

# **2014 Touch Screen Voting Device Training**

## **2014 Municipal Certification: Special Elections / Special Charter**

*Presented By: Derrick Cooper  
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Elections Division*

*The Mississippi Secretary of State's Office*



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# Voting System Components

AccuVote TSX with  
AccuVote Printer Module (AVPM)



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# Voting System Components

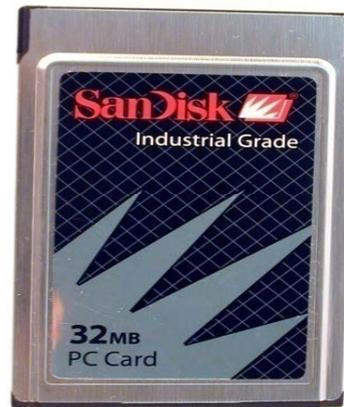
## Visual Impaired Ballot Station (VIBS)



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# Voting System Components

## TSX Memory Cards



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# Voting System Components

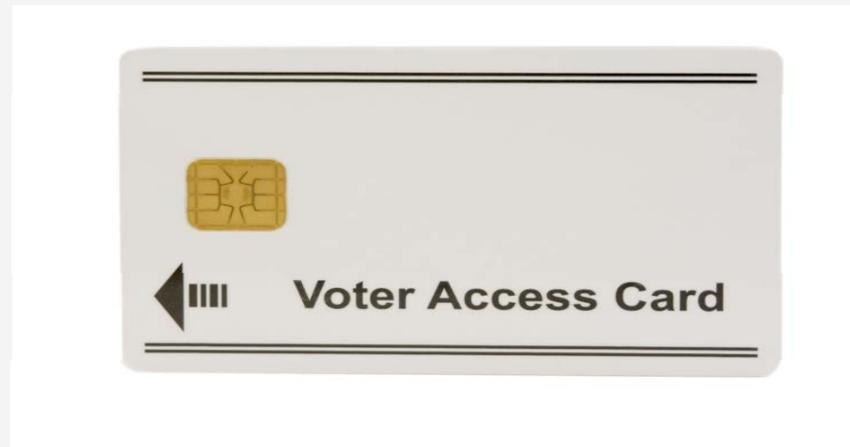
## Encoder



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# Voting System Components

## Voter Access Card



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# Voting System Components

## Supervisor Card



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# Voting Machine Setup

- Voting Device set-up should be completed prior to election morning.
- Remember to install the VIBS Kit.
- Do not force the legs on the TSX Unit when setting it up.



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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

<u>Item</u>	<u>Secured Through...</u>
<b>TSX Units</b>	<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 or current version)</i>.</li></ul>
<b>TSX Memory Cards</b>	<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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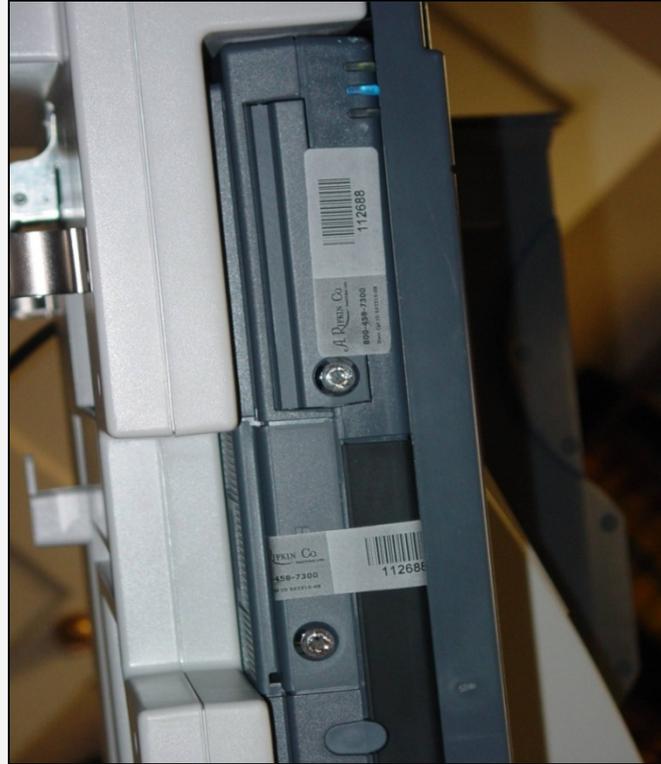
# Opening the Precinct

- Install Memory Cards and Turn Units On:
  - Record seal numbers;
  - Unlock and open memory card compartment;
  - Match memory card to TSX Unit;
  - Turn unit on using red power button;
  - Verify “Election Loading”;
  - Replace tamper tape seal.



