Dutchess County

BOARD OF ELECTIONS

www.dutchesselections.com

MACHINE INSPECTOR HANDBOOK

NOT FOR EARLY VOTING USE

Hannah R. Black
Democratic Commissioner

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Republican Commissioner

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Erik J. Haight
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Message From The Commissioners

The Dutchess County Board of Elections would like to sincerely thank you for serving as an Election Inspector. To ensure that your experience is as smooth as possible, please study the following material. It has the procedures to make a successful election day.

Please note that the material in this handbook is applicable only to working on a Primary or General Election Day. There is a separate manual for working on Early Voting days.

For assistance or questions, please call Jessica Ptasnick, Democratic Training Supervisor, at 845-486-2721 (jptasnick@dutchessny.gov) or John Tkazyik, Republican Training Supervisor, at 845-486-2474 (jtkazyik@dutchessny.gov).

Again, on behalf of the Dutchess County Board of Elections, we thank you for your dedicated service. If at any time you need assistance at your poll site, please call us at 845-486-2473.

Erik J. Haight
Commissioner (R)

Hannah R. Black
Commissioner (D)

ARRIVAL AT THE POLL SITE

Inspectors must arrive at the poll site at least one hour before the opening of the polls: 5:00 AM for both the Primary and General Elections.

If the poll site is locked when you arrive at 5:00, please wait 5 minutes then call the BOE at 486-2473. One Democrat and one Republican inspector must be present before any unpacking work is performed.

HIGHLIGHTS OF ELECTION INSPECTOR ROLES

- Machine Inspectors will open and close machines and monitor machine issues during the day. Machine Inspectors may also need to fill in for Intake Inspectors during the day.
- Assist voters by standing between the booths and the voting machines – remember to allow for Voter Privacy by not being too close. Stay at least 5 feet from scanner.
- Greet voters at entrance to voting area at poll site to direct voter to correct Election District.
- If one of the two Machine Inspectors is late, an Intake Inspector from the other party must assist in opening the machine, which must be done in a bipartisan fashion.

Note: Any Election Inspector may be asked to perform intake and machine tasks. Inspectors should rotate throughout the day. Inspectors may not refuse to help wherever needed.

MACHINE INSPECTOR VOTING SESSION ROLES

- During the voting day, one Machine Inspector should monitor voters. Always maintain your distance from a ballot to protect the voter's privacy, but close enough to hear the beeping indicator on the machine. **Never touch a ballot to help a voter.** Follow directions in the ICE Machine Procedures and the Optical-Scan Procedures sections for information on casting the ballot, Over-votes, Double Votes, Blank Ballots, and Ambiguous Marks. An Inspector should never answer the request for CAST or RETURN, while the voter is present in the poll site.
- **All Intake as well as Machine Inspectors will rotate duties during the day**. Use this book, along with the Intake Inspector Manual to help guide your work. At some point during the day you may be asked to participate in a "Voter Challenge". Become familiar with this by reading the Intake Inspector Manual.
- In poll sites with multiple EDs, an inspector shall be stationed at the entrance with a street guide to help direct voters to the correct intake table.
- If a voting machine is not working, refer to Emergency Ballot procedure.
- Any seals used during the Election Day should be recorded on the Opening/Closing Log.
- **Abandoned Ballots:** The abandoned ballot is an unattended ballot found anywhere other than in the possession of the voter. It may be in the scanner, on the floor or in the privacy booth.

1. When an inspector discovers an unattended ballot, he or she should immediately bring it to the attention of an inspector from the other party. Such ballot shall be handled by a bipartisan team. Call the Board of Elections if you have any questions.
2. If a voter leaves an abandoned ballot in or on a voting machine without casting their ballot, a bipartisan team of election inspectors shall cause the abandoned ballot to be cast, without examining the ballot.
3. If a voter leaves their ballot in a privacy booth or any other place in the poll site and leaves the poll site without first casting the ballot in the voting machine, such abandoned ballot shall be placed in Abandoned Ballot Envelope. A description of where and when the abandoned ballot was found should be written on the envelope. A bipartisan team will verify and initial the envelope.

WRITE-IN VOTES

The bottom row of the ballot contains a box marked "write in" for each contest on the ballot. A write-in vote is valid only if it is in the write-in box, and only if the name written in is not elsewhere on the ballot. The voting machine records that a write-in vote has been cast, although it does not tally the write-in votes for individual candidates. The ballot will be deposited into the Write-In section of the ballot box.

When closing the Optical-Scan Machine, the Machine Inspectors' team will:

- Count the number of Write-Ins.
- Record that number on Write-In Envelope.
- Place Write-In ballots in Write-in Envelope.
- Seal and initial Write-In envelope.
- Place envelope in Blue Portable Ballot Case

★ **When closing the ICE Machine**, the Machine Inspectors' team will **NOT** handle the Write-Ins. On this machine the Write-Ins fall into a locked compartment within the body of the machine.

EMERGENCY BALLOT PROCEDURE

If a voting machine malfunctions, **DO NOT stop the voting process**. Immediately call the BOE to explain the problem. A voting machine technician (VMT) will be dispatched to your poll site ASAP. If there is a second or third voting machine at the poll site, direct voters to those machine(s). If there is only one voting machine at the site, continue with the emergency voting process as follows:

1. A Machine Inspector will use the Machine Key to open and secure the Emergency Compartment.

2. Tell voters *before they sign the Poll Pad* that they will not be scanning their ballots in the normal fashion but will be depositing them in the emergency ballot box on the voting machine. A Machine Inspector should be stationed to guide voters to the ballot slot rather than the scanner (while still maintaining voter privacy).
3. For newly arriving voters, the qualification process does not change. A voter's name must be in the Poll Pad to receive a machine ballot.
4. On the Voter Log "EB" should be written next to the voter's name.
5. The instructions for ballot completion will not change. But when the voter is ready to cast the ballot, the voter should be instructed to slide the ballot into the Emergency Compartment on the voting machine. As stated, an inspector should be standing near the voting machine to direct if needed.
6. When the voting machine is functioning again, a bipartisan team of inspectors must scan the ballots in the emergency ballot box.
    a. If a ballot cannot be scanned because it contains an "Ambiguous Mark", try rescanning it from a different direction. If the ballot cannot be scanned from any orientation, place it in the large manila envelope labeled "Unscanned Emergency Ballots." This envelope must be labeled, sealed, and initialed before being placed in either the ballot box (ICE Machine) or the blue portable ballot case (Optical-Scan) at the end of the night.
    b. If an emergency ballot contains an overvote, double vote, or it is blank, press the "CAST" button.

I. ICE MACHINE PROCEDURES

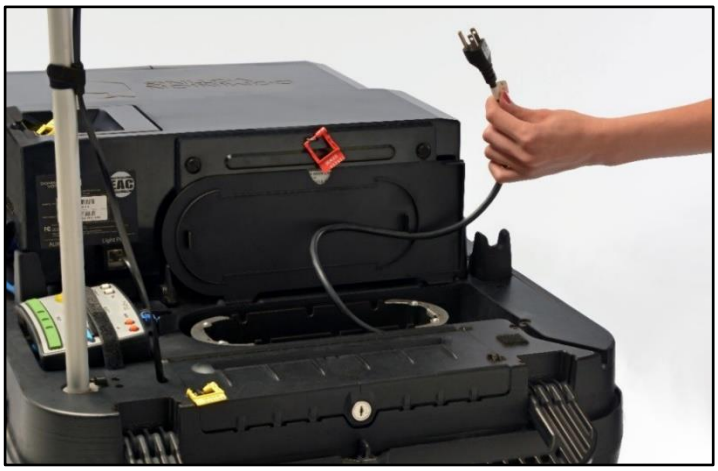
One inspector from each party must be present to open the machines. If your Machine Inspector counterpart is late, ask an Intake Inspector from the opposite party to help and observe.

A. BEGINNING STEPS

1. Ensure correct voting machine(s) are present at poll site.
2. An Intake Inspector will bring you the Machine Inspector Envelope(s)—which must coincide with numbers on Voting Machine—from one of the Poll Bags. It will contain: Machine Keys, Opening/Closing Logs, an Unscanned Emergency Ballot Envelope, scissors, and Ballot Marking Pens.
3. Cut the Ballot Box Door Seal and record on Open/Close Log.
4. Unlock the Ballot Box Door using the Machine Key.
5. Remove small Blue Security Bag from body of machine. Make certain there are no voted ballots inside. If there are any ballots, STOP and immediately call the BOE.
6. Remove Ballot Packages from the machine. Give the Transmittal Form and Ballot Packages to the Intake Inspectors. **Each Election District (ED) has its own set of specific Ballot Booklets. Carefully determine the correct ballots for each ED before distribution.**
7. Close and lock Ballot Box Door. Seal with blue harpoon seal and record on the middle column of the Open/Close log.

8. Remove and record the two harpoon seals for the Scanner Cover. Unlock two locks and remove the cover from the machine. Set the cover aside for the duration of the day.
9. Record remaining seals on the Open Log. Once seals have been recorded and verified against the Seals Report (formerly known as Pre-Lat), they can be thrown away.

