

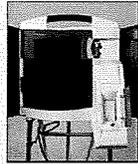
**2016 Touch Screen Voting
Device Training**
For AVPM and Non-AVPM TSX Counties

Presented by:
Antonio Sudduth
Elections Systems Training Specialist
Mississippi Secretary of State's Office
Elections Division



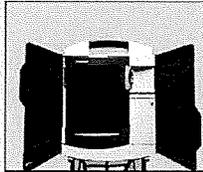
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Voting System Components
AccuVote TSX with
AccuVote Printer Module (AVPM)



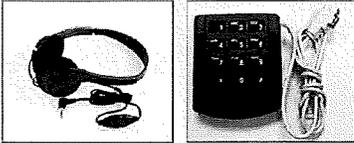
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Voting System Components
AccuVote TSX without the
AVPM



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Voting System Components
Visual Impaired Ballot Station (VIBS Kit)
For AVPM and Non-AVPM TSX



Headset Keypad



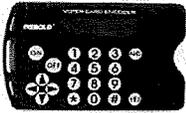
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Voting System Components
TSX Memory Cards
For AVPM and Non-AVPM TSX



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Voting System Components
Encoder
For AVPM and Non-AVPM TSX



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Voting System Components
Voter Access Card
For AVPM and Non-AVPM TSX



← Voter Access Card



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Voting System Components
Supervisor Card
For AVPM and Non-AVPM TSX



← Supervisor Card



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Voting Machine Setup
For AVPM and Non-AVPM TSX

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



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Election Day AVPM 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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Election Day Non-AVPM 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
 - 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 for AVPM & Non-AVPM TSX

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



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Opening the Precinct for AVPM & Non-AVPM TSX

- 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



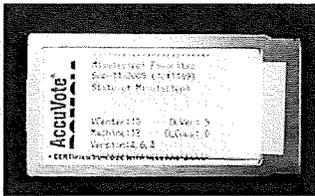
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Memory Card Compartment Seals for AVPM & Non-AVPM TSX



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Labeled TSX Memory Card for AVPM & Non-AVPM TSX



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Verify Election Loading for AVPM & Non-AVPM TSX

Loading Election
Logging Startup



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Opening the Precinct for AVPM TSX

- Print and Post Zero Totals Reports:
 - Test the printer.
 - The 1st zero report prints automatically; post in public view after two poll managers sign it.
 - Print 2nd copy of zero report to be placed in Memory Card Transport bag after two Poll Managers sign it.
 - Setup secure canister.
 - Print 3rd 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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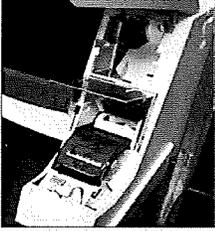
Opening the Precinct for Non-AVPM TSX

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



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Release Printer Paper for AVPM TSX



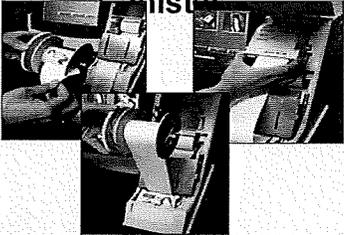
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Release Printer Paper for Non-AVPM TSX



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Secure Canister for AVPM TSX Only



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**Sealed Secure Canister for AVPM TSX
Only**



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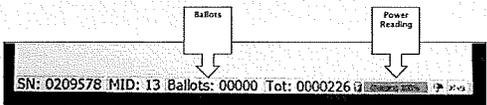
**Opening the Precinct (cont.) for AVPM &
Non-AVPM TSX**

- 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 for AVPM &
Non-AVPM TSX**



SN: 0209578 MID: 13 Ballots: 00000 Tot: 0000226



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Operating the Encoder for AVPM & Non-AVPM TSX



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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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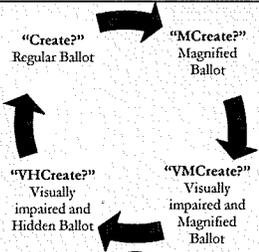
Operating the Encoder (cont.)

