ImageCast Inspector Manual

Operating the ImageCast Voting System

Paper Ballot Voting Procedures

Ballot Marking Device Guide

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Madison County Board of Elections

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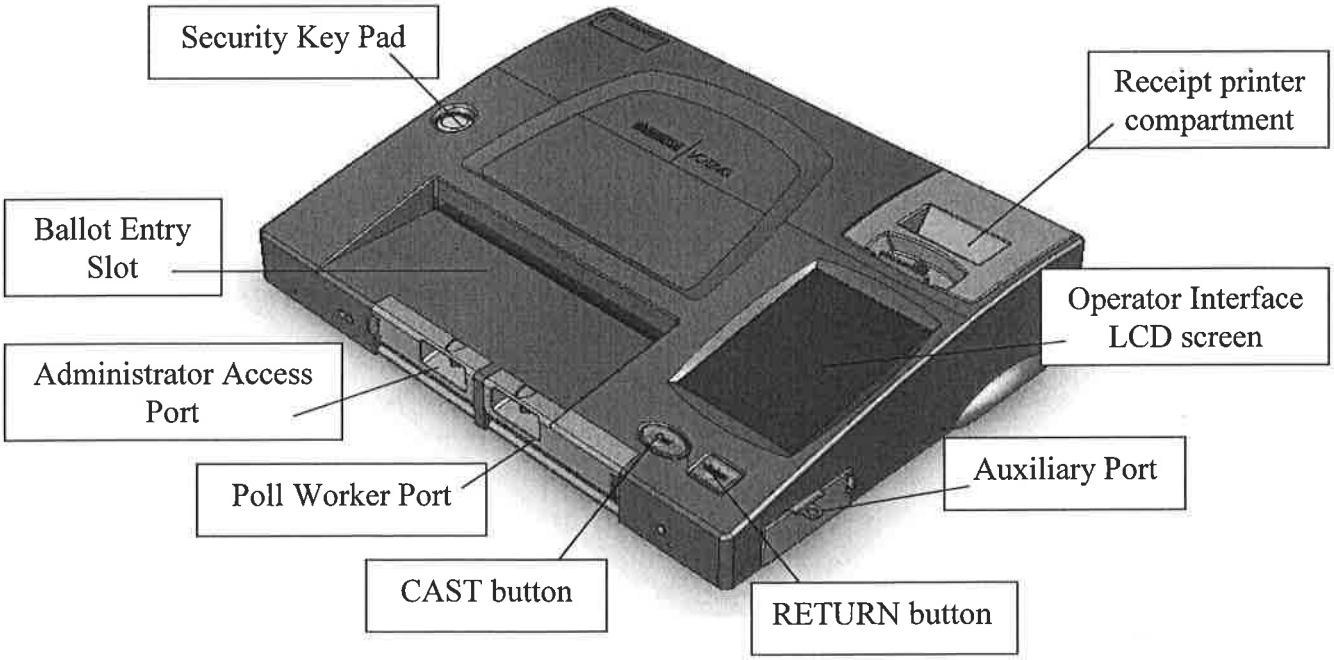
The ImageCast Scanner



SECURITY SEALS

The ImageCast machine will arrive at the pollsite with 9 Security Seals on Election Day ***

- ✓ **The voting machine will have both paper seals & plastic seals.**
- ✓ **The seals will be color-coded; red, green, yellow & blue.**
- ✓ **The Inspector supplies will contain replacement seals.**
- ✓ **Check seal numbers against the numbers provided.**
- ✓ **If any seals do not match or are broken, call our office at 366-2231.**

*** The ImageCast ICP scanners (without BMD) will have 7 seals (5 red)

DO NOT BREAK RED SEALS

There will be 7 red paper seals & plastic seals on every machine – do not touch these seals-
Red means- stop, leave alone

Do not break a red seal unless you have called our office first
and have been directed to access the emergency ballot slot, the receipt tape compartment or the printer deck.

Do not touch the red plastic seal.

BREAK THE GREEN SEALS

The green seal on the Ballot Box Door needs to be broken to open the machine for voting.
Green means- go ahead, open-

Record the seal number on the Security Check List. Place all removed seals on the back of the security check list or if plastic, in the red security pouch.

The BLUE SEAL on the Pollworker memory card door remains on the machine during the Election. Remove this seal to access the memory card only after the ImageCast is completely shut down after the Election.

YELLOW SEALS FOR THE INSPECTORS

The yellow seals are for you to re-seal compartments that you've opened.
When you empty the ballot box before voting,
use a yellow seal to secure the door during voting hours.
When you close the machine at night, use a yellow seal to re-seal the Ballot Box Door.
(Additional yellow seals are supplied in case of Emergency)

1.1 Setting Up the ImageCast

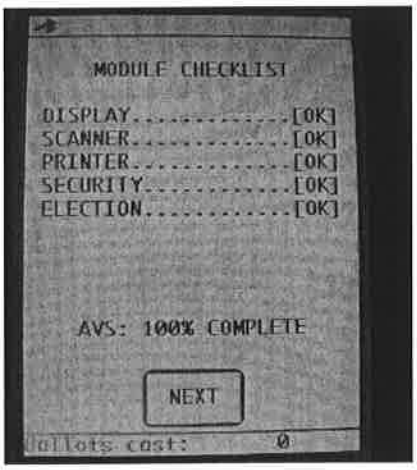
1. Retrieve the green election envelope containing the machine keys (located in the inspector bag or coordinator bag). Compare the delivery label with the information on the security pouch label. Pull off the protective cover on the ImageCast and store in a safe location for the day.
2. A specific unit has been assigned to your location; check the machine number against the number on the green election envelope to verify that you have the correct unit. If the wrong unit has been delivered, call the Board of Elections at 366-2231 immediately.
3. Roll the machine to where it will be used and lock the wheels by pressing down firmly on each of the four wheel locks with the ball of your foot.
4. Carefully raise the display screen. Use the adjustable swivel arm to position the display screen conveniently for viewing. The display screen should face away from the scanner, towards the BMD printer and can be adjusted for each voter as needed.
5. Remove the white Styrofoam protective cover that was protecting the display screen by lifting up and off of the machine. Store away for the day.
6. On the back of the ImageCast, slide off the white Styrofoam protective cover from the printer area. Store away for the day.
7. Unlock the ballot box. Turn the key vertically, pull handle and rotate to open the door. Remove all election supplies from the ballot box. Verify that the ballot box is empty. Do not close and lock the ballot box yet.
8. Lift up the power cord from the storage clip (if facing front of machine, on upper right side behind the swivel arm), and plug into a power source. An extension cord is provided (inside the ballot box) should it be needed. Use the protective mat to cover the cord so it does not present a tripping hazard.
9. Turn the machine's power on by pressing the round **Power** button ⏻ on the Backup UPS Box located in the lower right corner of the ballot box.

   The LCD screen on this box will light up to show power up activity. Within seconds, the LCD touch-screen on the top of the machine displays a message indicating that the ImageCast unit is starting up.

