AutoMARK

Election Day Checklist

Version Number 1.1.x – 1.3.x

Security Recommendations, ES&S, Omaha, NE

Disclaimer

Proprietary Information

Proprietary Document Section	Description

Table of Changes	
Date of Change	**Description of Change**
7.31.2011	Updated date and general formatting edits

Preparing the AutoMARK™

Positioning and Power

❑ 1. Remove the AutoMARK™, power cord, keys, and the headphones from the carrying/storage case.

❑ 2. Position the AutoMARK™ in the polling place and install the privacy screen. (The AutoMARK should be positioned so voters are not passing behind the person using the equipment. A corner with at least 5 feet clearance is ideal. The keypad should be located on the front-right of the terminal.)

❑ 3. Inspect the power cord for damage. If the cord is damaged, discard it and contact your election official or ES&S for a new cord.

❑ 4. Plug the female end of the power cord into the slot on the back of the AutoMARK™.

❑ 5. Plug the male end of the power cord into the wall outlet.

Opening the AutoMARK™ Touch Screen

❑ 6. Move the lid latches towards the outer edge so the lid can be opened.

❑ 7. Lift the lid flap back until it rests on top of the lid.

❑ 8. Lift the entire lid away from you into a vertical position. The Touch Screen Monitor under the lid is now visible.

❑ 9. Lift the Touch Screen Monitor towards you into a vertical position.

❑ 10. Close the lid, leaving the Touch Screen Monitor in the upright position.

❑ 11. Pull up on the Ballot Feed Tray, then pull it towards you and lower it into position.

❑ 12. Adjust the angle of the Touch Screen Monitor for viewing comfort.

NOTE: The Touch Screen Monitor is held in place by tension bearings, which allows it to be easily positioned by each voter.

❑ 13. Optional: Plug the headphones into the appropriate headphone jack in front of the terminal.

Installing the Ink Cartridge

If an ink cartridge has not been installed as part of the pre-election day preparation of the AutoMARK™, install the ink cartridge provided by your jurisdiction. Once the ink cartridge is installed, the unit must remain on for the duration of the Election Day. If using <u>infrared</u> ink and the unit is turned off for more than four minutes, the cartridge may need to be replaced.

