

**2013 Touch Screen Voting Device  
Training**

**Presented By: The Mississippi Secretary of  
State's Office,  
Elections Division**

**2013 Municipal Elections  
Certification Training**



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



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**Voting System Components  
Visual Impaired Ballot Station (VIBS)**



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**Voting System Components**  
TSX Memory Cards



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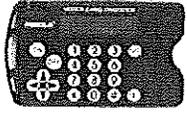
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**Voting System Components**  
Encoder



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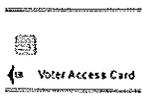
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**Voting System Components**  
Voter Access Card



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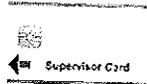
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### Voting System Components Supervisor Card



← Supervisor Card



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### Voting Machine Setup

- Should be completed prior to election morning.
- Remember to install VIBS Kit.
- Please *do not* force voting machine legs.



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### 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.



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### Security

Item	Secured Through...
TSX Units	<ul style="list-style-type: none"><li>• (2) Tamper Tape Seals (during transport and use).</li><li>• (1) Plastic "pull" seal (during transport only).</li><li>• Chain of Custody using the <i>Precinct Opening and Closing Log (Form 730.3)</i>.</li></ul>
TSX Memory Cards	<ul style="list-style-type: none"><li>• (1) Seal on the Memory Card Transfer Bag</li><li>• Chain of Custody using the <i>Receiving &amp; Returning Manager Receipt Form (Form 710.2)</i>.</li></ul>

  
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### 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.

  
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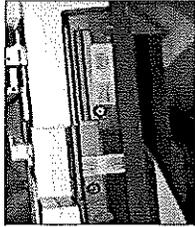
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### Memory Card Compartment Seals



  
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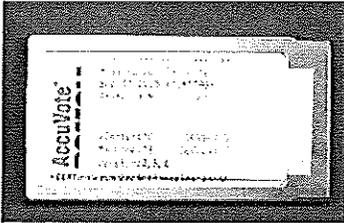
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### Labeled TSX Memory Card



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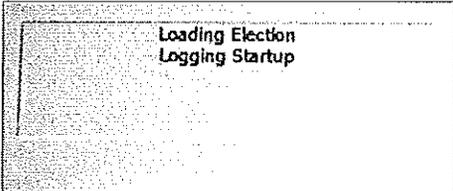
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### Verify Election Loading



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### Opening the Precinct

- Print and Post Zero Totals Reports:
  1. Test printer.
  2. 1<sup>st</sup> zero report prints automatically – post in public view after two poll managers sign it.
  3. Print 2<sup>nd</sup> copy of zero report to be placed in Memory Card Transport bag after two poll managers sign it.
  4. Setup secure canister.
  5. Print 3<sup>rd</sup> 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



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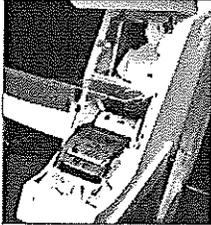
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**Release Printer Paper**



  
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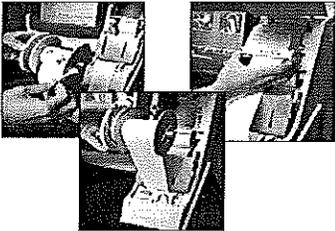
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**Setup Secure Canister**



  
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**Sealed Secure Canister**



  
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### 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)*.



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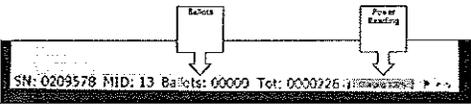
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### TSX Statistical Information



SN: 0209578 MID: 13 Ballots: 60000 Tot: 0000226



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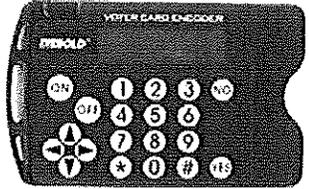
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### Operating the Encoder



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### Operating the Encoder

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



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### Operating the Encoder

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



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### Operating the Encoder

- Programming Voter Access Card for a special needs voter:
  - Turn encoder on.
  - Insert Voter Access Card.
    - Encoder displays "Create?"
  - Press the "\*" button until the appropriate option is displayed.
  - Press "Yes."
    - Encoder displays "Clear?"



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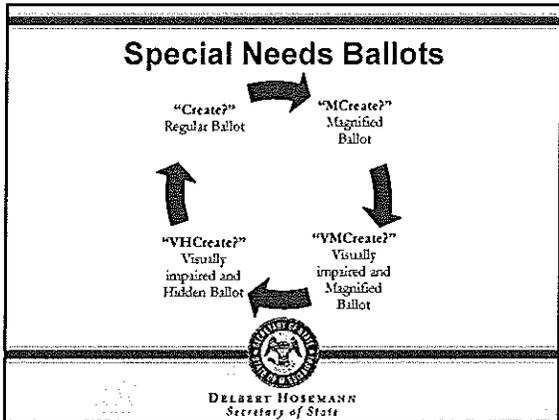
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### Operating the Encoder

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

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### Canceling a Ballot

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

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**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 Voter Access Card 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 Voter Access Card has been voted yet or not.

This voter access card has been cancelled. Please remove it from the reader.



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**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.



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**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 managers should perform this function.
- Always make a note of this on the *TSX Event Log (Form 740.2)*.



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### Replacing Printer Paper

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

The paper is low and must be replaced — please insert a supervisor card



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### 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 ALL TSX Units assigned to your precinct.



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### 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.



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**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.

  
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**Contact Information**

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Elections Division*

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