ES&S AutoMARK™

Poll Worker's Guide

PUBLISHED BY

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Our documentation currently references the use of AutoMARK with Diebold AccuVote tabulators. Elections created by Diebold Gems are currently not federally certified for import. And manual entry of data for use with Diebold Accuvote ballots is not federally certified.

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Contents

1 PREPARING FOR AN ELECTION 5

1.1 OPENING THE LCD FOR USE 5
1.2 START UP/SHUT DOWN PROCEDURE 8
1.3 SETTING UP THE AUTOMARK VAT FOR VOTERS 8
1.3.1 Setting Up the AutoMARK Table 9
1.4 ASSISTING THE VOTER WITH INITIALIZING THE SYSTEM 11
1.4.1 Assisting the Vision Impaired Voter 11
1.4.2 Assisting the Voter with Ballot Insertion 11
1.5 ASSISTING THE VOTER WHO USES AN AT DEVICE 11
1.6 ASSISTING THE VOTER WITH THE RULES OF STRAIGHT PARTY BALLOTS 12
1.7 INSTALLING THE FLASH MEMORY CARD 13
1.8 TESTING THE AUTOMARK VAT OPERATIONS 15
1.8.1 Display Screen Test 15
1.8.2 Ballot Insert Test 15
1.8.3 Audio Test 16
1.8.4 Ballot Print Test 16
1.8.5 Ballot Read Test 17
1.8.6 Multiple Page Ballots 17
1.8.7 Ballots Using Tinted or Colored Stock Paper 18

2 SYSTEM MAINTENANCE 20

2.1 SETTING THE DATE AND TIME ON THE AUTOMARK VAT 20
2.2 INSTALLING A NEW INK CARTRIDGE 22
2.3 USING METALLIC INK FOR INFRARED PRINTING 23
2.4 PRINTING THE OPERATION LOG (SYSTEM LOG FILE) 24
2.5 MORE SYSTEM MAINTENANCE PROCEDURES 25

3 TROUBLESHOOTING 27

3.1 CLEARING A PAPER JAM 27
3.1.1 Reversible Roller Guide and Ballot Size 27
3.2 FLASH MEMORY CARD ERRORS 30
3.2.1 Unlocking the Flash Memory Card 30
3.2.2 Changing the Flash Card 30
3.2.3 If the Flash Card is Removed When the AutoMARK is on 31
3.2.4 Resetting the Machine 31
3.3 CALIBRATING THE PRINTER 31
3.4 ERROR MESSAGES 32
3.5 TROUBLESHOOTING CHECKLIST 38
3.6 SPOILED BALLOT PROCEDURE 38

4 SECURITY MEASURES 39

4.1 ACCESS CONTROL 39
4.1.1 General Access Control Policy 39

4.1.2 Individual Access Privileges....39
4.2 ACCESS CONTROL MEASURES....39
4.3 POLLING PLACE SECURITY....40

5 SAFETY INFORMATION....41

5.1 ELECTRICAL WORK AND SERVICE....41
5.2 LOCKOUT....41
5.3 EXPLANATION OF SYMBOLS PRINTED ON THE EQUIPMENT....42
5.4 SYSTEM POWER....42
5.5 BATTERY REPLACEMENT....43

6 APPENDIX A....45

7 *REVISION* HISTORY....61

1 Preparing for an Election

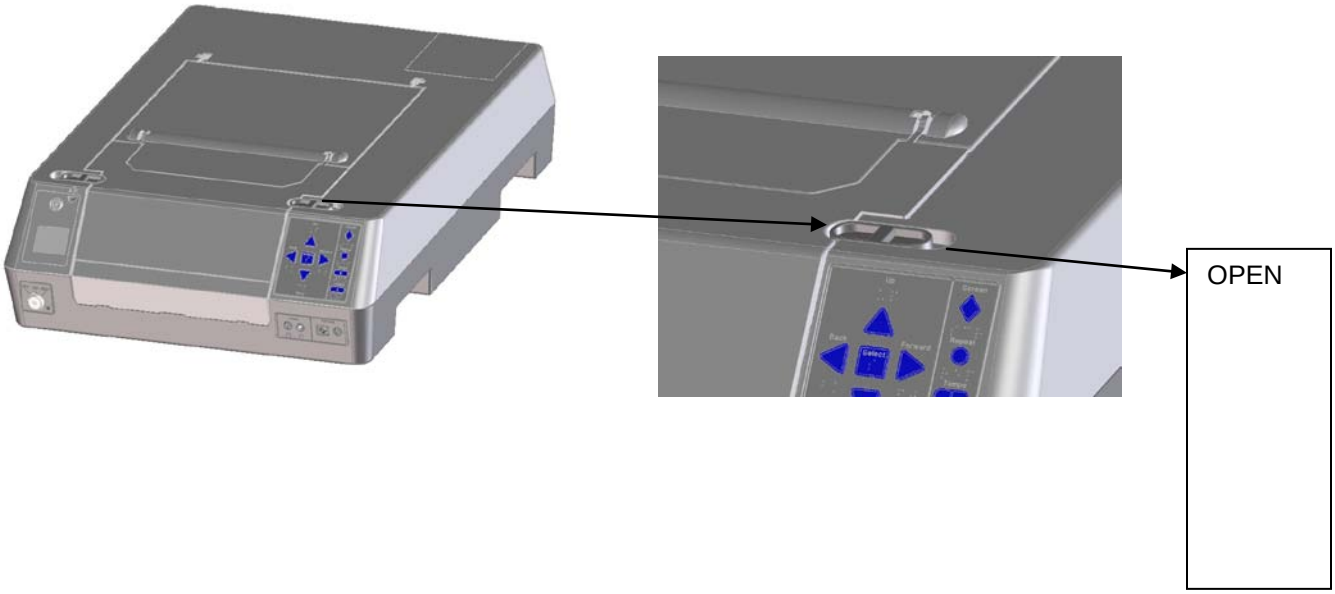
Note:
Three types of tabulators work with the AutoMARK VAT—the ES&S M100, the ES&S Optech and the Diebold Accuvote. Sections specific to the Optech tabulator are clearly identified, usually by a text box or other type of box.

Follow the Start Up/Shut Down Procedures below on Election Day.

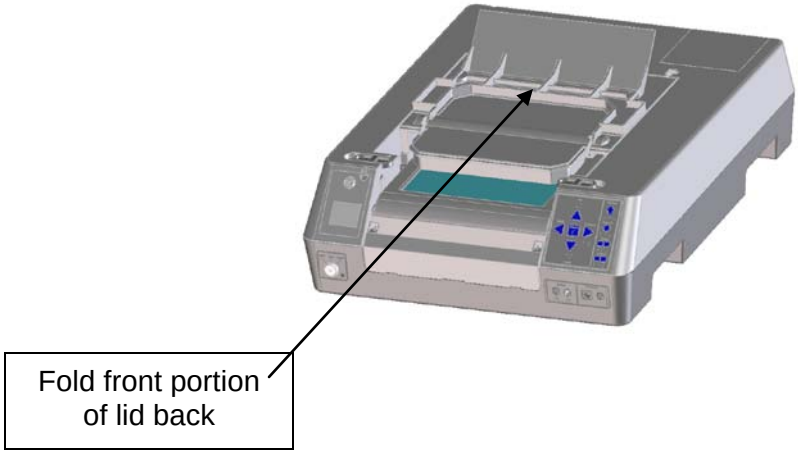
1.1 Opening the LCD for Use

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

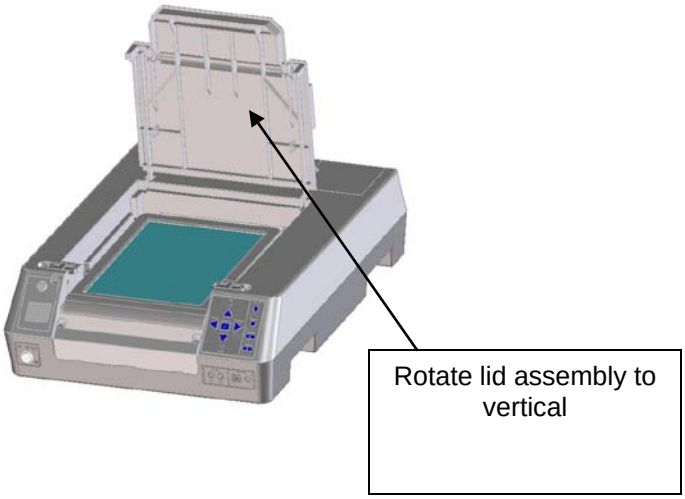
1. Move the left and right sliding latches outward to unlatch the lid.



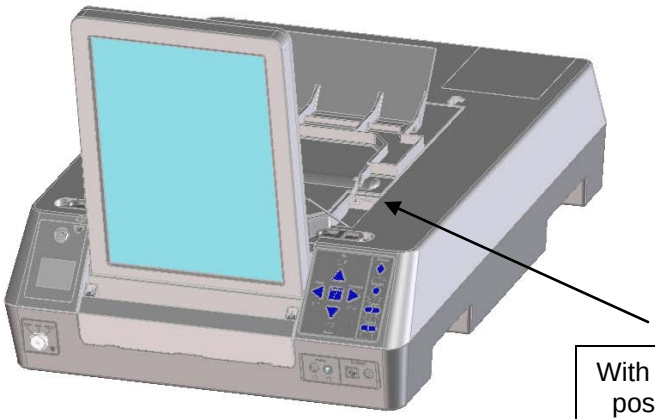
2. Fold the front portion of the lid back.



3. Rotate the lid assembly to vertical.



4.Raise LCD screen, and close the lid behind, leaving the front lid section rotated back.



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

1.2 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.

1.3 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 Assistive Technology (AT) 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. The AutoMARK VAT is designed for use in conjunction with the AutoMARK Table which provides the voter with a privacy shield, complies with all AT 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 AT 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.

