



**ELECTION INSPECTORS' GUIDE
FOR
AutoMARK VOTER ASSIST TERMINAL (VAT)**

**A Quick Guide to the Procedures for Operating
The Voting Equipment in Your Precinct**

**Michigan Department of State
Bureau of Elections**

June 2006

OPENING THE POLLS

- 1.) Verify that the terminal *serial* number and the *seal* number used to secure the program into the terminal agree with the Clerks' Preparation Certificate in the Poll Book. The *serial* number can be found on a tag at the rear of the terminal. The *seal* number is located on the front of the terminal, left side.

DO NOT REMOVE THE TERMINAL SEAL

- 2.) Remove the terminal, power cord, **Mode Switch Key** and the headphones from the carrying case. Position the terminal near an electrical outlet. In selecting a suitable location keep in mind that the secrecy of each ballot must be ensured. Plug the terminal into an electrical outlet.
- 3.) Move the lid latches towards the outer edge to open the lid. Lift the lid flap and rotate it back until it rests on top of the lid. Lift the entire lid away from you into the vertical position. The Screen should now be visible.
- 4.) Lift the Screen towards you into the vertical position. Close the lid, leaving the Screen in the upright position. Adjust the angle of the Screen for optimal viewing.
- 5.) Pull up on the Ballot Feed Tray, then pull it towards you and lower it into position.
- 6.) Plug the headphones into the headphone jack at the front of the terminal. Once you have verified that the headphones are working, unplug and secure until needed.

- 7.) Print a test ballot for each ballot style that will be issued at your polling location. This test is used to verify that all marks will be made within the target area of each vote position and that all offices, candidates and proposals are recognized. Turn the key to the **Test** position. (NOTE: The screen will remain blank for approximately one minute.) The **Main Menu** will display. Press **Test Ballot Print**.

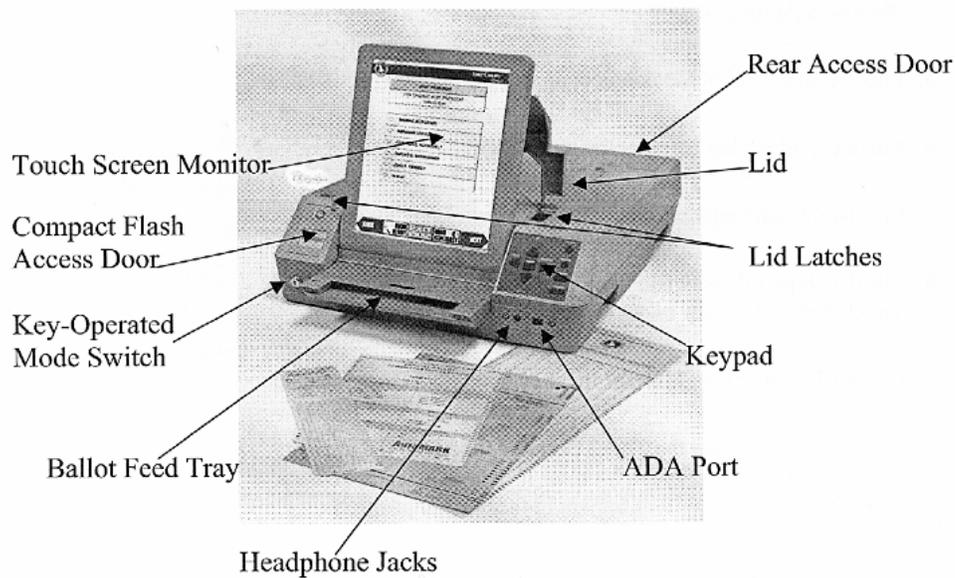
Complete the following steps for each ballot style:

- a. Starting with the first ballot style, remove the ballot stub and insert the ballot into the terminal clean end first. The ballot will automatically be marked and returned for visual inspection.
- b. Carefully inspect the ballot to ensure that: 1) all vote positions appearing on the ballot have been marked, 2) the marks fall within the target area of each vote position and 3) the name of each candidate that is over-laid on the ballot is the same as the name that is printed on the ballot.
- c. Press **Done**.