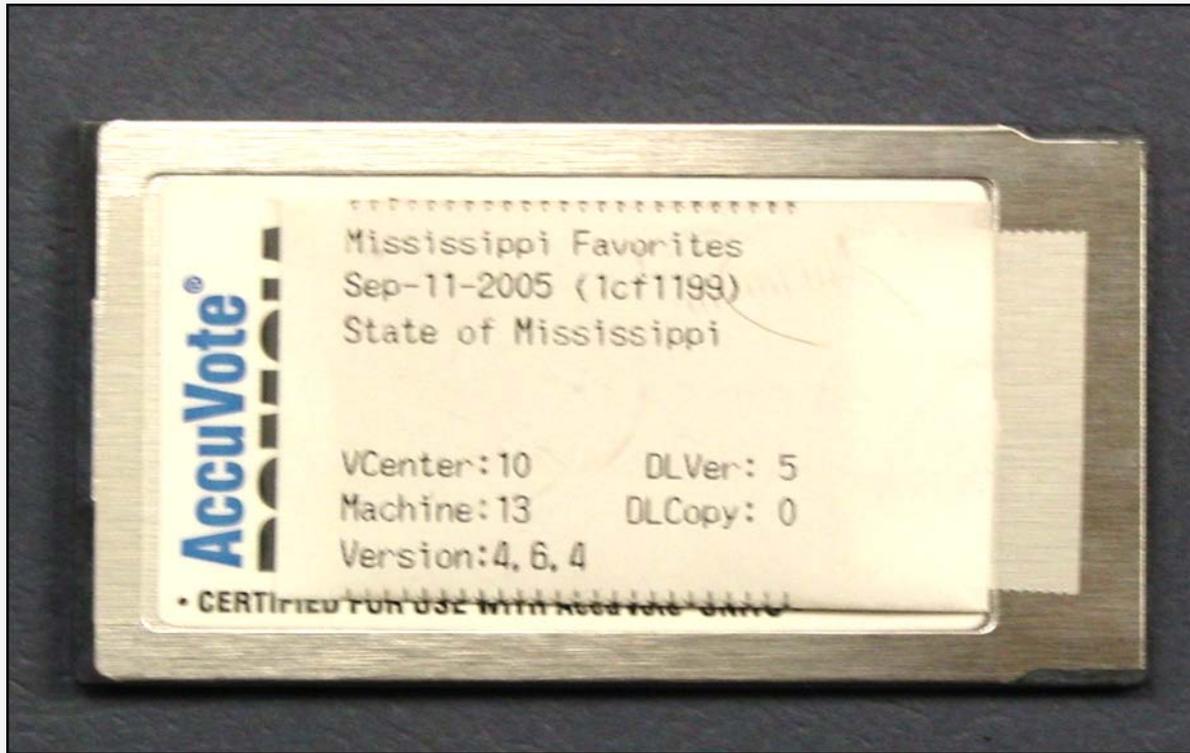
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# Memory Card Compartment Seals



