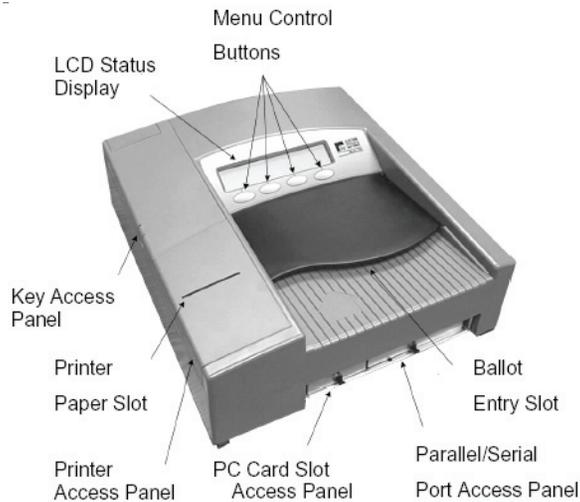
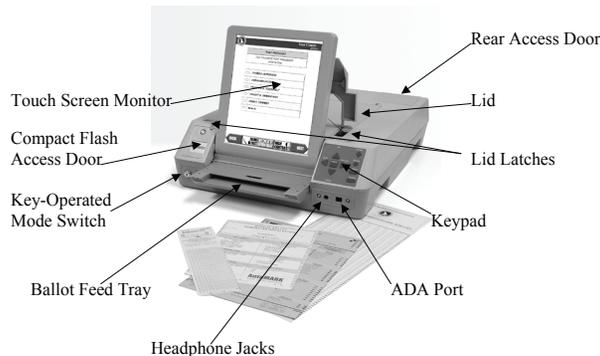


ballot scanner M-100



ballot marking device AutoMARK



auditor contact

[place sticker with county auditor contact information here]

opening the polls M-100

1) Set-Up Ballot Scanner

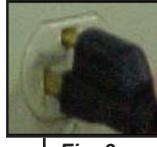
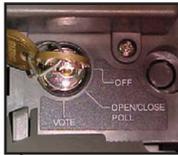
- Get key to unlock ballot box and ballot scanner flaps from election inspector. (Fig. 1) 
- Unlock front access panel, found on front of ballot box, and place in down position. (Fig. 2) 
- Unlock rear access panel, found on top of ballot box, and place in up position exposing ballot entrance slot. (Fig. 3) 
- Check all ballot bins for materials – lock when empty.

2) Loading the Ballot Scanner

- Remove electrical cord from ballot scanner case and insert into hole on left side of ballot box. (Fig. 4) 
- Remove ballot scanner from case and place in ballot box bin top. (Fig. 5) 
- Insert electrical cord into back of scanner and slide scanner into place. (Fig. 6) 

opening the polls M-100

3) Starting the Ballot Scanner

- Lift front access panel, found on front of ballot box, and place in up position. Lock into place (Fig. 7) 
- Attach extension cord or plug adapter if needed and plug electrical cord into closest outlet. (Fig. 8) 
- Open the key access panel on the ballot scanner and turn key to Open/Close Polls position. (Fig. 9) 
- The ballot scanner screen will read “Election Card Inserted Open Polls Now?” Press the button below “YES”. (Fig. 10) The ballot scanner screen now reads “Opening Polls Please Turn Key/ Switch to Vote”. 
- Turn key clockwise to Vote position. (Fig. 11) 
- Remove the printer access panel. A tape will print for each precinct within the polling place. This is your zero tape. All contests should have zero votes. (Fig. 12) 

opening the polls M-100

4) Preparing for Voters

- All specified pollworkers must sign their report in the designated area. Roll tape and place back under plastic cover. Do NOT remove the tape. The tape will not be removed until final reports are run when the polls close. (Fig. 13)
- Remove the key and replace the printer and key access panels.
- The ballot scanner is now ready to receive ballots. The screen will read "INSERT BALLOT NUMBER OF VOTERS 0".
- Make sure area around scanner is easily accessible for voters and remove any