Rear Access Door
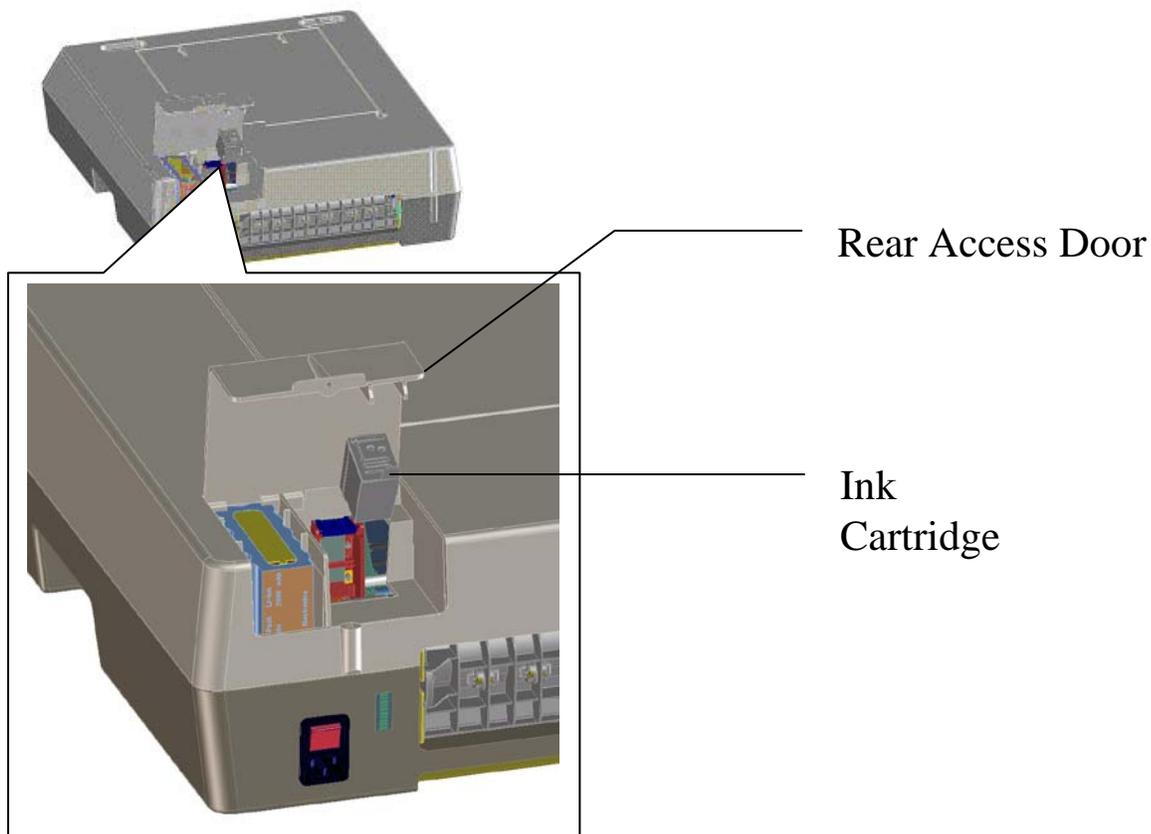
Ink Cartridge

❑ 14. Remove the screw or snap that secures the **Rear Access Door**. Open the Door.

❑ 15. Insert the new ink cartridge and, using the screw or snap, re-secure the **Rear Access Door**.

NOTE: Securing the **Rear Access Door** is optional. You may not find a screw or snap securing the door.

Start the ES&S AutoMARK™

Ensure the Compact Flash Card containing the current election definition is installed before the AutoMARK™ is turned on. The AutoMARK™ will not function if the card is not installed.

☐ 16. Insert then turn the Mode Switch Key to the **On** position.

☐ 17. Once the **Insert Your Ballot** screen appears, remove the Mode Key and secure it in a safe place.

NOTE: The screen will remain blank for approximately one minute after the key is turned to the **On** position. The screen will display the **Insert Your Ballot** once the unit is finished downloading the data from the compact flash card.

Voting with the AutoMARK™ During an Election

Poll workers need to understand how the voting process works using the AutoMARK™ so they may answer questions. Poll workers should NOT be involved in the vote selection process.

Interacting with the AutoMark™

There are multiple ways to mark the ballot using the AutoMARK™.

- Directly on the Touch Screen
- The Keypad (includes Braille)
- Audio Ballot
- Sip-N-Puff Device (or similar input device)
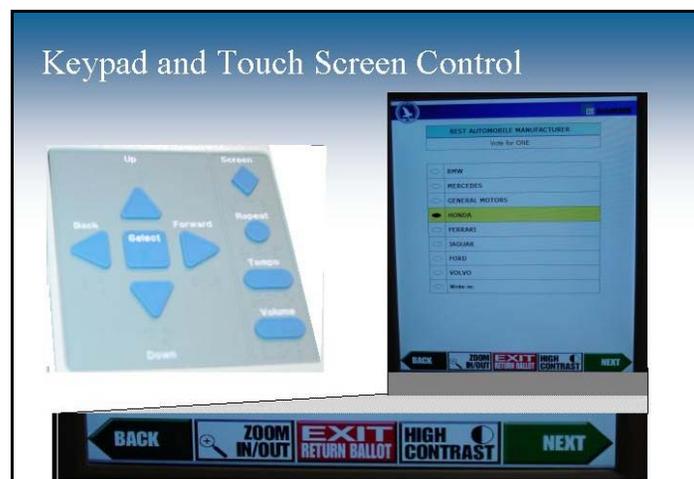
Voting a ballot using the Touch Screen

❑ 18. Using a ballot from the current election, the voter will insert an <u>unmarked</u> <u>ballot</u> into the ballot feed tray. The ballot may be inserted in any orientation.

