

# 7 Election Day Procedures for the Poll Worker

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## 7.1 Polling Place Procedures

Details for polling place procedures such as completing the Oath of Office, assembling the voting booths, verifying the supply of ballots, setting up the tabulator, etc., are covered in the document which is supplied with the tabulator being used.

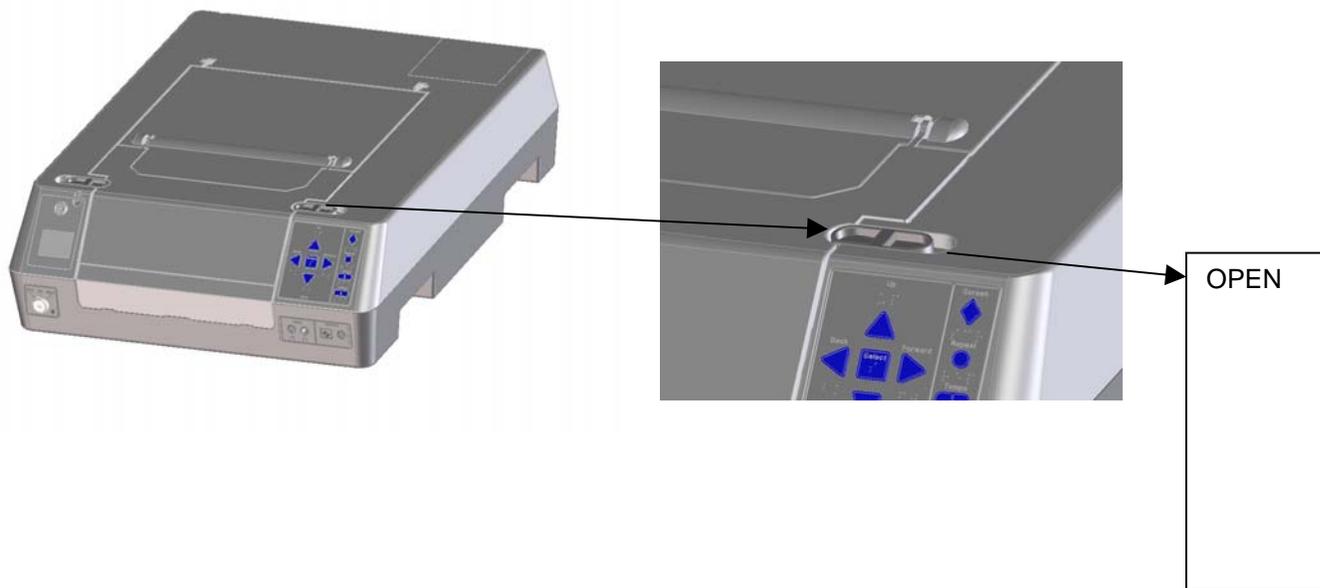
Start Up/Shut Down and other Election Day Procedures for the AutoMARK VAT are described below.

## 7.2 Opening the LCD for Use

To open the AutoMARK LCD for use on Election Day follow the procedure below:

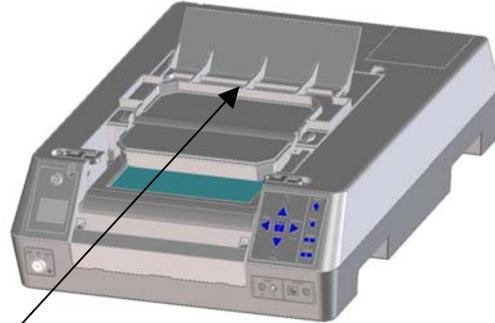


1. Move the left and right sliding latches outward to unlatch the lid.



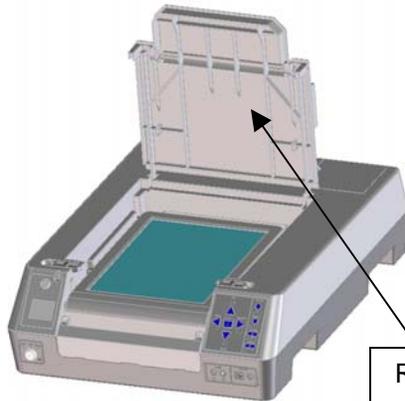
## Election Day Procedures for the Poll Worker