IMMEDIATELY NOTIFY THE CLERK OF ANY PROBLEMS!

- 8.) After you have completed the above test for each ballot style, turn the key to the **On** or middle position. The screen will display the message “**Insert Your Ballot**” when it is ready for use. All inspectors must sign the Election Inspectors Preparation Certificate. Store the **Mode Switch Key** in a secure location until the close of the polls.

DO NOT ALLOW THE TERMINAL TO BE USED BY VOTERS UNTIL THE OFFICIAL OPENING OF THE POLLS AT 7:00 A.M.



INTERACTING WITH THE VOTER ASSIST TERMINAL (VAT)

There are three ways to interact with the Voter Assist Terminal. A voter may record his or her choices by using any one or more of the following options:

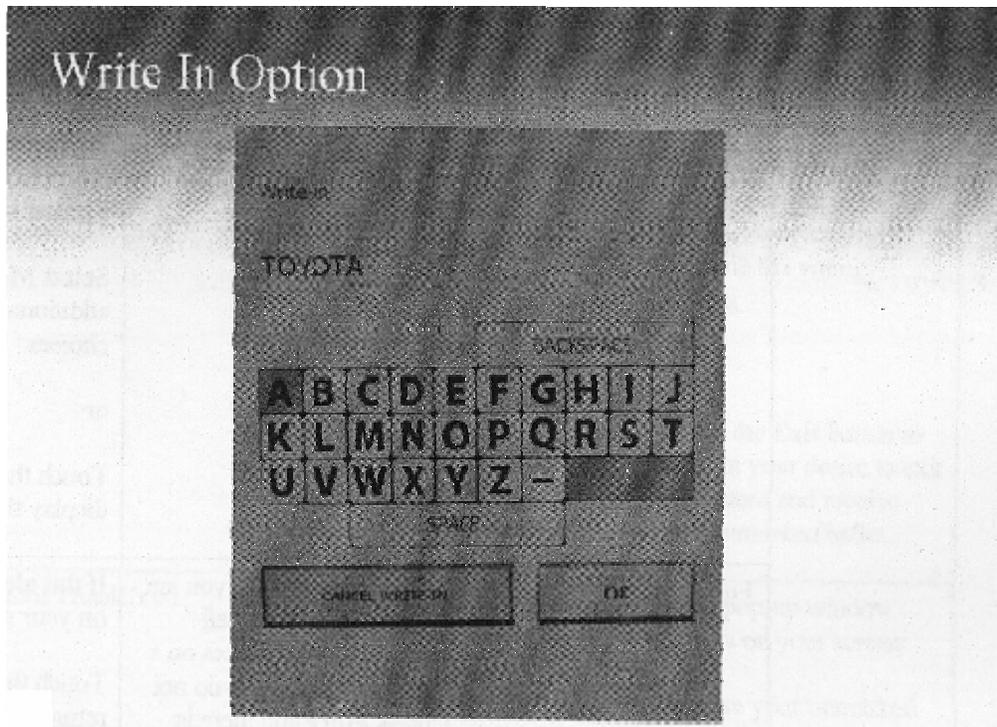
- Touch Screen
- Keypad – Includes Braille
- Sip-Puff, or other personal ADA Device

Reminder: Regardless of the type of interaction selected by the voter, election inspectors should **not** be involved in the vote selection process. Also, the ballot stubs must be removed from all ballots that will be marked using the terminal. In each case, the ballot stub may be clipped to the outer edge of the secrecy sleeve or to the application to vote. Once the ballot stub has been removed, insert the ballot into a specially prepared Velcro secrecy sleeve, frayed end first, so that the clean end of the ballot will be inserted into the terminal first.

