

BASIC ELECTION TRAINING

Presented by the
DeSoto County Election
Commission

OUR FOUNDING
FATHERS
DREAMED OF
FREE ELECTIONS

OUR ARMED
FORCES
FOUGHT AND
DIED FOR
FREE ELECTIONS

WE, AS
ELECTION
OFFICIALS
MUST PRESERVE

THIS SPACE MAY BE USED
IN THE EVENT OF A
SCANNER MALFUNCTION

UNCOUNTED
BALLOTS

LOCKING FLAP

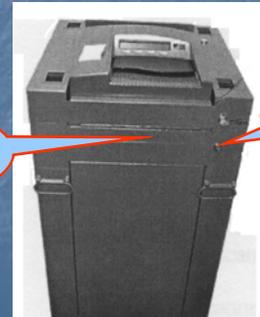
BALLOT SLOT



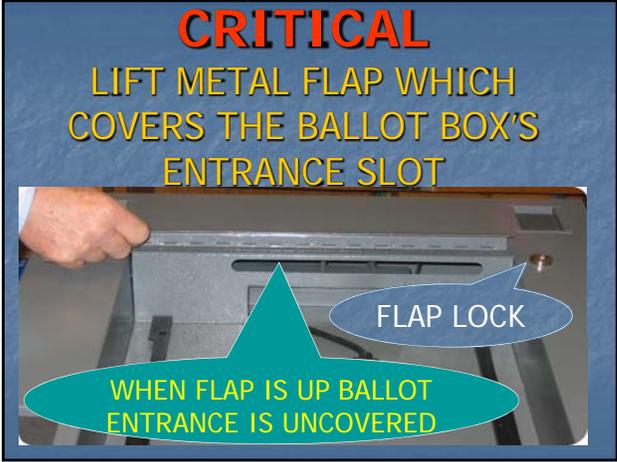
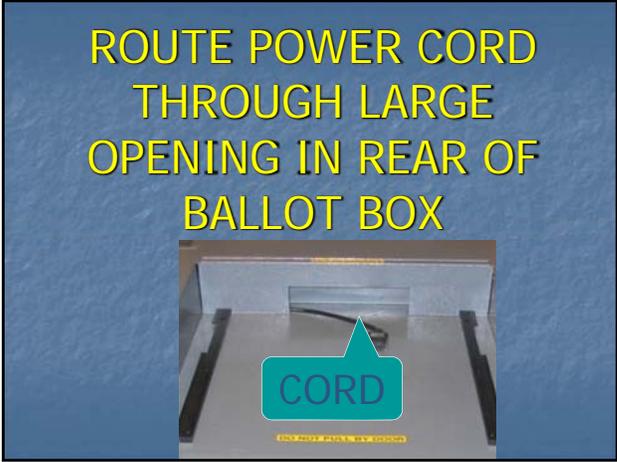
THE UNCOUNTED BALLOT BIN
MUST REMAIN LOCKED UNTIL
THEY ARE SCANNED OR REJECTED

UNCOUNTED
BALLOT BIN

LOCK



AS SOON AS POSSIBLE SET UP AND TEST SCANNER

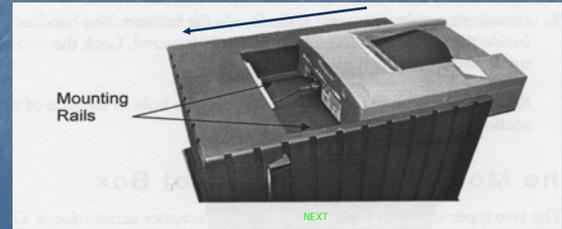


INSERT SCANNER AND CONNECT POWER CORD



INSERT POWER CORD INTO SCANNER

GENTLY SLIDE THE SCANNER AGAINST THE BACK OF THE BALLOT BOX (DO NOT FORCE)