10. Insert the plug of the ballot box power supply cord into the AC outlet.

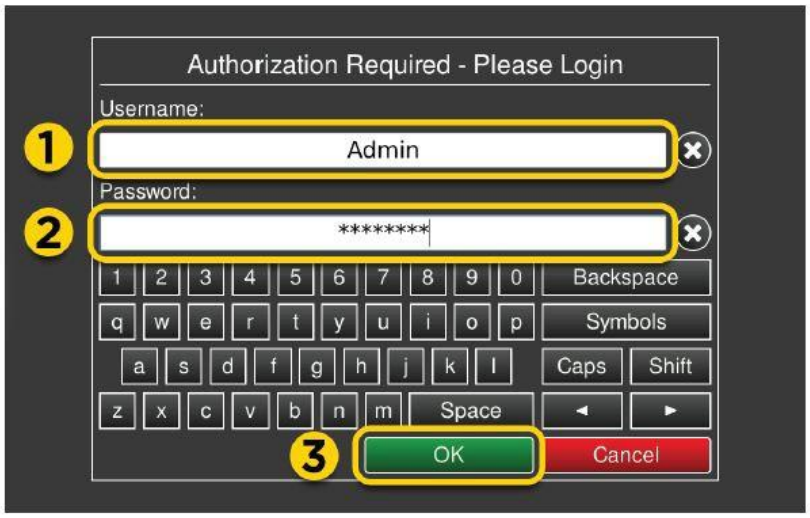


11. Remove the tape seal and lift the monitor into the upright position, which will automatically power on the machine. Unfold the privacy screens.

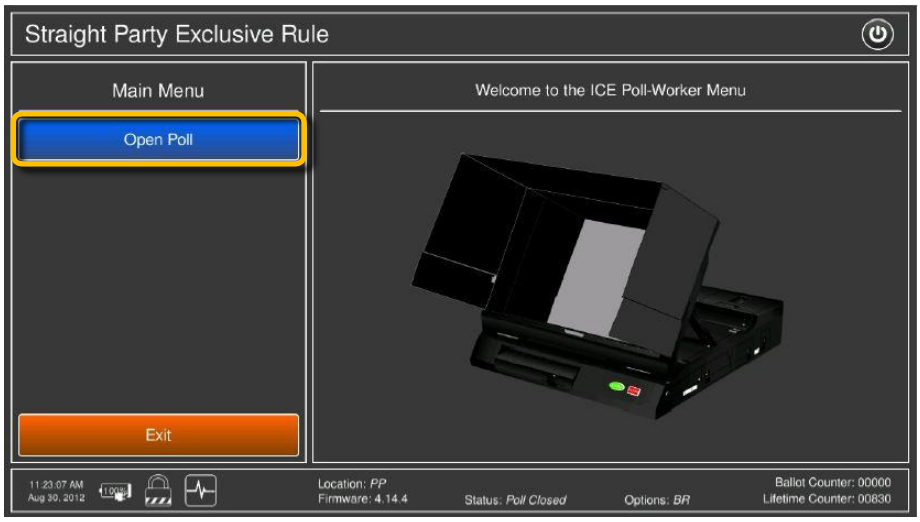
12. After powering on, the system boots up, and it will prompt for the Security Key (or the Security Token or iButton) to be applied to the Security Key Pad.

13. When prompted, press the security key firmly to the receptacle.

14. On the Authorization screen, enter the Username (1) and Password (2) specific for the election and press the OK (3) button. Both the username and password are case sensitive.



B. OPENING THE POLLS

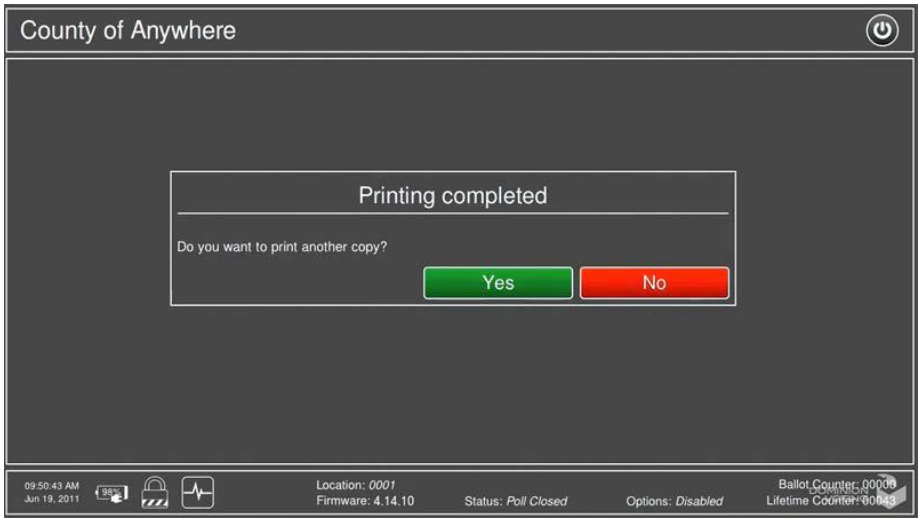


1. Select Open Poll. The “Poll Management” screen appears with one option:
    - Poll Status

2. On the “Poll Management - Open Poll” screen press the Open button next to the “Poll Status” option. The “Confirmation required” screen appears. Press the OK button.

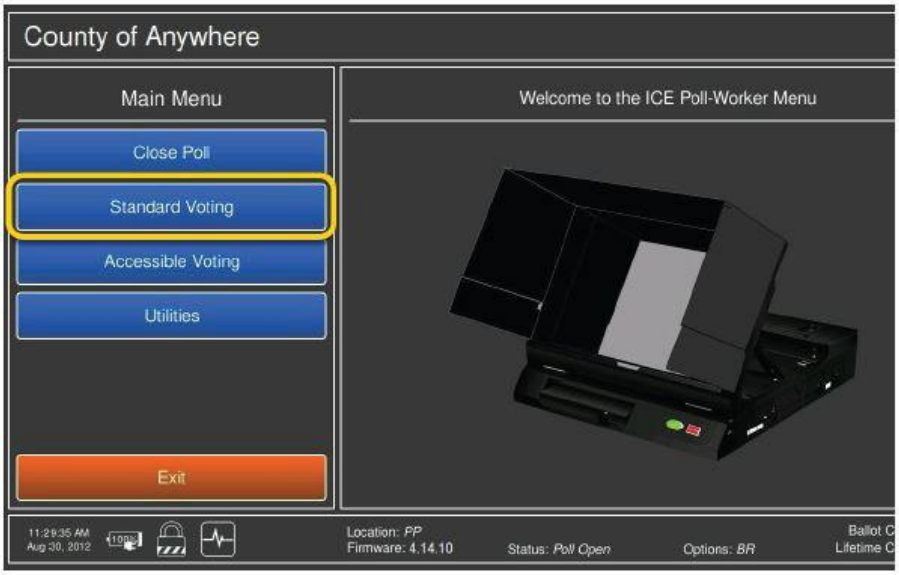
3. The zero tape will begin printing and the printing in progress screen will appear. Do not press the Cancel button as it will stop the printing of the tape.

4. Once the zero tape is printed, the "Printing completed" screen will appear. Press No as no additional copies of the tape are needed.



5. The "Poll Worker Menu" screen will appear with the poll open and ready for operation
6. Record the Unit Serial Number and Protective Counter from zero tape on the Open Log.
7. Both Machine Inspectors should sign the Zero Tape, then place it in the Blue Security Bag.
8. Inspectors will sign the Open Log and the New York State Certification on the back of the Open/Close Log.

9. On the “Poll Worker Menu” press the Standard Voting option. The “Poll Management - Standard Voting” screen appears. <u>Do not change the default settings</u>.



10. Click on the Start button next to “Standard Voting Session.” The confirmation screen will appear.
11. Press OK to continue.
12. The screen should now say “System Ready.” Total votes should say Zero, if it says anything other than Zero call the Board of Elections. **<u>The unit is now ready to scan ballots</u>**. If any additional languages are available, they can be chosen at this time.

VOTING

SCANNING BALLOTS

1. Once a ballot is scanned, the screen displays **Ballot Accepted** and then **Casting Ballot Please Wait** messages. Once the ballot has been cast successfully, there will be audible sound, the **System Ready** screen appears, and the Ballot Counter will increase by (1).

2. If a <u>blank ballot</u>, a <u>double voted ballot</u>, or an <u>overvoted ballot</u> is scanned, the tabulator will display instructions on how to proceed. The voter can choose to return the ballot by selecting the **Return** (1) button and have it remarked or can choose to cast the ballot by selecting the **Cast** (2) button. Voter can use touch screen or voting buttons to make their selection.

3. The following table describes other tabulator warning messages.

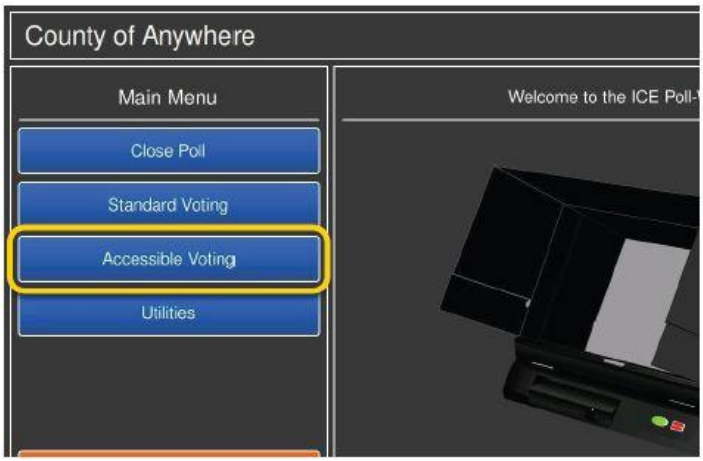
Tabulator Warning Messages	
Blank Ballot Warning	The Tabulator does not detect any voter selections on the scanned ballot. Please ensure you used the correct marking pen
Overvote Warning	One or more contests have too many votes. If you choose to cast the ballot as is, votes in overvoted contests will not be counted.
Ambiguous Marks	The tabulator detected marks on the ballot but the selections are unclear. The ballot will be returned automatically. Check to make sure ovals are filled in fully.
Double Vote Warning	You filled in more than one oval for a candidate in at least one contest. While your candidate preference is clear, it is not clear which party you prefer. If you do not change your ballot, your vote will count for the candidate, but only under the party you selected listed first on the ballot.