When placed appropriately on a standard table the AutoMARK VAT meets the following standards:

- Where clear floor space only allows forward approach to an object, the maximum high forward reach shall be 48 inches. The minimum low forward reach shall be 15 inches.
- Where forward reach over an obstruction with knee space below, the maximum level forward reach is 25 inches. When the obstruction is less than 20inches deep, the maximum high forward reach is 48 inches. When the obstruction projects 20 to 25 inches, the maximum high forward reach is 44 inches.
- The position of any operable control is determined with respect to a vertical plane that is 48 inches in length, centered on the operational control, and at the maximum protrusion of the product within the 48-inch length.
- Where any operational control is 10 inches or less behind the reference plane, have a height that is between 15” and 54” above the floor.
- Where any operational control is more than 10 inches and not more than 24 inches behind the reference plane, have a height between 15 inches and 46 inches above the floor.
- Have operational controls that are not more than 24 inches behind the reference plane.

1.3.1 Setting Up the AutoMARK Table

To meet the above standards, your precinct may have purchased an AutoMARK Table and privacy shield. If you need more information about obtaining the AutoMARK Table please contact your sales representative.

The AutoMARK Table comes in 5 pieces.

It is assembled by simply inserting the legs into the plastic cylinders located at each corner of the table. The rubber endcaps should be pointed toward the floor.

The dimensions of the tables are as follows:

Top of table surface:	33” wide by 25“ deep
Bottom of table surface:	34” wide by 26” deep
Leg span:	37” wide by 29” deep
Height of table bottom:	27”
Height of table top:	31”

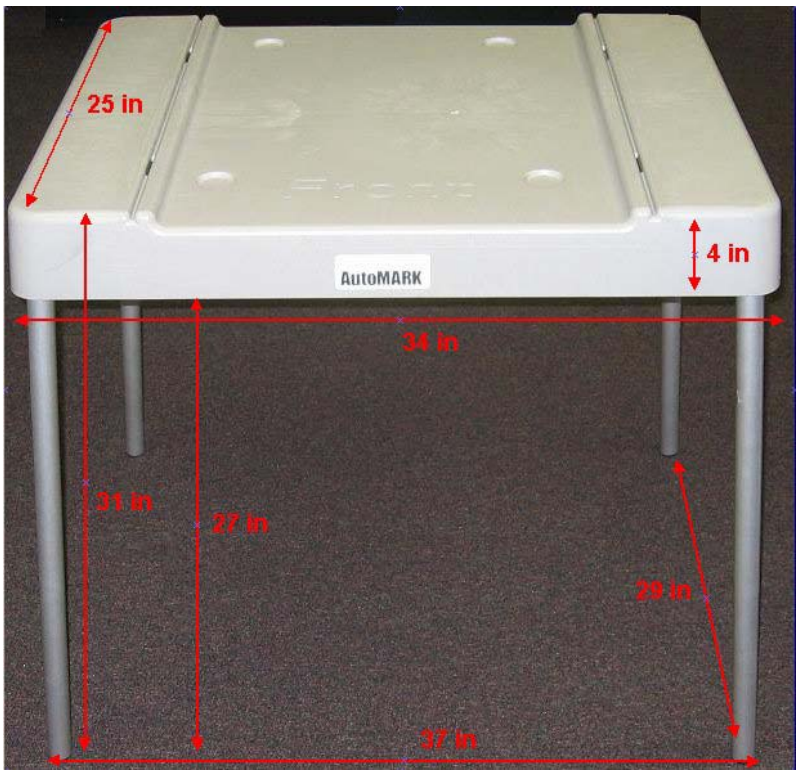


Table shown with privacy shield inserted into slots on table.

1.4 Assisting the Voter with Initializing the System

1.4.1 Assisting the Vision Impaired Voter

For a vision impaired 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.

1.4.2 Assisting the Voter with Ballot Insertion

If the voter needs help inserting a ballot, try inserting the ballot yourself.

If the system fails to recognize the ballot, note the error message on the screen, go to section 3.4 “Error Messages” (in the Troubleshooting section of this manual), in the table listing error messages find the error, and follow the instructions in the “Solution” column.

Note: Inserting a ballot initializes the system.

1.5 Assisting the Voter who uses an AT Device

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

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

> You have plugged in an AT 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.

Note

An AT input device does not provide access to the following functionality.

- Adjusting the volume of the audio.
- Adjusting the tempo of the audio.
- Repeating the audio of the screen.
- Turning the display screen on and off.

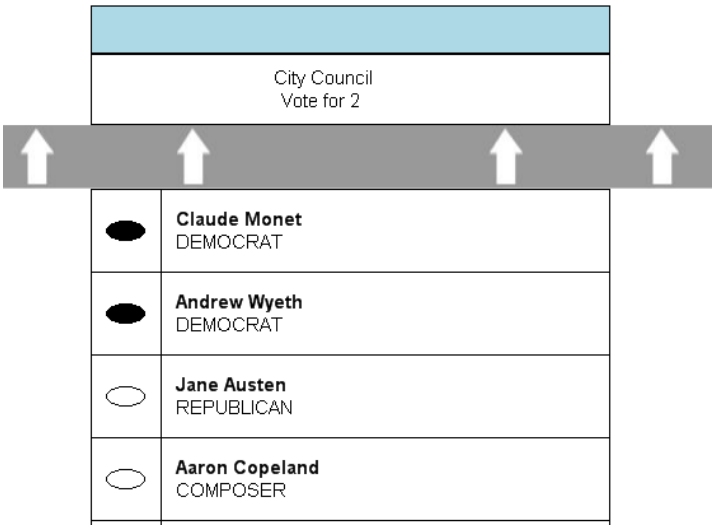
It can take up to 6 seconds for the AT device to be recognized by the VAT when it is plugged in.

When using an AT device with Cantonese, Tagalog, Vietnamese, or Creole it is recommended that headphones also be used for additional voter feedback

---

1.6 Assisting the Voter with the rules of Straight Party ballots

In Straight Party ballots, the voter might have questions about why their ballot was marked the way it was. For instance, while candidates may appear selected on the AutoMARK VAT screen due to the Straight Party selection, those candidates will not have their ovals or arrows filled in on the ballot.



These two candidates are selected due to Straight Party rules and will not be marked on the ballot unless they are manually reselected in this race.

Please see **Appendix A** for some examples of how printed Straight Party selections affect the tabulation of ballots. There are examples for both Exclusive logic and Inclusive logic. The Election Official for the polling place should be aware of which logic is implemented.

1.7 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).

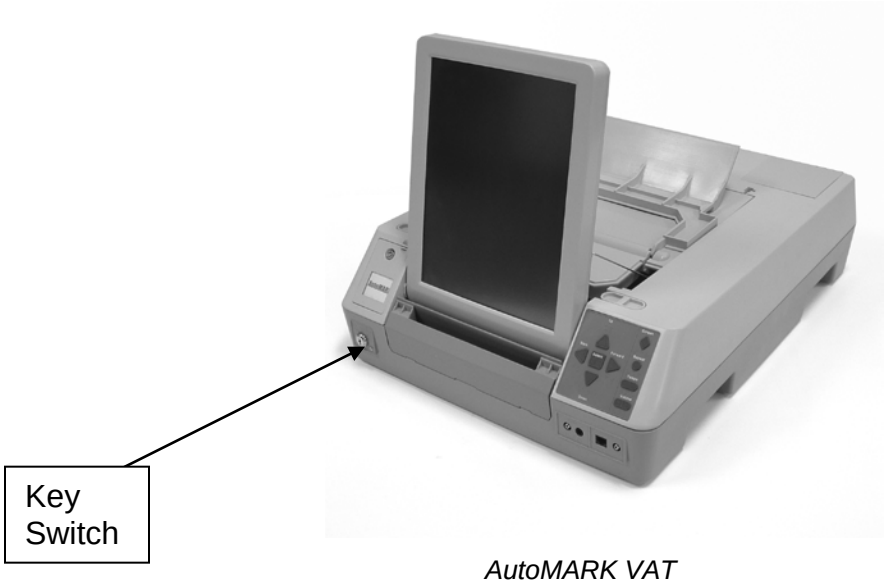
In most Jurisdictions, the Flash Memory Card (FMC) will be installed into the AutoMARK VAT by the Jurisdiction Personnel, (not by the Poll Worker), prior to Election Day.

However, some Jurisdictions may prefer to deliver the VAT and the Flash Memory Card 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 <u>before</u> it is inserted into the AutoMARK VAT.

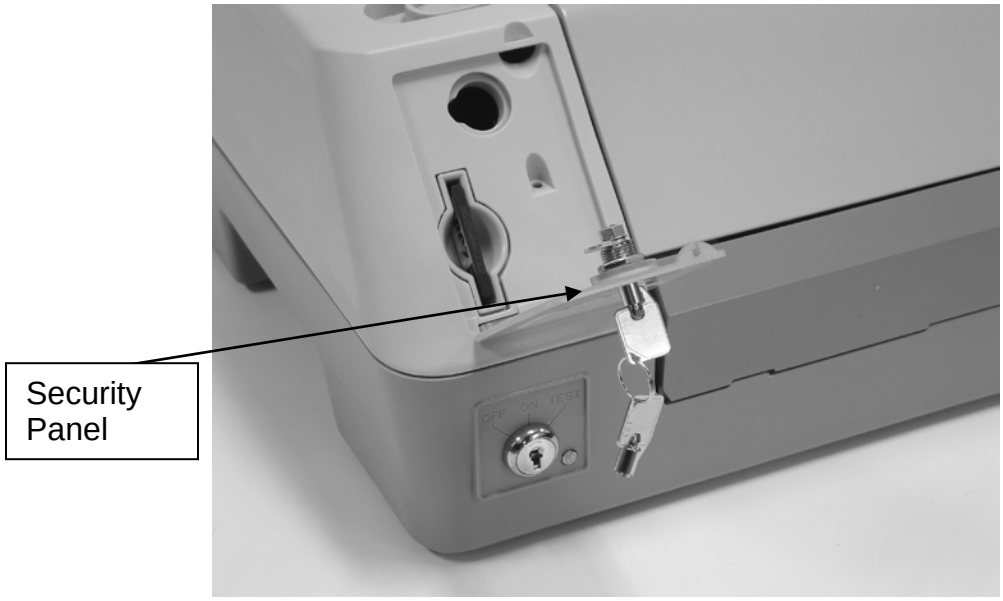
Follow the steps below to install the FMC.