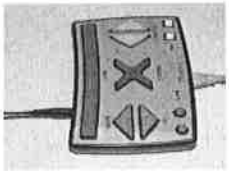
   An audible beeping tone begins sounding to prompt the Inspector to contact their security key (iButton) to the security key pad in order to verify the election files.
10. Hold your security key against the metal pad labeled **Security Key.** The operator screen displays the message **Key accepted, validating election files, please wait. Modular Checklist, Initializing...**
11. **Important** – Do not touch the LCD touch-screen while the red status light is still on.

    While waiting for the ImageCast to complete the internal checks-
12. Connect the Audio Tactile Interface (ATI) to the ImageCast.

    This interface must be connected in order to process an Audio voter.
13. Connect the blue (or yellow) cable to the top of the ATI.



14. Connect the headset to the bottom right-hand port (under the blue buttons) of the ATI.
15. Plug the other end of the blue (or yellow) cable into the ATI port at the end of the ballot marking table/printer.
16. Attach the monitor visor to the display screen or position the screen at an angle that will ensure the voter privacy.



At this time, the status light should be flashing green – the unit is ready to open the polls.

When the light is green, make sure the ballot box is empty and close the door by rotating the handle and pushing the handle down. Lock the door and keep the key in a secure location. Place a yellow seal on the ballot box door to secure the door during voting hours.

The Administrative menu is displayed on the LCD touch-screen.

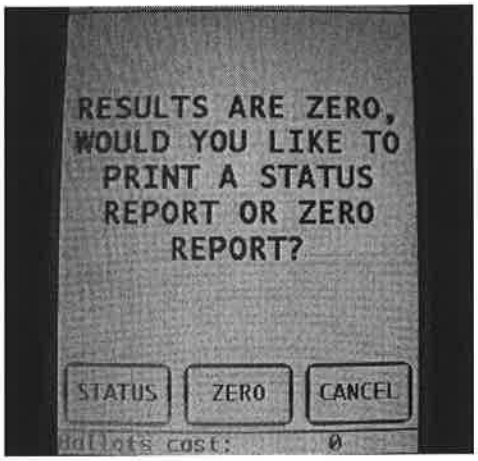
1.2 Opening the Polls

1. From the Administrator menu, open polls by selecting the **open poll** option.

   The ImageCast operator screen informs you that the results are zero - no ballots have been deposited into the scanner yet - and asks if you would like to print a Status Report or a Zero Report.

   The **Status Report** is a brief report containing District, serial number information, protective counter, total ballots scanned, and total voters.

   The **Zero Proof** report is lengthy and contains all the information in the Status report plus the vote counts (or zero counts) for every candidate on the ballot.



2. Press the **Zero** button. Two reports will print.

   After a few moments, the unit asks if you would like to print more copies of this report.

3. Press **No**. This report will be placed in the Red Security Pouch after you have finished the review.

4. Examine the Zero tape and complete the "Open Polls" section of the Security Report:

   - On the heading at the top of the tape, verify that the tape displays the correct **date, voting location name and ED number(s)** for your location.
   - Verify that the tape shows **Total Scanned** as zero, **Total Voters** as zero, and all the candidates have zero votes.
   - Compare the candidate names on the tape to the sample ballot or the candidate list attached to the Security Report.
   - **If any of this information is incorrect, call the Board of Elections at 366-2231 immediately.**
   - Record the **Protective Counter** number.

5. Four Inspectors sign the tape as indicated and place it in the Red Security Pouch.
6. On the LCD screen, confirm that the number of **Ballots Cast** located at the bottom of the screen shows zero. If a number other than zero is displayed, call **366-2231**.

   Note: During the day, the number of ballots cast through the ImageCast scanner will be displayed at the bottom of the LCD touch-screen.

   The machine is now ready.
7. Put the security key (iButton) in a safe place at this time so it cannot be misplaced. You are responsible for this key at all times.

- Place the Privacy screen around the ballot scanner, allowing the flap to fall just to the back of the scanner unit.
- Place the 'Wait Here' sign approximately 6' back from the scanner & privacy screen.

Your ImageCast Voting machine is now ready for Election Day.

Status Lights

Solid Red	Unit is starting up or is not operational.
Flashing Green	Unit is ready for use by the next voter.
Alternating Green and Amber	BMD Voter is navigating/marking their ballot.
Flashing Amber	BMD Voter's ballot is being printed.
Solid Amber	BMD Voter has inserted their ballot and is reviewing it.
Alternating Amber and Red	Unit has an error and is not functioning.
Alternating Red, Amber and Green	BMD Voter has pressed the Help button and is receiving Help instructions on the unit *Note:* The Inspectors will have to monitor this during an Audio session.

2 Paper Ballots

Printed paper ballots will be delivered to each district inside the ImageCast ballot box. The ballots will be sealed in the Blue Ballot Bag.
Make sure the district number on the ballot bag is your district number.
Verify the seal number and the number of ballots delivered to your district on the Pollsite Transmittal Form.
You will be responsible for the accounting of all ballots on Election Day.

2.1 Ballot Procedures

1. When the ImageCast ballot box is opened, deliver the blue ballot bag(s) to the appropriate district table(s). The ballots will be attached to a perforated tab, bound in booklets and secured in shrink-wrap.
2. The ballots are numbered sequentially; be sure to use them in order. These ballots will be given to the voter after signing in the pollbook. Only open one package at a time for the Inspector table and keep the remaining ballot booklets in the ballot bag.
3. Verify the ballot count against the Ballot Transmittal Form and all four district inspectors sign. Setup the district table for voting.
4. After the voter checks in at the table and signs the pollbook, write the assigned ballot number by the signature box.
   - If the ballot is used as an Emergency Ballot, check the Emergency Box on the ballot stub
   - If the voter is not in the pollbook and the ballot is used as an Affidavit Ballot, check the Affidavit Box on the ballot stub
   - If a voter miss-marks the ballot, the voter is allowed a replacement ballot (not to exceed 3 ballots). **Spoiled Ballot Procedures:**
     - The voter returns to the inspector table with the spoiled ballot
     - The inspector instructs the voter to tear the ballot in half (once) and place the ballot in the Spoiled Ballot envelope
     - The inspector tallies the ballot on the front of the Spoiled Ballot envelope and provides a replacement ballot

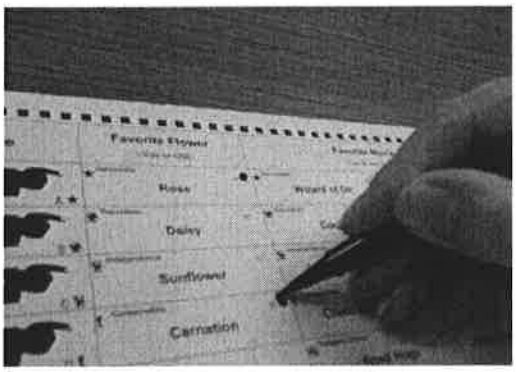
Note: if replacement ballots and affidavit ballots are issued, the number of voters (public counter) **will not** match the number on the ballot stubs.