ACCESSIBLE VOTING SESSION (AVS)

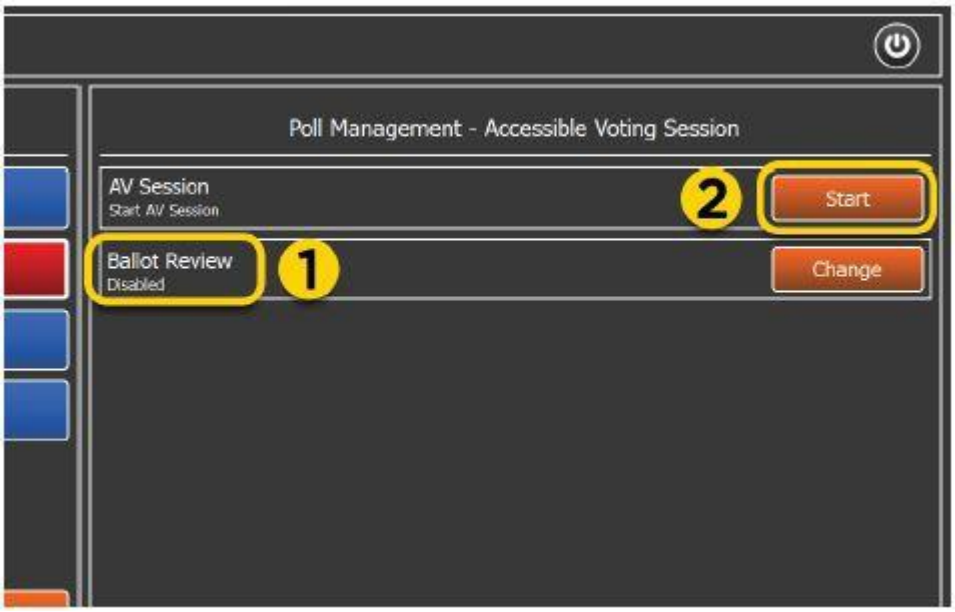
***NEW TO THE ICE MACHINE – AVS Voters will be using a <u>preprinted ballot</u> from the intake table instead of a blank sheet of paper.**

1. Plug the Audio Tactile Interface (A.T.I) into port (Seal D).
2. The poll worker needs to initiate an accessible voting session for the voter. First press and hold the Security Token onto the receptacle on the right side of the unit.

3. The poll worker then selects the **Accessible Voting** option.

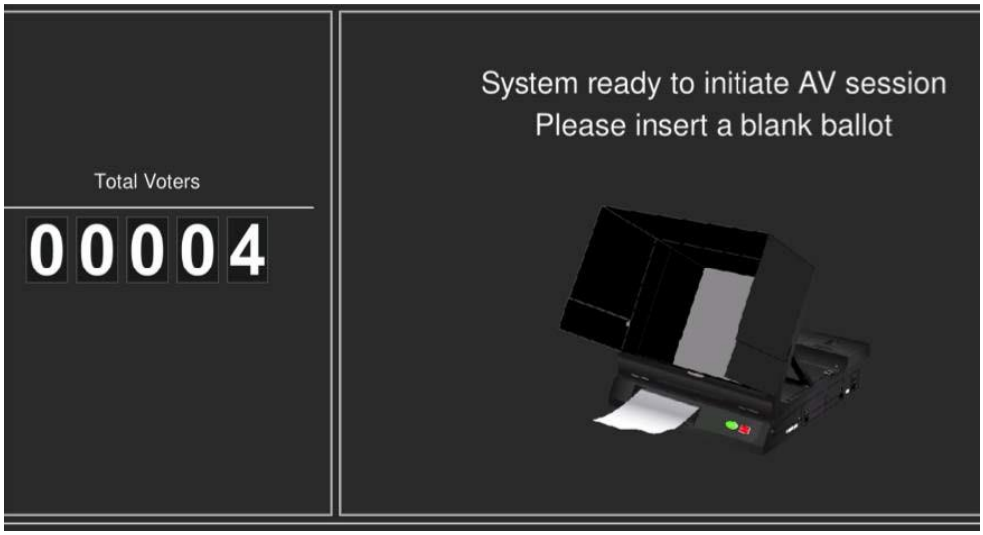


4. Press **Start** (2) next to "AV Session" to initiate the accessible voting session.

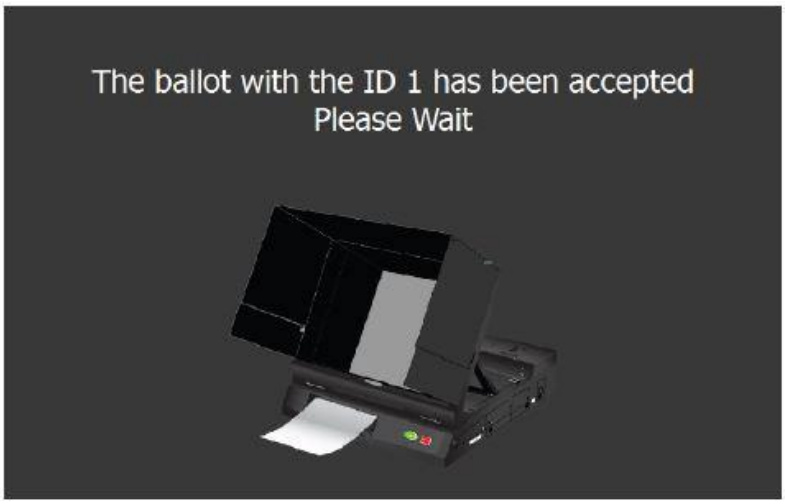


5. An authorization screen may or may not appear depending on the election settings. You may need to enter a ballot ID code. (Found on pre-printed ballot)
6. On the confirmation screen, press **OK** to continue.

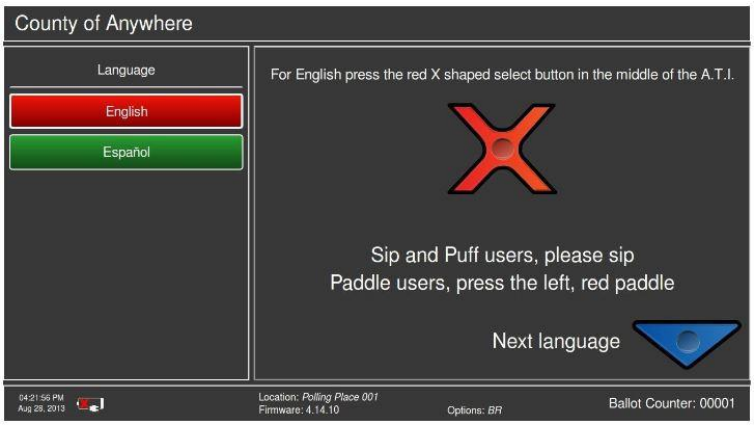
7. The “Accessible Voting” screen is displayed, prompting the user to insert a blank ballot.



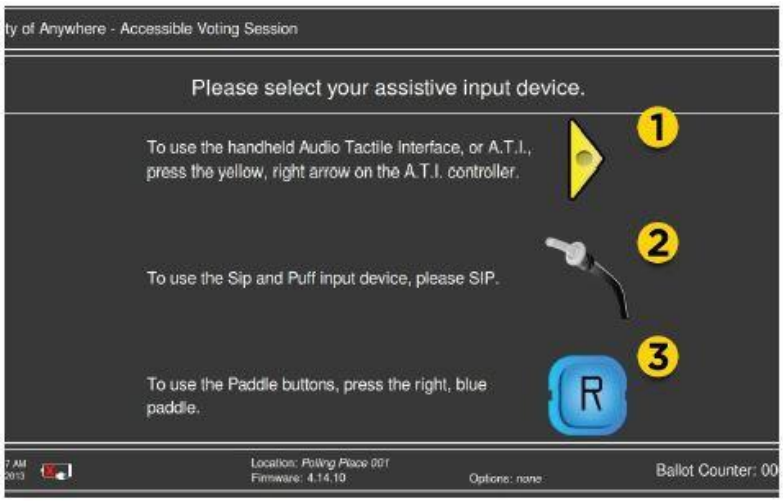
8. Insert the blank ballot to initiate an AV session.



