

FSS & AutoMARK™

Voter'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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1 Introduction to the AutoMARK VAT

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.

The AutoMARK™ Voter Assist Terminal (VAT) is used to mark the ballot selections of voters who are visually impaired, have a disability, or who are more comfortable using an alternative language.

Ballot choices and instructions are displayed in large text print on the touch screen monitor, as well as read by the audio system in the language choice selected by the voter. Voters enter their selections by touching buttons on the screen, pressing keys on the keypad, or using an Assistive Technology (AT) device.

The AutoMARK VAT marks your ballot with your selections and returns them to you. You can then submit your marked ballot in the normal manner for tabulation. This guide contains all the information needed to use the AutoMARK Voter Assist Terminal (VAT).

1.1 Features of the AutoMARK VAT

A voter can use the Automark to mark a ballot by using:

- The touch screen
- The Braille keypad
- An AT device (such as puff-sip or foot pedal)

The AutoMARK VAT has the capability to display your ballot in alternate languages. Language choices are determined by your jurisdiction. If you are not able to view the language selection screen, your jurisdiction has chosen to provide English as the only language. The audio matches the language selected.

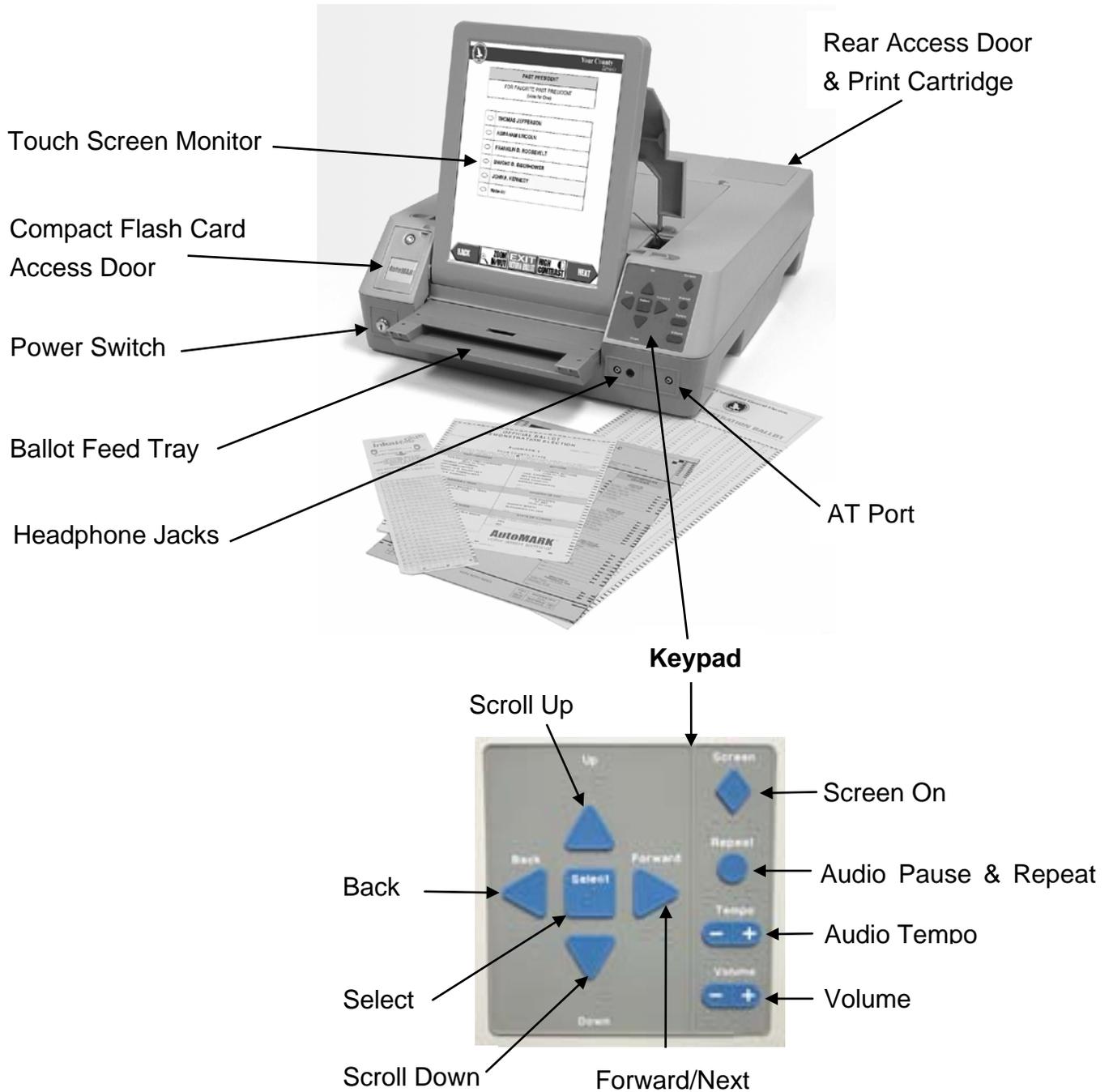
The AutoMARK VAT has several privacy features. Audio volume can be increased or decreased as desired, and the screen can be turned on and off for privacy. If you want to use the audio system to listen to ballot choices and instructions, you will use the audio keys on the keypad (shown on the following page) to control audio sound. Headphones with disposable earpieces may be provided by your election officials.