LEAVE THE COUNTER ACCESS PANEL IN THE DOWN POSITION



CRITICAL



FRONT



BACK

THE PCMCIA "PC" CARD IS THE ELECTION



FRONT

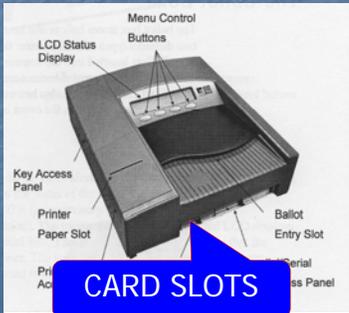


BACK

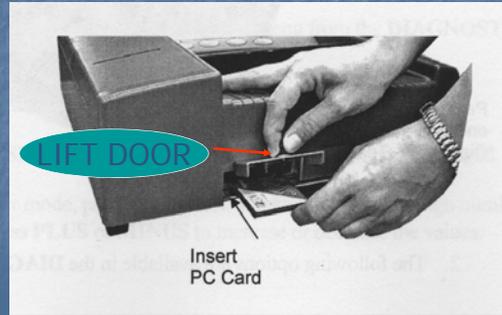
VERIFY THAT YOU HAVE THE CORRECT CARD



INSERT THE "PC" CARD
IN EITHER OF THE SLOTS



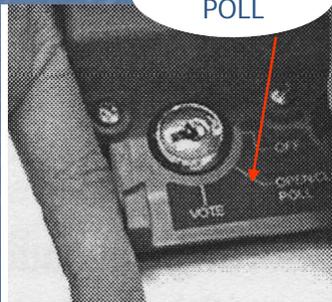
INSERT THE "PC" CARD
IN EITHER OF THE SLOTS



INSERT SCANNER KEY AND TURN
IT TO THE **OPEN/CLOSE POLL**
POSITION

BE
PATIENT

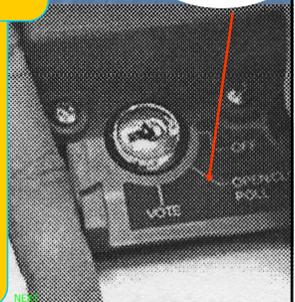
OPEN / CLOSE
POLL



INSERT SCANNER KEY AND TURN
IT TO THE **OPEN/CLOSE POLL**
POSITION

APPROXIMATELY
TWO MINUTES
WILL BE
REQUIRED TO
DOWNLOAD THE
ELECTION
INFORMATION

OPEN / CLOSE
POLL



THE SCANNER WILL DISPLAY
S-MODE
IN THE UPPER LEFT CORNER OF
THE LCD SCREEN

S-MODE ELECTION CARD INSERTED
OPEN POLLS NOW?
YES

ARE YOU READY TO START THE
ELECTION?

S-MODE ELECTION CARD INSERTED
OPEN POLLS NOW?
YES

PRESS THE BUTTON UNDER THE DISPLAYED WORD YES

S-MODE ELECTION CARD INSERTED
OPEN POLLS NOW? YES

YES BUTTON

THE "LCD" SCREEN WILL DISPLAY

S-MODE OPENING POLLS
PLEASE TURN KEY/SWITCH TO VOTE

TURN KEY TO THE **VOTE** POSITION

THE SCANNER IS READY PREPARE BALLOTBOX

VOTE

CHECK BOTH BALLOT COMPARTMENT SIDE DOORS

VERIFY THAT BALLOT COMPARTMENT IS EMPTY

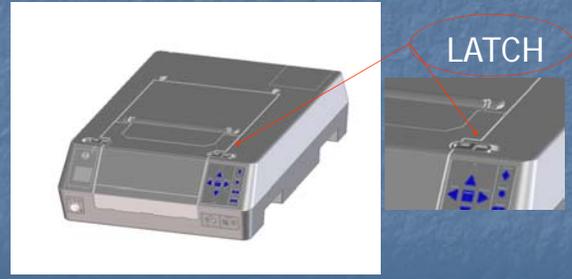
PLACE ABSENTEE BALLOTS IN THE BALLOT BOX. LOCK BOTH DOORS. DO NOT UNLOCK UNTIL TIME TO PROCESS ABSENTEE BALLOTS AFTER THE POLLS HAVE CLOSED