5. Blank ballot paper for BMD voting is included in the ballot bag. If a voter chooses to use the BMD;
   - The voter will sign in the pollbook
   - Give the voter a sheet of blank ballot paper, a privacy sleeve and a district (or primary) number card (if more than one district or primary party is voting on the ImageCast)
   - Direct the voter to the ImageCast where an inspector will set the machine for BMD voting

2.2 Voting Procedures

1. The paper ballots are specific to each district. Even when districts share a pollsite and a voting machine, it is still important that the voter signs in at the correct Inspector Table and receives the correct ballot.

   - In a Primary the ballots will be coded for the correct party. Be sure to give the voter the correct ballot.



The scanner will be able to distinguish what district the ballot is for by the timing marks on the edge of the printed ballot.

The voter should fill in the oval completely.

2. The voting booth has four sections, allowing for up to four voters to sign in at a time. The lower section is wheelchair accessible. Also have a chair with arms available for this voting booth so a voter may sit down while marking the ballot.
3. Pens are provided for marking the paper ballots. Make sure enough pens are available and working.
4. Hand the voter a privacy folder along with the ballot.
5. The voter will insert the completed ballot into the ImageCast scanner. If the ballot has been completely voted and the ovals are filled in correctly, the scanner will automatically cast the ballot.
6. The scanner will also cast an under-vote; when all the contests or ballot questions have not been voted on.

7. If there are ballot discrepancies, or the scanner can not read the ballot, the LCD screen will alert the voter to the error and/or the ballot will be returned. Refer to Section 4, **Scanner Alerts**, for guidance.

Call 366-2231

Call us immediately if:

- A seal is broken before you open the machine or at any time during voting.
- A paper jam can not be cleared or if the warning message persists.
- The same problem occurs on three consecutive ballots.
- There is a power outage.
- The ImageCast Scanner becomes inoperable for any reason. Voters can deposit ballots into the **Emergency Ballot** slot until the scanner is working.
- If ballots are deposited in the Emergency Ballot compartment, please wait until the polling place is closed for voting before removing any ballots. Open the Emergency Ballot compartment and count the ballots as directed.

Voters with Disabilities

There are still several options for the voter with disabilities:

- Vote an absentee ballot prior to the election.
- Ask for assistance hand-marking the ballot from the inspectors (1 Democrat & 1 Republican) or anyone other than their employer or union representative.
- Mark the paper ballot independently with the help of the magnifier screen (provided in your supplies, make available at the inspector table) and/or the accessible voting booth (allowing for a chair or a wheelchair).
- Mark the ballot independently with the Ballot Marking Device (BMD). See **BMD Voting**, to assist with the BMD.

3 Closing the Polls

After the last voter in the polling place has voted on the ImageCast follow the instructions below to close the polls.

If **Emergency Ballots** have been used and the scanner is now working, open the emergency ballot slot and insert these ballots into the scanner (pressing **Cast** if necessary) so they will be included in the machine count.

3.1 Close Polls

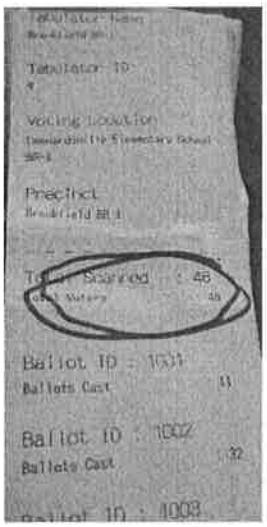
1. Contact the iButton to the security key pad to enter the Administration Menu.
2. Press the **Close Poll** option.

   The message **Are you certain you wish to close polls** is displayed.
3. Press **Yes.**

   The message **Poll is being closed please wait** is displayed.

   Two complete results tapes are printed. One will be returned in the Red Security Pouch, the other will be posted at the pollsite.

   The message **Would you like to print more copies of this report** is displayed. Press **No.**
4. Remove the results tape from the ImageCast.
   Post one tape at the pollsite immediately for public viewing.
5. On the Security Checklist, **Polls Close Report**
   - Record the numbers for **Total Scanned**, **Total Voters** and **Protective Counter**
6. If there is more than one district sharing the ImageCast, record the **Ballots Cast** numbers for the Ballot Transmittal Reports.
7. The Inspectors must sign as indicated on the bottom of the results tape and place the tape in the Red Security Pouch.



3.2 Powering Down

Once polls are closed, power down the ImageCast

1. Press **Power Down.**

   The message **Are you certain you wish to shut down tabulator?** is displayed.
2. Press **Yes.**

   The message **Shutting Down** is displayed. When the LCD touch-screen goes black, unplug the machine and secure the power cord in the storage clip.
3. Unlock the ballot box door and power off the UPS by pressing the ⏻ button. The green status light turns off. Before removing the memory card, verify that the indicator lights on the front of the scanner are off.

3.3 Returning Supplies to the Board of Elections

When the ImageCast is completely shut down (indicator lights are off)

Remove the Memory Card from the Pollworker compartment. Seal the Card in the plastic bag, place in the Red Security Pouch with the receipt tapes, seal and immediately give the pouch to the courier for return to the Board of Elections.

Re-seal the Pollworker compartment door with the green zip-tie.

Ballot Bag -

1. Remove ballots from the ballot compartment. Package the voted ballots in the district ballot bag (on top of the un-voted ballots). If there is more than one ImageCast in the pollsite, make sure you place the voted ballots in a ballot bag marked with the correct yellow machine number tag. Write-in ballots will fall into the first compartment, above the UPS. Collect any write-in ballots and place them in the write-in folder on top of the voted ballots. Make sure the ballot box is empty.
2. If Emergency Ballots were used and could **not be scanned**, use the key to unlock the emergency ballot slot and release the ballot compartment. Remove the Emergency Ballots and seal these ballots in the Unscanned Voted Ballot Return Envelope.
3. All ballots (except absentee) are returned in the Blue Ballot Bag; unvoted, voted, emergency, spoiled, affidavit, and BMD. Absentee ballots returned at the pollsite will be sealed in the Green Election Envelope.
4. Record the Ballot Bag seal number on the completed Ballot Transmittal Form and seal the Ballot Bag.

ImageCast -

Inventory the ImageCast supplies on the check-off list and repackage in the ballot box. To close the ballot box door, rotate the handle and push the handle down. Lock the box. Place a yellow seal on the ballot box door (and the emergency ballot door if used). Record these seal numbers on the Security Report.

Replace the protective Styrofoam and the protective cover. Pack all election equipment (ballot marking booths, privacy screen, signs, etc) by the ImageCast.

Results -

At least two Inspectors (a Republican & a Democrat) must sign the Ballot Transmittal Form and the Security Report

A Green Election Envelope will be provided for each ImageCast machine. This envelope will contain the Election Reports and will be returned in the Inspector Bag.