❑ 19. Select a **Language** if multiple languages are available.

❑ 20. The voter may use these buttons at the bottom of the screen to access display options and navigate the ballot.

- The **ZOOM IN/OUT** button will change the size of the display font between the normal font and a large size font to meet the individual voter's needs. In any instance where the contest extends off the screen, a **MORE** navigation bar will be displayed allowing the voter to scroll up and down to see the entire content of the contest.
- The **EXIT RETURN BALLOT** will return the voter's ballot unmarked.
- The **HIGH CONTRAST** button will change the display between the normal full color view and a high contrast Black & White view. (White text on a black background.)
- The **NEXT** and **BACK** buttons are used to proceed to the **NEXT** contest, and go **BACK** to a previous contest.

❑ 21. Press **Next** to proceed and vote the ballot using the touch screen

❑ 22. Select a candidate or contest choice by touching the oval/arrow or anywhere on the line. The selection will be highlighted in yellow, and the oval/arrow will be filled.

❑ 23. In a "Vote for ONE" contest, if the voter wishes to change their selection, simply touch the new choice. The previous selection will be de-selected and the new selection will be highlighted with the oval/arrow filled.
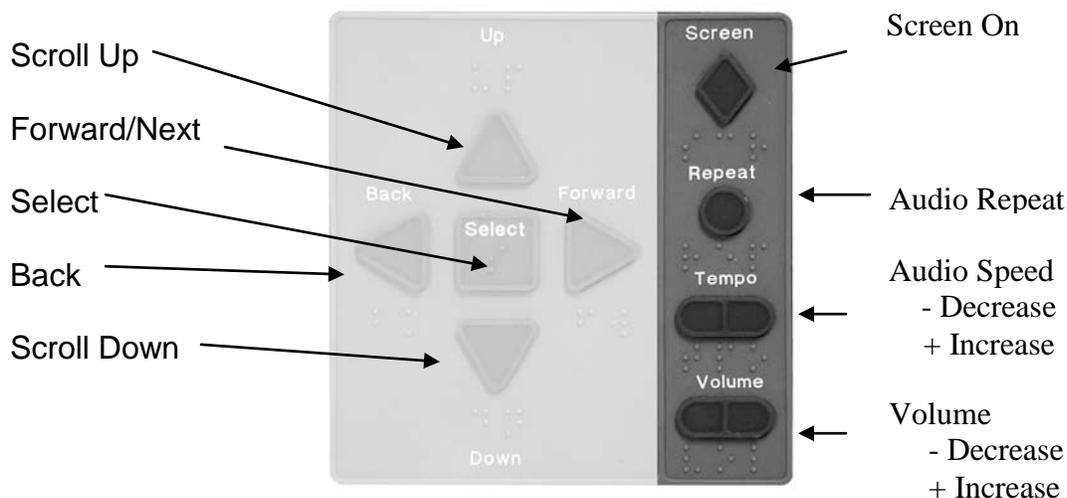
To write-in a candidate using the Touch Screen

❑ 24. On the **Contest Screen**, select **Write-In.**

NOTE: Press the **Cancel** button to close the write-in screen without entering a candidate and return to the contest screen for candidate selection.

❑ 25. On the **Write-In Screen**, enter the name of the person for the write-in using the keyboard.

❑ 26. Confirm the write-in text on the top of the screen.

❑ 27. Press **OK** to accept the write in and return to the previous screen. The Write-in line will be highlighted in yellow, the oval/arrow will be filled in and the write-in text will be displayed. The voter may then continue voting.

❑ 28. In a "multiple vote for" contest, once the voter has selected the maximum number of choices and attempt to select an additional choice, a message will be displayed indicating that they have over voted. If the voter wishes to change a selection, they must <u>first</u> de-select a previous choice and then they may make a new selection.

