

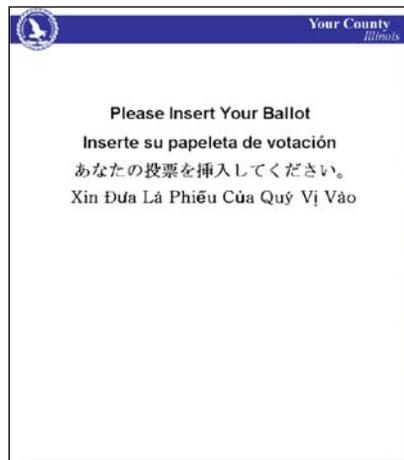
5 For the Voter : How to Use the VAT

This section is additionally provided in a separate document: [The ES&S AutoMARK Voter's Guide](#) – which is meant to be available to the voter who will use the AutoMARK VAT.

5.1 Marking your Ballot

The following section tells you how to mark a ballot using the touch screen, if your ballot is currently unmarked and in a readable format. You can also use the Braille keypad in place of the touch screen to make your selections. For more information on how to use the Braille keypad to make your selections see the [ES&S AutoMARK Voter's Guide](#). If you are using an ADA device to make your selections see the [ES&S AutoMARK Voter's Guide](#).

The ***Please Insert Your Ballot*** screen (see picture below) should be displayed on the touch screen monitor. If not, ask an election official for assistance.



Please Insert your Ballot Screen

For the Voter :
How to Use the VAT



Follow the steps below to mark your ballot.

Insert your ballot. Insert an unmarked ballot. The AutoMARK VAT feeds your ballot into the system and scans the ballot. Note that scanning may take 30 seconds or so and the VAT will be silent during that process.



Note

If you are using a ballot with a removable “stub”, remove the stub before inserting the ballot.

Once you insert your ballot the **Language Selection** screen is displayed. (See below)



Language Selection Screen

Note

If there is only one language choice at your polling place, the language selection screen is skipped automatically.

Select your language. When multiple language choices are listed on the **Language Selection** screen, touch the language button to make a choice.

Note

If you touch the **NEXT** button before selecting a language, the default language is selected for you.

For the Voter : How to Use the VAT

Based on your language selection, the AutoMARK VAT changes the audio language spoken and displays the **Voting Instructions** screen. (See the picture below.)



Voting Instructions Screen

Note

If there is only one language choice at your polling place, the *Voting Instructions* screen is displayed automatically.

Read the voting instructions displayed.

Touch the NEXT button. The *Contest* screen is displayed.
(See the picture below.)



Contest Screen

The AutoMARK VAT displays the names of candidates or choices for the first contest listed on your ballot on the *Contest* screen.

Touch the name of the candidate or choice to indicate your selection.

The oval displayed next to your choice fills in, indicating your voting selection.

If one of the choices includes a Write-In and it is selected, a *Write-In Pop-Up* screen is displayed. Type in the name of your write-in and press ok.

Touch the NEXT button to enter you selection.

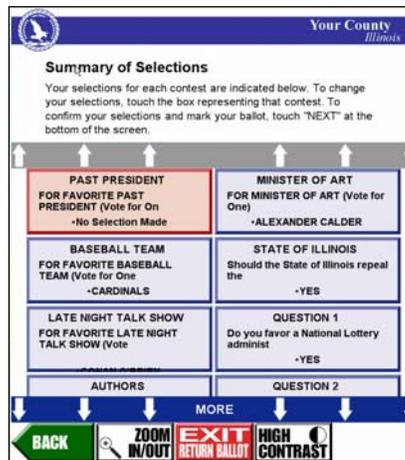
Continue voting until you have completed all contests in this election.

Since AutoMARK VAT displays one *Contest* screen for each contest listed on your ballot, several contest screens will be displayed until you have entered all your selections.

The AutoMARK VAT also displays various *pop-up* screens to assist you through this process. For example, if you touch the NEXT button before you make a selection, the *Under-Vote Pop-Up* screen may be displayed. However, if make more selections than allowed; the *Over-Vote Pop-Up* screen will be displayed.