Seal in the **Green Election Envelope:**

- Completed Security Report
- Completed Ballot Transmittal Form- one for each district voting on the machine
- All seals used and unused, seal clippers
- Machine key & i-button
- Courier Certificate & Absentee Ballots (if any)

Deputies will pick up the Inspector Supply Bag and the Ballot Bag unless otherwise directed.

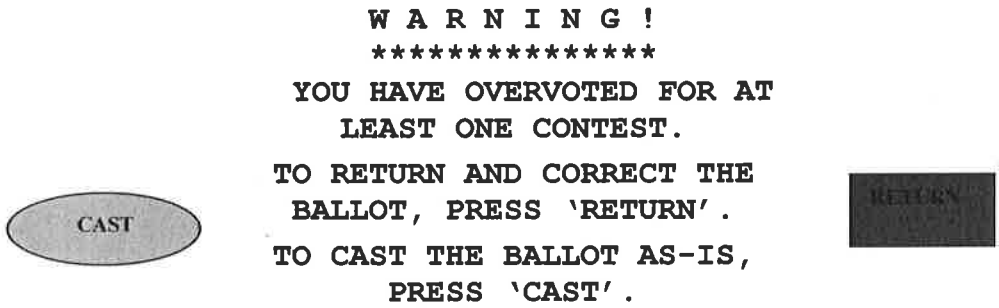
4 Scanner Alerts

If the scanner does not automatically cast the ballot, you will hear a series of short, audible beeps and the voter will receive one of these warnings on the LCD touch-screen:

- **overvotes**
- **blank ballots**
- **misreads**
- **ambiguous marks**
- **paper jams**

1. Overvote

If the message on the LCD touch-screen reads:



This warns that the voter has selected more than the allowed number of candidates for the contest(s) indicated.

1. The voter is offered the option to have the ballot returned to them for correction, or to have the ImageCast accept the ballot 'as-is'. The office that contains too many voted candidates will not be counted. The remaining votes will be counted. After the ballot is **Cast**, the voter cannot receive a new ballot.
2. If the voter wants the ballot returned, the voter will press the **Return** button.
3. To correct the ballot, the voter will return the spoiled ballot to the Election Inspector and ask for a new ballot. Direct the voter to rip the ballot in half and place in the Spoiled Ballot Envelope. Then the Inspector will issue a new ballot. Each voter is allowed up to three ballots if necessary.

2. Blank Ballot

A blank ballot warning occurs when the ImageCast does not detect any markings.

The LCD touch-screen will display a message that reads:

```
W A R N I N G !
***************
BLANK BALLOT DETECTED.
PLEASE ENSURE YOU USED THE
PROPER MARKING PEN IN THE
PROPER VOTING AREAS.

TO RETURN AND CORRECT THE
BALLOT, PRESS 'RETURN'.

TO CAST THE BALLOT AS-IS,
PRESS 'CAST'.
```

This warns that the voter has not made any selections. It may be that the voter intentionally wishes to cast a blank ballot, but most likely the voter made an error while marking his/her ballot and inadvertently did not make any selections.

1. The voter is offered the option to have the ballot returned to them for correction, or to have the ImageCast accept the ballot 'as-is'. After the ballot is **Cast**, the voter cannot receive a new ballot.
2. If the voter wants the ballot returned, the voter will press the **Return** button.
3. The voter may correct the ballot and recast it

3. Misread

A misread warning indicates that the ImageCast has not recognized all of the features on the ballot, or that certain essential ballot identification markings cannot be found. This usually occurs for one of the following reasons:

- the ballot is physically damaged (torn or folded, for example),
- there are stray markings that were inadvertently made on the ballot that obstruct certain important identifiers along the sides or the bottom of the ballot, or
- the ballot was inserted into the machine incorrectly.

The operator screen will display a message that reads:

```
W A R N I N G !
***************
PAPER INSERTED WAS MISREAD
AND COULD NOT BE VERIFIED
AS A VALID BALLOT. PLEASE
VERIFY BALLOT AND REFEED.
```

In this warning case, the machine will automatically return the ballot. Explain to the voter that the ballot was not counted by the machine and needs to be re-inserted.

1. Re-insert the ballot into the ImageCast.
2. If the ballot repeatedly generates this message, have the voter rip the ballot in half, place it into the Spoiled Ballot Envelope, and issue the voter a new ballot.
3. Make sure that voter understands how to properly mark the ballot.

4. Ambiguous Marks

Ambiguous marks may be writing or stray marks on the ballot.

The operator screen will display a message that reads:

```
ONE OR MORE AMBIGUOUS
MARKS DETECTED ON THE
BALLOT. PLEASE CORRECT ALL
AMBIGUOUS MARKS AND REFEED
THE BALLOT
```

The machine will automatically return the ballot.

1. Have the voter clearly review the ballot.
2. **This warning may appear when the voting oval is not filled in correctly. If the voter has made a small mark, x or ✓ in the voting target, have them fill in the oval (at least 25%) with the marking pen.** The voter may correct the ballot and recast it.
3. If the ballot still isn't accepted after re-marking the oval, or if the ovals are already clearly filled, the voter will return the spoiled ballot to the Election Inspector, rip the ballot in half, place in the Spoiled Ballot Envelope and receive a new ballot.

5. Ballot Jams

Ballot/paper jams are rare events but can occur. If a jam has occurred, the ImageCast will report it on the operator screen.

If there is a ballot/paper jam, the operator screen will display a message that says:

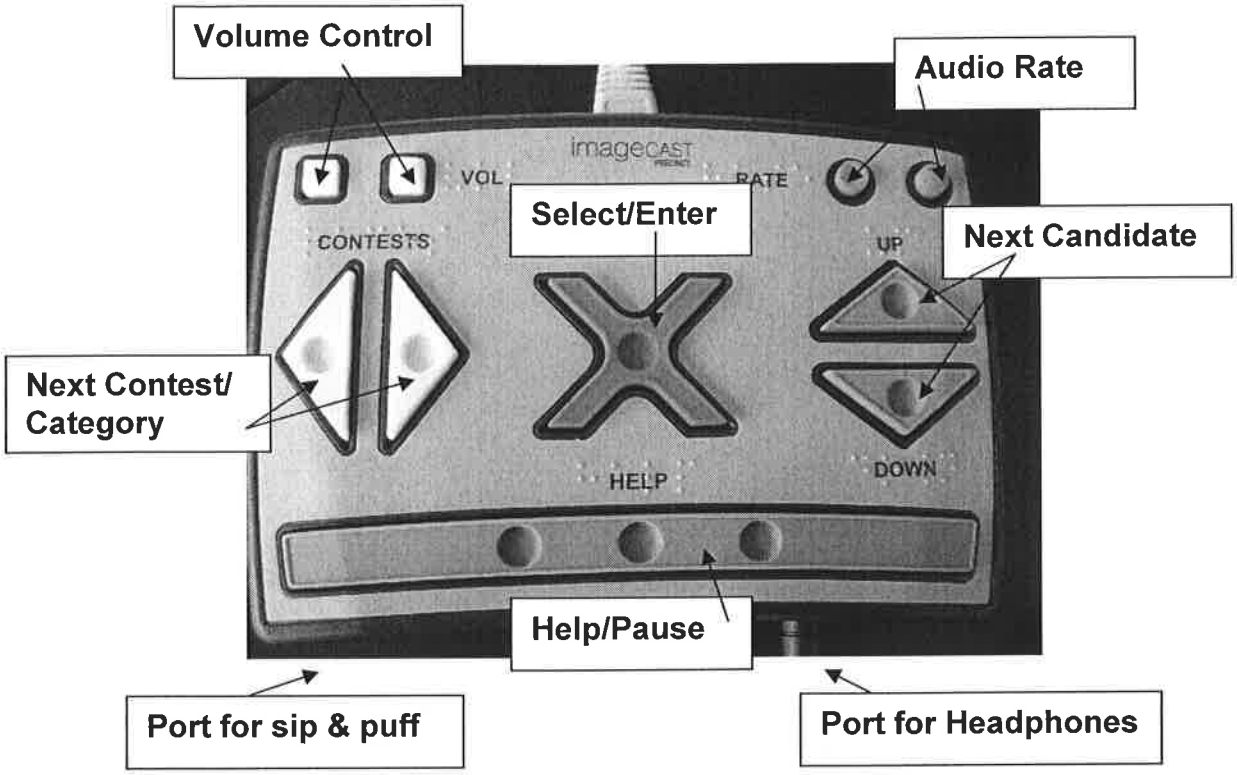
```
PAPER JAM
DETECTED.

PLEASE CLEAR ANY
PAPER FROM THE
DEVICE AND PRESS
THE 'CLEARED'
BUTTON
```

To deal with a ballot/paper jam:

1. Request that the voter remain at the station until it is resolved.
2. Do not look at the markings on the ballot at any time.
3. If the ballot is visible from the front ballot entry slot, pull the ballot out and return it to the voter.
4. If the ballot is not damaged, it can be re-inserted into the ImageCast.
5. If the ballot is damaged, a new ballot will need to be marked. The damaged ballot will be torn in half, deposited in the Spoiled Ballot Envelope, and a new ballot will be issued.

If the ballot is not visible from the front of the entry slot, press Cleared on the LCD screen to cast the ballot in the scanner.

If, after selecting the **Cleared** option, the ImageCast still detects a paper jam, call the Board of Elections for a technician.



Audio Tactile Interface - ATI

To select candidate, press	
To move from left to right, press	or
To go down, press	
To go up, press	

***Write-in Instructions**

In write-in box, press	
To add a write-in name, press Select the letters that spell the candidate's name	
To select a letter or enter another letter	
To move back and forth through the alphabet A B C D E F G H I K L M N O P Q R S T U V W X Y Z - . ' SPACE DELETE DONE	
To finish the write-in selection, press **DONE** To confirm the write-in is correct, press If not correct, press	

***Audio Review**

	To proceed to audio review, press You can choose to skip the audio review & print the ballot by pressing	▼ The message **Your selections will now be reviewed** is displayed. The voice reads the ballot choices and displays on screen. ✕
Or	To return to the ballot to make changes, press To de-select the original candidate To select another candidate	✕ *Note:* Once you are inside the ballot, arrow through to find the candidate you want to de-select press the ✕ button. Arrow through to the candidate, press the ✕ button.

***You have reviewed your ballot**

	To change your votes, press	▼ *Note:* Highlight the contest you wish to change press the ✕ select button. (As above)
Or	To accept the review and print your ballot, press	✕

Printing ballot, please wait. This may take as long as two minutes

To vote the ballot, insert it into the scanner.

If the voter requests a scanner review, press the ibutton on the security pad, press Ballot Review on the menu, press Accessible Voting. Insert ballot into the scanner and the review will automatically begin.

At anytime press the ✕ button to get to the end of the audio review.

***Would you like to accept this review and Cast your ballot?**

	To confirm, press	✕ The voice states **YES. This audio session is now over, thank you.** Your ballot is deposited into the ballot box.
Or	To reject the ballot & start over, press The Inspector marks the ballot as SPOILED & the voter may try again (3x total)	▼ The voice states **NO. This audio session is now over, thank you.** Your ballot will be returned.

Voters with Disabilities

A voter may ask to use the Ballot Marking Device (BMD) to assist in marking the ballot.

- Audio/Visual includes headphones to listen to the ballot being read and a monitor to enlarge or contrast the ballot. The ATI (Audio Tactile Interface) is used to navigate the ballot and make selections.
- The Sip & Puff can be used with the headphones and monitor to navigate the ballot and make selections when a voter can not use the ATI.
- After the BMD ballot is printed, the voter may review it one more time at the scanner, or insert the ballot into the scanner, and **Cast** it.

5 Audio/Visual Voting

5.1 Introducing Voter to Audio/Visual Process

- Make sure that the headphones are connected to the right port on the ATI, and the ATI cable is connected to the jack on the BMD end of the ImageCast.
- Direct the voter to a chair in front of the display screen and give the voter the ATI and headset that they will use to cast their ballot.

- Explain to the voter that the ImageCast gives instructions on how to use the ATI, and walk them through the process of creating their ballot.
- Make sure the voter knows that they are welcome to put up their hand or press the Help button on the ATI to ask you for assistance at any time.
- Explain that the ballot may take up to 2 minutes to print.
- Ask the voter if the Contrast or Zoom options will make their voting experience easier.

Green button – CONTRAST, 2 settings, white on black or original

Yellow button – ZOOM, 3 settings, can be slow

5.2 Starting the Audio-Visual Ballot Voting Session

The inspector should perform the following tasks to initiate a new ballot.

1. Insert a blank paper ballot into the slot of the BMD printer unit.
2. Contact the i-button to the **Security Key** metal pad on the ImageCast.

   The Administrator menu is displayed.

1. Press **Audio Session**.

   If the election contains only one Ballot ID:

   The message **Are you certain you want to start the ADA session with Ballot ID: xxxx?** is displayed.

   a. Press **Yes** if the Ballot ID number is correct, press No if it is incorrect.

      The audio session begins, and the ImageCast instructs the voter on how to vote an Audio ballot.

   If the election contains more than one Ballot ID:

   The message **ADA files are being validated. During this time, ADA voting and ADA review are disabled. This will take a few more minutes** is displayed.

   a. Wait until the number keypad appears.
   b. Using the keypad on the Operator panel, enter the **Ballot ID number** for this voter's audio session and press **Enter.**

      *A confirmation message asks you to confirm you have entered the correct Ballot ID number.

   c. Press **Yes** if the Ballot ID number is correct, **No** if it is incorrect, or **Cancel** if you wish to Leave the Audio Session option.