- 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

"VMCreate?"
Visually impaired and Magnified Ballot

"VHCreate?"
Visually impaired and Hidden 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 for AVPM & Non-AVPM TSX

- 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.
- Do not touch the TSX for 2.5 min. and 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 for AVPM & Non-AVPM TSX

- 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 for AVPM TSX Only

- 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 for AVPM TSX Only
(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 for AVPM TSX Only

- 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.



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Closing the Precinct for AVPM & Non-AVPM TSX

- 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 for AVPM TSX

- 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 for Non-AVPM TSX

- Print and post vote total reports:
- Before printing the first report, open Printer Door.
 - Print the first long report to be signed by two Poll Managers and place in the Memory Card Transport Bag.
 - Print the second long report to be signed by two Poll Managers and post it in public view.



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End Election / Storing the AVPM TSX

- 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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End Election / Storing the Non-AVPM TSX

- 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.



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**Reported Election Day TSX Problems
Statewide**

- TSX not up and ready for voting when polling place opens
- TSX not functioning properly
- Incorrect ballot given to voter
- Poll Worker invading the privacy space of the voting process



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**Election Day Reported TSX Problems
Statewide (cont.)**

- Poll worker(s) do NOT know how to "trouble-shoot" TSX
- Power cord between TSX not taped down



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TSX Quiz

1. What is the TSX Event Log Form # 740.2 used to record?
2. How do you arrange the TSX in the polling place for voter privacy?
3. What does a flashing yellow light indicate in the top left of the TSX?
4. At least how many Poll Managers should sign the zero or total tapes?
5. The voter should insert the Voter Access Card on what side of the TSX?



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TSX Quiz (cont.)

6. What TSX accessory is used to navigate through and cast an audio ballot?
7. What should you do to the TSX if power is loss in a polling place to continue voting?
8. If your county uses the AVPM, how many reports should you print in the morning and evening? How many if you do not use the AVPM?
9. Where do you place the memory card(s) after being removed from the Election Data Compartment?
10. What reasons can a ballot be canceled and how should it be canceled?



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TSX Quiz Answers (1-5)

1. **Question:** What is the TSX Event Log Form # 740.2 used to record?
Answer: Paper Jam, Ballot Cancellation and other TSX incidents (Others)
2. **Question:** How do you arrange the TSX in the polling place for voter privacy?
Answer: Angled away from the adjacent TSX with privacy panels open.
3. **Question:** What does a flashing yellow light indicate in the top left of the TSX?
Answer: The battery is charging.
4. **Question:** At least how many Poll Managers should sign the zero or total tapes?
Answer: At least two.
5. **Question:** The voter should insert the Voter Access Card on what side of the TSX?
Answer: Top right side of the tablet.



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TSX Quiz Answers (6-9)

- 6. **Question:** What TSX accessory is used to navigate through and cast an audio ballot? **Answer:** The keypad.
- 7. **Question:** What should you do to the TSX(s) if power is lost in a polling place to continue voting? **Answer:**
 - Power down all TSX but the Zero TSX. Vote on the Zero TSX until it reaches a 20% battery reserve then power up the next available TSX and repeat the voting process.
 - Power down the Zero TSX after the next TSX has been powered up.
 - * Each TSX should maintain a battery reserve of four hours.
- 8. **Question:** If your county uses the AVPM, how many reports should you print in the morning and evening? How many if you do not use the AVPM? **Answer:** AVPM counties – three (3). Non-AVPM counties – two (2).
- 9. **Question:** Where do you place the memory card(s) after being removed from the Election Data Compartment of the TSX? **Answer:** Clear Transport Bag.



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TSX Quiz Answers (10)

- 10. **Question:** What reasons can a ballot be canceled and how should it be canceled?
Answer:
 - Reasons**
 - If the voter left the booth without casting his or her ballot
 - If the voter received the wrong ballot
 - Canceling a Ballot**
 - Do not touch the TSX for 2.5 minutes and the TSX will cancel on its own.



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Contact Information

Antonio Sudduth
Elections Systems Training Specialist
Mississippi Secretary of State's Office
Elections Division
 P.O. Box 136
 Jackson, MS 39205
 601-359-6620
 Antonio.Sudduth@sos.ms.gov
 www.sos.ms.gov



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