If there are more candidates in a contest than can be displayed at one time on the screen, you may be forced to view all of them before proceeding to the next contest. (If you touch the NEXT button before you have seen all of the candidates, the ALERT MORE Pop-Up screen may be displayed.) If the screen is off, you may be forced to listen to all of the candidate selections before proceeding to the next contest.

When all selections have been entered, Automark displays a summary of your selections on the *Summary* Screen. (See below)



Summary Screen

Scroll through the list and review your selections.

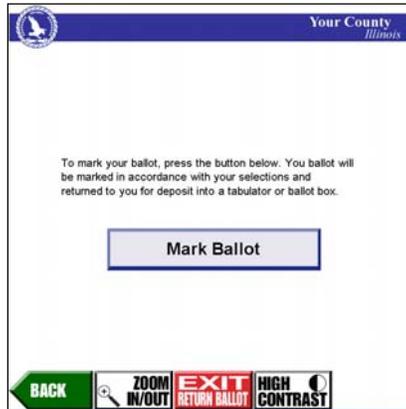
If you wish to change a selection:

- Touch the *Contest* text box on the *Summary* screen.

For the Voter :
How to Use the VAT

- b. Touch the original selection to deselect that candidate's name or choice.
- c. Touch your new choice and the NEXT button to return to the *Summary* screen.

When you are satisfied with all of your selections, touch the NEXT button. The AutoMARK VAT displays the *Mark Ballot* screen.



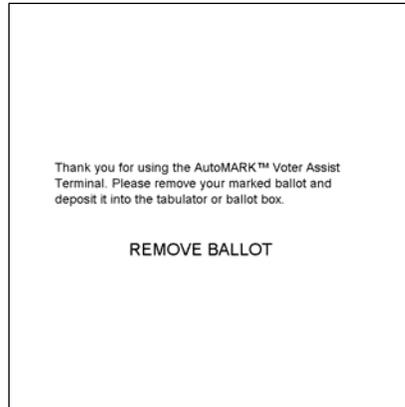
Mark Ballot Screen

Touch the Mark Ballot button. The AutoMARK VAT displays the *Print Ballot* screen with a printing progress circle. The circle fills with color to indicate the time remaining to complete the printing process. (See below)



Print Ballot Screen

When printing is complete, the AutoMARK VAT displays the *Remove Ballot* screen shown on the following page, and ejects your marked ballot into the Automark paper tray.



Remove Ballot Screen

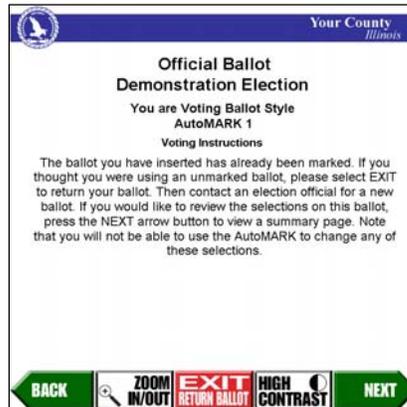
Remove your marked ballot from the AutoMARK VAT paper tray and submit your marked ballot in the normal manner for tabulation.

5.2 Verifying a Marked Ballot

The following section tells you how to use the AutoMARK VAT to verify your ballot if it already marked and in a readable format.

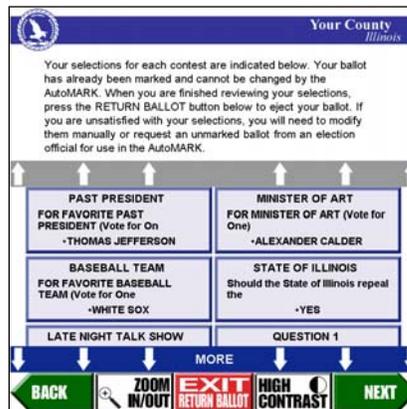


1. **Insert your marked Ballot.** The AutoMARK VAT displays the *Verification Instructions* screen shown below.