Be sure the voter is comfortable and ready to begin.

The audio session begins immediately and instructs the voter on how to vote an Audio ballot.

5.3 Audio/Visual Voting Process

Note 1: During voting, if the voter is inactive for a period of 20 seconds, a message will be provided in audio and visual format. If the voter is confused, please suggest to them to activate the select key. The reject option, the blue arrow, remains active and will reject the ballot if pressed.

Note 2: While the BMD is in use the alternating amber and green status lights will be flashing.

Note 3: At anytime if the voter needs assistance they can press the green help button on ATI. At that time the alternating red, amber & green status lights will be flashing.

The voice reads voting instructions.

1. To continue to next instructions, press ▼, to skip all instructions, press ▶ .

The message **You are now ready to begin your audio voting session, to begin voting press the ▼.**

2. The display screen automatically displays the ballot. Contest names and candidate names are highlighted in yellow as the voter moves through the ballot, so that they can see where they are in the ballot.

   The voice reads the first contest.

3. Do one of the following:

To select candidate, press	✕
To move from left to right, press	◀ or ▶
To go down, press	▼
To go up, press	▲
To vote write-in	See below

Write-in Instructions

a. To select Write-In, press ✕ in the write-in box.

   The message instructs you to use arrows to scroll through the alphabet.

b. Please press the ✕ to continue.

   For No, press ▼.

c. Select the letters that spell the candidate's name.

To select letter or enter another letter	✕
To move back and forth through the alphabet A B C D E F G H I K L M N O P Q R S T U V W X Y Z - . ' SPACE DELETE DONE	▲ or ▼ ◀ or ▶

d. To finish the write-in selection, press DONE

e. To confirm the write-in is correct, press ✕. If not correct, press ▼.

At the end of the ballot, press . You will receive one of the following messages:

- **You have reached the end of the ballot and the ballot is fully voted.**
  To accept and print press .
- **You are at the end of the ballot, but there are some sections still not voted for.** Go to step 4.
- **Your selections will now be reviewed.** Go to step 5.

4. Do one of the following:

To proceed to audio review, press	The message **Your selections will now be reviewed** is displayed. The voice reads the ballot choices and displays on screen. You can choose to skip the audio review by pressing .
To return to the ballot to make changes, press To de-select the original candidate To select another candidate	*Note:* Once you are inside the ballot, arrow through to find the candidate you want to de-select press the button. Arrow through to the candidate, press the button. Or, highlight the contest you wish to change-press the button. All original selections are erased.

5. Look and listen to the ballot review.
   Once completed, the message **You have reviewed your ballot** is displayed.
6. Do one of the following:

To change your votes, press	Go to step 4 above.
To accept the review and print your ballot, press	Go to the next step.

Your ballot prints.

The message **Printing ballot, please wait. This may take as long as two minutes**.

Note: While printing, the flashing **amber** light is displayed.

Audio message: Your ballot is now printed please take your ballot to your poll officer for further instructions. This audio session is now over. Thank you

5.4 Depositing the Printed BMD Ballot

Important: If the voter needs assistance depositing the ballot into the scanner, the Inspector can insert the voted ballot (already in the privacy folder) into the ImageCast scanner at the other end of the machine.

The Voter may deposit the ballot into the scanner with or without an additional Audio/Visual Review. Without an additional review, the ballot is inserted into the scanner. The ballot should automatically Cast. If there is an error or warning, see Paper Ballots, page 3, Scanner Alerts.

If the voter wants an Audio/Visual "independent" review via the headset and display when a ballot is inserted in the scanner, the inspector must activate the review on the LCD touch-screen **BEFORE** the ballot is inserted into the scanner.

If a review is requested, Press the ibutton on the security pad, press Ballot Review on the menu, press Accessible Voting.

Insert ballot into the scanner and the review will automatically begin.

The full ballot is displayed on the monitor; there is a slight delay for the audio instructions.

The voice states **Your selections for this ballot will now be reviewed**.

To continue press ▼, to skip review press ✕.

Your selections are read back to you for each contest. There may be a hesitation between contests or candidates during the review.

The voice states **Would you like to accept this review and Cast your ballot?**

To confirm, press	✕ The ballot is deposited in the ballot box.
To cancel and return to the ballot, press	▼ Your ballot will be returned. a) Give the ballot to the Inspector to marked as *Spoiled.* The Inspector will initiate a new audio session.

Canceling the Ballot

If you need to cancel an audio ballot while it is in session, do the following:

1. Use the security key (iButton) to display the operator screen menu.
2. Press **Audio Session**.
3. Press **Cancel Audio**.
   The audio voting session is canceled.

6 Sip & Puff Voting

This section provides step-by-step instruction for setting up equipment for Sip & Puff voting, and includes instructions for the Sip & Puff voting process.

6.1 Setting up Equipment for Sip and Puff Voting

This section provides tips for ensuring the ATI is set up, and step-by-step instructions for setting up the Sip & Puff unit for voting.

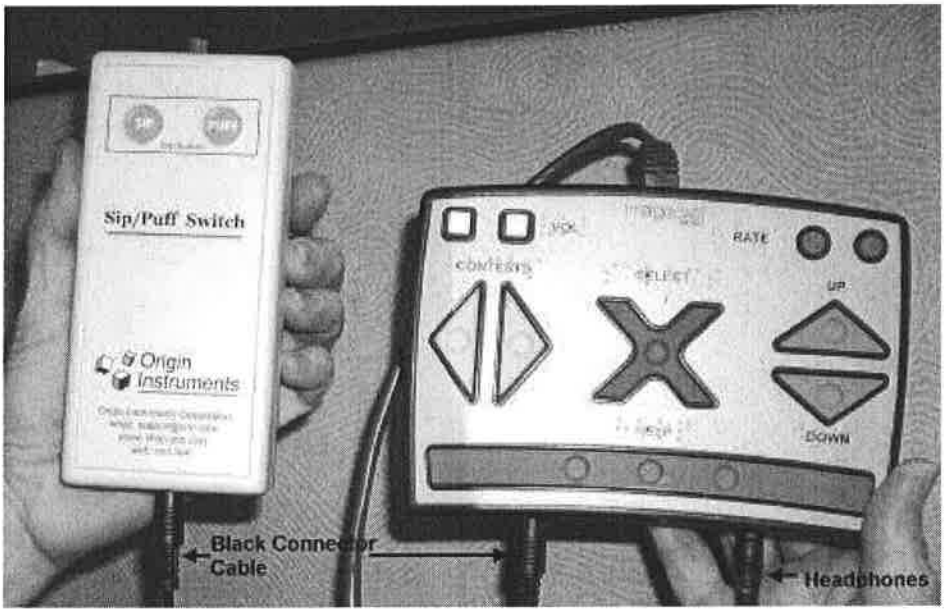
Note: This information is also available on the Sip and Puff flyer.