THE SCANNER IS SET UP READY FOR THE ELECTION

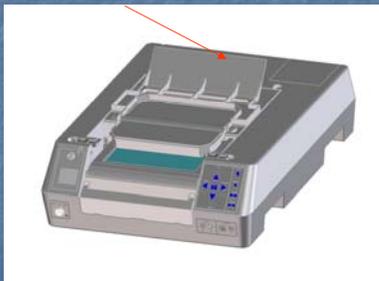
SET UP AUTOMARK FOR USE



OPEN LATCHES ON AUTOMARK



FOLD THE FRONT PORTION OF THE LID BACK



ROTATE THE LID ASSEMBLY TO VERTICAL



RAISE LCD SCREEN TO VERTICAL

CLOSE THE LID LEAVING THE FRONT SECTION ROTATED BACK



LOWER BALLOT FEED TRAY

FEED TRAY



INSERT POWER CORD INTO CONNECTION ON THE BACK OF THE AUTOMARK



DO NOT PLACE WIRE WHERE ANYONE CAN TRIP OVER IT!

TURN THE KEY SWITCH TO THE ON POSITION

KEY SWITCH



THE AUTOMARK IS READY TO MARK BALLOTS

AUTOMARK OPERATION

THE AUTOMARK VAT

TOUCH SCREEN MONITOR

KEYPAD

BALLOT FEED TRAY

ADA PORTS

HEADPHONE JACKS



KEYPAD

FORWARD NEXT

SCROLL UP

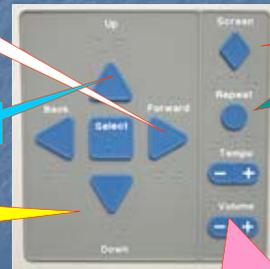
SCROLL DOWN

SCREEN ON

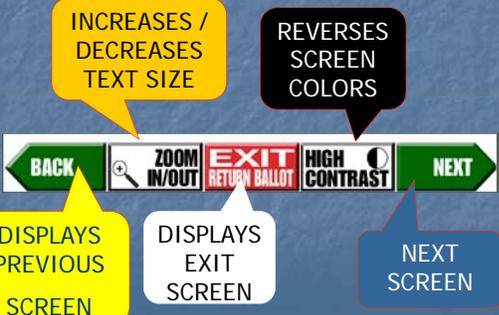
AUDIO REPEAT

AUDIO SPEED - DECREASE + INCREASE

VOLUME - DECREASE + INCREASE



THESE BUTTONS DO NOT APPEAR ON EVERY SCREEN



INCREASES / DECREASES TEXT SIZE

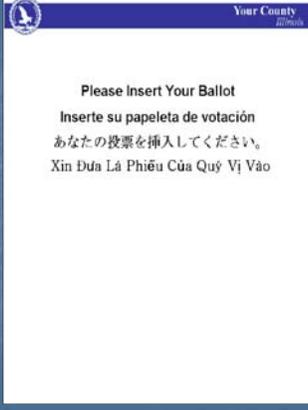
REVERSES SCREEN COLORS

DISPLAYS PREVIOUS SCREEN

DISPLAYS EXIT SCREEN

NEXT SCREEN

INSERT BALLOT SCREEN



Your County Illinois

Please Insert Your Ballot
Inserte su papeleta de votación
あなたの投票を挿入してください。
Xin Đưa Lá Phiếu Của Quý Vị Vào

INSERT BALLOT



The AutoMARK VAT displays the *Error – Paper Misfeed* pop-up screen (shown here) and tries to eject your ballot.



IF BALLOT IS EJECTED. TRY AGAIN

The AutoMARK VAT displays the *Error – Paper Misfeed* pop-up screen (shown here) and tries to eject your ballot.



IF BALLOT NOT EJECTED IT MUST BE REMOVED BEFORE AUTOMARK CAN BE USED

Official Ballot Demonstration Election

You are Voting Ballot Style AutoMARK 1

Voting Instructions

The AutoMARK Voter Assist Terminal is designed to help you mark your optical scan ballot. Touch the NEXT arrow button in the lower right hand corner of the screen to view the first contest. Touch the name of a candidate or choice to make your selection. If write-ins are allowed, you will be presented with an on-screen keyboard to enter a write-in candidate's name. You may use the BACK arrow button in the lower left hand corner of the screen to return to the previous screen. Once you have made your selections, a summary screen will be displayed. From there you can verify your selections before having your ballot marked.

