips compartment.
5	After completion of counting, store the ballot slips in the container boxes provided and seal the ballot slips container box as per ECI's instructions.
6	Remove the paper roll and battery from the VVPAT - M3.
7	Pack the VVPAT - M3 unit with cable in the VVPAT - M3 carrying case.

VVPAT - M3 CHARTS

7.1 VVPAT - M3 CHARTS

7.1.1 VVPAT - M3 Ballot Slip Description

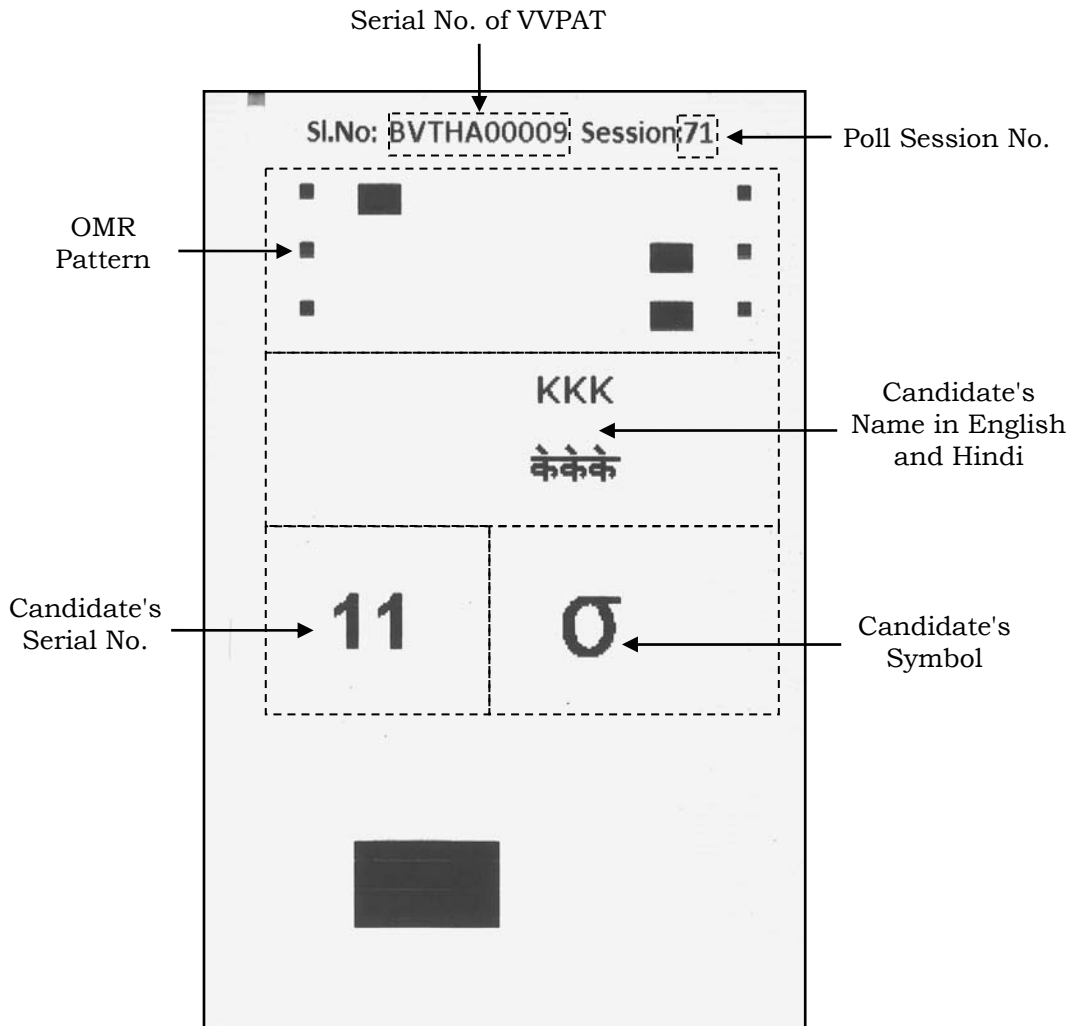


Figure 7.1 - Detail Description of a Ballot Slip

- (a) **OMR Pattern** : OMR Pattern may be used for automated Result counting of VVPAT - M3 ballot slips.
- (b) **Serial No. of VVPAT - M3 Unit** : Unique serial number of each VVPAT - M3 unit.
- (c) **Poll Session No.** : Poll session number starts from 0 to 99. With each power ON, it gets incremented by 1 (one). It is reset to 0 (zero) after uploading Ballot Paper symbols to VVPAT - M3 or after session number 99.