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



AutoMARK VAT

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



Installing the FMC

1.8 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.

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

<u>In TEST mode</u>

2. Turn the key switch to the TEST mode position.
3. Select **Test Ballot Print** using the touch screen button.
4. If using a ballot with a removable stub, remove the stub before inserting the ballot
5. Insert an unmarked ballot. The AutoMARK VAT will fill all ovals or arrows and print the name of each candidate next to the oval or arrow. 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.

1.8.1 Display Screen Test

<u>In ON mode</u>

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

1.8.2 Ballot Insert Test

1. If using a ballot with a removable stub, remove the stub before inserting the ballot.
2. Insert an <u>unmarked ballot</u> (corresponding to the FMC currently installed) into the AutoMARK VAT paper tray

3. 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.

1.8.3 Audio Test

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

1. Press the round Audio **Repeat** key to repeat the presentation.
2. Press and hold the round Audio **Repeat** key to pause the audio. If beeps are enabled, the keypad will beep when pause is initiated.
3. Press the left side of the Audio **Tempo** key to decrease the audio speed.
4. Press the right side of the Audio **Tempo** key to increase the audio speed.
5. Press the left side of the Audio **Volume** key to decrease the audio volume.
6. Press the right side of the Audio **Volume** key to increase the audio volume.

Notes

The Tempo button does not affect Audio speed for .WAV files. Languages that use audio files for prompts and instructions include Cantonese, Vietnamese, Tagalog, and Creole.

1.8.4 Ballot Print Test

1. Turn the key switch to **Test Mode**.
2. Press the **Test Ballot Print** button on the touch screen.
3. If using a ballot with a removable stub, remove the stub before inserting the ballot
4. Insert a ballot that is recognized by the currently inserted compact flash card. Use a spare ballot that is not needed, because the AutoMARK VAT will print on this ballot.
5. If the ballot is not recognized, repeat a few times. If it still does not recognize, then press **Done** and return to the test menu.
6. Confirm that the ballot races on the currently inserted compact flash card are the ones that are shown on the

screen and match the ballot that you were trying to insert. If they do not match then you need to replace your compact flash card or your ballot.

7. Scrutinize the placement of the marks in relation to the ovals/voting locations on the ballot. If there is any discernable rotation of the marks with respect to the voting locations, uniform across all marks, that is an error greater than 0.05 degrees, or a couple millimeters, Calibrate the printer. See Calibrating the Printer in the Troubleshooting section (Section 3.3)

Note:
Section 3.3 is *not* for Optech users.

8. Once the marks are printing correctly in all orientations (right-side up, upside down, inserted front-wards, inserted backwards), the printing is working properly.
9. As a final check, move the key switch into test mode and check the ink level. (On the bottom left portion of screen.) If it is lower than 10%, replace the ink cartridge. If you do, make sure to reset the ink level meter using the Replace Ink Cartridge button from the test mode menu.

1.8.5 Ballot Read Test

1. Insert a marked ballot into the AutoMARK VAT paper tray.
2. 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 the **Language Selection** screen (if your jurisdiction is programmed for more than one language) followed by the Verification Summary Screen. If the test is not successful, The AutoMARK VAT attempts to eject the ballot or displays an error message.

1.8.6 Multiple Page Ballots

If each ballot has multiple pages, ensure that each page is set up with unique timing marks recognizable by the VAT. Test each page using the *Ballot Print Test* in Section **1.8.4**. When voting, each page of the ballot needs to be voted, marked, and ejected before the next page can be inserted into the VAT.

Note

Each page of a multiple page ballot will increment the lifetime print count located at the bottom of the screen while in test mode.

1.8.7 Ballots Using Tinted or Colored Stock Paper

When using ballot stock that is colored or heavily tinted, perform the following steps to improve ballot scanning by the VAT.

1. Go to Test MODE by turning the key switch to the test position.
2. Press the **System Maintenance** button.
3. Enter Password.
4. Press **OK**.
5. In the System Maintenance menu, press **Ballot Type Selection.**
6. Make sure **Enable for Colored Ballots** is checked. (With white ballots this option should be cleared)
7. Click **DONE**
8. Exit Menu

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2 System Maintenance

The following maintenance procedures may need to be performed before starting an election or at the end of the Election Day. For advanced maintenance procedures see the AutoMARK Jurisdiction Guide.

2.1 Setting the Date and Time on the AutoMARK VAT

Edit the date and time settings used to time stamp entries in the system's operations and diagnostic logs.

Follow the steps below to set the date and time.

1. Turn the control key to the TEST position to enter Test Mode. (The terminal requires an installed Flash Memory Card to enter Test Mode.)
2. From the **AutoMARK Main Menu** Screen, select **System Maintenance**.
3. Enter the system password.
4. Press **Set Date/Time**

To set the system Date

5. Select **Date** to update the terminal's internal calendar.

   a. Press **CLEAR** to delete the current date setting.
   b. Use the touch screen keypad to enter a new date value.

   IMPORTANT -- Date Format

   Enter the date in the displayed format:

   DD-MM-YY

   Include dashes (-) between each date element as shown. Do not replace dashes with colons or periods.

   c. Press **Apply** to store date settings.

To set system Time

6. Select **Time** to update the system's internal clock.

   a. Press **CLEAR** to delete the current time setting.
   b. Enter a new value using the touch screen keypad.

   IMPORTANT -- Time Format

   Enter the time in the displayed format:

   HH:MM AM/PM

   Include a colon (:) between the hour and minute settings. Do not include a space or separator between the minute and 'AM/PM' setting. The system automatically adds this space.

   Note – that the system will accept both 24 hour and 12 hour (AM/PM) entries. If PM is left off, the entry defaults to AM.

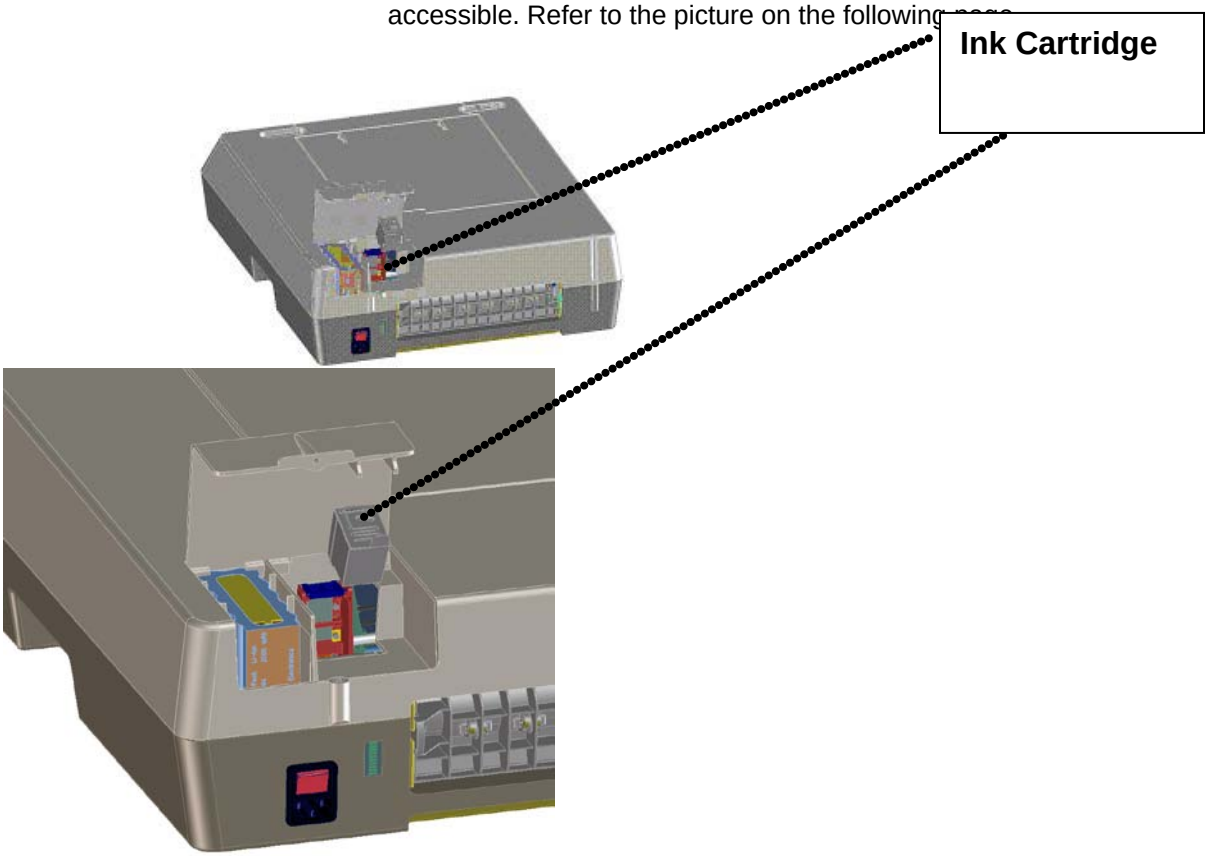
   c. Press **Apply** to save your time setting.

7. Press **Done** when you are done editing the date and time.
8. Turn the control key out of the TEST position.

2.2 Installing a New Ink Cartridge

The AutoMARK VAT system is shipped without the ink cartridge installed. The ink cartridge should be installed prior to using the system for voting. This is a black-only ink cartridge. A new print cartridge should be installed prior to each election.