2. Fold the front portion of the lid back.



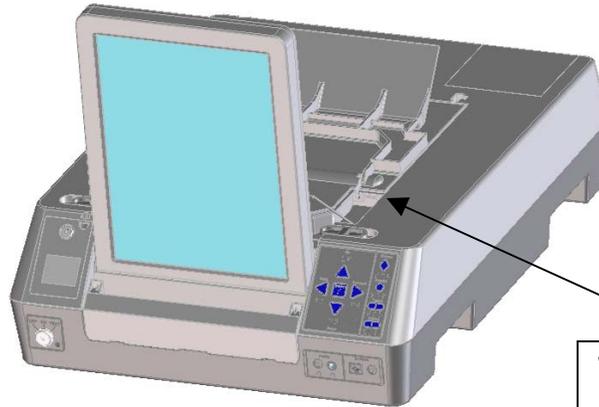
Fold front portion  
of lid back

3. Rotate the lid assembly to vertical.



Rotate lid assembly to  
vertical

rotated



With the LCD rotated to the vertical position, close the lid leaving the front lid section rotated back

5. Lower the ballot feed tray.



Lower the ballot feed tray

### 7.3 Start Up/Shut Down Procedure

To start or shut down the AutoMARK follow the procedure below.



1. Open the AutoMARK unit and position the display.
2. Locate the audio headphone jack on the front lower-right panel (below the keypad) and plug in the headphones.
3. Plug the power cord into a power connection in the back of the unit and the other end of the cord into a nearby AC power source. Make sure the cord is not in a position where it would be hazardous to anyone walking nearby.
4. Turn the security key located in the front of the unit to the ON position and remove the key before voters are allowed to use the AutoMARK VAT.
5. To shutdown the unit when the polls are closed, insert the security key located in the front of the unit and turn it to the OFF position, to turn off the electrical power.

### 7.4 Setting Up the AutoMARK VAT for Voters

The following procedure must be followed to set up the AutoMARK VAT for normal operations.



1. Follow the start up/shut down procedure above to start the AutoMARK VAT.
2. If headphones are being supplied by the polling place, plug the headphones into the audio jack.
3. If the voter needs to use a Puff-Sip device, plug the Puff-Sip device into the ADA access port.
4. For a blind voter, direct him to the AutoMARK VAT, and assist him while he inserts his ballot for scanning. Tell him that the scanning process will take around 30 seconds, and that the VAT will be silent during the scanning process. When the scanning process is complete, the VAT will give him audio instructions for completing his ballot.
5. Give a secrecy sleeve to the voter to use after he has completed marking his ballot
6. The AutoMARK VAT is designed for use in conjunction with the AutoMARK Table which provides the voter with a privacy shield, complies with all ADA accessibility requirements, and ensures stability against movement, or overturning during entry occupancy or exit by a voter. Alternatively, the AutoMARK VAT may be used in conjunction with any ADA compliant table that provides adequate structural stability for unit of the AutoMARK VAT's size and weight and a privacy screen. Both of these items are commercially available from a number of sources.

## 7.5 Assisting the Blind Voter

For a blind voter, direct him to the AutoMARK VAT. Show him the keypad, and show him where to insert his ballot. Assist him while he inserts his ballot for scanning (if he desires assistance). Tell him that the scanning process will take around 30 seconds, and that the VAT will be silent during the scanning process. When the scanning process is complete, the VAT will give him audio instructions for completing his ballot.

## 7.6 Assisting the Voter who uses an ADA Device

If a voter is using an ADA device, the poll worker should

1. Insert the ballot for the voter,
2. Read these instructions to the voter:

You have plugged in an ADA device. This allows you to navigate through your ballot using YES or NO inputs.

When a screen is displayed, you may select NO to bypass that screen or YES to move to the first selectable choice on that screen. When you are on a selectable item of the screen, the item will be highlighted in yellow. Selecting NO will move on to the next selectable item on the screen. Selecting YES will provide the same results as if you had clicked on that item.

When on a candidate or question choice YES will select or deselect that candidate.

When on a MORE scroll bar, YES will cause the screen to scroll up or down as indicated.

When on a screen button, YES will invoke that action. For example, entering YES when ZOOM is highlighted will cause the screen to ZOOM. Entering YES again, will return the screen to non-zoomed mode.

Pressing NO at any time will move to the next highlighted item.

As you enter NO repeatedly, the highlight will move down the screen, across the bottom from right to left and then loop back to the top.

When you are done making selections on any given screen, enter NO repeatedly until the yellow highlight is on the NEXT button and then enter YES to move to the next screen.

**Place ballot into secrecy sleeve immediately and submit ballot in normal manner.**

## 7.7 Installing THE FLASH MEMORY CARD

The compact Flash Memory Card (FMC) contains the data pertaining to your election (contests, candidates or choices and setup instructions).

In most Jurisdictions, the Flash Memory Card (FMC) will be installed into the AutoMARK VAT by the Jurisdiction Personnel, (not by the Poll Worker), prior to Election Day.

However, some Jurisdictions may prefer to deliver the VAT and the FMC to separately, so that the Poll Worker will need to install the FMC into the VAT. If so, here are the steps to follow.

The FMC must be correctly programmed before it is inserted into the AutoMARK VAT.