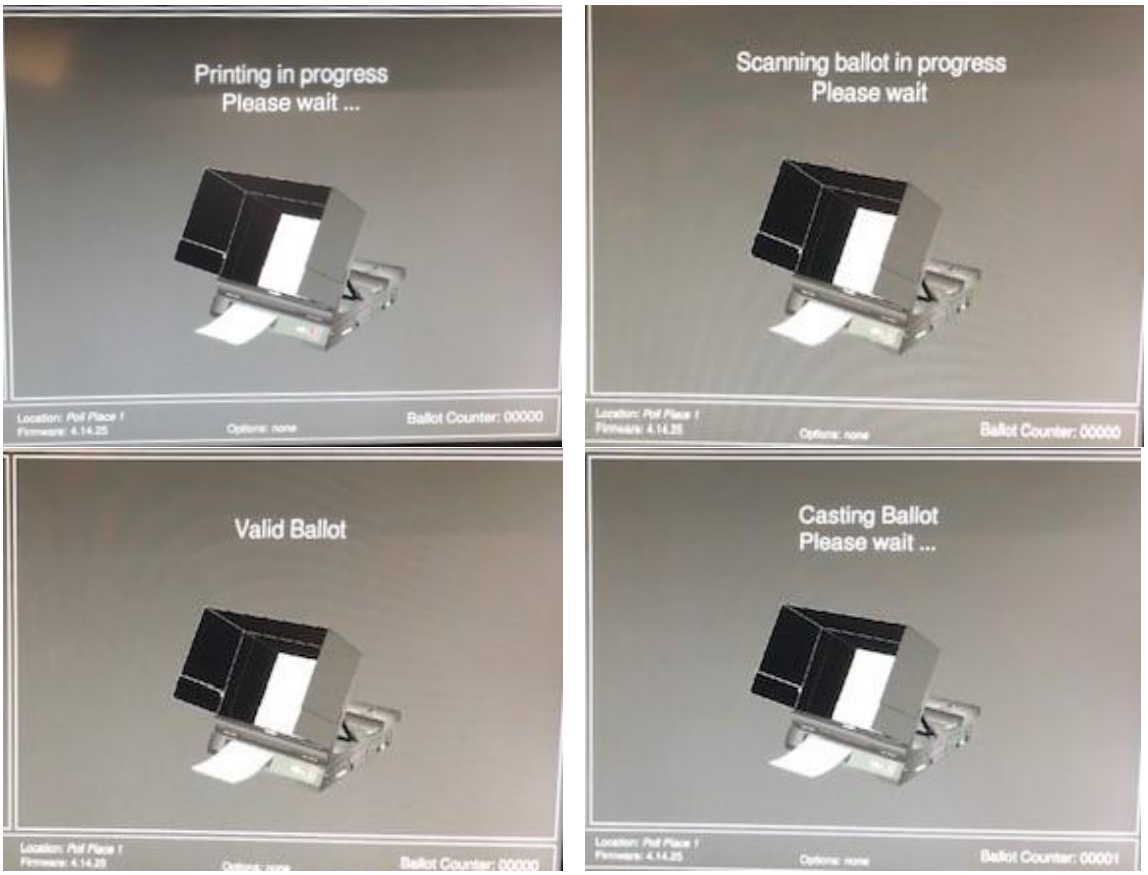
9. If in a bilingual poll site, select the correct language by making the correct selection on the ATI.



10. The voter has the option to also select the type of assistive device to be used in the voting session.



11. Voter should follow instructions on the screen and make their candidate selections. For more information see Appendix A.
12. Once the voter completes their ballot, the screen will display a message indicating that they've reached the end of the ballot. Once they press the red "X" button, the ballot is marked and then scanned by the ICE Machine.



13. When finished with the AVS session, unplug the A.T.I. and reseal the AVS Door.

NOTE: An Accessible Voting Session cannot commence if the ATI is not connected to the ICE Machine

CANCELLING AN ACCESSIBLE VOTING SESSION (AVS)

A voter may choose to cancel an AVS ballot. This is done during the session and before the ballot has been cast.

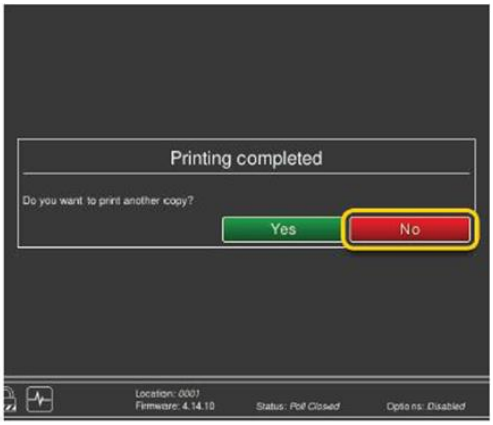
1. The administrator will press the security key firmly to the receptacle and hold until the cancellation screen appears.
2. The options are given to continue with the AVS ballot or proceed with cancelling the session. If cancelling, select **OK**. The ballot will then be ejected, and the screen message will prompt the administrator to remove the blank ballot.
3. After removal, the screen will display the "Poll Worker Menu" again. The administrator can then choose which function to continue with.

C. CLOSING THE POLLS

1. Before closing the polls, make sure all voters in the poll site have cast their ballot. Check the Emergency Compartment and scan any ballots found inside as a bipartisan team. If a ballot cannot be scanned for reason of an **Over Vote, Double Vote, Blank ballot**, press the "**cast**" button. If a ballot cannot be scanned for any other reason, place the ballot into the large manila envelope labeled "Unscanned Emergency Ballots" found in the machine envelope. Count the Unscanned Emergency Ballots and record the number on the envelope. The envelope is to be placed in ballot box before it is locked at the end of the night.
2. The poll worker will press the security key firmly to the receptacle and hold until the poll worker menu appears.

3. If you press the **Close Poll** option, the “Poll Management - Close Poll” screen will appear.

4. Under the “Poll Status” option press the Close button.
5. The result tape is printed, and the “Confirmation” screen will appear asking if another copy of the result tape is required. The machine will automatically print 2 copies, press **No** to printing additional copies. One is for the Poll Watchers and one is for your records. Record the Protective Counter and the Total Cast on Close Log. Both machine inspectors will sign tape and put it in the blue security bag.

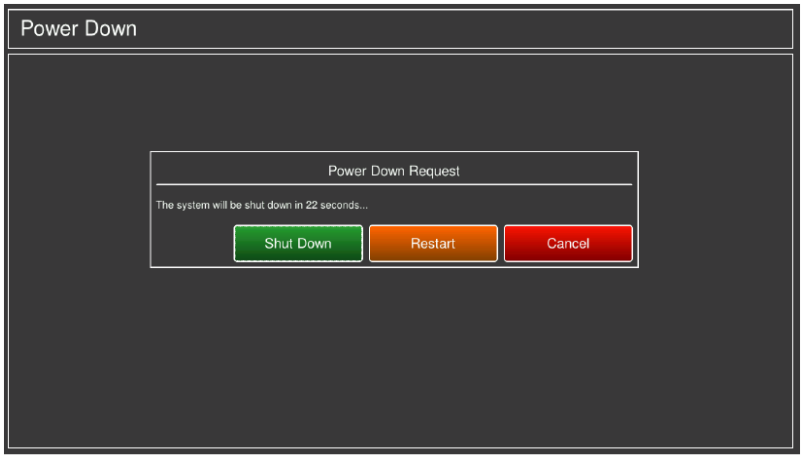


6. The “Administration Menu” screen looks different when the poll is closed as shown in the image below.

D. POWERING DOWN

1. Press the power button icon in the top right corner of the screen.

2. On the “Power Down” screen select the **Shut Down** button.



3. The LCD will go blank and a single shut down beep will emanate from the machine indicating the tabulator is powered down.
4. Once the LCD screen is blank, lower the privacy shields and raise the monitor stand.

5. Lower the monitor back to its storage position.

6. Disconnect the ballot box power supply cord from the wall outlet or extension cord.
7. Wrap and secure power supply cord.

8. Break security seal “A”-Pollworker memory card door.

9. Press the black release button beside the card and remove from the tabulator.

10. Place the memory card into the memory card case from the seal bag and put into Blue Security Bag.
11. Once the Blue Security Bag contains the Security Keys, Signed Open and Closing Tapes, and Memory Card, close and seal the Blue Security Bag. Use the white tab seal located in the seal bags, then record number on the Open/Close log.
12. When the courier arrives at poll site, make sure to note their name and time of arrival on the Open/Close log and sign the courier's Chain of Custody form.

F. BALLOT SECURITY AND SEALING THE MACHINE

1. Remove Harpoon Seal from Ballot Box Door and unlock door with Machine Key.
2. Collect all unused ballots and privacy sleeves from the Intake Inspectors.
3. Place privacy sleeves on top of voted ballots inside the ballot box. Do your best to avoid touching any voted ballots inside the machine. Also, please be aware of the voted ballots as you open the Ballot Box Door and ensure no ballots fall out of the machine.
4. Place any unused ballots that have been removed from shrink wrap into the empty Emergency Compartment.
5. Place all unopened, shrink wrapped packages on top of cord case compartment.

** Do not stack ballots higher than the height of the scanner. **If necessary,** place additional **wrapped** ballot packages on top of privacy sleeves inside body of machine, **DO NOT place unwrapped blank ballots inside machine.**

6. Replace all seals that were removed including the Monitor Seal, Seal A, and Seal F.
7. Place cover on top of machine, lock both sides with Machine Key, and replace Cover Seals 1 and 2. If hard cover will not latch, try removing some of the sealed ballot books and placing them in the ballot box.
8. Close ballot box door and lock. Seal with padlock provided in seal bag.
9. Return key to Machine Envelope.
10. Complete Close Log, sign and return to the Machine Envelope along with any unused seals, and the remaining contents of the envelope.
11. Bring machine envelope to Intake Inspectors to place in poll bag.

