2012 Touch Screen Voting Device Training

Presented by: Derrick Cooper
Elections Systems Training Specialist

DELBERT HOSEMANN
Secretary of State

Voting System Components
AccuVote TSX with
AccuVote Printer Module (AVPM)

DELBERT HOSEMANN
Secretary of State

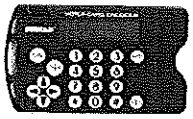
Voting System Components
Visual Impaired Ballot Station (VIBS)

DELBERT HOSEMANN
Secretary of State

Voting System Components
TSX Memory Cards

DELBERT HOSEMANN
Secretary of State

Voting System Components
Encoder

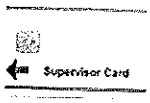


DELBERT HOSEMANN
Secretary of State

Voting System Components
Voter Access Card

DELBERT HOSEMANN
Secretary of State

Voting System Components
Supervisor Card



DELBERT HOSEMANN
Secretary of State

Voting Machine Setup

- Should be completed prior to election morning
- Remember to install VIBS Kit
- Don't force legs

DELBERT HOSEMANN
Secretary of State

Election Day TSX Processes

- Pre-election procedures
  - Install memory cards and turn units on
  - Print and post zero total reports
  - Secure TSX Units for voting
- Election Day processes
  - Program Voter Access Cards using the encoder
  - Change printer paper
  - Clear paper jam
  - Cancel ballot on TSX Units
- Post-election duties
  - End election on TSX Units
  - Print and post vote total report
  - Secure TSX Units for storage

DELBERT HOSEMANN
Secretary of State

Security

Item	Secured Through...
TSX Units	• (2) Tamper Tape Seals (during transport and use) • (1) Plastic "pull" seal (during transport only) • Chain of Custody using the *Precinct Opening and Closing Log (Form 730.3).*
TSX Memory Cards	• (1) Seal on the Memory Card Transfer Bag • Chain of Custody using the *Receiving & Returning Manager Receipt Form (Form 710.2)*

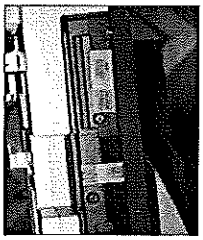
DELBERT HOSEMANN
Secretary of State

Opening the Precinct

- Install Memory Cards and Turn Units On
  1. Record seal numbers
  2. Unlock and open memory card compartment
  3. Match memory card to TSX Unit
  4. Turn unit on using red power button
  5. Verify "Election Loading"
  6. Replace tamper tape seal

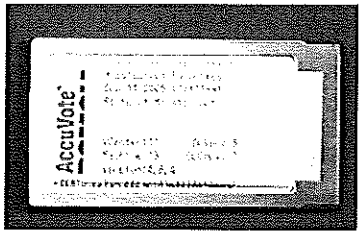
DELBERT HOSEMANN
Secretary of State

Memory Card Compartment Seals



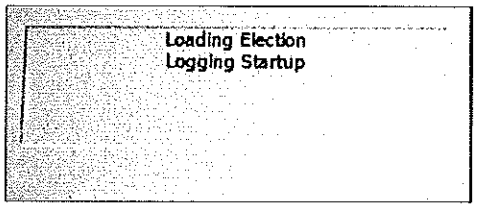
DELBERT HOSEMANN
Secretary of State

Labeled TSX Memory Card



DELBERT HOSEMANN
Secretary of State

Verify Election Loading



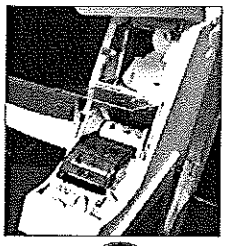
DELBERT HOSEMANN
Secretary of State

Opening the Precinct

- Print and Post Zero Totals Reports
  1. Test printer
  2. 1st zero report prints automatically -- post in public view after two poll managers sign it
  3. Print 2nd copy of zero report to be placed in Memory Card Transport bag after two poll managers sign it
  4. Setup secure canister
  5. Print 3rd copy of zero report to be taken up by the secure canister after it is signed by two poll managers
  6. Apply seal to secure canister
  7. Lock printer module

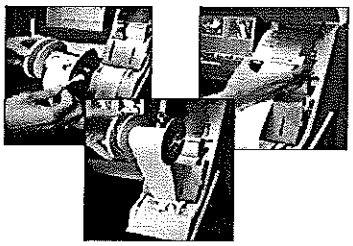
DELBERT HOSEMANN
Secretary of State

Release Printer Paper



DELBERT HOSEMANN
Secretary of State

Setup Secure Canister



DELBERT HOSEMANN
Secretary of State

Sealed Secure Canister

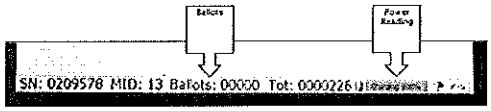
DELBERT HOSEMANN
Secretary of State

Opening the Precinct

- Secure TSX Units for Voting
  1. Close, lock, and seal the Election Data Compartment (Upper) and record the seal number of the *Precinct Opening and Closing Log (Form 730.3)*
  2. Verify the that Election Data Transfer Compartment (Lower) is locked and sealed.
  3. Verify the printer module is locked
  4. Record statistical information on *Precinct Opening and Closing Log (Form 730.3).*