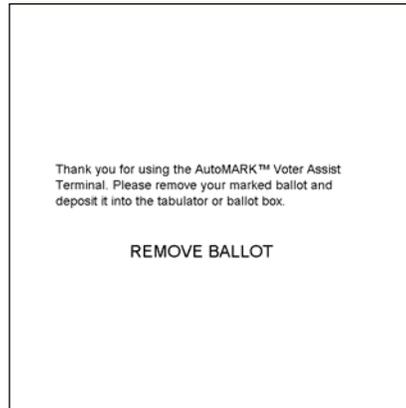
Verification Instructions Screen

2. **Touch the NEXT button.** The AutoMARK VAT displays the *Verification Summary* screen that lists your selections for each contest. (See below)



Verification Summary Screen

3. **Review the selections that are marked on your ballot.**
4. **Touch the EXIT button when you are finished verifying your marked ballot selections.** The *Remove Ballot* screen is shown below. The AutoMARK VAT ejects your ballot into the paper tray.



Remove Ballot Screen

5. **If physically able, remove your marked ballot from the paper tray and submit your marked ballot in the normal manner for tabulation (placing the ballot in the secrecy sleeve and inserting into tabulator). If physically unable to place ballot into secrecy sleeve, individual giving assistance should place ballot immediately into secrecy sleeve and submit ballot in normal manner.**

Note

When verifying a marked ballot, the AutoMARK VAT cannot make any changes to your ballot. If you are not satisfied with your marked selections, contact an election official and request a new ballot.

5.3 Frequently Asked Questions

The following is a list of frequently asked questions and situations you may encounter while using the AutoMARK VAT to mark your ballot. The AutoMARK VAT is designed to make marking your ballot as easy as possible. If you encounter a situation that is not listed in this section, contact your election official for help.

Ballot is not readable



Error- Ballot Not Readable Screen

Reasons:

- Ballot style is not used at this polling place
- Ballot is damaged

The AutoMARK VAT displays the Error - Ballot Not Readable pop-up screen and ejects the ballot.

1. Remove your ballot from the paper tray and try inserting it again or contact an election official for assistance.

Ballot is jammed



Error- Paper Misfeed Screen

Reason:

- Ballot paper feed mechanism requires adjustment to feed you ballot into the Automark

The AutoMARK VAT displays the *Error – Paper Misfeed* pop-up screen (shown here) and tries to eject your ballot. If successful, displays the Exit – Thank You pop-up screen; otherwise, this screen remains displayed.

1. If your ballot is ejected, try inserting your ballot again.
2. If your ballot is not ejected, contact your election official for assistance to retrieve your ballot.

What Is a Pop-up Screen?

Pop-up screens display messages that require your response before you can continue marking, verifying, or printing your ballot selections.

The following pop-up screens may be displayed:

MORE ALERT



More Alert

The AutoMARK VAT displays the *More Alert* pop-up screen when all candidates or choices cannot be seen without scrolling or you did not scroll down to view all choices and the word *More* was listed at the bottom of the list of candidates.

1. Touch the YES button to return to the current *Contest* screen and select MORE to review additional candidate names.
2. Touch the NO button to display the next screen.

Force more alert



Force More Alert

The AutoMARK VAT displays the *Force More Alert* pop-up screen when all candidates or choices cannot be seen without scrolling or you did not scroll down to view all choices and the word "More" was listed at the bottom of the list of candidates. In this case, the system will not let you display the next screen until you have reviewed all candidates listed.

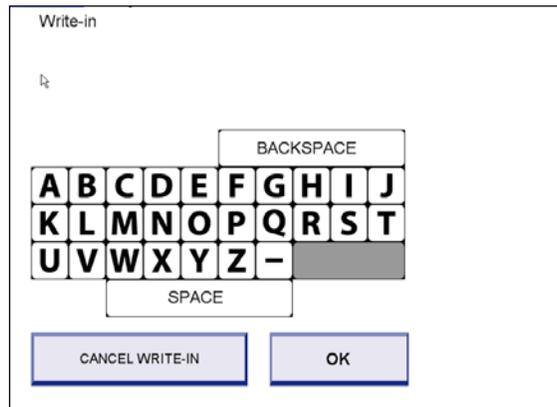
1. Touch the OK button to return to the current *Contest* screen and select MORE to review additional candidate names.