The AutoMARK VAT also has a **ZOOM MODE** feature which enlarges the text on the screen, and a **High Contrast** mode which gives contrast to the screen resolution, for those who are visually impaired.

Note

- In order to see which ballot style you loaded into the VAT with a multiple language election, do not use High Contrast mode until the instructions screen. When using both Zoom mode and High Contrast mode, initiate Zoom mode first on the instructions screen.
-

The AutoMARK VAT consists of the labeled components shown in the picture below.



Note

Audio Repeat and Pause functionality:

- Briefly pressing the Repeat button will cause the current spoken label to repeat after a 5 second pause.
 - Holding down the Repeat button for 3 seconds will cause the audio to pause. Briefly hit the Repeat button again to resume audio.
-

1.2 Using the AutoMARK VAT Keys and Buttons

The AutoMARK VAT is designed so that you can use either the keys on the keypad, an AT device, or touch displayed text and buttons on the screen to enter your selections.

When you press the keys on the keypad or touch text or buttons on the screen, you are actually sending operating instructions (commands) to the computer. (For example, pressing the **Screen Off/On** key on the keypad tells the computer to turn the touch screen monitor off or on.)

Touch screen buttons in the picture below are displayed at the bottom of a screen.

Note

The buttons illustrated below do not appear on every screen.



Sample of Touch Screen Buttons

Touching the **BACK** button displays the previous screen.

Touching the **ZOOM IN/OUT** button on any screen increases and decreases the size of the text displayed.

Touching the **EXIT RETURN BALLOT** button displays the **EXIT** screen.

Touching the **HIGH CONTRAST** button on any screen lightens or darkens the screen contrast.

Touching the **NEXT** button enters your selection and displays the next screen.

If you want to listen to choices and instructions in the language of your choice and use the keys on the keypad to enter your selections, plug in your headphones, or use the headphones provided.

Note

Audio includes keypad instructions. Therefore, no further audio and keypad information is included in this guide.

1.3 Using the AutoMARK VAT with an AT Device

The AutoMARK VAT is designed to work with AT devices such as:

- Puff-sip
- Foot Pedal

The AutoMARK VAT allows a Voter with an AT device to perform all of the selections available on the key pad or touch screen. When using an AT device the system responds to a *yes* or *no* action. The AutoMARK VAT allows you to complete a ballot entirely with the aid of and AT device.

Instructions for Use of an AT device:

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** invokes that action. For example, entering **YES** when **ZOOM** is highlighted causes the screen to ZOOM. Entering **YES** again, returns 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.

If you encounter a problem operating the AutoMARK Voter Assist Terminal, please ask an election official for assistance.

Note

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

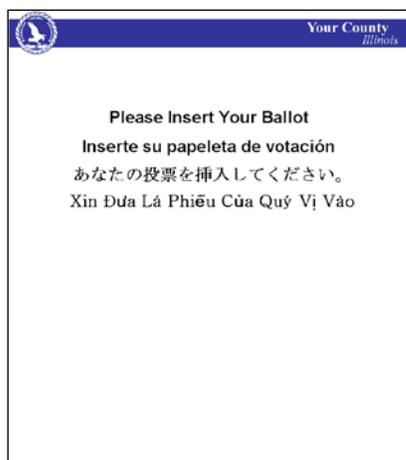
- Adjusting the volume of the audio.
- Adjusting the tempo of the audio.
- Repeating the audio of the screen.
- Turning the display screen on and off.

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

2 Marking your Ballot

The following section tells you how to mark a ballot using the touch screen, if your ballot is currently unmarked and in a readable format. You can also use the Braille keypad in place of the touch screen to make your selections. For more information on how to use the Braille keypad to make your selections see section 1.2. If you are using an AT device to make your selections see Section 1.3. The ***Please Insert Your Ballot*** screen (see picture below) should be displayed on the touch screen monitor. If not, ask an election official for assistance.