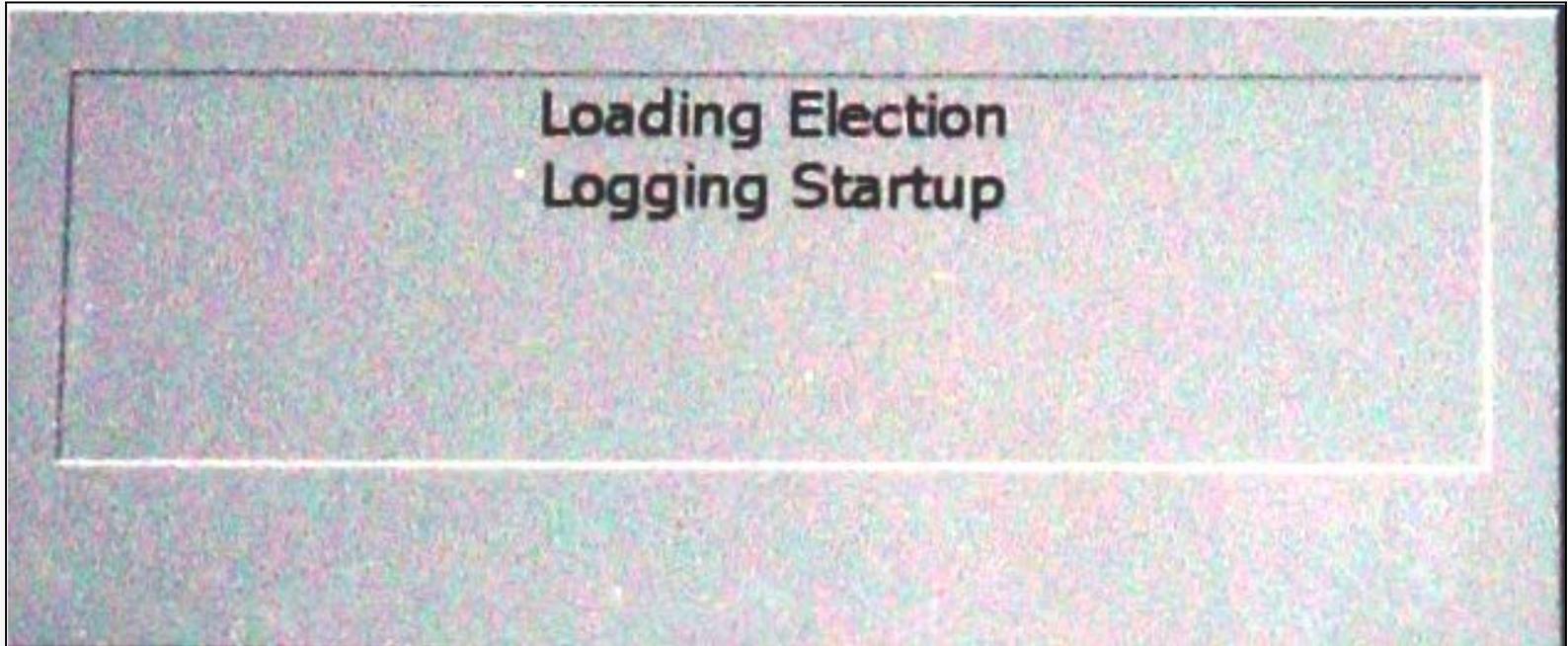
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# Labeled TSX Memory Card



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# Verify Election Loading



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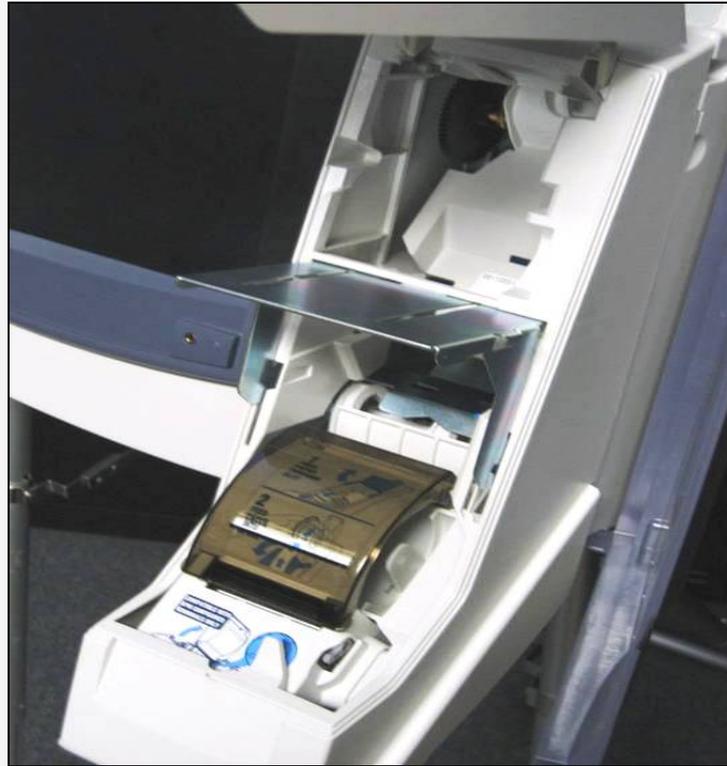
# Opening the Precinct