The access to the print cartridge is provided by a door in the right rear corner of the unit. With the door off, the rechargeable battery is also accessible. Refer to the picture on the following page.



Ink Cartridge Access in Rear of AutoMARK

Follow the steps below to install a new ink cartridge.

1. Open the rear access door to view the holding unit for the ink cartridge (see the picture above.)
2. Open the new ink cartridge package.
3. Insert new ink cartridge into The AutoMARK VAT.
4. Close the access door.
5. With the key switch in TEST mode, choose SERVICE PRINT CARTRIDGE.
6. Select *Yes* to indicate that you have changed the cartridge and to re-set the counter.

2.3 Using Metallic Ink for Infrared Printing

Note:
This section is only for Optech users.

If the ballot tabulation machine in use has an ***infrared*** scanner, then a special metallic ink must be used in the AutoMARK VAT. When using this type of ink in the VAT, additional steps must be taken.

The metallic ink dries very fast and the metallic flecks in the ink will cause the nozzles in the ink cartridge to clog and dry out in as little as six minutes after the ink cartridge is unsealed and left unused.

To prevent the ink from drying in the nozzles, the VAT is capable of a 'spit and wipe' function. If enabled, the VAT will move the print cartridge to the side, spit ink into a 'diaper', and then wipe the print-head over a rubber wiper every 3-4 minutes. For this reason, the VAT should not be turned off during the Election Day. A new ink cartridge must be installed if the VAT is turned off for a significant amount of time (ten minutes or more) and infrared ink is being used.

Follow the steps below to enable the 'spit and wipe' functionality.

1. Go to Test MODE by turning the key switch to the test position.
2. Press the **System Maintenance** button.
3. Enter Password.
4. Press **OK**.
5. In the System Maintenance menu, press **Ink Cartridge Type.**
6. Make sure **Enable for Infrared Ink** is checked.
7. Click **DONE**
8. Exit Menu

Follow the steps below to adjust the wiper blade.

If the Infrared Printing (spit and wipe) functionality has been enabled, it is also necessary to make sure that the rubber wiper blade is in the proper position to clear the print cartridge nozzles at each pass.

Follow the steps below to adjust the wiper blade.

1. Loosen the torque screw holding the wiper blade in place,
2. Raise or lower the assembly using the Phillips Head screw on top.
3. Re-tighten the torque screw.

Replacing the 'diaper':

The ‘diaper’ is a foam mat in a removable plastic tray located under the flap that opens in the back of the VAT. A new ‘diaper’ should be in place prior to a new election.

2.4 Printing the Operation Log (System Log File)

The Operation Log is used to view all signification operations that have occurred on the machine. The log entries are stored in a circular buffer which holds 277,777 entries.

Below is an example of entries which might appear in the Operation Log:

(1142)	11/10/2004	13:29:19	Aborted Marking Ballot ID: 1
(1141)	11/10/2004	13:20:12	Ballot Marked Ballot ID: 1
(1140)	11/10/2004	13:19:47	Ballot Marked Ballot ID: 1
(1139)	11/10/2004	13:17:07	Unrecognized Ballot
(1138)	11/10/2004	13:16:55	System Powered On Serial Number 000015
(1137)	11/10/2004	13:16:46	Keyswitch Run Mode
(1136)	11/10/2004	13:15:01	Test Print Ballot ID: 1
(1135)	11/10/2004	13:14:50	Keyswitch Test Mode
(1134)	11/10/2004	13:14:00	Hour Print Report Total Printed: 102
(1133)	11/10/2004	13:14:00	System Powered On Serial Number 000015

Follow the steps below to print the Operation Log.

1. Go to Test MODE by turning the key switch to the test position.
2. Press the *Operations Log* button. A text box with the operations log inside it displays.
3. Press the *UP* button to scroll one page up, press the *DOWN* button to scroll one page down, or you can advance the display to a particular page by touching the text box under “*GO TO PAGE*:” . A number keypad will display. Press the numbers for the page you wish to display. Press *DONE*. Press *GO*.
4. To print this log on completely blank ballot stock paper, press the *Print* button. The screen displays:
   Insert blank ballot stock paper.
   (Ballot stock is between 80 and 110 pound index stock. Ballot stock is slightly heavier than normal paper and less likely to jam.)
5. Insert a completely blank ballot stock paper.
6. After inserting the paper, the machine automatically begins printing the operation log, 66 lines per page. If there are more than 132 entries in the operation log, you will need several pages.
7. After the page has been ejected from the machine, if the message *insert another blank sheet of paper* appears, *followed by Insert a blank ballot stock paper*, insert another page. Repeat this process until the message *printing done* appears. Press *DONE* to exit the print function.

2.5 More System Maintenance Procedures

For more information on procedures for providing technical support, system maintenance and correction of defects, and for incorporating hardware upgrades and new software releases, see the AutoMARK 3210 System Installation and Maintenance Guide AQS-13-5010-001-F.

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3 Troubleshooting

This chapter contains common troubleshooting procedures and a description of error messages. Contact a Jurisdiction Official if you have a problem that is not described in this chapter.

3.1 Clearing a Paper Jam

Follow the procedure below to clear a paper jam.

1. Open the top panel or the rear clean-out panel. Top cleanout tray can be removed by pushing in on the round tabs at the sides of the tray and lifting. Rear panel can be removed by pulling tab sideways and out.
2. Remove the ballot.
3. If ballot is not damaged, not folded in any way, and not marked, re-insert the ballot correctly.

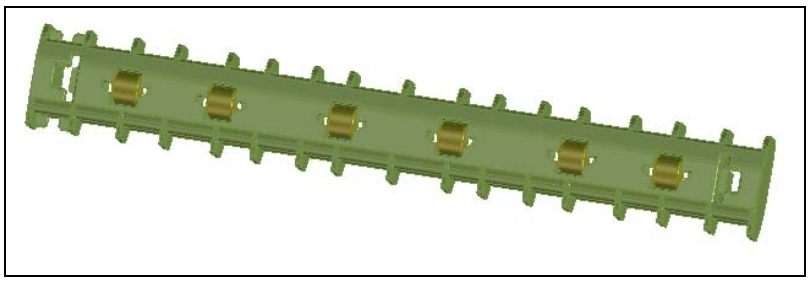
Notes

If the machine repeatedly jams, make sure the cleanout tray has the reversible roller in the proper position. The reversible roller needs to be wheels-down for 3”-14” ballots and wheels-up (into the cleanout tray) for 15”-22” ballots. Also make sure the cleanout tray is pressed down firmly so that tabs on both sides are properly fastened in the corresponding slots.

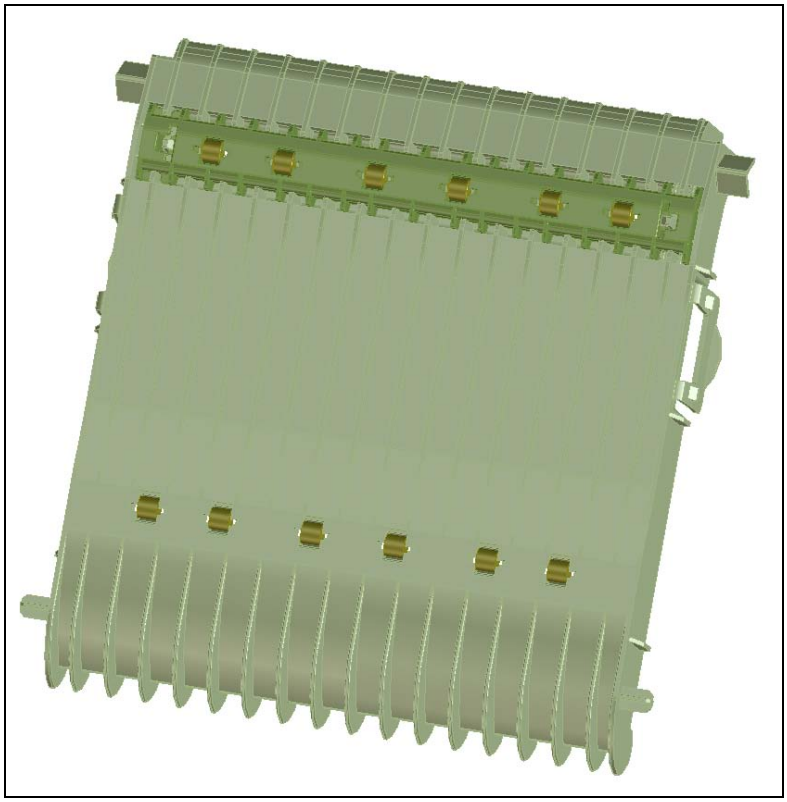
If using ballots with removable stubs, remove the stub before inserting the ballot into the VAT.

3.1.1 Reversible Roller Guide and Ballot Size

A Reversible Roller Guide allows the AutoMARK unit to be configured for various ballot lengths. It must be configured appropriately to prevent paper jams. The Reversible Roller Guide is located in the Top Cleanout.