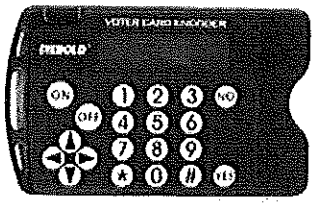
DELBERT HOSEMANN
Secretary of State

TSX Statistical Information



DELBERT HOSEMANN
Secretary of State

Operating the Encoder



DELBERT HOSEMANN
Secretary of State

Operating the Encoder

- Programming Voter Access Card in precinct with only one ballot style:
  1. Turn on
  2. Insert VAC
     - Encoder displays "Create?"
  3. Press "Yes"
     - Encoder displays "Clear?"

DELBERT HOSEMANN
Secretary of State

Operating the Encoder

- Programming Voter Access Card in precinct with more than one ballot style:
  1. Turn on
  2. Insert VAC
     - Encoder displays "Create?"
  3. Select the appropriate ballot style using the number keys
  4. Press "Yes"
     - Encoder displays "Clear?"

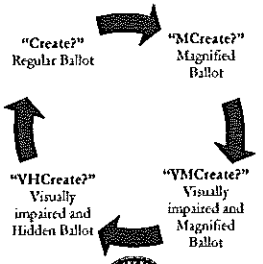
DELBERT HOSEMANN
Secretary of State

Operating the Encoder

- Programming Voter Access Card for a special needs voter.
  1. Turn on
  2. Insert VAC
     - Encoder displays "Create?"
  3. Press the "*" button until the appropriate option is displayed
  4. Press "Yes"
     - Encoder displays "Clear?"

DELBERT HOSEMANN
Secretary of State

Special Needs Ballots



DELBERT HOSEMANN
Secretary of State

Operating the Encoder

- Clearing a Voter Access Card
  1. Turn encoder on
  2. Insert Voter Access Card
     - Screen displays "Clear?"
  3. Press Yes
     - Screen displays "Create?"

DELBERT HOSEMANN
Secretary of State

Canceling a Ballot

- Two instances to cancel ballot
  - If a voter leaves the booth without casting his or her ballot
  - If a voter receives the wrong ballot style
- TSX Unit should be approached by two poll managers
- Ballot can also cancel automatically
- Always record instance on *TSX Event Log (Form 740.2)*

DELBERT HOSEMANN
Secretary of State

Canceling a Ballot & Determining the Status of a Voter Access Card

- After a ballot is canceled the screen will display the message below until the VAC is removed.
- The message below will also be displayed if the card is reinserted before it is reprogrammed.
- This method also works to verify if a VAC has been voted yet or not.

DELBERT HOSEMANN
Secretary of State

Clearing a Paper Jam

- The TSX Unit will not give an indication of the jam.
- To clear a paper jam:
  1. Unlock and open printer module
  2. Press gray paper release button to release the smoky brown cover
  3. Pull enough paper from the supply roll to clear the jam and press down on the smoky brown cover until it clicks.
  4. Manually advance excess paper into the secure canister and close and lock the printer housing.

DELBERT HOSEMANN
Secretary of State

Clearing a Paper Jam

- If the voter has not cast his or her ballot instruct them to reject the printed record and press "Print Ballot" again.
- Two mangers should perform this function
- Always make a note of this on the *TSX Event Log (Form 740.2)*

DELBERT HOSEMANN
Secretary of State

Replacing Printer Paper

- TSX Unit will indicate that paper is low (pictured below)
- Two managers should use Printer Paper Replacement Kit to change paper.

Delbert Hosemann
Secretary of State

Closing the Precinct

- End election on all TSX Units:
  1. Complete *Ballot Reading* column of the *Precinct Opening and Closing Log (Form 730.3)*
  2. Use Supervisor Card on first unit
  3. Touch "End Election"
  4. Confirm that you want to end the election
  5. Repeat on <u>ALL</u> TSX Units assigned to your precinct

Delbert Hosemann
Secretary of State

Closing the Precinct

- Print and post vote total reports:
  1. Open Printer Module when prompted
  2. Print first long report to be signed by two poll managers and feed into the secure canister
  3. Print second long report to be signed by two poll managers and place in the Memory Card Transport Bag
  4. Print third long report to be signed by two poll managers and post it in public view

Delbert Hosemann
Secretary of State

Closing the Precinct

- Securing the TSX Units for Storage:
  - Verify the following:
    - All TSX Units are turned off and sealed
    - All memory cards are in the memory card transport bag
    - All sealed canisters are in the Secure Canister Transport Bag

DELBERT HOSEMANN
Secretary of State

Closing Remarks

Contact Information:

Derrick Cooper
Election Systems Training Specialist
Mississippi Secretary of State's Office
401 Mississippi Street,
Jackson, MS 39201
Phone – 601-359-1348
Fax – 601-359-5019

DELBERT HOSEMANN
Secretary of State