- Print and Post Zero Totals Reports:
  - Test the printer;
  - The 1<sup>st</sup> zero report prints automatically; post in public view after two poll managers sign it.
  - Print 2<sup>nd</sup> copy of zero report to be placed in Memory Card Transport bag after two Poll Managers sign it
  - Setup secure canister;
  - 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;
  - Apply seal to secure canister;
  - Lock printer module.



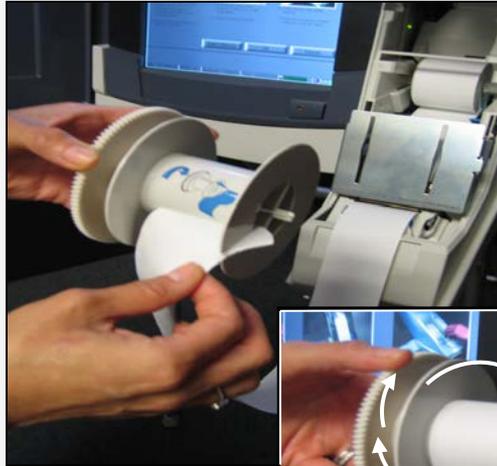
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# Release Printer Paper



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# Setup Secure Canister



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# Sealed Secure Canister



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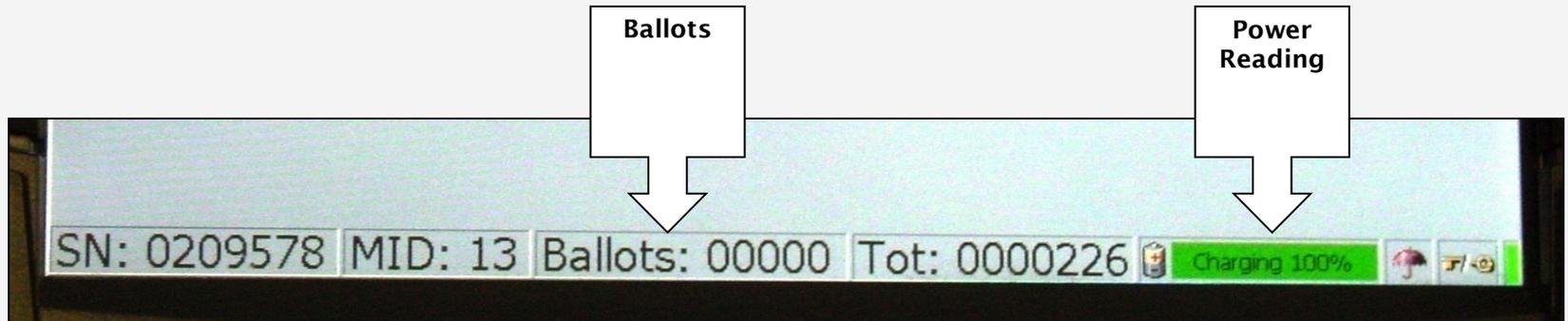
# Opening the Precinct (cont.)