Ensure the ATI is set up

1. The blue (or yellow) cable is attached to the top of the ATI.
2. The other end of the blue (or yellow) cable is plugged into the side of the ballot marking printer.
3. At this time, the status light should be flashing green, signaling the unit is ready for use by the voter.
4. The headphones are plugged into the right hand port on the ATI.

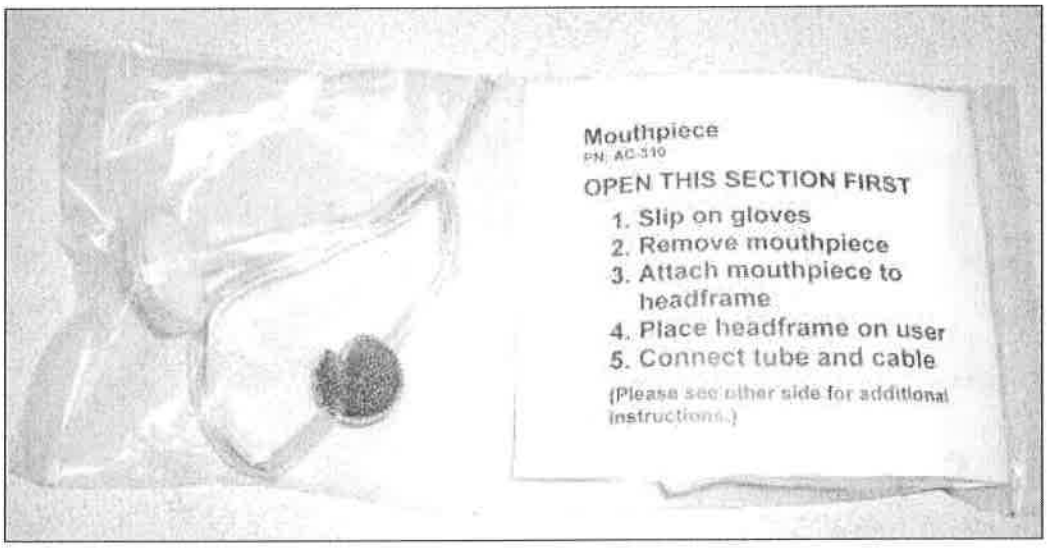
Set up the Sip and Puff Unit for Voting

1. Remove the AirVoter switchbox and the black connector cable from the black storage case.
2. Plug one end of the black connector cable into the AirVoter switchbox and the other end into the left port (under the yellow Contests arrows) of the ATI.



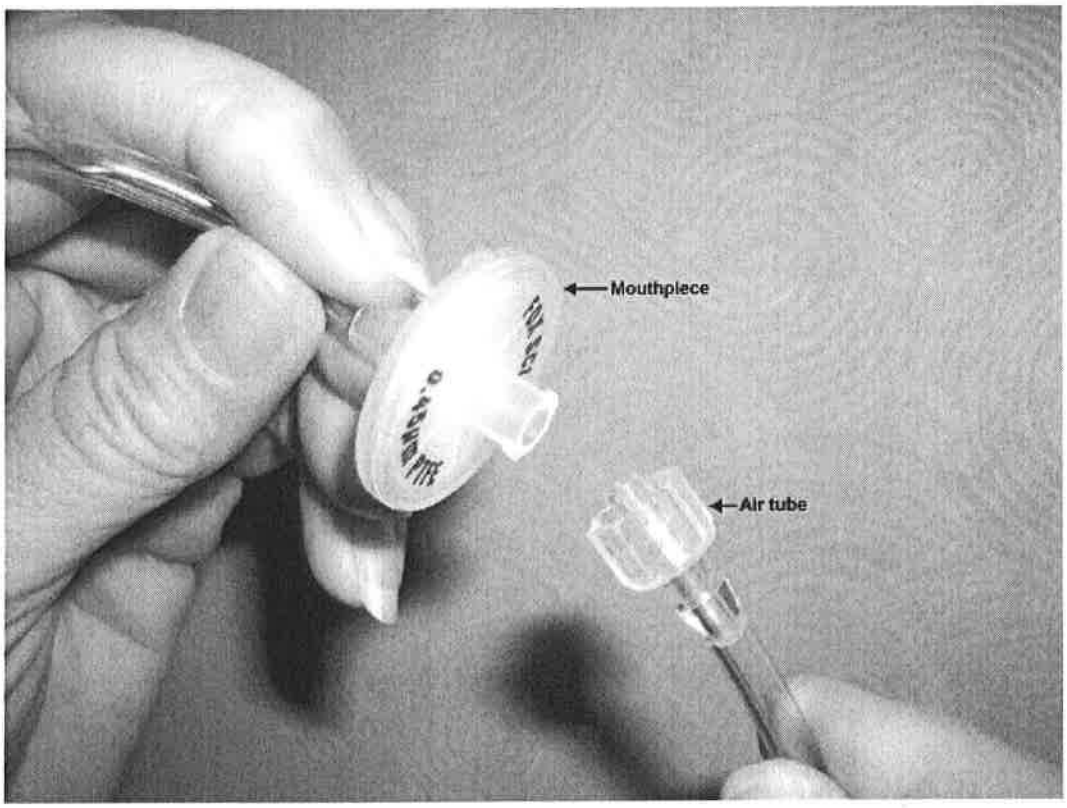
3. Plug and turn securely to secure one end of the air tube into the AirVoter switchbox.

4. Open the package containing the sanitary mouthpiece and plastic gloves.

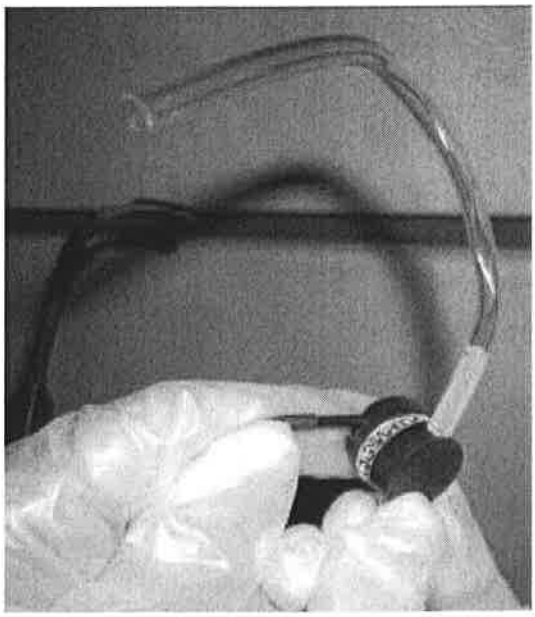


5. Slip on gloves.

6. Remove the sanitary mouthpiece from the bag. Plug the other end of the air tube into the sanitary mouthpiece. Slide the halves together and gently twist the lug nut.



7. Connect the sanitary mouthpiece to the snap fit fastener on the padded headset.



The headset is ready for use.