II. OPTICAL-SCAN MACHINE PROCEDURES

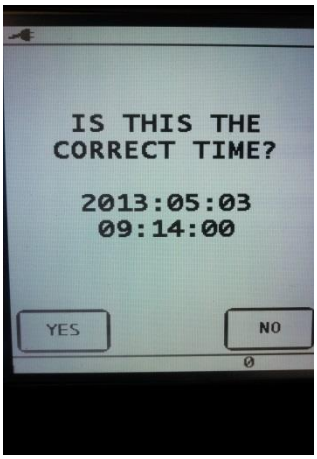
One inspector from each party must be present to open the machines. If your Machine Inspector counterpart is late, ask an Intake Inspector from the opposite party to help and observe.

A. BEGINNING STEPS

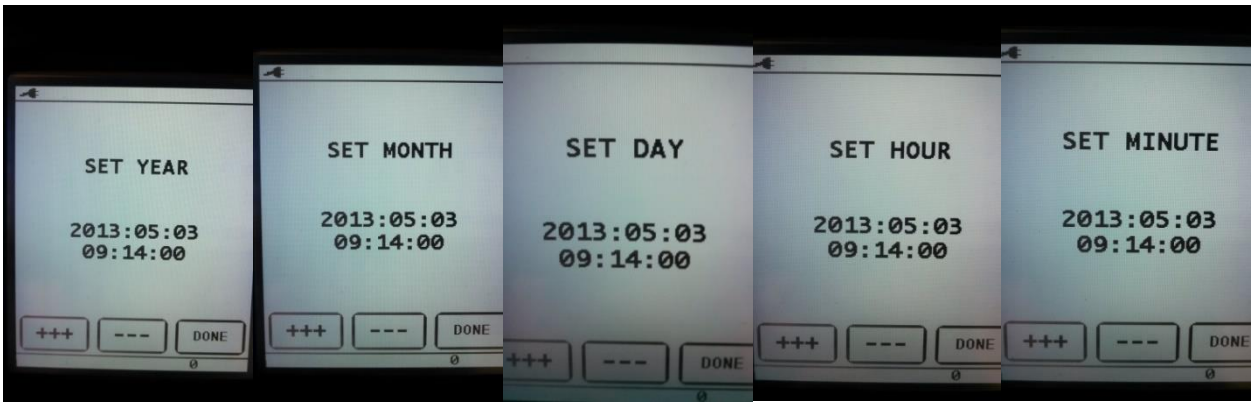
1. Ensure correct voting machine(s) are present at poll site.
2. An Intake Inspector will bring you the Machine Inspector Envelope(s)—which must coincide with numbers on Voting Machine—from one of the Poll Bags. It will contain: Machine Keys, Opening/Closing Logs, 2 envelopes for use during the day, scissors, and Ballot Marking Pens.
3. Carefully cut Plastic Seal from hard plastic cover to be verified with Seals Report (formerly known as Pre-Lat). Raise cover and set privacy screens in place.
4. Cut the Ballot Box Door and record on Open/Close Log.
5. Unlock Ballot Box Door using the Machine Key, (turn handle clockwise).
6. Plug machine into power outlet using extension cord if necessary. The Optical Scan will power on automatically when plugged in.
7. Remove the Blue Portable Ballot Case. Remove small Blue Security Bag. Make certain there are no voted ballots inside. If there are any ballots, STOP and immediately call the BOE.
8. LCD screen will shortly prompt for Administrative Key (Security Key) found in the Blue Security Bag: there will be a soft beeping sound. Press your Security Key on the voting machine where it says “Security Key”: press until it states ‘Key Accepted’.

9. LCD screen will then prompt the Enter Password screen; enter the password provided on the Seals Report, then press enter on the LCD.

10. LCD screen will then display the time and date screen. Ensure the date and times are both correct. If correct, press “YES” and skip to step “12”. If not, press “NO” and follow the next step.



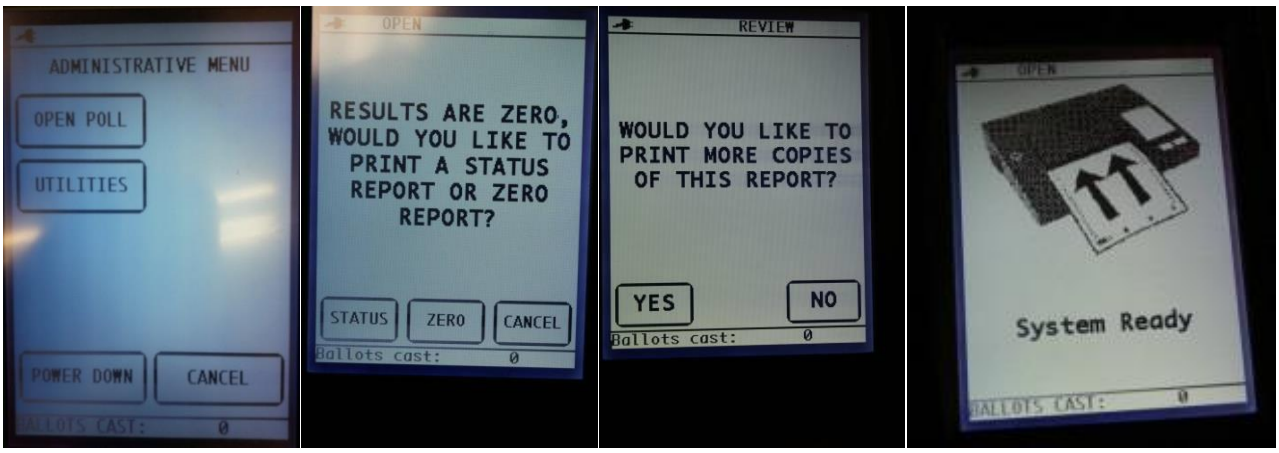
11. After pressing NO in the previous step, you will be prompted to change the time and date starting from “Year” and ending with “Minute”. Change the date or time by pressing the “+++” (to increase) or “---“ (to decrease) the displayed unit of time. When the time is correct, press “Done” to continue to the next unit of time measurement. Once you press “Done” on the “Set Minute” screen you will continue to the next step.



12. Open the Blue Portable Ballot Case and record the seal number. Give the Transmittal Form and Ballot Booklets to Intake Inspectors. **Each Election District (ED) has its own set of specific Ballot Booklets. Carefully determine the correct ballots for each ED before distribution as shown below.**
13. Place the opened Blue Portable Ballot Case back into the body of the machine. Close the Ballot Box Door and **lock** it using the Machine Key. Seal with blue harpoon seal and record the seal number on the middle column of the Open/Close Log.
14. Remove red seal from Emergency Ballot Box on front of machine and open the box using the Machine Key. Check to make sure there is nothing in the Emergency Ballot Box, then close lock, and reseal the box – noting the new seal number on the Open Log.
15. Record remaining seals on the Open Log. Once seals have been recorded and verified against the Seals Report, they can be thrown away.

B. OPENING THE POLLS

1. On the LCD screen, wait for Administrative Menu. When Administration Menu appears, check to make sure that Ballots Cast is “0”, if not, STOP and immediately call BOE.
2. Select ‘Open Poll’ from Administrative Menu; then select ZERO Report.
3. When prompted if you would like more copies, select “No”.
4. The LCD screen should now read, “**SYSTEM READY**.” If not call the BOE.



5. Review the zero tape to verify a “0” count is associated with all candidates and propositions.
6. Record the Unit Serial Number and Protective Counter on the Open Log.
7. Both Machine Inspectors should sign the Zero Tape, then place it in the Blue Security Bag.
8. Inspectors will sign the Open Log and the New York State Certification on the back of the Open/Close Log.

C. VOTING

1. The voter inserts the ballot into the scanner. The voter must wait to observe the LCD screen display “Ballot Successfully Cast.” Once this message appears, the voting session is over and no further action is required.
2. The machine will beep and a warning will be displayed on the LCD screen if the ballot has an **Overvote,** a **Double Vote,** an **Ambiguous Mark,** or it is a **Blank Ballot.**
    a. An **“overvote”** occurs when too many candidates’ ovals have been filled in for a particular contest. When an overvote is detected, the LCD will indicate the voter’s options after “next page” is pressed: The voter can press CAST or RETURN on the scanner. CAST will scan the ballot as is, which will <u>cancel the votes in the overvoted contest(s).</u> All other votes on the ballot will be counted. RETURN will eject the ballot and return it to the voter to be spoiled.
    b. A **“double vote”** occurs when more than one party oval has been filled in for the same candidate in a contest. When a cross endorsement is detected, the

machine will indicate that there is a cross endorsement of at least one candidate. The LCD will indicate the voter's options after "next page" is pressed: The voter can press CAST or RETURN on the scanner. CAST will scan the ballot but will "push up" the duplicate vote(s) to the highest-listed party line on the ballot. RETURN will eject the ballot and return it to the voter to be spoiled.

c. An **"ambiguous mark"** can refer to an oval inadequately filled in. The ballot will automatically be returned to voter, who should be directed to return to a privacy booth and correct any vote selections where the oval is not completely filled in. In the alternative, the voter can choose to "spoil" the ballot and get a new one. **It is the voter's decision.** After the voter has corrected the ballot, it should be reinserted in the scanner using a different orientation. If the ballot continues to prompt an "ambiguous mark" message, the voter must complete a new ballot. The flawed ballot must be processed as "spoiled.

d. **"Blank ballot"** means that the scanner detected no marks in any oval. The voter has the option of casting the ballot or having it returned. The voter should press RETURN to retrieve the ballot or CAST to have it scanned as is. If the voter does not wish to cast a blank ballot the inspector should suggest that the ballot be carefully reviewed in the privacy booth and be re-marked or better marked. The voter should be instructed to follow the directions found in the privacy booth to fill out choices correctly, then return to recast the ballot. If the voter decides to cast a blank ballot, no votes will be counted in any contest.