Reversible Roller Guide

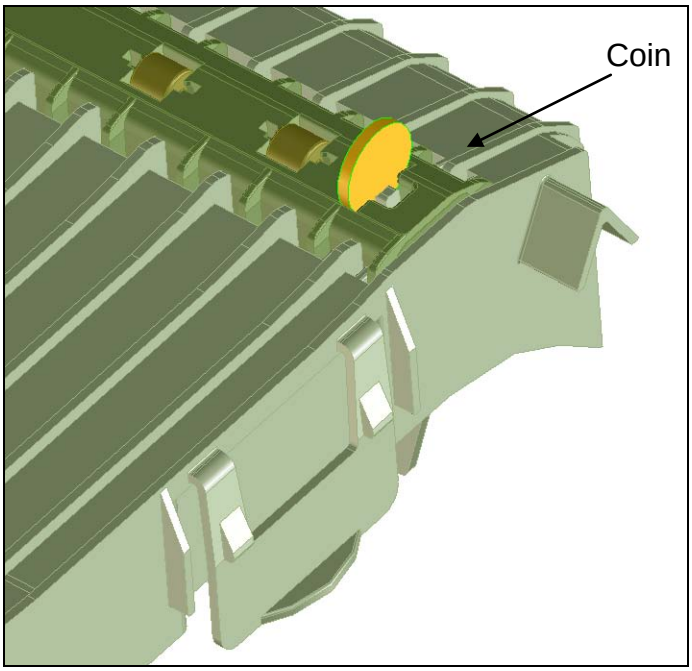


Reversible Roller Guide Installed in Top Cleanout
(Shown in standard ballot configuration)

Ballot Size	Position of Reversible Roller
Under 15 inches	Reversible roller nip active (roller wheels down)
15 inches or more	Reversible roller nip inactive (roller wheels up)

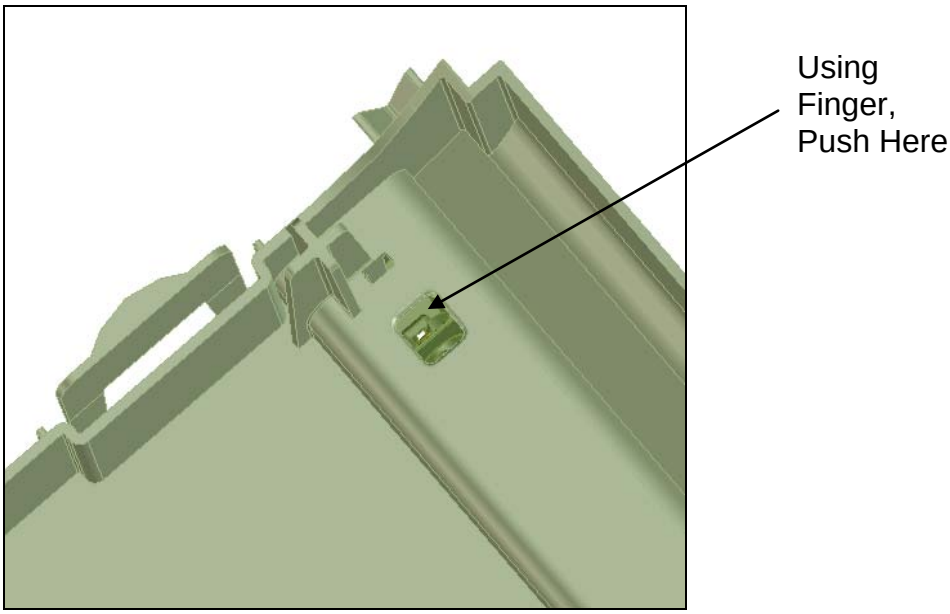
Roller Guide and Ballot Size

To accommodate long ballots (15” or more), the reversible roller guide must be flipped over so that the black plastic rollers are not exposed. To complete this operation, insert a coin into one of the slots on the Reversible Roller Guide as shown in the picture below.



Removing the Roller Guide

Locate small rectangular window on Top Cleanout opposite to where the coin is inserted. Insert finger through window and push out the Reversible Roller Guide. Repeat removal process for other end of the Reversible Roller Guide.



Reversing Roller Guide

Once the Reversible Roller Guide has been removed it may be flipped over so that the rollers are hidden for long ballots, or installed such that the rollers are exposed for short ballots.

3.2 Flash Memory Card Errors

The following procedures are used if you receive a flashcard error.

3.2.1 Unlocking the Flash Memory Card

You may need to unlock the flash card to set a new pin. Follow the procedure below to unlock the flash card and set a new pin.

1. Turn the key switch to the TEST position. Confirm that the *AutoMARK Main Menu* appears.
2. Select *Unlock Flash Card*.
3. Enter the correct PIN number for the compact flash memory card by pressing the white box for the unlock code and typing the numbers on the touch screen keypad that appears, then press *DONE*.
4. Press the *Unlock* button when you are done typing the correct PIN number. If the PIN number was correct and the data on the compact flash card has not been tampered with, and there are no hardware problems on this machine, then the system will respond with Unlocked successfully.
5. Press *DONE* then turn the key switch back to the ON position to resume use of the machine.

3.2.2 Changing the Flash Card

If the flash card is bad, follow the procedure below to change the flash card.

1. Turn the power off to the unit by switching the key switch to the OFF position.
2. Touch the key switch with one hand to discharge any static build-up.
3. Remove the old compact flash card if there is one in the system. You may need to unlock the access door to reach the compact flash card. A special circular key is used to unlock this access door.
4. Insert the new compact flash card into the card reader. There is only one correct orientation of the compact flash card and the system will not allow you to insert it the wrong way. Do not force the card in if there is resistance as you may damage the compact flash card reader.
5. Close and lock the access door using the circular key.
6. Turn the key switch to the ON position.

3.2.3 If the Flash Card is Removed When the AutoMARK is on

IF the Flash Card is removed when the AutoMARK is on, follow procedure 3.2.2 *Changing the Flash Card.*

3.2.4 Resetting the Machine

If you receive any of the following errors you will need to reset the AutoMARK VAT.

- You hear a “hissing” noise coming from the inside of the AutoMARK mechanism.
- The key switch fails to bring the unit into test mode.
- The system appears to lock up with no buttons available to press.
- The system repeatedly fails to recognize a correct ballot.
- The compact flash card has been removed.
- There was an error reading the compact flash card at power-up.

Follow the procedure below to reset the machine.

1. Turn the key switch to the off position.
2. Wait at least 3 seconds for the charge to die down.
3. Turn the key switch to the on position.

3.3 Calibrating the Printer

Note:
This section does *not* apply to Optech users.

Note

This procedure is used to calibrate the machine whenever there is a significant rotation or consistent X or Y offset during normal printing operations. For manual calibration instructions, see the AutoMARK Jurisdiction Guide AQS-13-5061-003-R.

Note

For automatic printer calibration use Election Data and paper ballots that have oval targets and oval density of 3 ovals per inch or less. For best results ballots should also have oval locations and timing marks on both sides and should be inserted first page up, front first.

The AutoMARK VAT implements an automatic printer calibration function that is accessible from the Test Ballot Print feature of Test Mode and may be used with any AutoMARK VAT compatible ballot that uses ovals.

1. Enter the Test Mode screen by turning the key switch to **Test**.
2. Press **Test Ballot Print**.
3. Use the touch screen to select the **Enable Calibration Suggestions** checkbox in the center top of the screen.
4. Insert a ballot and calibrate the printer, using the same ballot and election data for the current election. The ballot should be inserted first page up, front first for best results. Ballot should have timing marks on both sides.
5. After printing, the system will provide feedback based on the print accuracy and will prompt the user whether or not to implement the new settings.
6. Press **yes** to accept the new settings.
7. Insert another ballot compatible with the currently installed Flash Memory Card.
8. After the ballot prints, examine it for print accuracy. If additional refinement is desired, continue steps 6-8 until the accuracy is acceptable.
9. When the print accuracy is finalized, press **no** when prompted to accept the new settings.
10. Press **done.**
11. Exit Test Mode by turning the key switch.

3.4 Error Messages

Error messages are displayed on the touch screen monitor when AutoMARK VAT detects a critical condition that requires operator intervention to correct the problem before the selection process can be continued.

The international symbol ⚠ may accompany various error messages. These messages may or may not be translated into the voter's native language. For this reason, the Jurisdiction may wish to place a multi-lingual sign in the polling booth that explains that the symbol means an error has occurred and they should alert one of the election officials.

For example:

Note

Any of the Error conditions listed below may result in an unstable system. If an unrecoverable error message exists on the screen or the system is exhibiting unstable behavior use the following method to restart the system.

1. Make sure that you have election judges/ pollworkers from both parties present.
2. Turn the keyswitch to the off position.
3. Press the OK button on the message box (if there is one).
4. If the system does not power off within 5 to 10 seconds, try pressing the okay button again if it is still on the screen.
5. (Note: the system may take up to 30 seconds to turn off.)
   After the system has powered off, turn the keyswitch ON again.
6. The system will reboot. If there is a ballot in the VAT, it will be ejected, and any voting sessions that were in progress will have to be restarted. Note that if the ballot was being marked when the error occurred, a security cover should be placed over the ballot as it comes out, the ballot should be spoiled, and the voter should be given a new blank ballot.

Note

Error messages are system alerts intended for Poll Workers. They will not follow federal guidelines for text size or AT accessibility.

The following table contains a list of error messages that may be displayed, the probable causes and resolutions.

Error Message/Description	Probable Cause	Solution
ERROR – PAPER MISFEED	Ballot was inserted incorrectly and the AutoMARK paper feed mechanism was not able to align the ballot for scanning operations.	1. Open the top panel or the rear clean out panel. 2. Remove the ballot. 3. If the ballot is not damaged, re-insert the ballot correctly.
ERROR – PAPER JAM	Paper ballot was inserted correctly, but the AutoMARK VAT tractor feed mechanism cannot move ballot into the next position.	1. Open the top panel or the rear clean out panel. 2. Remove the ballot. 3. If the ballot is not damaged, re-insert the ballot correctly.