7.1.2 VVPAT - M3 POST-Report Description

- (a) When VVPAT - M3 is switched ON, the standardization slip is generated prior to the printing of POST Report. A sample photo of Standardization slip is shown in Figure 7.2.

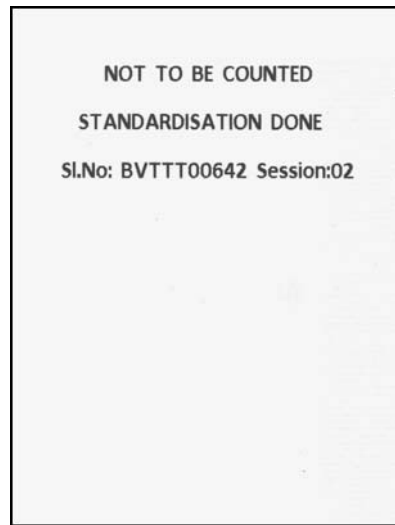


Figure 7.2 - Standardization Slip

- (b) A sample photo of POST report is shown in Figure 7.3.

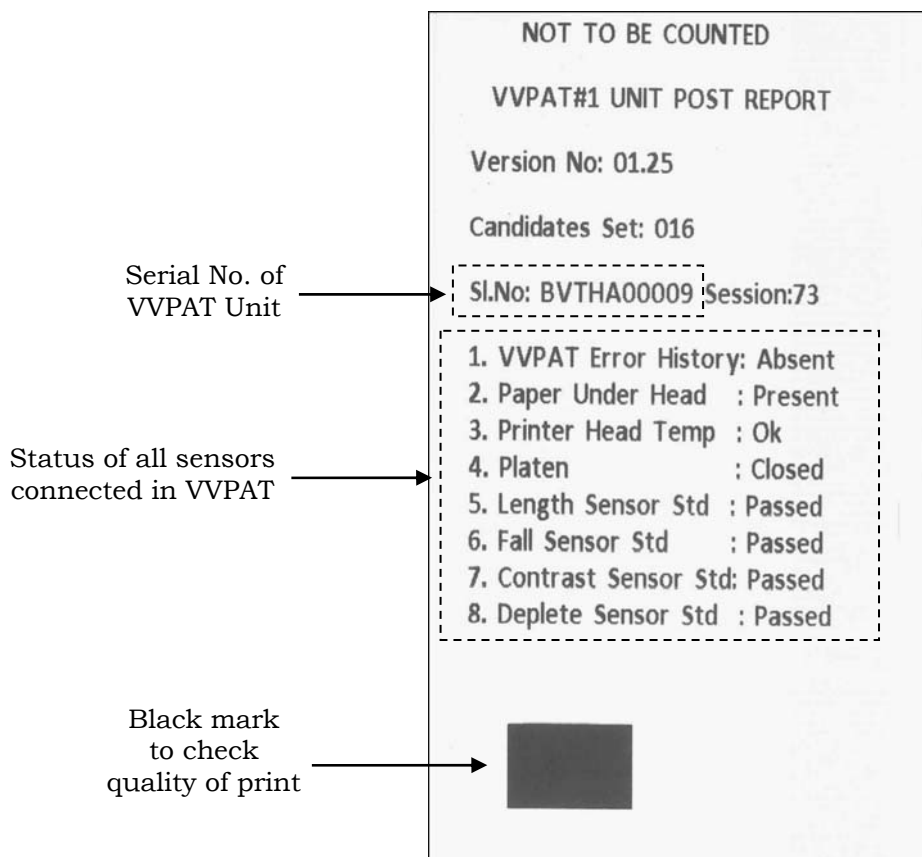


Figure 7.3 - Detail Description of POST-Report

Note: VVPAT - M3 unit generates a POST-Report with every "Power-ON" operation.