Please Insert your Ballot Screen



Follow the steps below to mark your ballot.

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



Note

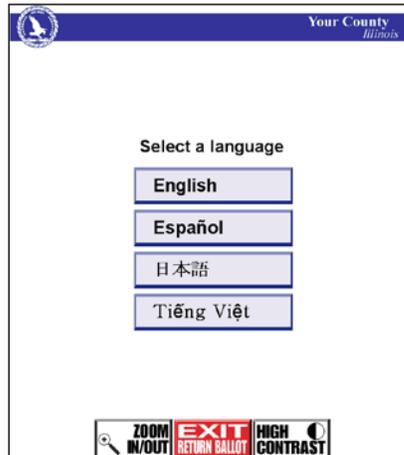
If you are using a ballot with a removable “stub”, remove the stub before inserting the ballot.

Note

If you are having trouble inserting a ballot, ask an election official for assistance.

Marking your Ballot

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



Language Selection Screen

Note

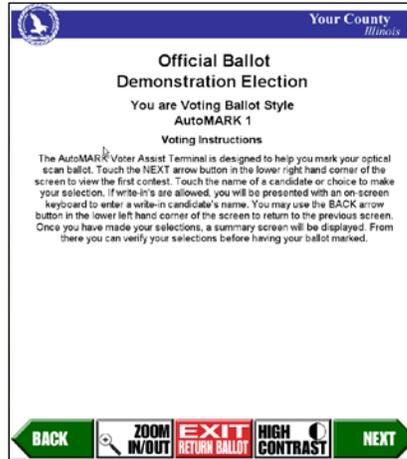
If there is only one language choice at your polling place, the next screen is displayed automatically.

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

Note

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

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



Voting Instructions Screen

Note

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

3. **Read the voting instructions displayed.**
4. **Touch the NEXT button.** The *Contest* screen is displayed. (See the picture below.)

Marking your Ballot

The screenshot shows a digital ballot interface. At the top, there is a blue header with the text "Your County Illinois" and a small circular logo on the left. Below the header, a light blue box contains the text "PAST PRESIDENT" and "FOR FAVORITE PAST PRESIDENT (Vote for One)". Underneath this box is a list of candidates, each preceded by a radio button icon: THOMAS JEFFERSON, ABRAHAM LINCOLN, FRANKLIN D. ROOSEVELT, DWIGHT D. EISENHOWER, JOHN F. KENNEDY, and Write-in:. At the bottom of the screen, there is a navigation bar with several buttons: "BACK" (green arrow pointing left), "ZOOM IN/OUT" (magnifying glass icon), "EXIT RETURN BALLOT" (red button), "HIGH CONTRAST" (crescent moon icon), and "NEXT" (green arrow pointing right).

Contest Screen

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

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

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

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

- 6. Touch the NEXT button to enter you selection.**
- 7. Continue voting until you have completed all contests in this election.**

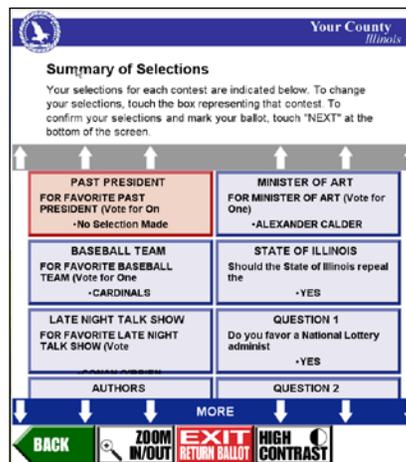
Since AutoMARK VAT displays one *Contest* screen for each contest listed on your ballot, several contest screens will be

displayed until you have entered all your selections.

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

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

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

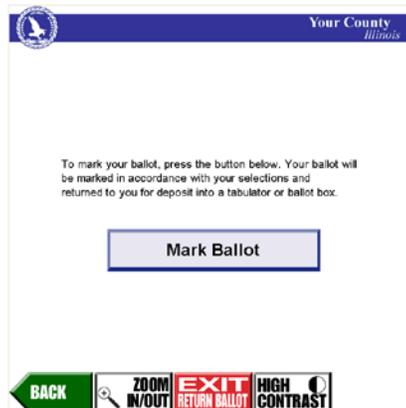


Summary Screen

8. Scroll through the list and review your selections.
9. If you wish to change a selection:
 - a. Touch the *Contest* text box on the *Summary* screen.
 - b. Touch the original selection to deselect that candidate's name or choice.