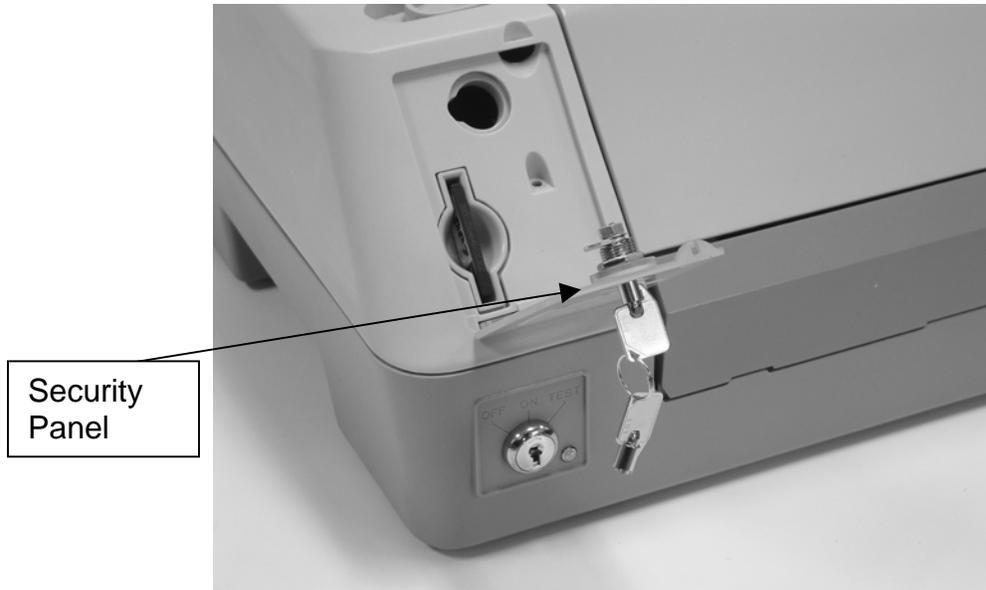
Follow the steps below to install the FMC.

6. Verify the key switch is in the OFF position.



*AutoMARK VAT*

7. Use the security key to open the security panel.
8. Touch the key switch with one hand to discharge any static buildup.
9. Insert the FMC into the AutoMARK VAT and lock the security panel (see the picture on the following page.)



### *Installing the FMC*

## **7.8 TESTING the AUTOMARK VAT OPERATIONS**

Usually, these tests are performed by technical personnel in the Jurisdiction prior to Election Day. The Poll Worker should perform these tests only if instructed to do so by your Jurisdiction. If so, the Jurisdiction will provide you with test ballots for this purpose.

If these tests have already been performed by the Jurisdiction personnel prior to Election Day, it is not necessary for the Poll Worker to perform these tests again. (Doing so will result in a Spoiled Ballot.)

The AutoMARK VAT operations should be tested when the system is operating in the TEST mode.



Follow the steps below to test The AutoMARK VAT operations.

6. First, lift the display screen to an upright position and turn the key switch to ON (see page 16).

## Election Day Procedures for the Poll Worker

### In TEST mode

7. Turn the key switch to the TEST mode position.
8. Select **Test Ballot Print** using the touch screen button.
9. If using an Optech style ballot with a removable stub, remove the stub before inserting the ballot
10. Insert an unmarked ballot. The AutoMARK VAT will fill all ovals and print the name of each candidate next to the oval. Verify that each oval is filled and each candidate name is printed in the proper place on the ballot. If the marks appear off due to rotation, x, or y offset errors, then the printer may need to be re-calibrated.

### Display Screen Test

#### In ON mode



3. Turn the key switch to the ON mode position.
4. The **Insert Your Ballot** screen should be displayed. If not, check all power connections to ensure power is being supplied to the AutoMARK VAT.

### Ballot Insert Test



4. If using a ballot with a removable stub, remove the stub before inserting the ballot.
5. Insert an unmarked ballot (corresponding to the FMC currently installed) into the AutoMARK VAT paper tray
6. The paper feed mechanism should feed your ballot into the AutoMARK VAT. If the test is successful, the AutoMARK VAT scans the ballot and displays a new screen. If the test is not successful, the AutoMARK VAT attempts to eject the ballot or displays an error message.

### Audio Test



Plug in your headphones and use the audio keys on the keypad to test the audio operations as follows:

7. Press the round Audio **Repeat** key to repeat the presentation.
8. Press and hold the round Audio **Repeat** key to change the sex of the audio presenter.
9. Press the left side of the Audio **Tempo** key to decrease the audio speed.
10. Press the right side of the Audio **Tempo** key to increase the audio speed.
11. Press the left side of the Audio **Volume** key to decrease the audio volume.
12. Press the right side of the Audio **Volume** key to increase the audio volume.