D. CLOSING THE POLLS

1. Before closing the polls, make sure all voters in the poll site have cast their ballot. Check the Emergency Compartment and scan any ballots found inside as a bipartisan team. If a ballot cannot be scanned for reason of an **Overvote, Double Vote, Blank ballot**, press the "**cast**" button. If a ballot cannot be scanned for any other reason, place the ballot into the large manila envelope labeled "Unscanned Emergency Ballots" found in the machine envelope. Count the Unscanned Emergency Ballots and record the number on the envelope. The envelope will be sealed, then placed in the Blue Portable Ballot Case when it is opened when closing the machine. Call the BOE with any questions. Close and reseal the Emergency Ballot Box and record seal number on Close Log.
2. Use Security Key to open the Administrative Menu. Select 'Close Polls'. When prompted "are you certain you wish to Close Polls" – select YES.
3. Message "Poll is being closed" will appear & tape will print. 2 copies will automatically be printed. When prompted 'Do you want more copies' select 'No'. One copy is given to Inspectors at any ED table to be posted for poll watchers; the other is used for recording information on the Close Log.
4. Record the Protective Counter and the Total Scanned on the Close Log.
5. Machine Inspectors will sign Closing Printout Tape and place in Blue Security Bag along with the security keys.

E. POWERING DOWN

1. When LCD screen displays Administrative Menu, select 'Power Down'. LCD screen will prompt 'Are you certain you wish to shut down tabulator' select 'Yes'. The screen will display "Shutting Down".
2. Shut off machine by unplugging the machine. It will automatically shut off. <u>*Make sure the small flashing light indicator at the front left side of the scanner has gone out before unplugging the machine. *</u>
3. When the voting machine is shut off carefully cut red Plastic Seal ("D") from memory card door labeled 'Poll Worker'. Open door and press button to remove the memory card. Put memory card in plastic case and place in Blue Security Bag.
4. Once the Blue Security Bag contains the Security Keys, Signed Open and Closing Tapes, and the Memory Card it can be closed and sealed. Use the white tab seal located in the seal bags, then record the number on the Open/Close Log.
5. When the courier arrives at the poll site, make sure to note their name and time of arrival on the Open/Close Log and sign the courier's Chain of Custody form.

F. BALLOT SECURITY AND SEALING THE MACHINE

1. Remove the harpoon seal from the Ballot Box Door and unlock with Machine Key.
2. Check to Write-in Ballots in the Write-In bin. Write-in Ballots are to be placed in the Write-In Ballot envelope. Count and record the number on the Write-In Ballot envelope. Seal, both inspectors initial across the seal and place on top of the cast ballots in the Blue Portable Ballot Case.
3. Place sealed "Unscanned Emergency Ballot" manila envelope on top of the ballots in the Blue Portable Ballot Case.
4. Remove Blue Portable Ballot Case that contains all Live Ballots. Make sure any ballots that didn't properly fall into Blue Portable Ballot Case are now carefully placed into the Blue Portable Ballot Case. Do not touch cast ballots in Blue Portable Ballot Case.
5. The Blue Portable Ballot Case now should include all **live ballots. ONLY**:
   a. Voted Ballots
   b. Unscanned Emergency Ballots (in appropriate sealed envelope)
   c. Write-In ballots (in appropriate sealed envelope)
   NO OTHER ITEMS BELONG IN BLUE PORTABLE BALLOT CASE.
6. Zip the cover of the Blue Portable Ballot Case closed. Secure with Padlock provided in seal bag. Record the seal number on the Closing Log. Place Blue Portable Ballot Case back into the voting machine.
7. Collect all unused ballots and privacy sleeves from the Intake Inspectors. Most unused ballots should fit in the ICE Machine, but excess can be stored in the body of the Optical Scan if necessary. **<u>DO NOT place any unused ballots *INSIDE* the Blue Portable Ballot Case – they should be placed *ON TOP* of the sealed case.</u>**
8. Place privacy sleeves in the empty Write-in Bin.
9. Close the ballot box door and lock with the Machine Key. Seal with a blue harpoon seal and record the seal number on the Close Log.

10. Replace all seals that were removed including Seal B and Seal D.
11. Close the scanner cover and seal. Record the seal number on the Close Log.
12. Return Machine Key to Machine Envelope.
13. Complete and sign the Close Log and return to the Machine Envelope along with any unused seals and the remaining contents of the envelope.
14. Bring the Machine Envelope to the Intake Inspectors to place in the Poll Bag.

APPENDIX I – ACCESSIBLE VOTING
Accessible Voting Interfaces

1. Audio Tactile Interface (ATI)

The ICE is equipped to assist visually or physically impaired voters. An Accessible Voting Session uses a hand-held controller called an ATI.

The ATI is a handheld device that is used by a voter to navigate and make selections to a ballot. The ATI:

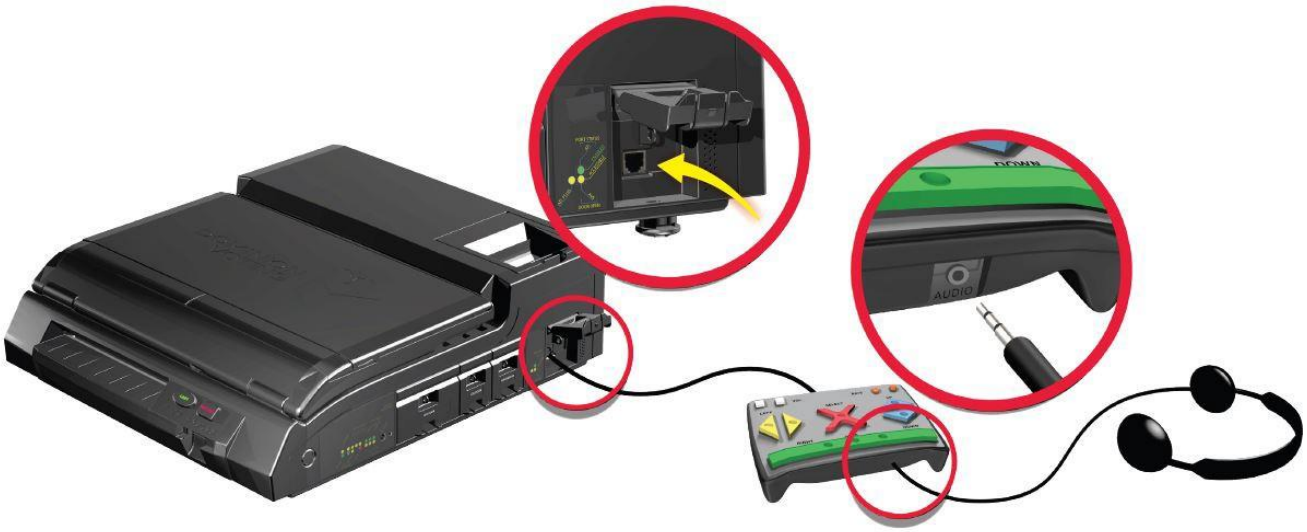
- Has raised keys that are identifiable tactilely without activation
- Can be operated with one hand
- Includes a 3.5 mm headphone jack
- Has a T4 rating for interference
- Uses light pressure switches
- Can be equipped with paddles or a pneumatic switch (Sip and Puff)

An audio ballot is initiated for the voter through the **Poll Worker Menu**. Once the voter has completed their Accessible Voting Session, the system records the vote selections made by the voter.

The ATI is tethered to the ImageCast® Evolution and can extend up to 15 feet from the unit.

NOTE: An Accessible Voting Session cannot begin if the ATI is not connected to the ImageCast® Evolution.

The ATI connects to the ICE via the network port located on the right side of the unit. The headphones connect to the audio port on the bottom of the ATI.



2. Paddles

Paddles are connected to the ATI via the port located on the unit. A voter navigates through the ballot by pressing the L or R.

3. SIP / PUFF SWITCH

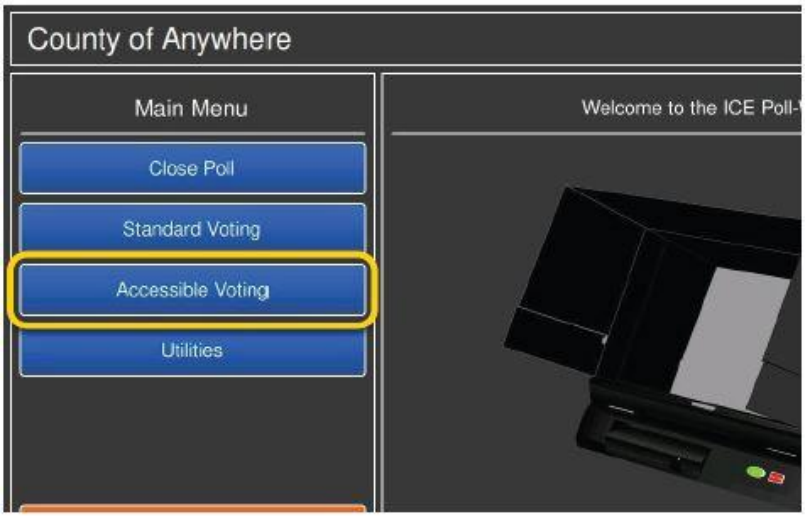
Like the paddles, the Sip / Puff switch is connected to the ATI via the same port. Only one of the devices can be used at a time since they both occupy the same port.