Error Message/Description	Probable Cause	Solution
ERROR – Ballot Has Not Been Recognized	System is unable to read election information programmed and/or stored on the compact flash memory card (FMC).	1. Shutdown AutoMARK VAT. 2. Remove compact FMC. 3. Reprogram FMC with correct data. 4. Touch the key switch with one hand to discharge any static build-up 5. Insert FMC in AutoMARK VAT. 6. Startup AutoMARK VAT. Note: If the FMC allows for manually ID ballot, the voter will be allowed to select a ballot format if the AutoMARK VAT does not recognize the ballot upon insertion.
General Error -Examples include *Argument Out of Range Exception* and *Null Reference Exception*.	Probable cause is an error in the software or a low memory condition.	1. Make sure that you have election judges/ pollworkers from both parties present. 2. Turn the keyswitch to the off position. 3. Press the OK button on the message box (if there is one). 4. If the system does not power off within 5 to 10 seconds, try pressing the okay button again if it is still on the screen. 5. (Note: the system may take up to 30 seconds to turn off.) After the system has powered off, turn the keyswitch ON again. 6. The system will reboot. If there is a ballot in the VAT, it will be ejected, and any voting sessions that were in progress will have to be restarted. Note that if the ballot was being marked when the error occurred, a security cover should be placed over the ballot as it comes out, the

Error Message/Description	Probable Cause	Solution
		ballot should be spoiled, and the voter should be given a new blank ballot.
Alert! A problem has occurred. Please notify an election official. There was an error while printing.	-Ink cartridge is empty or not depositing ink properly. -The printer of the VAT is not calibrated.	1. Make sure ink cartridge is functioning properly and is not out of ink. Replace ink cartridge if needed. 2. Ensure that the unit is calibrated correctly for printing. See section 3.3 for Printer Calibration. 3. If the ballot has not already been ejected, turn the key to test mode to eject the ballot. Spoil the ballot and provide a new ballot to the voter.

Area	Error message/Description	Probable Cause	Solution
Startup	Waiting for Flash Card to become available... (this may take 30 seconds or more)"	There is either no flashcard inserted or the inserted flashcard is not complying with the export format. Another cause for this in DV2.0 machines is that the system was not powered up properly and the compact flash card reader was not enumerated properly.	Try turning the system off, waiting for 15 solid seconds with the system off, and then turn the system on again. If the problem keeps repeating, then try a different compact flash card or have the machine serviced.
Startup	There are no ballots on the Flash Card and file read error is seen. Turn OFF the machine and check if a valid Flash Card is present.	The Automark VAT library was not able to import the ballots. There are no ballots available for the GUI to process.	Try a different compact flash card.
Startup	AutoMARK Datafile Read Error. Message : <system err. Msg> Filename: <impacted file> Please power-off the system and replace the	There is either a missing data file or a data file is not formatted right.	Try turning the system off, waiting for 15 solid seconds with the system off, and then turn the system on again. If the problem keeps repeating, then try a different compact flash card or have the machine serviced.

Area	Error message/Description	Probable Cause	Solution
	flash card. Touch the OK button after you have turned the keyswitch to the OFF position.		
Startup	**Alert! A problem has occurred. Please notify an election official.** **Files have been tampered with or wrong access code!**	The system detected that the flashcard data has been tampered and is not the original data that was exported. An additional cause could be that the pin code that was entered in the unlock screen was not the correct pin code for this particular set of data.	Make sure the pin code is correct. See earlier instructions for unlocking the compact flash card. If possible, get a new compact flash card or data set.
Startup	Scanners have not been Calibrated.	The system has detected that there is something wrong with the factory calibration of the ballot scanners or something is obstructing the scanners.	Make sure there is no ballot or paper located in the VAT. If the problem persists, a scanner calibration has to be performed by qualified service personnel. See Section 15 of the System Installation and Maintenance Guide AQS-13-5010-001-F.
Startup (Win XP)	The ballot could not be loaded.	The system was not able to load the ballot that the user attempted to preview.	Restart the computer.

Area	Error message/Description	Probable Cause	Solution
Scanning	File read error. <Error number>	Displayed when a file error occurred during the scanning process.	Try turning the system off, waiting for 15 solid seconds with the system off, and then turn the system on again. If the problem keeps repeating, then try a different compact flash card or have the machine serviced.
Scanning	Unknown scanner event <event code>	This message and the displayed event code should be reported to the Automark customer service team.	This message and the displayed event code should be reported to the Automark customer service team.
Flash Card	The Flash Card has been removed. Turn OFF the machine and insert a valid Flash Card.	System detected that the flash card was removed or tampered with.	Turn the key switch to the off position. (Touch the key switch with one hand to discharge any static build-up.) Replace the compact flash card, if necessary, and then turn the key switch to the ON position.

3.5 Troubleshooting Checklist

The following table consists of additional troubleshooting suggestions.

Problem	Probable Causes	Solution
Ballot selections not marked	Ink supply is low.	Replace ink cartridge.
Ballot selections marked incorrectly	Election information may be setup wrong on the compact flash memory card (FMC).	Re-program information on FMC and test.
Marked ballot cannot be read	Ballot style is unacceptable or optical cameras in scanner device are not functioning correctly.	If ballot style is unacceptable, have the voter mark an acceptable ballot style. Insert Proper ballot style.
AutoMARK will not start up without plugging it into an AC outlet.	Battery is low.	Recharge battery.
No response when screen images are touched.	Unknown	Shutdown and restart system. If problem still exists, call your service representative for service.
Audio presentation does not correspond with text displayed	Election information may be setup wrong on the compact flash memory card (FMC).	Re-program information on FMC and test.
No response when a key on the keypad is pressed	Unknown	Shutdown and restart system. If problem still exists, call your service representative for service.
No response when remote keypad or Puff-Sip device is used.	Device cable connection is not properly attached to the dual-switch access (DSA) port	Check all connections, then shutdown and restart the system if necessary.
Unable to hear audio presentation	Headphone connection is not properly inserted into the audio jack.	Check all connections, then shutdown and restart the system if necessary.

3.6 Spoiled Ballot Procedure

If you encounter an error that causes a spoiled ballot, eject the ballot to the voter and **do not** look at the voter's selections. Follow your local procedures for a spoiled ballot.

4 Security Measures

4.1 Access Control

4.1.1 General Access Control Policy

It is the responsibility of the jurisdiction to provide a secure physical and procedural environment for the storage, handling, preparation, and transportation of the system hardware.

The VAT should be kept in a secure location in a manner similar to other voting machines, ballots and other election equipment or records.

Recommended policy for access controls are as follows. The Compact Flash content shall be programmed and verified by County or State election staff. Pre-programmed Compact Flash cards will be delivered to each precinct for installation by local precinct staff.

Security measures which should be taken when preparing the Compact Flash Card are provided in the *AIMS Election Official's Guide*.

4.1.2 Individual Access Privileges

The Election Official or his designee should

- Retain possession of the key to power on the VAT.
- Retain possession of the key to unlock and lock the Compact Flash compartment.
- Set the password for the VAT System Maintenance Menu and keep private.

Any time the VAT is put into TEST MODE, pollworkers of both parties must be present

4.2 Access Control Measures

Unauthorized access to the Compact Flash card is prevented by means of a locked compartment. Election officials at the precinct level will use the Compact Flash compartment key to unlock the compartment, insert the Compact Flash card, and lock the compartment prior to opening the polls for voting. No further access to the Compact Flash is necessary until the polls are closed, when it can be removed.

4.3 Polling Place Security

The AutoMARK VAT is powered on and off by use of a key. Removal of this key will prevent unauthorized use when VAT is left unattended.

Physical security measures for the AutoMARK system include a locked compartment to prevent access to the Compact Flash card. The Compact Flash card contains ballot format information. The compartment is locked with a key. The key is held by the precinct staff.

A password is required to access the System Maintenance Menu items on the VAT, such as setting the time and date, or uploading new firmware. The password should be reset by the designated official and kept private.
Headphones can be used to provide audio of the various ballot choices and the display screen can be turned off to prevent unauthorized access to vote information from a voter with visual impairments.

5 Safety Information

Read the safety information, precautions and procedures in this section carefully before attempting to operate the AutoMARK Voter Assist Terminal.

5.1 Electrical Work and Service

The technical engineering staff of AutoMARK VAT Technical Systems LLC provides AutoMARK VAT electrical work and service.

5.2 Lockout

The AutoMARK VAT has a key-activated switch that is located on the front panel of the enclosure. The key-activated switch is used to control the system's operating mode. Key switch positions are described as follows:

Key Position	Label	Key Removable
Right	TEST	No
Center	ON	Yes
Left	OFF	Yes

Note

Special security keys are provided to access and activate this switch. These keys are to be used by authorized election officials only.

When the key-activated switch is in the TEST or ON positions, the AutoMARK VAT is switched on and power is drawn from the AC power line (if available) or the battery (if AC power is unavailable).

When the key-activated switch is in the TEST position, the AutoMARK VAT enters a Test Mode, which allows the election official to perform system setup, reporting, testing and maintenance functions.

Note

Any time the VAT is put into TEST mode, pollworkers from both parties must be present.

When the key-activated switch is moved to the ON position, the AutoMARK VAT is ready for normal operations.

When the system is powered up and the key-activated switch is moved to the OFF position, AC power continues to be supplied to the AutoMARK VAT. However, current is only drawn for recharging the battery while the key switch is in the OFF position. The terminal is shut down only when the key switch is in the OFF position.

5.3 Explanation of Symbols printed on the Equipment

⚠	This symbol instructs the Operator/User to consult the accompanying instructions before operating the equipment
⏚	"PROTECTIVE EARTH". This symbol is adjacent to the internal Protective Earth terminal

5.4 System Power

The AutoMARK VAT contains a built-in power supply that operates from standard AC line voltages. It also includes batteries with sufficient capacity to allow the unit to continue to operate for at least 2 hours after loss of AC power. Specifications are described below.

Attribute	Spec	Units
Input Power Voltage	93-264	VAC
Input Power Frequency	45-66	Hz
Battery Hold-Up, Minimum	2	Hours

The AutoMARK VAT has a pilot light and battery monitor (bi-color LED) lamp on the front panel that indicates the current status of the power supply. Specifications are described below.

LED Attribute	Power Source	Battery Status
Steady Green	AC Power	Batteries Charged
Blinking Green	AC Power	Batteries Low or Discharged
Steady Yellow	Battery Power	Batteries Charged
Blinking Yellow	Battery Power	Batteries Low
Steady Red	AC Power/key switch off	

Since there is no power switch for the AC Mains Supply, the Disconnect Means for the equipment is the plug on the power supply cord-set (or the Appliance Inlet connector on the rear of the unit)

The Mains socket-outlet shall be installed near the equipment and be readily accessible.