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



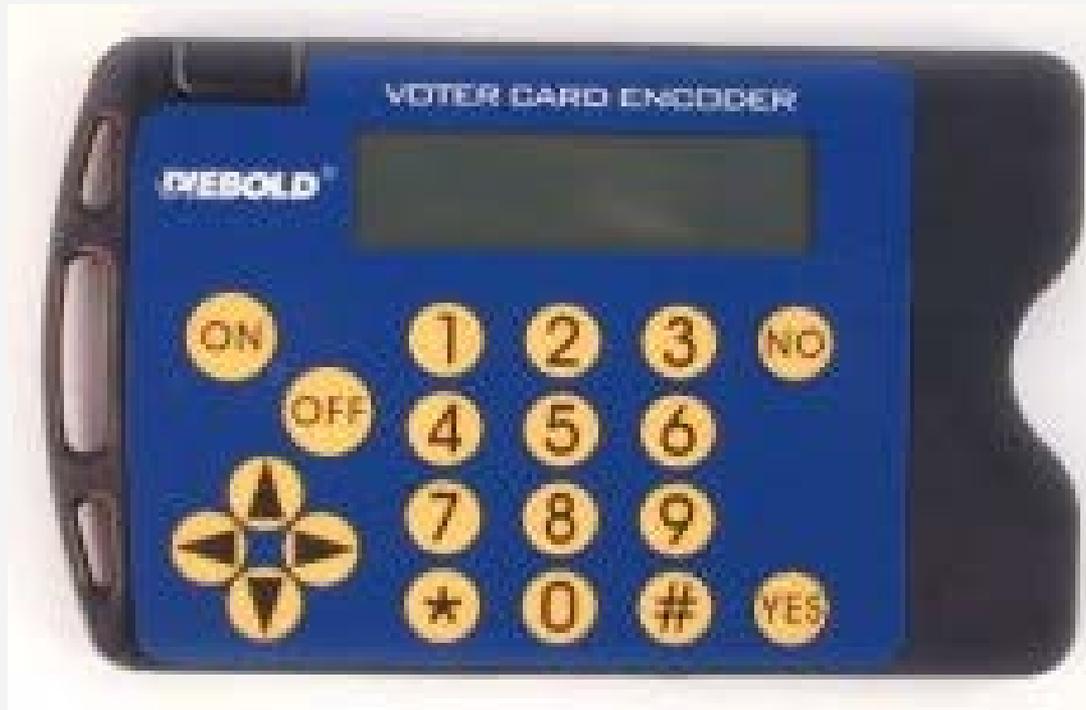
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# TSX Statistical Information



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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 the Encoder on;
  - Insert Voter Access Card;
    - ✓ Encoder displays “Create?”
  - Press “Yes”;
    - ✓ Encoder displays “Clear?”



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# Operating the Encoder (cont.)

- Programming Voter Access Card in precinct with more than one ballot style:
  - Turn the 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 (cont.)

- Programming Voter Access Card for a special needs voter.
  - Turn the 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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# Special Needs Ballots

“Create?”  
Regular Ballot

“MCreate?”  
Magnified  
Ballot

“VHCreate?”  
Visually  
impaired and  
Hidden Ballot

“VMCreate?”  
Visually  
impaired and  
Magnified  
Ballot



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# Operating the Encoder (cont.)

- Clearing a Voter Access Card:
  - Turn encoder on;
  - Insert Voter Access Card;
    - ✓ Screen displays “Clear?”
  - Press Yes;
    - ✓ Screen displays “Create?”



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# Canceling a Ballot

- There are two instances in which to cancel a 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.
- The ballot will 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:
  - Unlock and open printer module;
  - Press the gray paper release button to release the smoky brown cover;
  - Pull enough paper from the supply roll to clear the jam and press down on the smoky brown cover until it clicks;
  - Manually advance excess paper into the secure canister, then close and lock the printer housing.



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# Clearing a Paper Jam (cont.)

- If the voter has not cast his or her ballot, instruct them to reject the printed record and press “Print Ballot” again;
- Two Poll 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

- The TSX Unit will indicate the paper is low (please see message pictured below);
- Two Poll Managers should use the 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:
  - Complete *Ballot Reading* column of the *Precinct Opening and Closing Log (Form 730.3 or current version)*;
  - Use Supervisor Card on first unit;
  - Touch “End Election”;
  - Confirm that you want to end the election;
  - Repeat on **ALL** TSX Units assigned to your precinct.



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# Closing the Precinct

- Print and post vote total reports:
  - Open Printer Module when prompted;
  - Print first long report to be signed by two Poll Managers and feed into the secure canister;
  - Print second long report to be signed by two poll managers and place in the Memory Card Transport Bag;
  - 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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