❑ 29. If the election is coded to "Alert Under-votes", a message is displayed if the voter forgets to, or chooses to not make a selection in a contest. They may either return to the contest and make a selection, or continue to the next contest without making a selection.

❑ 30. When the voter has completed making their selections in each contest the **Summary of Selections** screen is displayed for review. Any Under-Voted contests will be displayed in RED. If the voter wishes to re-visit a contest to change a selection, touch the contest on the review screen and that contest will be displayed. After making any changes, press the **Next** button and the voter will be returned to the **Summary** screen.

❑ 31. When the voter is done reviewing the selections, press the **Next** button to continue.

❑ 32. If the voter is ready to have the ballot marked, press the **Mark Ballot** button. The ballot will be marked and returned to the voter.

❑ 33. The voter will remove marked ballot. Submit the ballot into the ballot box or tabulator for tabulation.

Voting a ballot using the Keypad

❑ 34. Voters can use the keypad to maneuver through the ballot and make choices. Typically the keypad is used by the visually impaired and headphones should be used to hear ballot instructions and prompts.

Scroll Up

Forward/Next

Select

Back

Scroll Down

Screen On

Audio Repeat

Audio Speed
- Decrease
+ Increase

Volume
- Decrease
+ Increase

❑ 35. Using a ballot from the current election, the voter will insert an <u>unmarked ballot</u> into the ballot feed tray.

❑ 36. If multiple languages are available, use the **Down Arrow** key to scroll through languages. Use the square **Select** key to select a language.

❑ 37. The ballot will be identified and the **Voting Instructions** will be read to the voter. The use of the keypad keys will be explained.

❑ 38. Press the **Right Arrow** key to proceed to the first contest. The contest name, the quantity available to vote for, and the number of choices available for selection, will be identified.

- Use the round **Repeat** key to have the last spoken phrase repeated.

- Use the **Tempo** key to adjust the speed at which the synthesized voice reads the text. Each time Tempo is pressed the current phrase will be re-started at the newly selected speed.

- Use the **Volume** key to adjust the synthesized speech to the voters personal comfort level.

- Use the diamond shaped **Screen** key to toggle the monitor screen on and off for privacy while voting the audio ballot.

❑ 39. Press the **Down Arrow** key to scroll through the choices within a contest. Use the **Select** key to select a choice once it has been read. If the voter wishes to change their selection in a "Vote for ONE" contest, simply scroll to the new choice and press the Select key. The new selection will override the previous selection.

To write-in a candidate using the Keypad

❑ 40. On the Contest Screen, select **Write-In.**

NOTE: Press the **Left Arrow** on the Keypad to close the write-in screen without entering a candidate and return to the contest screen.

❑ 41. On the Write-In Screen, use the **Up** and **Down** Arrow keys on the keypad to scroll through each letter or option being read. Once the voter hears the letter or option they want, press **Select**.

❑ 42. The AutoMARK™ audio feature will describe the use of the keypad to vote a write-in choice. Confirm the write-in text as it is being read or on the top of the write-in.

❑ 43. Press the **Right Arrow** key to accept the write-in and return to the previous screen. The write-in will be read to you again.

❑ 44. Press the **Right Arrow** key to proceed to the next contest.

If the voter attempts to over vote a "Vote for Multiple" contest, an Alert message directs them to de-select a choice before making a new choice.

❑ 45. If the election is coded to "Alert Under-votes", and the voter forgets to, or chooses to not make a selection in a contest, an Under-vote Alert directs them to either return to the contest and make a selection, or continue to the next contest without making a selection.

❑ 46. Once all contests are voted, the **Summary of Selections** allows the voter to scroll through all of the contests and verify your selections. If they are satisfied with their selections, press the **Right Arrow** key.

❑ 47. If the voter is ready to have the ballot marked, press the **Select** key. The ballot will be marked and then returned to the voter.