To remove all power from the equipment, both the AC Mains Plug and the DC Plug of the external Charger must be disconnected from the equipment.

Complete Mains electrical rating: 120V~ 60Hz 1.5A.

Mains supply voltage fluctuations are not to exceed +10% percent of the rated supply voltage range.

The equipment is suitable for continuous operation.

5.5 Battery Replacement

The Lithium-Ion Battery Pack (and the 3V lithium coin cell battery in the Single Board Computer) is replaceable only by Authorized Service Personnel.

“CAUTION: RISK OF EXPLOSION IF BATTERY IS REPLACED BY AN INCORRECT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO LOCAL REGULATIONS AND CONVENTIONS.”

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6 Appendix A

This appendix contains examples of the logic the tabulator uses to interpret the printed marks on a Straight Party ballot. There are examples for both exclusive and inclusive logic. The Election Official for the precinct should be aware of what type of logic is used within their precinct.

Exclusive Straight Party Contest

In a straight party race the voter marks the political party of their choice, which causes the candidate counts to increment for each candidate on the ballot that is associated with the chosen party. If the voter also marks a candidate in a regular contest, exclusive straight party rules require that the straight party choice no longer apply to that contest. Several examples of exclusive straight party voting and tabulation follow.

The example straight party race has three choices, and is a vote for one contest.

- Democratic
- Republican
- Independent

The associated City Council race is a “Vote for three” contest with the following candidates

- 2 Democratic candidates
- 3 Republican candidates
- 1 Independent candidate
- 3 Write-in Candidates

If the voter marks “Democratic” in the Straight Party race and does not mark in the City Council race, then both Democratic candidates will receive a vote.

Exclusive Straight Party Ballot

Straight Party
(Vote for One)

- ○ REPUBLICAN
- ● DEMOCRATIC
- ○ LIBERTARIAN

City Council District 4
(Vote for Three)

- ○ BLY NORRIS (Dem)
- ○ GARY SOPER (Dem)
- ○ JILL MILLS (Rep)
- ○ DON LYLE (Rep)
- ○ GAIL TANN (Rep)
- ○ DAN FLYNN (Ind)
- ○ _____ Write-In
- ○ _____ Write-In
- _____ Write-In

Races as Reported

STRAIGHT PARTY (Vote for One)	Total
Republican	0
Democratic	1
Libertarian	0
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	1

CITY COUNCIL DIST 4 (Vote for Three)	Total
Bly Norris (Dem)	1
Gary Soper (Dem)	1
Jill Mills (Rep)	0
Don Lyle (Rep)	0
Gail Tann (Rep)	0
Dan Flynn (Ind)	0
Write-In	0
Over Votes	0
Under Votes	1
Total Votes	3

If the voter marks “Republican” in the Straight Party race and does not mark in the City Council race, then all three Republican candidates will receive a vote.

Exclusive Straight Party Ballot

Straight Party
(Vote for One)

- [x] REPUBLICAN
- [ ] DEMOCRATIC
- [ ] INDEPENDENT

City Council District 4
(Vote for Three)

- [ ] BLY NORRIS (Dem)
- [ ] GARY SOPER (Dem)
- [ ] JILL MILLS (Rep)
- [ ] DON LYLE (Rep)
- [ ] GAIL TANN (Rep)
- [ ] DAN FLYNN (Ind)
- [ ] _____ Write-In
- [ ] _____ Write-In
- _____ Write-In

Races as Reported

STRAIGHT PARTY (Vote for One)	Total
Republican	0
Democratic	1
Independent	0
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	1

CITY COUNCIL DIST 4 (Vote for Three)	Total
Bly Norris (Dem)	0
Gary Soper (Dem)	0
Jill Mills (Rep)	1
Don Lyle (Rep)	1
Gail Tann (Rep)	1
Dan Flynn (Ind)	0
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	3

If the voter marks “Independent” in the Straight Party race and does not vote in the City Council race, then the single Independent candidate will receive a vote.

Exclusive Straight Party Ballot

Straight Party
(Vote for One)

- ○ REPUBLICAN
- ○ DEMOCRATIC
- ● INDEPENDENT

City Council District 4
(Vote for Three)

- ○ BLY NORRIS (Dem)
- ○ GARY SOPER (Dem)
- ○ JILL MILLS (Rep)
- ○ DON LYLE (Rep)
- ○ GAIL TANN (Rep)
- ○ DAN FLYNN (Ind)
- ○ _____ Write-In
- ○ _____ Write-In

_____ Write-In

Races as Reported

STRAIGHT PARTY (Vote for One)	Total
Republican	0
Democratic	0
Independent	1
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	1

CITY COUNCIL DIST 4 (Vote for Three)	Total
Bly Norris (Dem)	0
Gary Soper (Dem)	0
Jill Mills (Rep)	0
Don Lyle (Rep)	0
Gail Tann (Rep)	0
Dan Flynn (Ind)	1
Write-In	0
Over Votes	0
Under Votes	2
Total Votes	3

If the voter marks “Democratic” in the Straight Party race and votes for one Democratic candidate in the City Council race, then only the Democratic candidate marked will receive a vote

Exclusive Straight Party Ballot

Straight Party
(Vote for One)

- ○ REPUBLICAN
- ● DEMOCRATIC
- ○ INDEPENDENT

City Council District 4
(Vote for Three)

- ○ BLY NORRIS (Dem)
- ● GARY SOPER (Dem)
- ○ JILL MILLS (Rep)
- ○ DON LYLE (Rep)
- ○ GAIL TANN (Rep)
- ○ DAN FLYNN (Ind)
- ○ _____ Write-In
- ○ _____ Write-In
- _____ Write-In

Races as Reported

STRAIGHT PARTY (Vote for One)	Total
Republican	0
Democratic	1
Independent	0
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	1

CITY COUNCIL DIST 4 (Vote for Three)	Total
Bly Norris (Dem)	0
Gary Soper (Dem)	1
Jill Mills (Rep)	0
Don Lyle (Rep)	0
Gail Tann (Rep)	0
Dan Flynn (Ind)	0
Write-In	0
Over Votes	0
Under Votes	2
Total Votes	3

If the voter marks “Republican” in the Straight Party race and votes for two Republicans and the Independent candidate in the City Council race, then only the two Republican candidates marked and the Independent candidate marked will receive a vote.

Exclusive Straight Party Ballot

Straight Party
(Vote for One)

- [x] REPUBLICAN
- [ ] DEMOCRATIC
- [ ] INDEPENDENT

City Council District 4
(Vote for Three)

- [ ] BLY NORRIS (Dem)
- [ ] GARY SOPER (Dem)
- [x] JILL MILLS (Rep)
- [x] DON LYLE (Rep)
- [ ] GAIL TANN (Rep)
- [x] DAN FLYNN (Ind)
- [ ] _____ Write-In
- [ ] _____ Write-In
- _____ Write-In

Races as Reported

STRAIGHT PARTY (Vote for One)	Total
Republican	1
Democratic	0
Independent	0
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	1

CITY COUNCIL DIST 4 (Vote for Three)	Total
Bly Norris (Dem)	0
Gary Soper (Dem)	0
Jill Mills (Rep)	1
Don Lyle (Rep)	1
Gail Tann (Rep)	0
Dan Flynn (Ind)	1
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	3

If the voter marks “Republican” in the Straight Party race and marks a single write-in, then only the write-in marked will receive a vote

Exclusive Straight Party Ballot

Straight Party
(Vote for One)

- [x] REPUBLICAN
- [ ] DEMOCRATIC
- [ ] INDEPENDENT

City Council District 4
(Vote for Three)

- [ ] BLY NORRIS (Dem)
- [ ] GARY SOPER (Dem)
- [ ] JILL MILLS (Rep)
- [ ] DON LYLE (Rep)
- [ ] GAIL TANN (Rep)
- [x] DAN FLYNN (Ind)
- [ ] Jane Hall_____ Write-In
- [ ] _____ Write-In

_____ Write-In

Races as Reported

STRAIGHT PARTY (Vote for One)	Total
Republican	1
Democratic	0
Independent	0
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	1

CITY COUNCIL DIST 4 (Vote for Three)	Total
Bly Norris (Dem)	0
Gary Soper (Dem)	0
Jill Mills (Rep)	0
Don Lyle (Rep)	0
Gail Tann (Rep)	0
Dan Flynn (Ind)	0
Write-In	1
Over Votes	0
Under Votes	2
Total Votes	3

Inclusive Straight Party Contest

Inclusive straight party rules require that voter marks in a regular contest take precedence over the straight party choice, but that the straight party choice is still applied to the race when possible. The straight party selections will not be applied to the contest if it causes an over-vote in the race.

Several examples of inclusive straight party voting and tabulation follow.

The example straight party race has three choices, and is a vote for one contest.

- Democratic
- Republican
- Independent

The associated City Council race is a “Vote for three” contest with the following candidates

- 2 Democratic candidates
- 3 Republican candidates
- 1 Independent candidate
- 3 Write-in Candidates

If the voter marks “Democratic” in the Straight Party race and does not mark any candidate in the City Council race, then both Democratic candidates will receive a vote.