Fig. 13

opening the polls AutoMARK

1) Set-Up Ballot Marking Device

- Get key to start ballot marking device box from election inspector. (Fig. 1)
- Remove the ballot marking device from the black hard cover case. (Fig. 2)
- Position ballot marking device on table provided.
- Plug power cord into the back of the ballot marking device. (Fig. 3) Attach extension cord or plug adapter and plug electrical cord into closest outlet.
- Move the latches securing the lid on top of ballot marking device towards the outer edge to open lid.
- Lift the lid flap and push back until it comes to a rest at back of ballot marking device. The touch screen is now visible. (Fig. 4)
- Lift the touch screen monitor towards you into a vertical position. Adjust the touch screen monitor for viewing comfort. (Fig. 5)

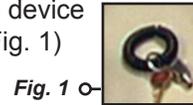


Fig. 1



Fig. 2



Fig. 3



Fig. 4



Fig. 5

opening the polls AutoMARK

Set-Up Ballot Marking Device

- Pull up on the ballot feed tray at the front of the ballot marking device, pull it towards you then lower it into position. (Fig. 6)
- Remove ballot marking device accessories from the case. Place headphones and two-switch paddle on the table. (Fig. 7) Alcohol wipes are provided to wipe touch screen and headphones.



Fig. 6



Fig. 7

2) Starting Ballot Marking Device

- Insert the key into the ballot marking device and turn to the middle "on" position. (Fig. 8)
- Once the "Insert Your Ballot" screen appears, remove the key from the device. The ballot marking device is now ready for voters. (Fig. 9)
- Remove key from ballot marking device.



Fig. 8



Fig. 9

closing the polls M-100

1) Check Emergency Bin

- Check the emergency bin for ballots, if there are ballots in the bin, insert them into the ballot scanner. (Fig. 1)

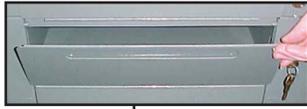


Fig. 1

2) Turn the Key

- Remove the plastic cover over the key area and election tape. Turn the key to Open/Close Polls position. (Fig. 2)



Fig. 2

3) Press Close Polls - Voting Results Print Automatically

- Remove the printer access panel to allow tape to fall forward as the reports print.

- Push button under "CLOSE POLLS" on the screen. (Fig. 3)



Fig. 3

- Tapes will print for each precinct in the polling place. When finished printing, remove the entire tape from the ballot scanner. (Fig. 4)



Fig. 4

- All specified pollworkers must sign the tape under their respective precinct. Multiple copies will print. Two are for the election judges. Place one copy in the envelope provided.

- Turn ballot scanner off by turning the key to the off position. (Fig. 5) Remove key and replace access panels.



Fig. 5

closing the polls M-100

4) Remove Ballot Scanner

- Unlock front access panel and place in the down position. (Fig. 6)



Fig. 6

- Unplug the electrical cord from the ballot scanner. (Fig. 7)



Fig. 7

- Lift the ballot scanner off using the handle located on the back of the unit. (Fig. 8)



Fig. 8

- Place the ballot scanner in the case on top of the electrical cord.

- Lock front access panel in the up position.

- Lock rear access panel in the down position.

closing the polls AutoMARK

1) Closing Ballot Marking Device

- Turn key to the off position on ballot marking device. (Fig. 1)



Fig. 1

- Lift the front of the ballot feed tray and fold inwards.

- Open the lid and fold the touch screen monitor back into the recessed area. (Fig. 2 and Fig. 3) Lower lid over the touch screen and ballot feed tray and secure in place by sliding lid latches inward.



Fig. 2



Fig. 3

- Unplug power cord and remove from the ballot marking device.

- Place ballot marking device, power cord, headphones and two-switch paddle into hard black storage case. (Fig. 4)



Fig. 4