7.1.3 Status of Sensors in VVPAT - M3 : The status of all sensors can be :

- (a) VVPAT - M3 Error History: Absent/Present
- (b) Paper under Head : Present/Absent
- (c) Printer Head Temperature: OK/Over
- (d) Platen : Open/Closed
- (e) Length Sensor Std : Passed/Failed
- (f) Fall Sensor Std : Passed/Failed
- (g) Contrast Sensor Std : Passed/Failed
- (h) Deplete Sensor Std : Passed/Failed

7.1.4 VVPAT - M3 Diagnostics Reports Description

- (a) A sample photo of Diagnostics reports are shown in Figure 7.4 to 7.8.

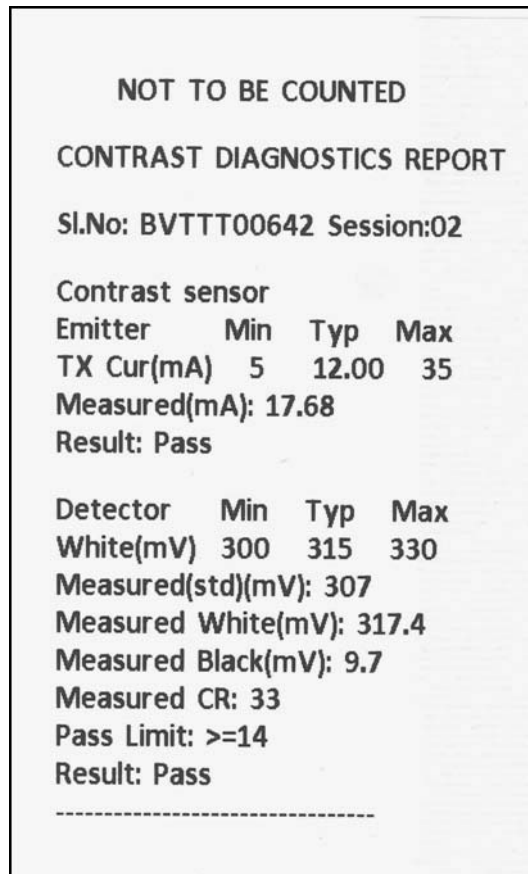


Figure 7.4 - Contrast Diagnostics Report

NOT TO BE COUNTED

DEplete DIAGNOSTICS REPORT

Sl.No: BVT TT00642 Session:02

Deplete Sensor

Emitter	Min	Typ	Max
TX Cur(mA)	5	18.00	35

Measured(mA): 10.78
Result: Pass

Detector	Min	Typ	Max
White(mV)	340	380	420

Measured(std)(mV): 396
Result: Pass

Figure 7.5 - Deplete Diagnostics Report

NOT TO BE COUNTED

FALL DIAGNOSTICS REPORT

Sl.No: BVT TT00642 Session:02

Fall sensor

Emitter	Min	Typ	Max
TX Cur(mA)	5	30.0	40

Measured(mA): 16.99
Result: Pass

Detector	Min	Typ	Max
No Paper(mV)	380	400	420

Measured(std)(mV): 401
Measured With Paper(mV): 5
Measured No Paper(mV): 392
Difference(mV): 387
Pass Limit(mV): >=100
Result: Pass

Figure 7.6 - Fall Diagnostics Report

```

NOT TO BE COUNTED

LENGTH DIAGNOSTICS REPORT

Sl.No: BVTTT00642 Session:02

Length Sensor
Emitter      Min Typ  Max
TX Cur(mA)  5   18.00  35
Measured(mA): 12.27
Result: Pass

Sensor      Min Typ  Max
White(mV)  340 380 420
Len(mm)    095 099 103
Measured (std)(mV): 416
Averaged White(mV): 336
Averaged Black(mV): 7
Averaged Contrast: 53
Measured Len: 100 mm
Contrast Pass Lt: >=5
Res: Cntrst:Pass,Len:Pass
-----

