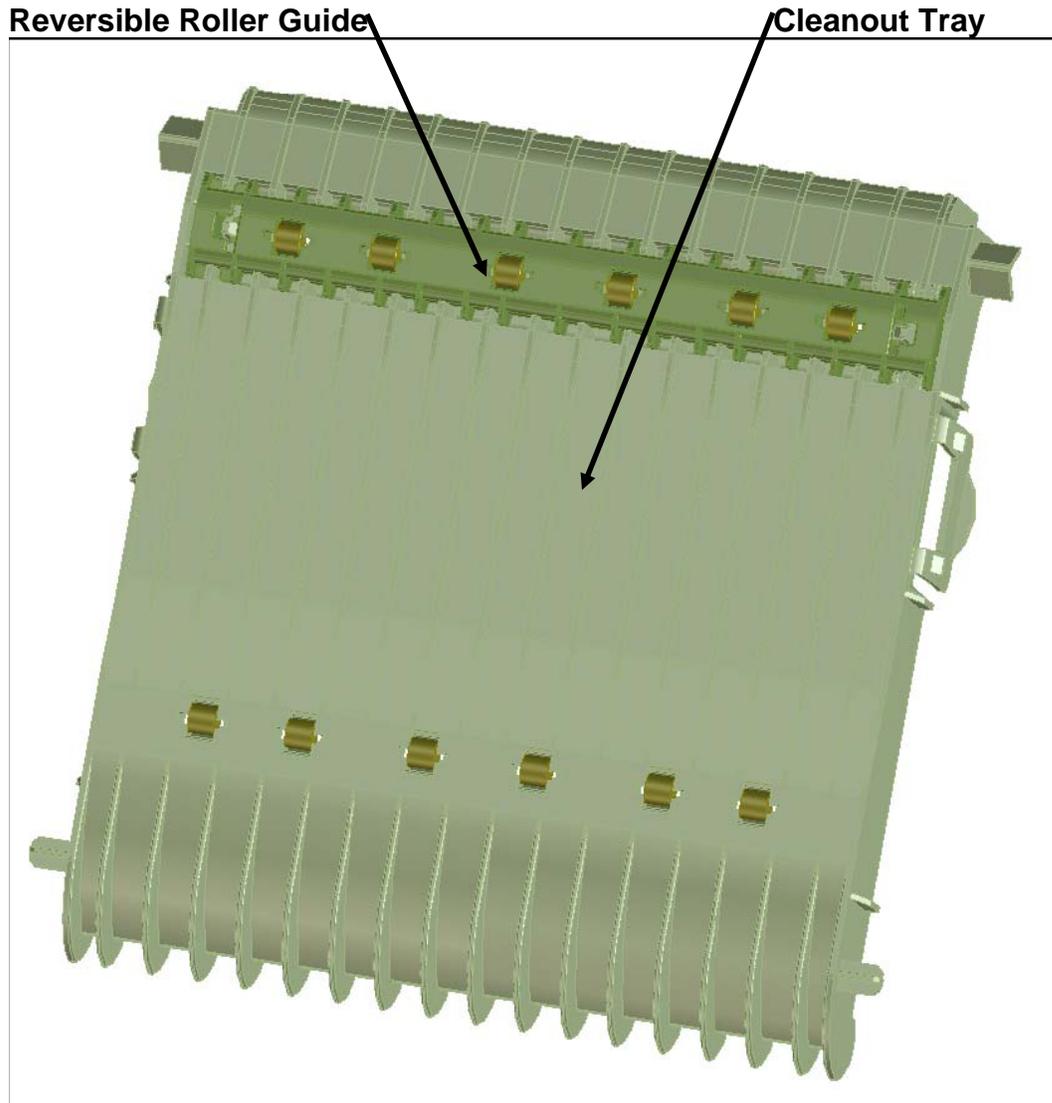


Flipping the Reversible Roller Guide on the AutoMARK

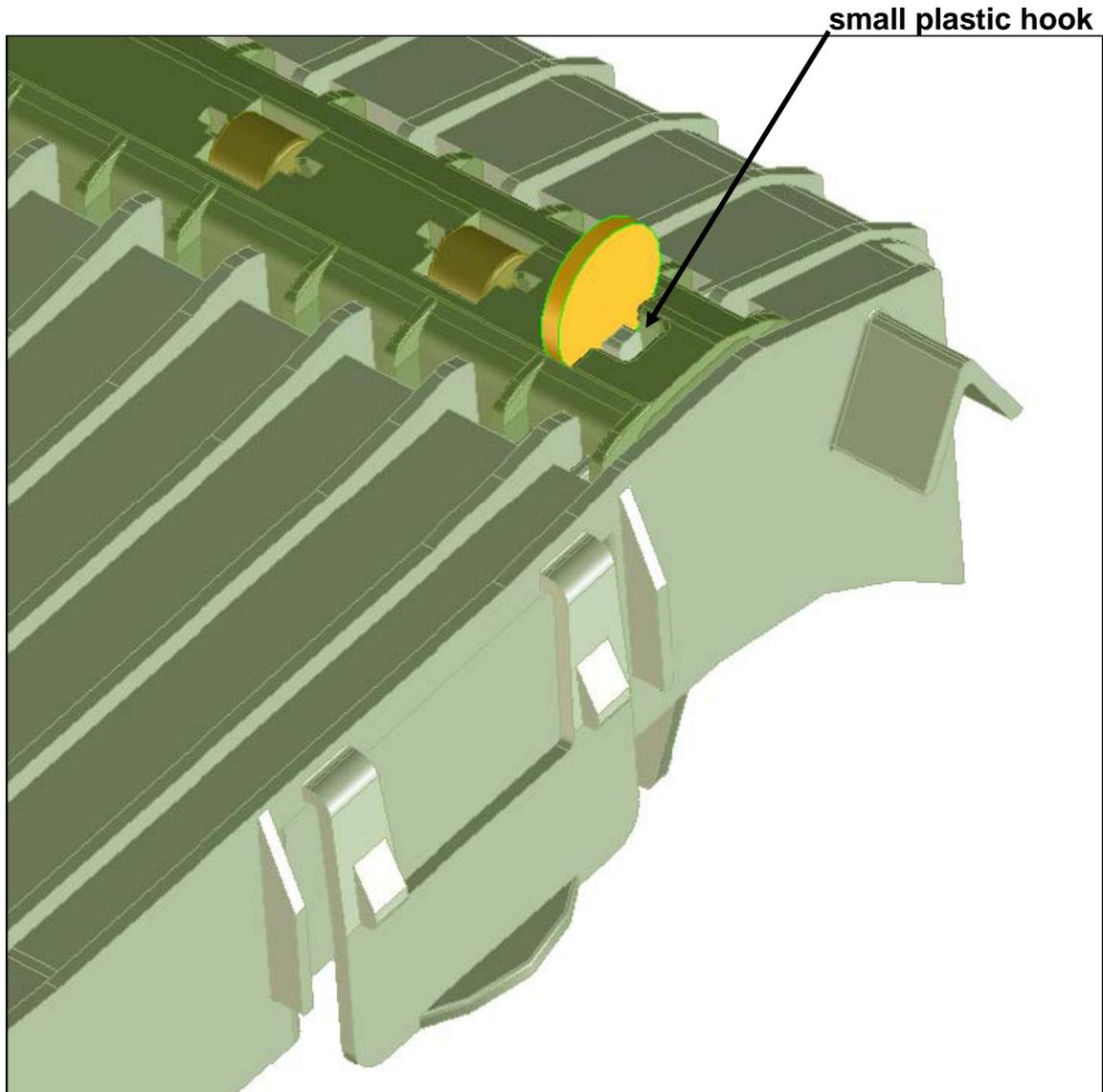
When using ten inch ballots (letter size), you will need to orient the Reversible Roller Guide so that the roller wheels are facing down.

Follow the procedure below to flip the Reversible Roller Guide.

1. Lift open the front lid and panel. Rotate lid and panel all the way back.
2. Pull screen to an upright position.
3. Remove the cleanout tray. Do this by pressing in on the tabs on either side of the cleanout tray, then lifting cleanout tray away from the AutoMARK.
4. Flip the tray over to reveal the Reversible Roller Guide.