8. Direct the voter to a chair in front of the display screen.
9. Either the voter's companion or you should slip the Sip & Puff headframe over the ears and behind the neck of the voter, and place the headphones on the voter.

6.2 Introducing Voter to Sip & Puff Process

Introduce the following points to the voter:

- Explain that the SIP action equals making a selection and the PUFF action equals moving to the next candidate or screen.
- Ensure the voter is seated in a chair in front of the display screen and the voter or their companion has the ATI, headset, and sip & puff device that they will use to cast their ballot.
- Explain to the voter that the ImageCast gives audio and visual instructions on how to use the ATI.
- Make sure the voter knows that they are welcome to ask for assistance. The alternating red, amber, and green status lights will be flashing to alert the Inspector that the voter needs assistance. If they are idle for 20 seconds, a message will be provided in audio and visual format.

- Explain that the ballot may take up to 2 minutes to print.
- Ask the voter if the Contrast or Zoom options will make their voting experience easier.

Green Button - Contrast Yellow Button – Zoom, 3 settings

6.3 Starting the Audio-Visual Ballot Voting Session with Sip and Puff

The inspector should perform the following tasks to initiate a new ballot.

1. Insert the blank ADA paper ballot into the slot of the ImageCast printer unit.
2. Affix the secrecy folder to the printer unit's slot.
3. Contact the security key (iButton) to the **Security Key** metal tab on the ImageCast.

   The Administrator menu is displayed.
4. Press **Audio Session**.

If the election contains only one Ballot ID:

The message **Are you certain you want to start the ADA session with Ballot ID: xxxx?** is displayed.

a. Press **Yes** if the Ballot ID number is correct, press No if it is incorrect.

   The audio session begins, and the ImageCast instructs the voter on how to vote an Audio ballot. The voter is first asked by the unit which language they prefer.

If the election contains more than one Ballot ID:

The message **ADA files are being validated. During this time, ADA voting and ADA review are disabled. This will take a few more minutes** is displayed.

a. Wait until the number keypad appears.

b. Using the keypad on the Operator panel, enter the **Ballot ID number** for this voter's audio session (i.e. the ballot type this voter will use), and press **Enter**.

A confirmation message asks you to confirm you have entered the correct Ballot ID number.

c. Press **Yes** if the Ballot ID number is correct, press **No** if it is incorrect, or press **Cancel** if you wish to leave the Audio Session option.

The audio session begins, and the ImageCast instructs the voter on how to vote an Audio ballot. The voter is first asked by the unit which language they prefer.

6.4 Sip and Puff Voting Process

Note 1: During voting, if the voter is inactive for a period of 20 seconds, a message will be provided in audio and visual format. If the voter is confused, please suggest to them to activate the select key. The reject option, the blue arrow, remains active and will reject the ballot if pressed.

Note 2: While the BMD is in use the alternating amber and green status lights will be flashing.

Note 3: At anytime if the voter needs assistance then can press the green help button on ATI. At that time the alternating red, amber & green status lights will be flashing.

1. **The message** Welcome to your Accessible Voting Session **is displayed.**

   The voice reads voting instructions.
2. To skip through instruction segments, press PUFF at each segment.
3. Review the button choices. When prompted to press the down arrow ▼, PUFF. When prompted to press the red Select Button ✕, SIP.
4. Listen to the remainder of the instructions, or continue to PUFF until you hear the message **You are now ready to begin Accessible vote session**.
5. PUFF to begin the voting session or just wait.

   The display screen automatically displays the ballot. Contest names and candidate names are highlighted in yellow as the voter moves through the ballot, so that they can see where they are in the ballot.

   The voice reads the first contest and the first candidate.
6. Do one of the following:

To select candidate	SIP
To go to next candidate or contest	PUFF
To vote write-in	See below

Write-in Instructions

- To select Write-In, SIP.

  The message instructs to PUFF to scroll through the alphabet.

  The message states **Would you like to add a write-in name?**
- For yes, SIP. Go to the next step.

  For No, PUFF.
- Select the letters that spell the candidate's name.

To select letter or enter another letter	SIP
To move through the alphabet	PUFF
To add a space between letters	PUFF to move between the letters Z & A

- To finish the write-in selection, PUFF.
- To confirm the write-in is correct, SIP. If not correct, PUFF.

At the end of the ballot, you will receive one of the following messages:

- **You are at the end of the ballot, but there are some contests still not voted.** Go to step 7.
- **Your selections will now be reviewed.** Go to step 8.

7. Do one of the following:

To skip the audio review	SIP
To proceed to audio review	PUFF The message **Your selections will now be reviewed** is displayed. The voice reads the ballot choices and displays on screen.
After you enter the audio review - To return to the ballot	SIP *Note:* Once you are inside the ballot, highlight the contest you wish to change - SIP. All original selections are erased.

8. Look and listen to the ballot review.
   Once completed, the message **You have reviewed your ballot** is displayed.
9. Do one of the following:

To change your votes, press	PUFF *Note:* Highlight the contest you wish to change press the X select button. All original selections are erased.
To accept the review and print your ballot, press	SIP Go to the next step.

Your ballot prints. The message **Printing ballot, please wait. This may take as long as two minutes.**

Note: While printing, the flashing **amber** light is displayed.

Audio message: Your ballot is now printed please take your ballot to your poll officer for further instructions. This audio session is now over. Thank you.

6.5 Depositing the Printed Accessible Voter Ballot

Important: If the Accessible voter needs assistance depositing the ballot into the scanner, the Inspector can insert the voted ballot (already in the secrecy sleeve) into the ImageCast scanner at the other end of the machine.

The Voter may deposit the ballot into the scanner with or without an additional Audio/Visual Review. Without an additional review, the ballot is inserted into the scanner. The ballot should automatically Cast. If there is an error or warning, see Paper Ballots, page 3, Scanner Alerts.

If the voter wants an Audio/Visual "independent" review via the headset and display when a ballot is inserted in the scanner, the inspector must activate the review on the LCD touch-screen **BEFORE** the ballot is inserted into the scanner.

If a review is requested, Press the iButton on the security pad, press Ballot Review on the menu, press Accessible Voting.

Insert ballot into the scanner and the review will automatically begin.

1. To begin review, PUFF or just wait.

   The full ballot is displayed on the monitor; there is a slight delay for the audio instructions.

2. At anytime SIP to get to the end of the audio review.

   Your selections are read back to you for each contest. There may be a hesitation between contests or candidates during the review.

   The voice states **Would you like to accept this review and Cast your ballot?**

To confirm, press	SIP The voice states **YES. This audio session is now over, thank you.** Your ballot is deposited into the ballot box. *Note:* The number of ballots cast increments by 1.
To cancel and return to the ballot, press	PUFF The voice states **NO. This audio session is now over, thank you.** Your ballot will be returned. a) Give the ballot to the Inspector to be marked as *Spoiled.* The Inspector will initiate a new audio session. b) Go to Section 0 6.3 Starting the Audio-Visual Ballot Voting Session with Sip and Puff.