Using the Touch Screen Feature

- 1.) Instruct the voter to insert his or her blank ballot into the terminal.
- 2.) Explain to the voter that the buttons located at the bottom of the screen may be used to access screen display options and move through the ballot. Explain the following:

- The **ZOOM IN/OUT** button will change the size of the display font. Caution the voter that if the larger font is selected, longer contests may extend off the screen. In this case, a **MORE** navigation bar will be displayed that will allow the voter to scroll up and down to see the entire contest.
 - The **HIGH CONTRAST** button will change the display from full color to high contrast Black & White view. (White text on black background)
 - The **NEXT** and **BACK** buttons are used to move to the **NEXT** contest and go **BACK** to the previous contest.
- 3.) **Press NEXT to proceed.** Select a Candidate or Contest by touching the vote position or by touching anywhere on the line. The selection will be highlighted in yellow and the vote position will be marked.
- 4.) **If you wish to change your selection,** in a “Vote for One” office, simply touch the new vote position. Your previous selection will automatically be de-selected. Your new selection will be highlighted in yellow and the vote position will be marked. If you wish to change your selection in an office in which *more* than one candidate is to be nominated or elected, and you have selected the maximum number of choices, you must first de-select a previous choice before making a new selection.
- 5.) **To cast a write-in vote,** touch **Write-In** on the Contest screen. (At any point, you may press **Cancel** to return to the contest screen.)
- On the Write-In screen, type the name of the write-in candidate of your choice.
 - Confirm your write-in on the top of the Write-In screen.
 - Touch OK to accept your write-in and return to the Contest screen. The Write-In line will be highlighted in yellow, the vote position will be marked and your write-in will be displayed. You can then continue voting.

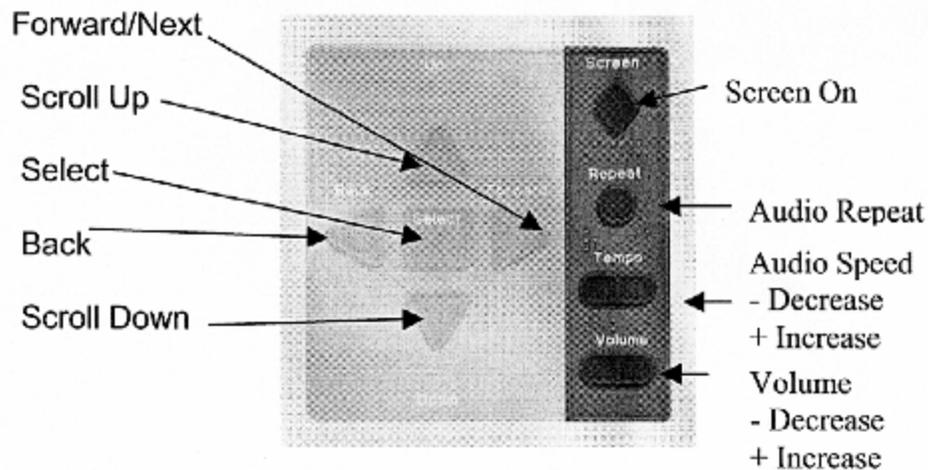


- 6.) **Once you have completed making your selections in each contest, the Summary of Selections** screen will display all of your choices. Any under-voted contests will be displayed in RED. If you wish to re-visit a contest, simply touch the contest on the summary screen. After making your selections or changes, press **NEXT** to be returned to the summary screen.
- 7.) After you have completed reviewing your selections and you are satisfied that the selections displayed accurately reflect your choices, press **NEXT** to continue. If you are ready to mark your ballot, press **MARK BALLOT**. The ballot will be marked and returned to you.
- 8.) With out looking at the voter's marked ballot, instruct the voter to place his or her ballot into the Secrecy Sleeve that was provided when the ballot was issued. Once the ballot is secured in the secrecy sleeve, direct the voter to the tabulator assigned to their precinct and instruct the voter to insert their ballot into the tabulator.



Using the Keypad – Includes Braille (Typically used by the visually impaired. Headphones are used to hear the ballot instructions and prompts.)