❑ 48. Remove the marked ballot. Submit the ballot into the ballot box or tabulator for tabulation.

How To Vote Using the Sip-N-Puff

The ES&S AutoMARK™ has a port located on the front of the terminal that an election official or voter can plug an ADA device for voter use. The ADA device supported by the AutoMARK™ is the Sip-N-Puff Device. Usually, the voter will supply the device.

Sip-N-Puff refers to the interface device commonly used by persons with disabilities, generally in a wheel chair, using his/her mouth on a straw to send inputs to the ES&S AutoMARK™. The voter sips or puffs on the straw to indicate a **"yes"** or **"no."**

Using only yes/no, the voter can negotiate all screens. When the voter arrives at any screen, they choose **"yes"** to handle that screen or **"no"** to bypass the screen.

If they choose **"yes,"** then the first selection on that screen will be highlighted. They then choose **"yes"** to make that selection or **"no"** to move to the next selection.

For example, if there is a contest screen with two candidates the user selects **"yes"** when they arrive at the screen to indicate they want to vote in this race. (**"No"** would skip the race). The first candidate will be highlighted in yellow. If they say **"yes"** then the first candidate will be selected and the highlight will move to the next candidate.

Now the voter selects **"no,"** to move to the bottom of the list and highlight the **"NEXT"** button. If the voter says **"no"** again, the highlight will move left along the button bar through **"ZOOM", "EXIT", "HIGH CONTRAST" and "PREVIOUS."** If they continue to say **"no"**, the highlight will cycle back to the first selection on the page.

The highlight moves in a clockwise fashion around the page giving the voter the chance to select anything on the screen just as they would with their finger.

Verifying a Marked Ballot

The ES&S AutoMARK™ allows the voter to insert their marked ballot into the ballot feed tray and to verify their vote. Note that **no changes** can be made from this verification step and the voter will only be able to view and hear the summary screen. If the voter wants to make changes, they will need to contact an election official and begin the voting process over.

To verify the ballot:

❑ 49. Insert the <u>marked</u> ballot into the ballot feed tray.

❑ 50. Select a **Language** if multiple languages are available. A screen appears and instructions are read regarding how to verify the votes.

❑ 51. Press **Next** or the **Right Arrow** to access the **Verification Summary** screen.

❑ 52. Review the selections that are marked on the ballot.

❑ 53. When done, press **Next** or the **Right Arrow** key.

❑ 54. When instructed to do so**,** remove the ballot from the ballot feed tray.

❑ 55. Submit the marked ballot to the ballot box or tabulator for tabulation.

End of Voting Shut Down procedures

❑ 56. Obtain the **Mode Switch Key** from its secure location. Insert the key and turn it to the **Off** position. Remove the key.

Removing the Ink Cartridge

Follow the below if your jurisdiction's procedures include having the print cartridge removed at the polling location.

❑ 57. Remove the screw or snap that secures the **Rear Access Door**. Open the Door.

❑ 58. Remove the ink cartridge and re-secure the **Rear Access Door**. Follow your jurisdictions instructions regarding the storage or disposal of the used cartridge.

Closing the Touch Screen and Storing the ES&S AutoMARK™

NOTE: Assure the AutoMARK™ is turned off by following step 56.

❑ 59. Unplug the headphones.

❑ 60. Lift under the front of the ballot feed tray and fold it inwards.

❑ 61. Open the lid and fold the Touch Screen Monitor back into the recessed area.

❑ 62. Lower the lid over the Touch Screen Monitor.

❑ 63. Lower the lid flap over the ballot feed tray.

❑ 64. Move the lid latches inwards to secure the lid.

❑ 65. Unplug the power cord from the wall outlet.

❑ 66. Remove the power cord from the ES&S AutoMARK™.

❑ 67. Place the ES&S AutoMARK™, power cord, Mode Switch Key, and the headphones into the carrying/storage case.