V O T I N G

I N S T R U C T I O N S



Your County Illinois

PAST PRESIDENT

FOR FAVORITE PAST PRESIDENT
(Vote for One)

- THOMAS JEFFERSON
- ABRAHAM LINCOLN
- FRANKLIN D. ROOSEVELT
- DWIGHT D. EISENHOWER
- JOHN F. KENNEDY
- Write-in:

BACK ZOOM IN/OUT EXIT RETURN BALLOT HIGH CONTRAST NEXT

TEST VERSION: 1.0.0 build 52

Your County Illinois

SCR09

ALERT!

You did not view all candidates or choices. Do you want to view the rest of the choices?

MAY BE BYPASSED

YES. Return to contest.

NO. Proceed to next contest.

Your County Illinois

ALERT!

You have attempted to move from the current contest without viewing all candidates or choices. You are required to view all candidates before proceeding. Please select okay to return to the contest screen and then use the flashing MORE button to scroll through all choices.

MAY NOT BE BYPASSED

OK

WRITE IN CANDIDATE

Write-in

BACKSPACE

A	B	C	D	E	F	G	H	I	J
K	L	M	N	O	P	Q	R	S	T
U	V	W	X	Y	Z	-			

SPACE

CANCEL WRITE-IN OK

UNDER-VOTE

You have selected fewer than the number of candidates or choices you are permitted to select for this contest. You can return to the contest to vote for additional candidates or choices, or you can confirm your desire to under-vote by continuing on to the next contest.

RETURN TO THIS CONTEST

CONTINUE TO NEXT CONTEST

UNDERVOTE ACCEPTABLE VOTER CAN CONTINUE

Overvote

You have attempted to vote for a greater number of candidates than are permitted in this contest. You must first deselect at least one of the candidates you have selected before selecting another.

OK

OVERVOTE VOTER MUST CORRECT BEFORE CONTINUING

Summary of Selections
Your selections for each contest are indicated below. To change your selections, touch the box representing that contest. To confirm your selections and mark your ballot, touch "NEXT" at the bottom of the screen.

PAST PRESIDENT FOR FAVORITE PAST PRESIDENT (Vote for One) -No Selection Made	MINISTER OF ART FOR MINISTER OF ART (Vote for One) -ALEXANDER CALDER
BASEBALL TEAM FOR FAVORITE BASEBALL TEAM (Vote for One) -CARDINALS	STATE OF ILLINOIS Should the State of Illinois repeal the -YES
LATE NIGHT TALK SHOW FOR FAVORITE LATE NIGHT TALK SHOW (Vote) -YES	QUESTION 1 Do you favor a National Lottery administered by the State? -YES
AUTHORS	QUESTION 2

SCREEN ENLARGED
MUST VIEW ENTIRE SCREEN

NO NEXT BUTTON

How Do I Exit without Marking the Ballot ?

- To exit without marking the ballot, you can press the BACK key repeatedly, or you can press the SCREEN Key four times in a row.

Exit now and your ballot will not be marked
Are you sure you want to exit?

CONTINUE VOTING

EXIT

To mark your ballot, press the button below. Your ballot will be marked in accordance with your selections and returned to you for deposit into a tabulator or ballot box.

Mark Ballot

END

NO NEXT BUTTON

Touch the Mark Ballot button. The AutoMARK VAT displays the *Print Ballot* screen with a printing progress circle. The circle fills with color to indicate the time remaining to complete the printing process

PRINTING PROGRESS INDICATOR

VERIFYING A MARKED BALLOT (CAN NOT EDIT THE BALLOT!)

Official Ballot Demonstration Election
You are Voting Ballot Style AutoMARK 1

Voting Instructions
The ballot you have inserted has already been marked. If you thought you were using an unmarked ballot, please select EXIT to return your ballot. Then contact an election official for a new ballot. If you would like to review the selections on this ballot, press the NEXT arrow button to view a summary page. Note that you will not be able to use the AutoMARK to change any of these selections.