- 1.) Instruct the voter to place the headphones over both ears. Next, instruct the voter to insert his or her blank ballot into the terminal.
- 2.) The voting instructions will be read and the use of the key pad will be explained to the voter via the headphones as follows:
 - a. Press the **Right Arrow** key to proceed to the first contest. The office, the number of candidates listed and the number of votes allowed, are identified.
 - b. Use the round **Repeat** key to repeat the last phrase.
 - c. Use the **Tempo** key to adjust the voice speed.
 - d. Use the **Volume** key to adjust the volume.
 - e. Use the diamond shaped **Screen** key to turn the screen on and off. (The screen should typically be turned off for privacy while voting.)
 - f. Use the **Down Arrow** key to scroll through the ballot.
 - g. Use the **Select** key to select a choice.
 - h. To change your vote in a “VOTE for ONE” contest, simply scroll to the new choice and press the **Select** key.
 - i. To change your vote in an contest in which more than one vote may be cast, you must de-select a previous choice before make a new choice.
 - j. To cast a write-in vote, select **Write-In**. (If you change your mind and wish to return to the contest screen without recording a write-in vote, press the **Left Arrow** key.)
 - i. On the write-in screen, use the **Up** and **Down Arrow** keys on your keypad to scroll through each letter or option being read; press **Select** when you hear the letter or option that you want.
 - ii. Confirm your write-in on the write-in screen or as it is read back to you. Press the **Right Arrow** key to accept your write-in and return to the previous screen. Your write-in will be read to you a second time; if you are satisfied, press the **Right Arrow** key to proceed to the next contest.
 - k. Once all contests are voted, the **Summary of Selections** allows you to scroll through all of the contests and verify your selections.
 - i. If you are satisfied, press the **Right Arrow** key.
 - ii. If you are not satisfied and wish to make a change, press the contest that you would like to change and you will be returned to that contest.
 - l. Once you are ready to mark your ballot, press the **Select** key. Your ballot will be marked and returned to you.
- 3.) With out looking at the voter’s marked ballot, instruct the voter to place his or her ballot into the Secrecy Sleeve that was provided when the ballot was issued. Once the ballot is secured in the secrecy sleeve, direct the voter to the tabulator assigned to their precinct and instruct the voter to insert their ballot into the tabulator.



Using the Sip-Puff Device

- 1.) The terminal has a universal port that is located at the lower right hand corner of the unit which can be used to power a Sip-Puff device or other supported ADA device that the voter may bring with them. Point out the location of the port to the voter so that they may plug their device into the terminal.
- 2.) Next, instruct the voter to insert his or her blank ballot into the terminal. The ballot may be inserted in any orientation. (Select a language if multiple languages are available.)
- 3.) *More about the Sip-Puff device* – The voter puffs or sips on the straw to indicate a “yes” or “no.” When the voter arrives at any screen, they choose “yes” to vote the screen or “no” to skip the screen. If they choose “yes,” the first contest on the screen and the first selection or candidate will be highlighted. If they choose “yes,” again the highlight remains and the next contest is highlighted. If the voter chooses “no,” the next selection or candidate is highlighted and the process continues. Once all selections on the screen have been made, the “**NEXT**” button is highlighted. If the voter chooses “no,” the highlight will continue to move left along the button bar to “**ZOOM**”, “**EXIT**”, “**HIGH CONTRAST**” and “**PREVIOUS.**” across the bottom of the screen. If the voter chooses “yes,” the next screen will appear and the first selection or candidate will be highlighted.
- 4.) With out looking at the voter’s marked ballot, instruct the voter to place his or her ballot into the Secrecy Sleeve that was provided when the ballot was issued. Once the ballot is secured in the secrecy sleeve, direct the voter to the tabulator assigned to their precinct and instruct the voter to insert their ballot into the tabulator.

Verifying a Marked Ballot

If after the ballot has been marked and returned to the voter, a voter would like to verify his or her selections, simply instruct the voter to re-inserted their ballot into the terminal. Note that no changes can be made at this point, as the ballot has already been marked. However, if the voter chooses to make a change to how their ballot is marked, they may request that a replacement ballot be issued following the “Spoiled Ballot” procedure.