Marking your Ballot

- c. Touch your new choice and the NEXT button to return to the *Summary* screen.
10. When you are satisfied with all of your selections, touch the NEXT button. The AutoMARK VAT displays the *Mark Ballot* screen.



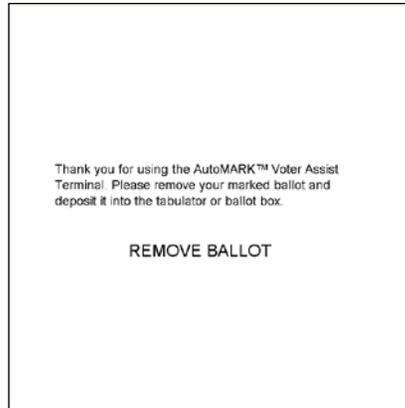
Mark Ballot Screen

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



Print Ballot Screen

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



Remove Ballot Screen

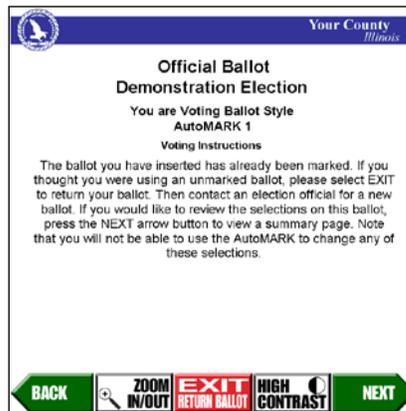
13. Remove your marked ballot from the AutoMARK VAT paper tray and submit your marked ballot in the normal manner for tabulation.

3 Verifying a Marked Ballot

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



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



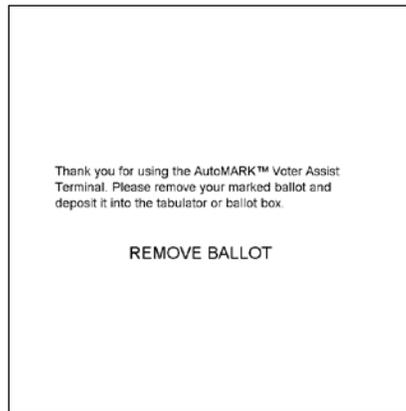
Verification Instructions Screen

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



Verification Summary Screen

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



Remove Ballot Screen

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

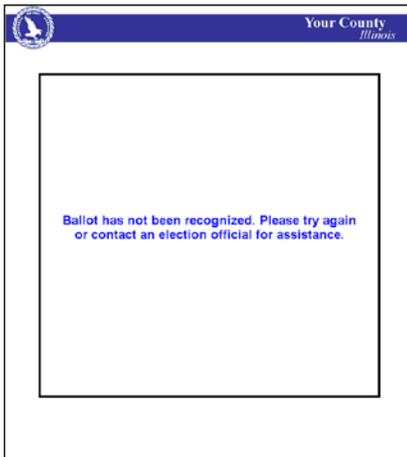
Note

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

4 Frequently Asked Questions

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

4.1 Ballot is not readable



Error- Ballot Not Readable Screen

Reasons:

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

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

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

4.2 Ballot is jammed

Reason:

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

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

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



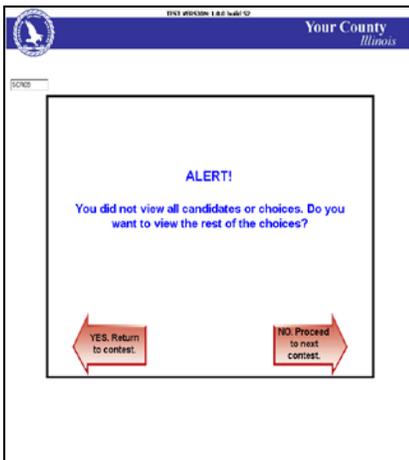
Error- Paper Misfeed Screen

4.3 What Is a Pop-up Screen?

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

The following pop-up screens may be displayed:

4.3.1 MORE ALERT



More Alert

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

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

4.3.2 FORCE MORE ALERT



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

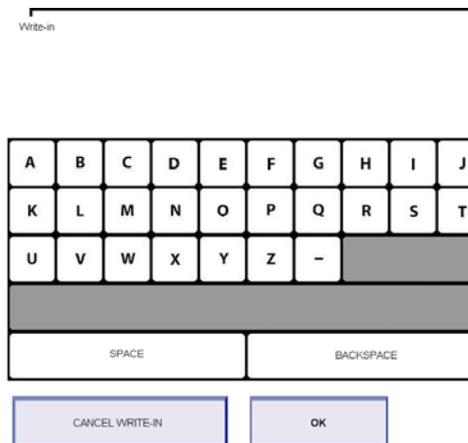
1. Touch the OK button to return to the current *Contest* screen and select MORE to review additional candidate names.