Inclusive Straight Party Ballot

Straight Party
(Vote for One)

- ○ REPUBLICAN
- ● DEMOCRATIC
- ○ LIBERTARIAN

City Council District 4
(Vote for Three)

- ○ BLY NORRIS (Dem)
- ○ GARY SOPER (Dem)
- ○ JILL MILLS (Rep)
- ○ DON LYLE (Rep)
- ○ GAIL TANN (Rep)
- ○ DAN FLYNN (Ind)
- ○ _____ Write-In
- ○ _____ Write-In
- _____ Write-In

Races as Reported

STRAIGHT PARTY (Vote for One)	Total
Republican	0
Democratic	1
Libertarian	0
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	1

CITY COUNCIL DIST 4 (Vote for Three)	Total
Bly Norris (Dem)	1
Gary Soper (Dem)	1
Jill Mills (Rep)	0
Don Lyle (Rep)	0
Gail Tann (Rep)	0
Dan Flynn (Ind)	0
Write-In	0
Over Votes	0
Under Votes	1
Total Votes	3

If the voter marks “Republican” in the Straight Party race and does not mark in the City Council race, then all three Republican candidates will receive a vote.

Inclusive Straight Party Ballot

Straight Party
(Vote for One)

- [x] REPUBLICAN
- [ ] DEMOCRATIC
- [ ] INDEPENDENT

City Council District 4
(Vote for Three)

- [ ] BLY NORRIS (Dem)
- [ ] GARY SOPER (Dem)
- [ ] JILL MILLS (Rep)
- [ ] DON LYLE (Rep)
- [ ] GAIL TANN (Rep)
- [ ] DAN FLYNN (Ind)
- [ ] _____ Write-In
- [ ] _____ Write-In
- _____ Write-In

Races as Reported

STRAIGHT PARTY (Vote for One)	Total
Republican	0
Democratic	1
Independent	0
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	1

CITY COUNCIL DIST 4 (Vote for Three)	Total
Bly Norris (Dem)	0
Gary Soper (Dem)	0
Jill Mills (Rep)	1
Don Lyle (Rep)	1
Gail Tann (Rep)	1
Dan Flynn (Ind)	0
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	3

If the voter marks “Independent” in the Straight Party race and does not vote in the City Council race, then the single Independent candidate will receive a vote.

Inclusive Straight Party Ballot

Straight Party
(Vote for One)

- ○ REPUBLICAN
- ○ DEMOCRATIC
- ● INDEPENDENT

City Council District 4
(Vote for Three)

- ○ BLY NORRIS (Dem)
- ○ GARY SOPER (Dem)
- ○ JILL MILLS (Rep)
- ○ DON LYLE (Rep)
- ○ GAIL TANN (Rep)
- ○ DAN FLYNN (Ind)
- ○ _____ Write-In
- ○ _____ Write-In
- _____ Write-In

Races as Reported

STRAIGHT PARTY (Vote for One)	Total
Republican	0
Democratic	0
Independent	1
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	1

CITY COUNCIL DIST 4 (Vote for Three)	Total
Bly Norris (Dem)	0
Gary Soper (Dem)	0
Jill Mills (Rep)	0
Don Lyle (Rep)	0
Gail Tann (Rep)	0
Dan Flynn (Ind)	1
Write-In	0
Over Votes	0
Under Votes	2
Total Votes	3

If the voter marks “Democratic” in the Straight Party race and votes for one Democratic candidate in the City Council race, then both Democratic candidates will still receive a vote (no over-vote occurs).

Inclusive Straight Party Ballot

Straight Party
(Vote for One)

- ○ REPUBLICAN
- ● DEMOCRATIC
- ○ INDEPENDENT

City Council District 4
(Vote for Three)

- ○ BLY NORRIS (Dem)
- ● GARY SOPER (Dem)
- ○ JILL MILLS (Rep)
- ○ DON LYLE (Rep)
- ○ GAIL TANN (Rep)
- ○ DAN FLYNN (Ind)
- ○ _____ Write-In
- ○ _____ Write-In
- _____ Write-In

Races as Reported

STRAIGHT PARTY (Vote for One)	Total
Republican	0
Democratic	1
Independent	0
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	1

CITY COUNCIL DIST 4 (Vote for Three)	Total
Bly Norris (Dem)	1
Gary Soper (Dem)	1
Jill Mills (Rep)	0
Don Lyle (Rep)	0
Gail Tann (Rep)	0
Dan Flynn (Ind)	0
Write-In	0
Over Votes	0
Under Votes	1
Total Votes	3

If the voter marks “Democratic” in the Straight Party race and votes for the Independent candidate in the City Council race, then the single Independent candidate will receive a vote and the unmarked Democratic candidates also receive a vote (does not cause an over-vote).

Inclusive Straight Party Ballot

Straight Party
(Vote for One)

- ○ REPUBLICAN
- ● DEMOCRATIC
- ○ INDEPENDENT

City Council District 4
(Vote for Three)

- ○ BLY NORRIS (Dem)
- ○ GARY SOPER (Dem)
- ○ JILL MILLS (Rep)
- ○ DON LYLE (Rep)
- ● GAIL TANN (Rep)
- ○ DAN FLYNN (Ind)
- ○ _____ Write-In
- ○ _____ Write-In
- _____ Write-In

Races as Reported

STRAIGHT PARTY (Vote for One)	Total
Republican	0
Democratic	1
Independent	0
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	1

CITY COUNCIL DIST 4 (Vote for Three)	Total
Bly Norris (Dem)	1
Gary Soper (Dem)	1
Jill Mills (Rep)	0
Don Lyle (Rep)	0
Gail Tann (Rep)	0
Dan Flynn (Ind)	1
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	3

If the voter marks “Republican” in the Straight Party race and votes for two Republicans in the City Council race, then all three Republican candidates will receive a vote (does not cause an over-vote).

Inclusive Straight Party Ballot

Straight Party
(Vote for One)

- [x] REPUBLICAN
- [ ] DEMOCRATIC
- [ ] INDEPENDENT

City Council District 4
(Vote for Three)

- [ ] BLY NORRIS (Dem)
- [ ] GARY SOPER (Dem)
- [x] JILL MILLS (Rep)
- [x] DON LYLE (Rep)
- [ ] GAIL TANN (Rep)
- [ ] DAN FLYNN (Ind)
- [ ] _____ Write-In
- [ ] _____ Write-In

_____ Write-In

Races as Reported

STRAIGHT PARTY (Vote for One)	Total
Republican	0
Democratic	1
Independent	0
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	1

CITY COUNCIL DIST 4 (Vote for Three)	Total
Bly Norris (Dem)	0
Gary Soper (Dem)	0
Jill Mills (Rep)	1
Don Lyle (Rep)	1
Gail Tann (Rep)	1
Dan Flynn (Ind)	0
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	3

If the voter marks “Republican” in the Straight Party race and votes for two Republicans and the Independent candidate in the City Council race, then only the two Republican candidates marked and the Independent candidate marked will receive a vote. The unmarked Republican cannot be given a vote as that would cause an over-vote.

Inclusive Straight Party Ballot

Straight Party
(Vote for One)

- [x] REPUBLICAN
- [ ] DEMOCRATIC
- [ ] INDEPENDENT

City Council District 4
(Vote for Three)

- [ ] BLY NORRIS (Dem)
- [ ] GARY SOPER (Dem)
- [x] JILL MILLS (Rep)
- [x] DON LYLE (Rep)
- [ ] GAIL TANN (Rep)
- [x] DAN FLYNN (Ind)
- [ ] _____ Write-In
- [ ] _____ Write-In
- _____ Write-In

Races as Reported

STRAIGHT PARTY (Vote for One)	Total
Republican	0
Democratic	1
Independent	0
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	1

CITY COUNCIL DIST 4 (Vote for Three)	Total
Bly Norris (Dem)	0
Gary Soper (Dem)	0
Jill Mills (Rep)	1
Don Lyle (Rep)	1
Gail Tann (Rep)	0
Dan Flynn (Ind)	1
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	3

If the voter marks “Republican” in the Straight Party race and votes for one of the Non-Republican candidates in the City Council race, then only the marked Non-Republican candidate will receive a vote. Attempting to give all three unmarked Republicans a vote would cause an over-vote.

Inclusive Straight Party Ballot

Straight Party
(Vote for One)

- [x] REPUBLICAN
- [ ] DEMOCRATIC
- [ ] INDEPENDENT

City Council District 4
(Vote for Three)

- [ ] BLY NORRIS (Dem)
- [x] GARY SOPER (Dem)
- [ ] JILL MILLS (Rep)
- [ ] DON LYLE (Rep)
- [ ] GAIL TANN (Rep)
- [ ] DAN FLYNN (Ind)
- [ ] _____ Write-In
- [ ] _____ Write-In
- [ ] _____ Write-In

Races as Reported

STRAIGHT PARTY (Vote for One)	Total
Republican	1
Democratic	0
Independent	0
Write-In	0
Over Votes	0
Under Votes	0
Total Votes	1

CITY COUNCIL DIST 4 (Vote for Three)	Total
Bly Norris (Dem)	0
Gary Soper (Dem)	1
Jill Mills (Rep)	0
Don Lyle (Rep)	0
Gail Tann (Rep)	0
Dan Flynn (Ind)	0
Write-In	0
Over Votes	0
Under Votes	2
Total Votes	3

7 *REVISION* HISTORY

Revision	Date	Reason for Revision
1	04/11/2006	Original document based on AQS-31-5061-002-R.doc
2	12/13/2006	Updated address.
3	12/1/2006	Fixed graphic on pg 1. - ph
4	4/2/07	Added 2.5 “More System Maintenance Procedures” reference. Added “Assisting the Voter with Ballot Insertion” to section 1.4. Disclaimer changed. -gg.
5	5/17/07	Fixed audio pause reference in 1.8.3 – ph; Added filename & date to footer. Formatted TOC.
6	6/4/07	Clearly marked Optech-specific information. Sec. 3.3 on calibrating the printer, changed text on inserting a ballot.–gg.
7	3/7/08	Updated 3.4.Added note to 1.5 Updated address. –ph
8	3/20/08	Added note to section 3.3 and 1.5, 1.8.3 –ph
9	5/7/09	Clarified instructions for setting the system date and time in Section 2.1 – mn
10	06/16/09	Updated configuration boilerplate to replace ATS references with ES&S.
11	1/17/11	Updated the Project ID in the file name and document footer to U3210 Updated the copyright date