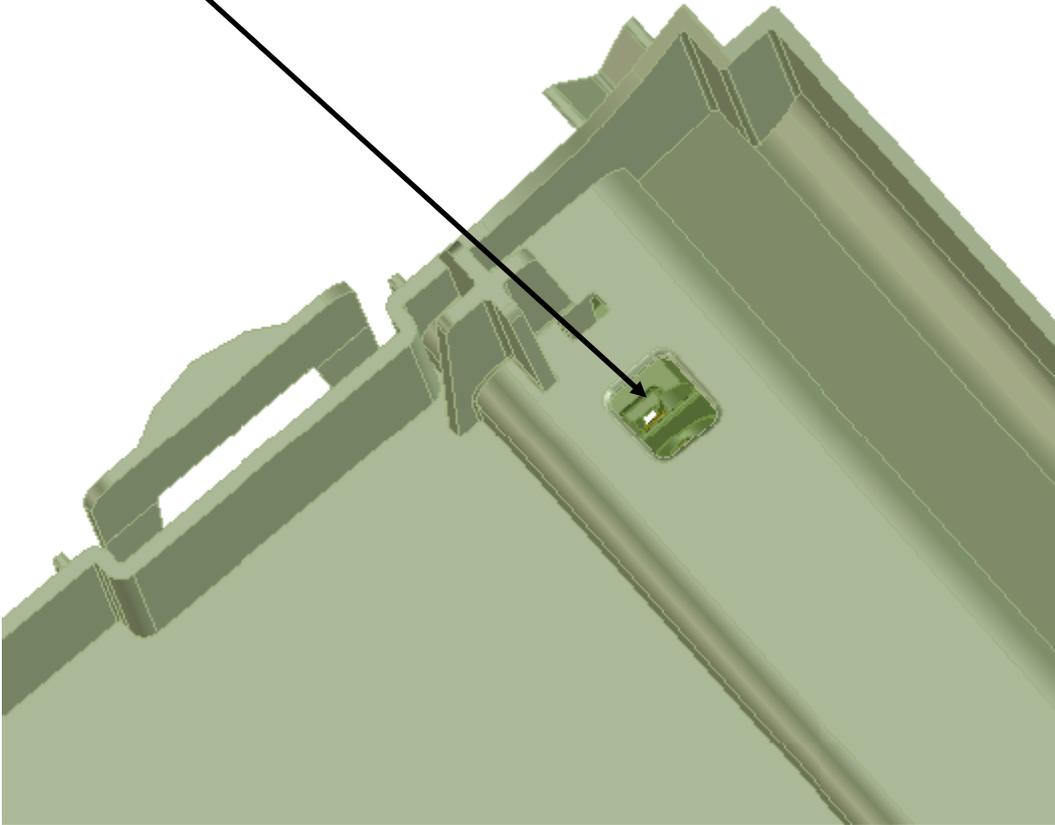


5. Remove the Reversible Roller Guide. To do this, use your finger or a coin to press outward on the small plastic hook on the Reversible Roller Guide as shown in the picture below.

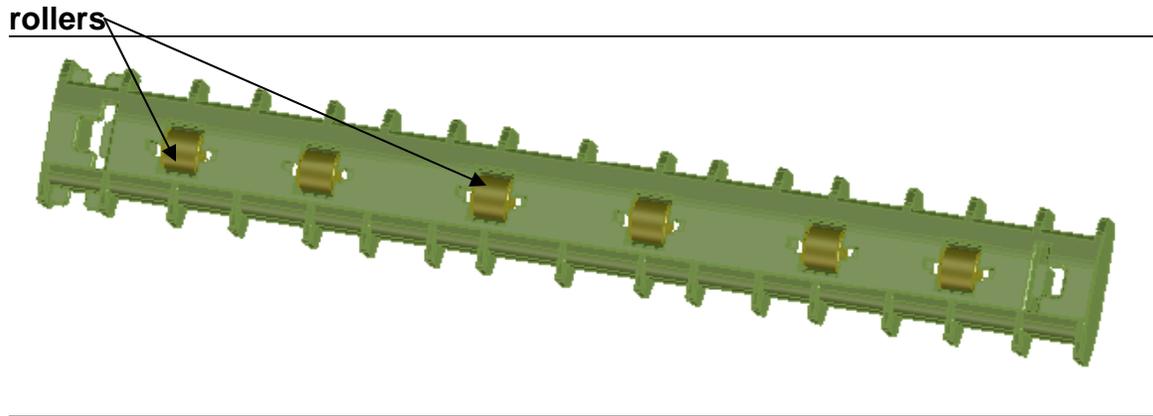


Locate small rectangular window on top of the Cleanout Tray, opposite to where the coin is inserted. Insert finger through window and push out the Reversible Roller Guide.

window



6. 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.



7. After the Reversible Roller Guide is properly oriented, insert the Reversible Roller Guide. To do this, push the Reversible Roller Guide into the slot of the Cleanout Tray.

8. Put the Cleanout Tray back into the AutoMARK. Be sure the tabs on both sides of the Cleanout Tray are properly fastened in the corresponding slots.

If you have any questions regarding this process, please contact your ES&S customer service representative.

Corey Skradski
Election Systems & Software
Account Representative
877-377-8683 x 1335
fax: 402-970-1285
cmskradski@essvote.com