4.3.3 WRITE-IN

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

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

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

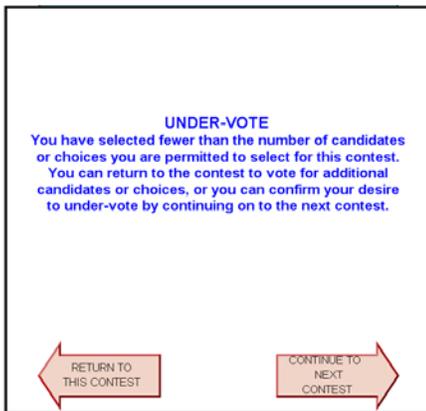


Frequently Asked Questions

Write-In

4.3.4 UNDER-VOTE

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

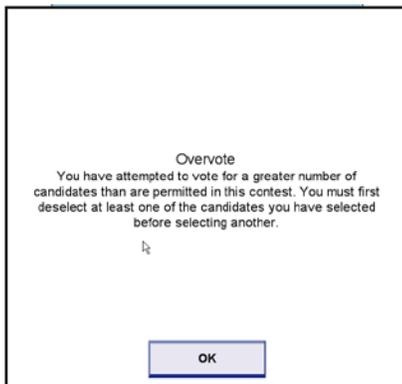


Under-Vote

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

4.3.5 OVER-VOTE

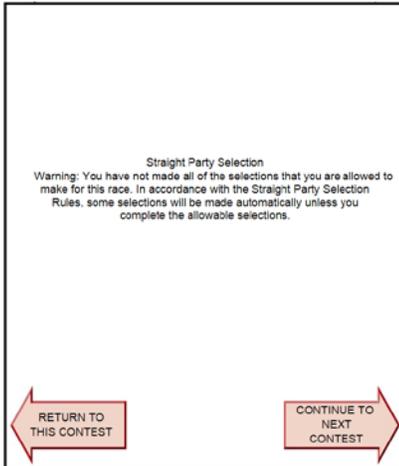
The AutoMARK VAT displays the *Over-Vote* pop-up screen (shown here) when you try to select more candidates or choices than are permitted for a particular contest.



Over-Vote

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

4.3.6 Straight Party Warning



Straight Party Selection

The AutoMARK VAT displays the *Straight Party Selection* screen (shown here) when some candidates have been deselected by the voter but are being voted for anyway due to Straight Party rules.

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

4.3.7 Cross Endorsement warning

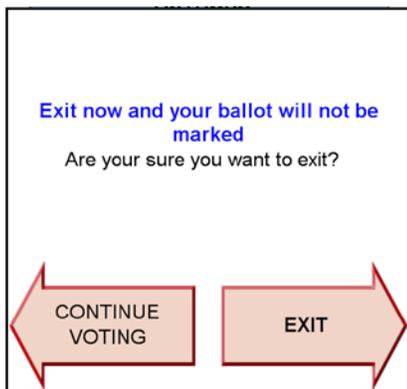


Cross Endorsement warning

The AutoMARK VAT displays the Cross Endorsement warning screen (shown here) when an attempt is made to select the same candidate twice for the same race. This can occur if cross endorsement is handled by listing the same candidate more than once in a race.

1. Touch the OK button to return to the race.
2. To change the party endorsement of the candidate, deselect the candidate and reselect with the correct party affiliation.

4.3.8 EXIT



EXIT

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

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

4.3.9 EXIT THANK YOU

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

1. Remove your unmarked ballot from the paper tray.

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



Exit Thank You

4.4 How Do I Exit without Marking the Ballot ?

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

5 REVISION HISTORY

Revision	Date	Reason for Revision
1	04/11/2006	Original document based on AQS-31-5061-001-R.doc
2	12/13/2006	Updated address.
3	1/11/2007	Added note to section 1.1 - ph
4	5/17/07	Added trouble inserting ballot text to section 2. Changed disclaimer. Release approval. Updated copyright date. Formatted TOC. Updated components graphic in sec 1. Put title & date in footer.–gg
5	6/4/07	Clearly identified Optech-specific text.–gg
6	1/11/08	Updated graphics -ph
7	3/7/08	Added note to section 1.3. -ph
8	3/20/08	Added note to section 1.1 and 1.3 –ph
9	06/16/09	Updated configuration boilerplate to replace ATS references with ES&S.
10	1/17/2011	Updated the Project ID in the file name and document footer to U3210 Updated the copyright date