INSERT YOUR MARKED BALLOT
USE THE SAME PROCEEDURE AS MARKING BALLOT

VERIFICATION OF BALLOT

CHANGING THE BALLOT AT THIS POINT
MAY ONLY BE DONE
BY
SPOILING THEIR BALLOT
AND
ISSUING A NEW BALLOT
TO A MAXIMUM OF THREE

THE BEST WAY TO LEARN THE AUTOMARK

IS TO PLACE A BALLOT IN THE MACHINE
(THIS CAN BE A DEMO BALLOT)

TRY ALL THE SCREENS, AND LISTEN TO
THE AUDIO. YOU CAN TURN THE
SCREEN OFF AND SEE HOW A BLIND
PERSON CAN VOTE

FREQUENTLY ASK QUESTIONS



The AutoMARK
VAT displays the
Error - Ballot Not
Readable pop-up
screen and ejects
the ballot into the
paper tray.

FREQUENTLY ASK QUESTIONS



**BALLOT IS NOT
READABLE
REASONS:**

Ballot style is not
used at this
polling place

FREQUENTLY ASK QUESTIONS



**BALLOT IS NOT
READABLE
REASONS:**

BALLOT IS
DAMAGED

VOTING PROCESS

- VOTER MARKS BALLOT
- WITH PEN OR AUTOMARK
- IF DESIRED THE BALLOT
MAY BE PLACED IN A
SECRECY FOLDER

VOTING PROCESS

- VOTER TAKES BALLOT TO SCANNER
- THE **VOTER** INSERTS THE BALLOT INTO THE SCANNER

VOTING PROCESS

- THE VOTER INSERTS THE BALLOT INTO THE SCANNER
 - EITHER END FIRST
 - EITHER SIDE UP
- **THE ELECTION MANAGER DOES NOT HANDLE THE BALLOT!**

VOTING PROCESS

- IF NECESSARY THE MANAGER MAY REQUEST TO SEE THE **INITIALS** ON THE REAR OF THE BALLOT ONLY.

MANAGER MAY VERIFY INITIALS

§ 23-15-541

VOTING PROCESS

A BALLOT THAT IS DAMAGED OR A BALLOT IS IMPROPERLY FILLED OUT MAY BE CONSIDERED A SPOILED BALLOT

AN IMPROPER BALLOT SHALL NOT BE ENTERED

§ 23-15-547

VOTING PROCESS

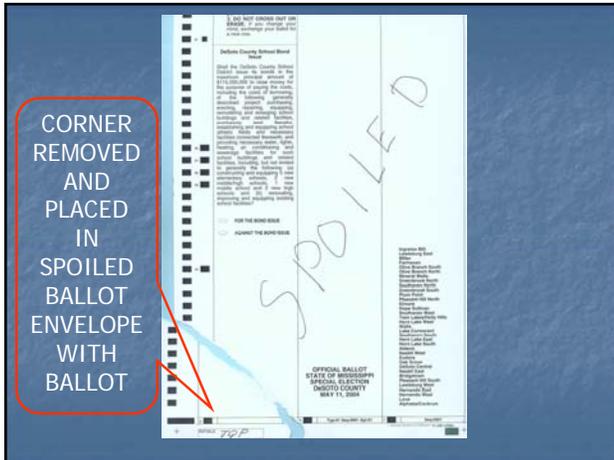
- A SPOILED BALLOT SHALL BE MARKED SPOILED AND PLACED IN THE SPOILED BALLOT ENVELOPE
- THE VOTER MAY THEN BE ISSUED A NEW BALLOT, UP TO THREE, ONE AT A TIME.
- **AFTER THE THIRD BALLOT THE VOTER MAY NOT BE ALLOWED TO VOTE.**

§ 23-15-517

SPOILED BALLOT

AN ELECTION OFFICIAL SHALL TEAR THE LOWER LEFT CORNER OFF THE BALLOT INCLUDING AT LEAST TWO TIMING MARKS (THE BLACK BLOCKS DOWN THE LEFT SIDE OF THE BALLOT) AND SHALL PLACE THE BALLOT AND THE TORN CORNER IN THE SPOILED BALLOT ENVELOPE