```

Figure 7.7 - Length Diagnostics Report

```

NOT TO BE COUNTED

BATTERY/LED REPORT

Sl.No: BVTTT00642 Session:02

Battery
  No_load Full_load Diff
Volt(V): 20.3 17.2 3.1
Cur(A): 0.03 1.95 1.93
Measured Impedence(ohm): 1.60
Pass Limit(ohm): <3.50
mAH for Postslip: 0.81
Result: Pass
-----

LED
Power On LED: OK
Left White LED: OK
Right White LED: OK
PWR LED Cur: 1.77 mA[0.8-4.7]
LW LED Cur: 17.03 mA[5.8-22.5]
RW LED Cur: 17.54 mA[5.8-22.5]
Result: Pass

```

Figure 7.8 - Battery Report

- (b) After POST Report, the VVPAT - M3 generates five different types of diagnostics report with every 'Power-ON' operation.
- (c) The reports are specific for Length Sensor, Fall Sensor, Deplete Sensor, Contrast Sensor and Battery.
- (d) Each report shows the result of sensors / battery as Pass / Fail.

Table 1 - Part List Table

Sl. No.	Part Name	Figure No.	Page No.	Section No.	Page No.
1	Power-ON LED	1.2	3	1.3.2	3
		2.5	8	2.1.5	8
2	Ballot Slip Viewing Window	1.2	3	1.3.2	3
		2.6	8	2.1.6	8
3	Paper Roll Compartment	1.2	4	1.3.2	3
		2.1	5	2.1.1	5
4	Paper Roll Compartment Door	1.2	4	1.3.2	3
		2.1	5	2.1.1	5
5	Latches for Paper Roll Compartment Door	1.2	4	1.3.2	3
		2.1	5	2.1.1	5
6	Ballot Slips Compartment	1.2	3	1.3.2	3
		2.2	6	2.1.2	6
7	Ballot Slips Compartment Door	1.2	3	1.3.2	3
		2.2	6	2.1.2	6
8	Battery Compartment	1.2	3	1.3.2	3
		2.3	7	2.1.3	6
9	Battery Compartment Door	1.2	3	1.3.2	3
		2.3	7	2.1.3	6
10	Connector Compartment	1.2	3	1.3.3	3
		2.4	7	2.1.4	7
11	Connector Compartment Door	1.2	3	1.3.2	3
		2.4	7	2.1.4	7
12	Spindle	1.2	3	1.3.2	3
		2.8	9	2.1.8	9
13	Paper Insertion Guide	1.2	3	1.3.2	3

Sl. No.	Part Name	Figure No.	Page No.	Section No.	Page No.
14	Paper Feed Knob	1.2	3	1.3.2	3
		2.11	10	2.1.11	10
15	Battery Pack	1.2	3	1.3.2	3
		2.7	9	2.1.7	9
16	3-pin Battery Connector	1.2	3	1.3.2	3
		3.9	16	3.1.5	16
17	BU Connector	1.2	3	1.3.2	3
		3.4	13	3.1.4.1	13
18	Latch for Ballot Slips Compartment	1.2	3	1.3.2	3
19	Paper Roll	1.2	3	1.3.2	3
		2.10	10	2.1.10	10
20	VVPAT - M3 Carrying Case	1.2	3	1.3.2	3
		2.15	11	2.1.13	11
21	Handle of Carrying Case	1.2	3	1.3.2	3
		2.15	11	2.1.13	11
22	Latches of Carrying Case	1.2	3	1.3.2	3
		2.15	11	2.1.13	11
23	Paper Roll Lock	1.2	3	1.3.2	3
		2.12	10	2.1.12	10
24	Paper Deflector Mechanical Assembly	1.2	3	1.3.2	3
		2.9	9	2.1.9	9

Table 2 - Reference Table for Basic Operations of VVPAT - M3

Sl. No.	Process Name	Section No.	Page No.
1	Taking Out VVPAT - M3 & Accessories from the Carrying Case	3.1.1	12
2	Inspection of VVPAT - M3 unit and Accessories Taken Out from Carrying Case	3.1.2	13
3	Unlocking the Paper Roll	3.1.3	13
4	Connectivity of VVPAT - M3 Unit with EVM	3.1.4	13
5	Relative Placement of BU and VVPAT - M3	3.1.4.2	15
6	Battery Pack Installation	3.1.5	16
7	Paper Roll Installation	3.1.6	17
8	Power-ON Sequence of VVPAT - M3	3.1.7	20
9	Testing & Verifying of EVM with VVPAT - M3 System	3.1.8	20
10	Sealing of Paper Roll Compartment	3.1.9	22
11	Sealing of Ballot Slips Compartment	3.1.10	22
12	Packing of VVPAT - M3 Accessories into the Carrying Case	3.1.11	23
13	Sealing of Carrying Case	3.1.12	23