WRITE-IN

The AutoMARK VAT displays the *Write-In* pop-up screen (Shown below) when you select the word “Write-In” (from the list of candidates for the contest) on a *Contest* screen.

1. If you do not want to write-in the name of a candidate, touch the CANCEL button. The AutoMARK VAT clears any characters that may have been displayed in the write-in window, returns to the *Contest* screen and clears the oval next to the word Write-In.
2. If you want to write-in the name of a candidate, touch the letters, space and backspace images on the displayed keyboard to spell the name of the candidate you want to write in on your ballot. Then touch the OK button.

As you touch a letter, space or backspace image, the AutoMARK VAT displays the letters you have touched in the top write-in window on this screen. When the OK button is touched, the AutoMARK VAT transfers the Write-In name to the list of candidates on the *Contest* screen; then selects the Write-In candidate name and fills the oval on the *Contest* screen.

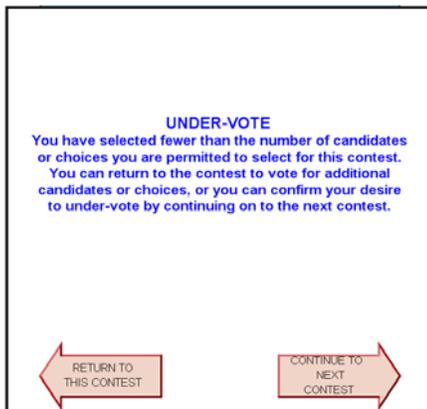


Write-In

For the Voter : How to Use the VAT

UNDER-VOTE

The AutoMARK VAT displays the *Under-Vote* pop-up screen (shown below) when you did not select a candidate or choice, or made fewer selections than permitted for the contest on a *Contest* screen.

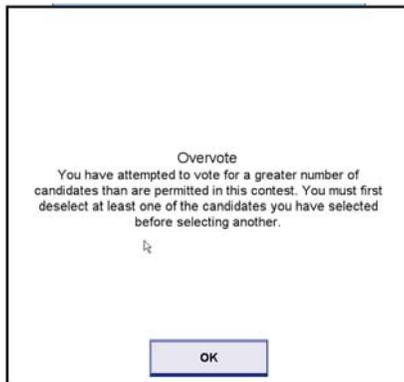


Under-Vote

3. Touch the RETURN TO CONTEST button. The AutoMARK VAT displays the *Contest* screen previously displayed.
4. Touch the CONTINUE TO NEXT CONTEST button. The next screen is displayed.

OVER-VOTE

The AutoMARK VAT displays the *Over-Vote* pop-up screen (shown here) when you try to select more candidates or choices than are permitted for a particular contest.



Over-Vote

1. Touch the OK button. The AutoMARK VAT displays the *Contest* screen previously displayed.
2. If you wish to change your selections, you can deselect a previous choice by touching the name of the candidate. The AutoMARK VAT deselects the candidates or choices and clears the oval. You can then select an alternate candidate or choice.

EXIT



EXIT

The AutoMARK VAT displays the Exit pop-up screen (shown here) when you touch the EXIT button before you have completed the voting process.

1. Touch the CONTINUE button to return to the last screen displayed and continue the voting process.
2. Touch the EXIT button to confirm your decision to exit the system and receive your unmarked ballot.

EXIT THANK YOU

The AutoMARK VAT displays the *EXIT Thank You* screen (shown below) and ejects your unmarked ballot into the paper tray.

3. Remove your unmarked ballot from the paper tray.

The AutoMARK VAT displays the *Insert Your Ballot* screen when the ballot is removed from the paper tray.



Exit Thank You

5.4 How Do I Exit without Marking the Ballot ?

To exit without marking the ballot, you can press the BACK key repeatedly, or you can press the SCREEN Key four times in a row.