§ 23-15-517



WHEN A BALLOT IS REJECTED BY THE SCANNER **THE VOTER** MAY TRY TO REINSERT THE BALLOT UPSIDE DOWN OR SWAP ENDS WHEN INSERTING THE BALLOT INTO THE SCANNER, OR BOTH

OR

THE BALLOT MAY BE MARKED SPOILED AND PLACED IN THE SPOILED BALLOT ENVELOPE AND ALLOW THE ELECTOR TO VOTE A NEW BALLOT

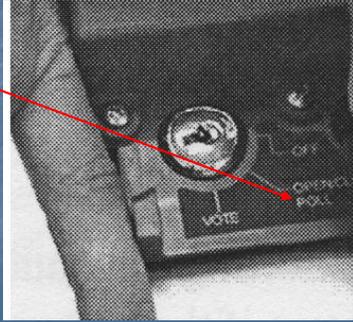
IF THE VOTER CANNOT OR WILL NOT RETURN TO CORRECT THE BALLOT – THE BALLOT MUST BE REMOVED AND CONSIDERED A RESOLUTION BOARD BALLOT

REMEMBER
A RESOLUTION BALLOT
IS A VOTED BALLOT

IT SHOULD BE TREATED AS A PROVISIONAL BALLOT WOULD BE, PLACED IN A SEALED BALLOT BOX/BAG

TURN SCANNER KEY TO THE
OPEN/CLOSE POLL POSITION

CLOSE POLL

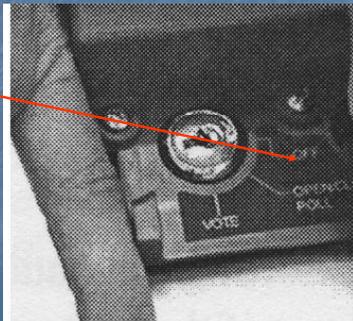


PRESS CLOSE POLLS

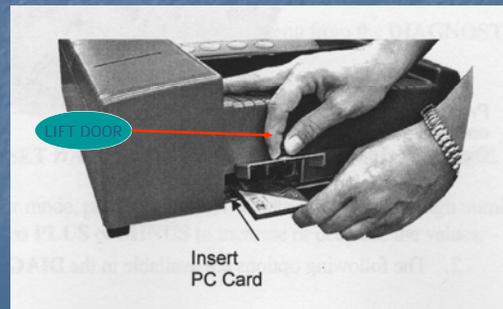
- THE SCANNER WILL PRINT A SERIES OF REPORTS
- IF ADDITIONAL REPORTS ARE DESIRED
- PRESS RESULTS REPORTS

TURN SCANNER KEY TO THE **OFF**
POSITION AND REMOVE KEY

OFF POSITION



REMOVE THE "PC" CARD
PRESS THE BLACK BUTTON TO
THE RIGHT OF THE CARD



REMOVE SCANNER FROM
BALLOT BOX AND REPLACE
IT IN ITS CASE

THE POWER CORD MUST ALSO BE
REMOVED FROM THE BALLOT
BOX AND PLACED IN THE
SCANNER CASE

TURN KEY SWITCH TO "OFF"

KEY
SWITCH



DISCONNECT
POWER CORD ON
THE AUTOMARK

RAISE BALLOT FEED TRAY

FEED
TRAY



CLOSE AND STORE AUTOMARK

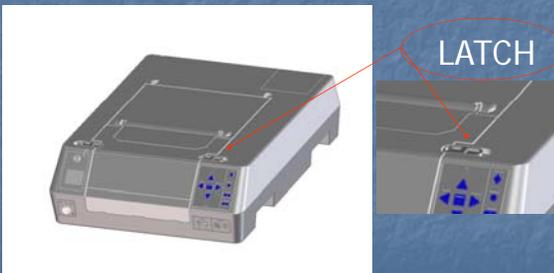
OPEN THE LID AND LOWER
THE SCREEN BACK INTO THE
AUTOMARK



CLOSE LID OVER SCREEN



CLOSE LATCHES ON AUTOMARK



CRITICAL

**SENSITIVE ELECTION MATERIAL
MUST BE PROPERLY SEALED
BEFORE LEAVING THE POLLING
PLACE!**