A voter navigates through the ballot by inhaling ("sip") and blowing out ("puff") through the straw connected to the switch. **If the voter requests this equipment, please call the Board of Elections.**

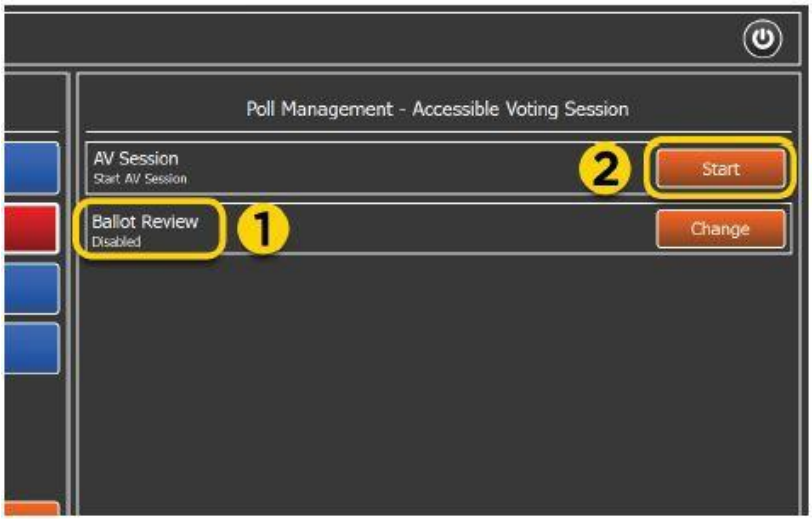
Accessible Voting Session (AVS)

1. The poll worker needs to initiate an accessible voting session for the voter. First press and hold the Security Token onto the receptacle on the right side of the unit.

2. The poll worker then selects the **Accessible Voting** option.



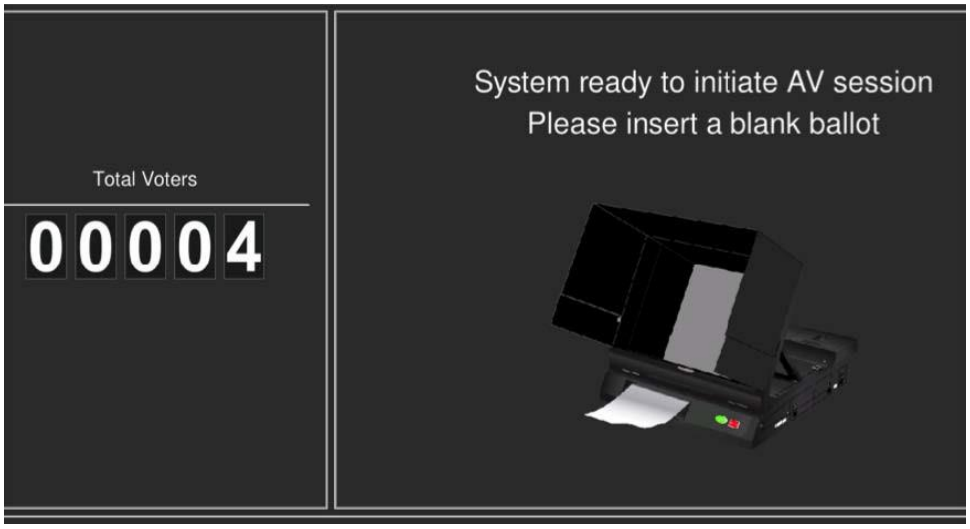
3. The Ballot Review is disabled (1) as the Accessible voter will get the chance to review their selections before the ballot is marked. Press **Start** (2) next to “AV Session” to initiate the accessible voting session.



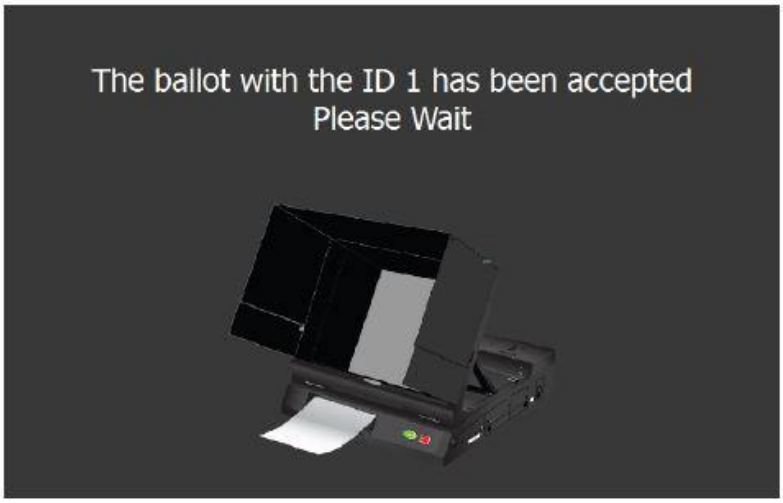
4. An authorization screen may or may not appear depending on the election settings. You may need to enter a ballot ID code.

5. On the confirmation screen, press **OK** to continue.

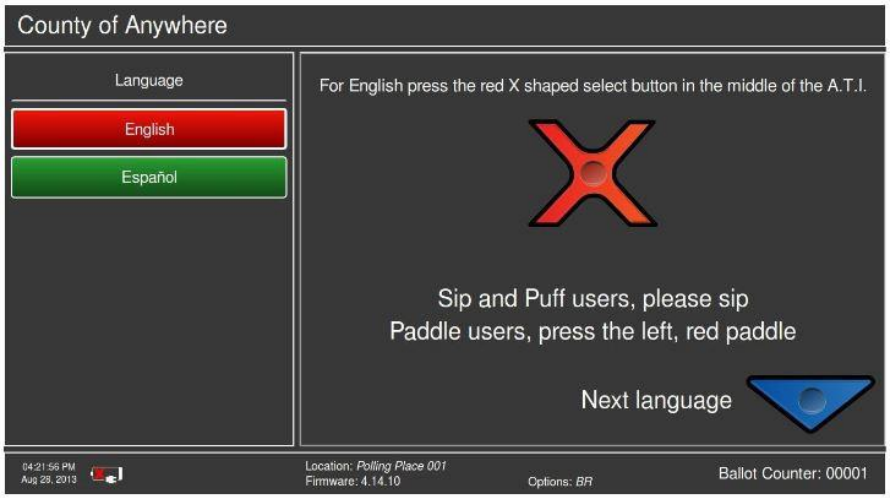
6. The “Accessible Voting” screen is displayed, prompting the user to insert a blank ballot.



7. Insert the blank ballot to initiate an AV session.



8. Select the correct language by making the correct selection on the ATI.



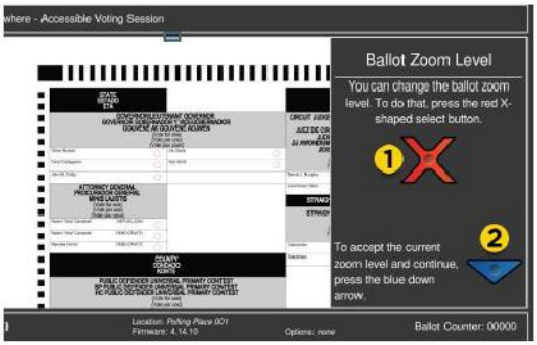
9. The voter has the option to also select the type of assistive device to be used in the voting session. To use the ATI press the yellow right arrow.

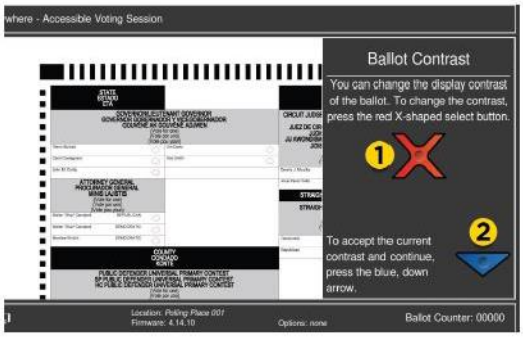
10. To see the voting session on the screen press the red X-shaped button (1). To hide the screen press the blue down arrow (2).

11. To hear the audio for voting over headphones press the X-shaped button (1). To continue without audio press the blue down arrow (2).

