

2011 Election Preparation Procedures and Extras



ECAM
Summer Workshop



Presented by:
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DELBERT HOSEMANN
Secretary of State

Agenda

- I. SEMS Election Prep Procedures
- II. Proofing Package Approvals
- III. TSX Election Preparation
- IV. Training Extras
- V. Election Night Extras
- VI. Questions/Answers



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Election Prep Extra

Clear everything before you start:

Make sure memory cards and voter access cards are cleared before beginning your Election Load process.



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SEMS Election Prep

1. Create Election
2. Select Contests
3. Select Candidates
4. Save Order of Candidates
5. Save Order of Contests
6. Create ballot styles
6. Print/review ballots and reports
7. Approve SEMS information



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Initial Ballot Proofing Package

1. Review and approve OS ballots
2. Review and approve reports
3. Compare with SEMS data
4. Send approval with printer authorization to MSOS



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Final Ballot Proofing Package

1. Load GEMS database
2. Download "For Audio Proof Only" memory card
3. Label card and load into TSX
4. Proof TSX ballot
5. Proof Audio ballot
6. Complete approval forms and send to MSOS.



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Election Preparation

1. Update Security Keys
2. Download Memory Cards
3. Create Master Voter Access Cards
4. Verify Export Codes
5. Create Election Reports
6. Backup the Database
7. Program the Encoders and Create Index.



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GEMS Download Extra

When downloading memory cards, select and complete one precinct at a time. This allows you to watch to make sure the label matches the information on the AccuVote Server window.

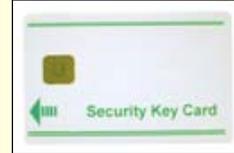


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Election Prep Extra

TSX memory card will not work in TSX machine:

- Security keys do not match.
- Reformat TSX memory card using a laptop.
- Memory card is bad, call ES&S to confirm.



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Election Prep Extra

Encoder display reads Wrong Media Key:

- Update security keys to match the TSX by using the Security Key Card. (Make sure you clear all old voter cards prior to updating security keys)



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Election Prep Extra

Loading ballot styles into Encoder:

- Always load most used ballot as 1 (default)
- Create index for Poll Managers to use on Election Day.



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L & A Process – TSX machines

1. Set up TSX machines
2. Verify labels
3. Follow L&A checklist
4. Test all AVPMs
5. Test all Encoders
6. Test all ballot styles
7. Seal and store machines



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L & A Prep Extras

Suggestion for L & A:

- Break activities down to an assembly line process.
- If time is changed, press Apply and then go back to verify.
- Make sure you test all encoders for the precinct.



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L & A Extras - Calibration

TSX calibration is off:

- Clean screen using an electronic solution.
- Go into System Setup with CA card.
- Go to Display Settings and recalibrate.
- If machine still will not hold calibration, call the ES&S help desk.



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L& A Process – Optical Scanners

1. Set up OS machines
2. Follow L&A checklist
3. Run test deck
4. Test all memory cards
5. Test all ballot styles
6. Seal and store machines



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Election Training Extra

Create a Poll Managers Notebook:

- Forms/Poll Managers Guide
- Contact Names and Numbers
- Address Library list
- Trouble-shooting section



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Election Training Extras

TSX printer will not work:

- Make sure smoky gray cover is closed all the way. (*Listen for click.*)
- Make sure paper is installed properly. (*Thermal paper only prints on one side.*)

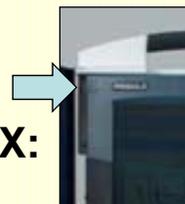


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Election Training Extra

Check the power lights on the TSX:

- Top **green** light shows A/C Power
- Middle **blue** light shows machine is on
- Bottom flashing light – **yellow** means battery is charging and **green** means battery is charged.



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Election Training Extra

TSX on battery power may not recognize the memory card:

- You may need to restart the TSX with the memory card in and A/C power connected.



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Election Training Extra - Encoders

Location of the Poll Managers providing Voter Access Cards:

- There must be a connection between the voter signing the Receipt Book and the poll manager issuing the card.
- Do not create Voter Access Cards in advance.



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Election Training Extra

Matching up ballot styles to Encoder Keys:

- Most-used ballot will be default.
- Use index for verification.
- Poll Managers should check Encoder labels for verification.



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Election Training Extra

Voter is not in the poll book:

- This voter cannot vote on the TSX.
- Use Address Library report to direct voter to correct precinct.
- This voter must vote an Affidavit ballot.



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Election Training Extra

Use of Supervisor Cards:



- Should be placed in sealed envelope with instructions that the envelope should not be opened until 7:00 p.m. except for AVPM paper replacement.
- Inserting a Supervisor Card in an encoder will clear all ballots styles on the Encoder.



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Election Training Extra

Placement of the TSX machines:

- Machine must be turned to allow privacy for the voter.

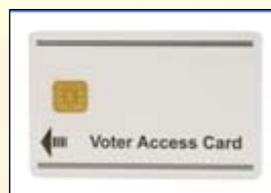


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Election Training Extra

Smart card is stuck in TSX:

- Turn TSX machines off and card should pop out. Turn machine back on.
- Clean any debris from card using an electronic wipe (*while avoiding the metal smart chip*).



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Election Training Extra

TSX 'Freezes-up':

- Remove the seal, power the unit off and then on again (*reboot*). Reseal and record seal number and reason.

(continued)



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Election Training Extra

Voting after TSX Reboot:

- Re-insert the Voter Access Card and read the message:
 - Card Already Voted – the ballot was cast before the freeze.
 - Card was Cancelled – re-code the card and allow the voter to continue voting.



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Election Training Extra

Encoder Screen keeps fading in and out:

- Replace batteries (*be careful not to apply too much force when installing the screws that hold the cover*).
- Turn the Encoder off when not in use.
- Do not leave card in Encoder (*even if it is off*).

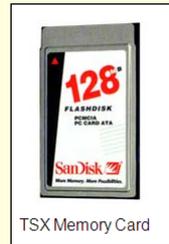


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Election Training Extra

While closing out the election:

- Remove the memory card as soon as the result tape is printed. With the memory card removed, there are only two options: to Shut Down TSX or go to Election Archives.



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Election Training Extra

Poll Managers --- Stay Calm!

If the Poll Manager presses shutdown on the TSX before all close out procedures are complete, just turn it back on and the system will start back at the place you left off.



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Election Night Extra

TSX is unable to communication with GEMS:

- Make sure you have a network card installed in the TSX. The cable should go through a hub and then into the back of the GEMS server.

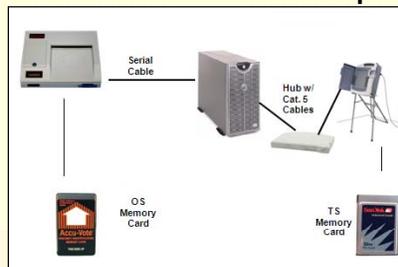


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Election Prep/Election Night

Moving the GEMS Server:

Reconnect and test before upload begins.



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Questions and Answers



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Contact Information

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