To verify a ballot:

- 1.) Instruct the voter to insert their marked ballot into the terminal. (Select a language if multiple languages are available.)
- 2.) Press **Next** or the **Right Arrow** to access the **Verification Summary** screen.
- 3.) A summary of the voter’s choices will appear on the screen for review.
- 4.) After reviewing, press **NEXT** or the **Right Arrow** key and remove the ballot.
- 5.) With out looking at the voter’s marked ballot, instruct the voter to place his or her ballot into the Secrecy Sleeve that was provided when the ballot was issued. Once the ballot is secured in the secrecy sleeve, direct the voter to the tabulator assigned to their precinct and instruct the voter to insert their ballot into the tabulator.

CLOSING THE POLLS

Using the **Mode Switch Key**, turn the terminal to the **Off** position.

- 1.) Unplug the headphones.
- 2.) Lift under the front of the ballot feed tray and fold it inwards.
- 3.) Open the lid and fold the Touch Screen Monitor back into the recessed area.
- 4.) Lower the lid flap over the ballot feed tray.
- 5.) Move the lid latches inwards to secure the lid.
- 6.) Unplug the power cord from the wall outlet.
- 7.) Remove the power cord from the terminal.
- 8.) Place the terminal, Mode Switch Key and the headphones into the carrying/storage case.

WHAT IF'S

The following “WHAT IF” scenarios and recommended actions represent exceptions to the general procedures that are carried out at the polls on election day.

EQUIPMENT FAILURE – When reporting an equipment failure, you will need to provide your clerk with the error message that is printed on the AutoMARK audit log. To view that message, follow these steps:

- 1.) Turn the Mode Switch Key to the **Test** position.
- 2.) Press **SYSTEM MAINTENANCE** on the Main Menu screen.
- 3.) Enter the password (VOGUE) and select **OK**.
- 4.) Press **VIEW/DOWNLOAD LOG FILE**.
- 5.) Then press **VIEW SCAN LOG**.

The audit log contains a record of each error that occurred during the election. The most recent error message will appear at the top of the log. You may either read the message to the clerk, or, if you prefer, you may print the log. Simply lift the flap above the ballot feed tray and insert a blank piece of paper into slot normally used to eject the ballot, and select ‘Print File.’ After the log has printed, select ‘Done.’

BALLOT JAM – When removing the jammed ballot, it is important that the secrecy of the ballot be maintained. Attempt to remove the ballot, using as much discretion as the severity of the jam will allow, by following these steps:

- 1.) Turn the Mode Switch Key to the **Test** position.
- 2.) Press **EJECT BALLOT** on the Main Menu Screen.
- 3.) Instruct the voter to place his or her secrecy sleeve over the voted ballot.

NOTE: If the ballot is ejected after Step 2, instruct the voter to place his or her secrecy sleeve over the voted ballot. If the ballot is blank and in good condition, instruct the voter to re-insert it into the AutoMARK. If the ballot is damaged, folded or marked, issue the voter a new ballot following the Spoiled Ballot Procedure. If the ballot does not eject after Step 2, continue with the steps below.

- 4.) Pull the Touch Screen Monitor toward you and lift open the top lid to reveal the tray located inside the recessed area.
- 5.) Push in the tabs located on each side of the tray and lift the tray out.

NOTE: If the ballot is located in Step 5, cover the ballot with the voter's secrecy sleeve and remove it for the voter's review. If the ballot is blank and in good condition, instruct the voter to re-insert it into the AutoMARK. If the ballot is damaged, folded or marked, issue the voter a new ballot following the Spoiled Ballot Procedure. If the ballot is not located in Step 5, continue with the steps below.

- 6.) Locate the rear panel and push the panel tab toward the center of the AutoMARK to remove.

NOTE: If the ballot is located in Step 6, cover the ballot with the voter's secrecy sleeve and remove it for the voter's review. If the ballot is blank and in good condition, instruct the voter to re-insert it into the AutoMARK. If the ballot is damaged, folded or marked, issue the voter a new ballot following the Spoiled Ballot Procedure. If the ballot is not located in Step 6, contact your local clerk for further instruction.