



**DELBERT HOSEMANN**  
*Secretary of State*

**Title:** **Train-the-Trainer Session**

**Audience Level:** This course is for two (2) Election Commissioners and one (1) person from the Circuit Clerk's Office in each County.

**Time Duration:** This is a one-day class. Time is specified depending on date and location.

**Objective:** To provide instruction so participants will be equipped to lead TSX Poll Worker Training Classes on the county level.

**Overview:**

- TSX Components
- Set up the TSX
- Install the Printer Housing Unit
- Configure VIBS
- Daisy Chaining
- Open the Polls
- Print Zero Report
- Encode Voter Access Cards
- Encode a VIBS Ballot Voter Access Card
- Cast a ballot
- Cancel a ballot
- Changing Paper Roll
- End Election
- Print Results Reports
- Take down the TSX
- Troubleshooting
- Clearing Paper Jam

**Materials:** The **Mississippi Poll Manager's Guide for the TSX Voting System** is provided on our secure site for you to print and bring to training. It is not required for you to bring downloaded materials to training, but the printed materials will not be provided by our office on training day. The document you will need to bring to the class will be posted on our secure website ([www.sos.ms.gov/electftp](http://www.sos.ms.gov/electftp)) by July 15<sup>th</sup>.

**Activities and Procedures:** Set up TSX, open polls, conduct election, end election, take unit down and troubleshoot.

**Additional Details:** Class size: **20 students**  
Student/Equipment ratio: 2:1  
Lab time: 75%  
Lecture time: 25%