CHAPTER - 8

DOs & DON'Ts

1. Read the VVPAT - M3 - Instruction Manual carefully, before installing / operating the VVPAT - M3.
2. On receiving the VVPAT - M3 and its accessories in the carrying case, verify the list of items as given below required at the Returning Officer's (RO) office for VVPAT - M3 preparation.
 - (a) VVPAT - M3 unit with connecting cable for interconnection with Control Unit (CU)
 - (b) Battery Pack
 - (c) Paper Roll
3. Do the preliminary physical check of the VVPAT - M3 unit and its accessories. If any item is missing or damaged, report the same to the concerned personnel in the office of the Returning Officer (RO) or Presiding Officer (PO).
4. Verify the Serial Number and bar code of VVPAT - M3 provided at the back side of the unit.
5. Do not keep the VVPAT - M3 Unit near heater or hot objects. Molten sealing wax should not fall on the VVPAT - M3 while sealing.
6. Do not exert undue pressure on the latches, hinges etc. Do not open by force the covers or doors of the various sections. Do not try to open any part of the VVPAT - M3 unit (by unscrewing the screws).
7. Ensure that the VVPAT - M3 battery pack is installed in the battery compartment of VVPAT - M3. Attention must be given to the connector orientation. The pin contacts on the VVPAT - M3 unit are available on the rear side in the battery compartment. Make sure that the battery pack is inserted fully into the mating connector.
8. During transit, the paper roll knob is in LOCK position. When the paper roll is locked, the VVPAT - M3 is in OFF state. Before using the VVPAT - M3, ensure that the paper roll knob is in UNLOCK position. For this, turn the paper roll knob from LOCK to UNLOCK position in anti-clockwise direction to unlock the knob.
9. Ensure that the paper roll is installed in the paper roll compartment with the band of black marks facing downwards. Do not insert the paper roll with the band of black marks facing upwards.
10. While manually inserting the paper roll into the paper roll compartment, turn the paper feed knob in clockwise direction only. Do not feed excess paper into the printer mechanism as it results in lengthy standardization slip. This will in turn effect the collection of slips in the Ballot Slip Compartment.
11. Ensure that the CU battery pack is installed in the battery compartment of CU.
12. Open the ballot slips compartment door and check for the emptiness of the ballot compartment. If any ballot paper slips or any other material / paper are found, remove them from the compartment.
13. Make sure that the interconnections are made as follows :
 - (a) Connect cable from BU to VVPAT - M3.
 - (b) Connect VVPAT - M3 Cable to CU.
 - (c) Check the colour code of connectors.
 - (d) Close the Connector compartment door.
14. Do not hit / smash the connector fixed at the end of the interconnecting cable against any hard surface / object.

15. Do not press the connector fixed at the end of the interconnecting cable into the connector of VVPAT - M3 Unit in reverse direction.
16. Do not pull the interconnecting cable while disconnecting it from the VVPAT - M3 Unit without pressing the spring type clips on the hood of the connectors.
17. Ensure that the connector of the interconnecting cable from BU mate properly with the connector of VVPAT - M3 in the connector compartment before pressing in.
18. Place CU on the Presiding Officer's table and place the VVPAT - M3 and BU on the Voter's table.
19. Keep VVPAT - M3 with their cable in the VVPAT - M3 carrying case. Care should be taken while winding of VVPAT - M3 cable.
20. Always carry the VVPAT - M3 carrying case with the handle provided.
21. While transporting the VVPAT - M3 unit, always keep the carrying case in upright position.
22. Since the VVPAT - M3 has optical sensors, it should **not** be operated in **direct sunlight** or **bright light such as flash light**.