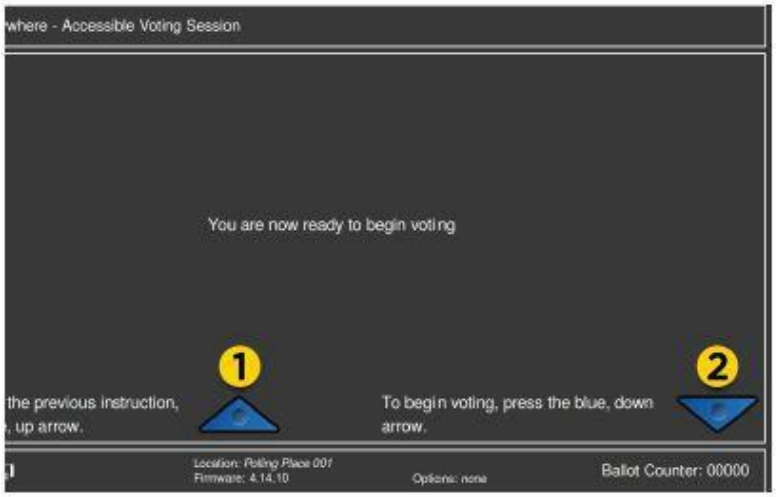
12. A welcome screen is presented pressing the blue down arrow will continue the Accessible Voting session.

13. After navigation instructions are presented the voter will have options to control the ballot zoom and contrast.

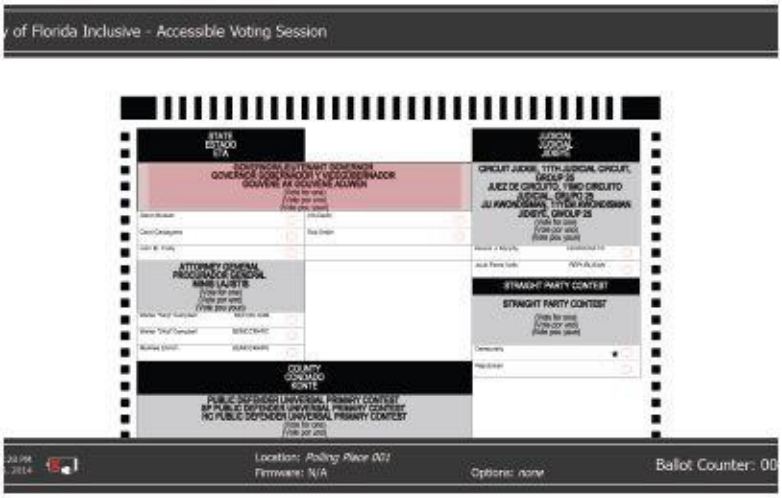




14. To begin marking selections on the ballot, press the blue down arrow (2). To return to the previous screen, press the blue up arrow (1).



15. The ballot is displayed on the screen while the voter continues making selections for the ballot.



16. The voter then completes an AVS ballot by making selections using the ATI. Once the voter accepts the selections, the ballot is marked and then scanned by the ICE.

NOTE: An Accessible Voting Session cannot commence if the ATI is not connected to the ImageCast® Evolution.

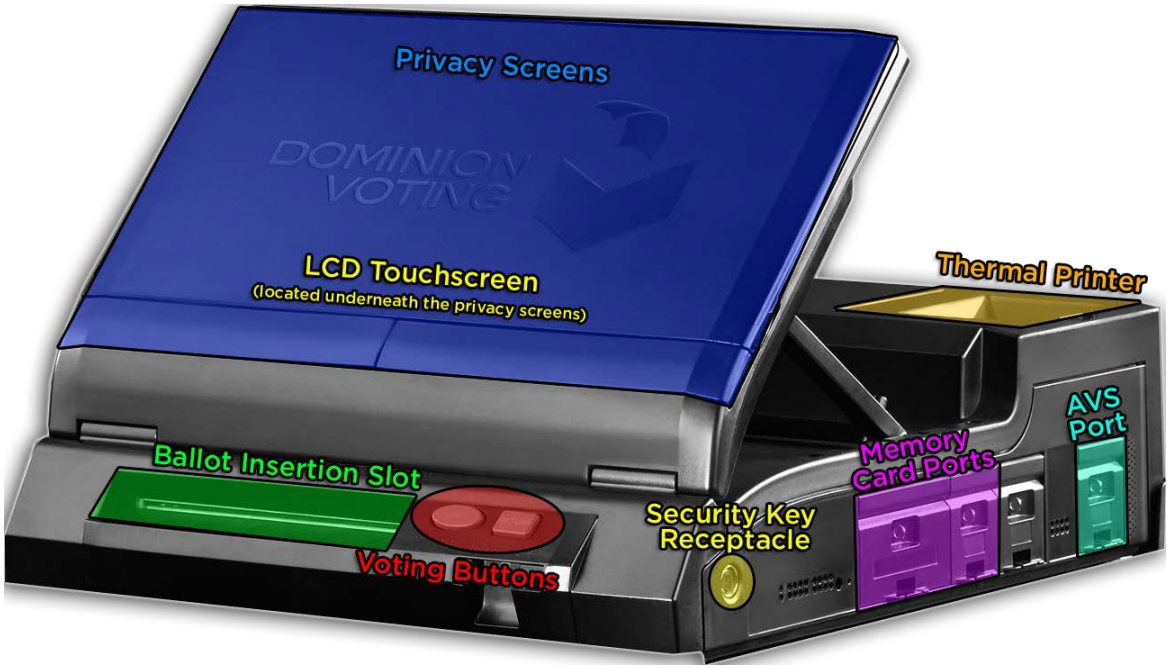
Cancelling an Accessible Voting Session (AVS)

A voter may choose to cancel an AVS ballot. This is done during the session and before the ballot has been cast.

1. The administrator will press the security key firmly to the receptacle and hold until the cancellation screen appears.
2. The options are given to continue with the AVS ballot or proceed with cancelling the session. If cancelling, select **OK**. The ballot will then be ejected and the screen message will prompt the administrator to remove the blank ballot.
3. After removal, the screen will display the "Poll Worker Menu" again. The administrator can then choose which function to continue with.

APPENDIX II – HARDWARE OVERVIEW

The diagrams and explanations below describe the features and operating functions of the ImageCast® Evolution tabulator.



- **Privacy Screens –** The privacy screens protect the touchscreen when the unit is shut down. When the unit is set up, the privacy screens can be opened so the touchscreen is accessible. In this image the screens are closed.
- **LCD Touchscreen –** This display is the primary interface between the machine and the user. It displays messages, directions, election status, and other important information.
- **Ballot Insertion Slot –** Ballots are fed into the unit through this slot.
- **Voting Buttons –** The CAST button illuminates green and RETURN button illuminates red when are available for use. Depending on the button pressed, the system then casts (drops into ballot box) or returns the ballot.
- **Security Key Receptacle –** The security key must make contact with the security keypad to access administrative functions.
- **Memory Card Ports –** Results for each election period are stored on two compact flash memory cards - one located in each access compartment.
- **AVS Port –** Also called the Assistive Device port, the ATI is connected to the unit using this port.
- **Thermal Printer –** In the top right and rear of the unit is the results printer compartment, which can be sealed for security. It uses thermal paper and is therefore very quiet when it prints.

APPENDIX III – PAPER JAM PROCEDURES

IMPORTANT: ALWAYS ALLOW THE VOTER TO STAY AND WITNESS THE ENTIRE PAPER JAM REMOVAL PROCESS UNTIL THE MACHINE DINGS OR THE BALLOT SUCCESSFULLY CAST MESSAGE APPEARS. IF IT IS NECESSARY TO RESCAN THE BALLOT, ALLOW THE VOTER THE OPPORTUNITY TO SCAN THE BALLOT. PLEASE KEEP THE BOE INFORMED ON PAPER JAM SITUATIONS FOR TRACKING PURPOSES. READ ALL MESSAGES CAREFULLY AND FULLY TO DETERMINE IF THE BALLOT WAS SCANNED AND RESULTS WERE SAVED OR IF THE BALLOT NEEDS TO BE RESCANNED.

ICE Machine Paper Jam Procedure:

If the ballot is visible from either the front Ballot Entry slot or either of the two exit slots inside the machine, perform the following steps (NOTE: Before entering the sealed write-in compartment, contact the Board of Elections at 845-486-2473):

1. Gently pull the ballot out. Ensure the ballot is not ripped in the process.
2. To determine if the vote has been cast, read the error message on the screen. Be sure to properly account for the jammed ballot by placing it in the ballot box if it has already been cast or by rescanning the ballot.
3. If the jam repeats itself immediately, call the Board of Elections at 845-486-2473.

If the ballot is stuck within the machine and is not visible from the accessible slots:

1. Place the Security Key on the Security Key Receptacle and enter the appropriate credentials.
2. The machine will automatically run the unjam procedure to clear the ballot. You will hear a variety of clicks from the machine as it completes this process.
3. If the jam is still not cleared, refer to the previous section to see if any ballot or foreign materials are now present. **Before entering the sealed write-in compartment, contact the Board of Elections at 845-486-2473.**
4. If this does not resolve the issue, call the Board of Elections at 845-486-2473.

OPS Paper Jam Procedure:

1. If a ballot jams, look at the LCD screen to determine if the ballot was counted.
    a. If the ballot was not counted, the bipartisan team of Machine Inspectors shall pull it out of the scanner and rescan it,
    b. If the screen displays that the ballot was counted, the bipartisan team of Machine Inspectors will open the ballot box door, gently pull and drop the ballot into whichever compartment it is hanging in, close the ballot box door, and then press the 'Cleared' button. Reseal the ballot box door and record the new number on the Opening/Closing Log.
2. If there is an excess amount of write in ballots during the day, it may be necessary to clear the write in area in the body of the machine to allow the ballots to drop in and not be hung up and cause a jam. If this occurs, the bipartisan team of Machine Inspectors will collect the ballots from the write in area, place the ballots in an envelope and place that envelope next to the blue portable ballot case located in the larger cavity of the machine.