# 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

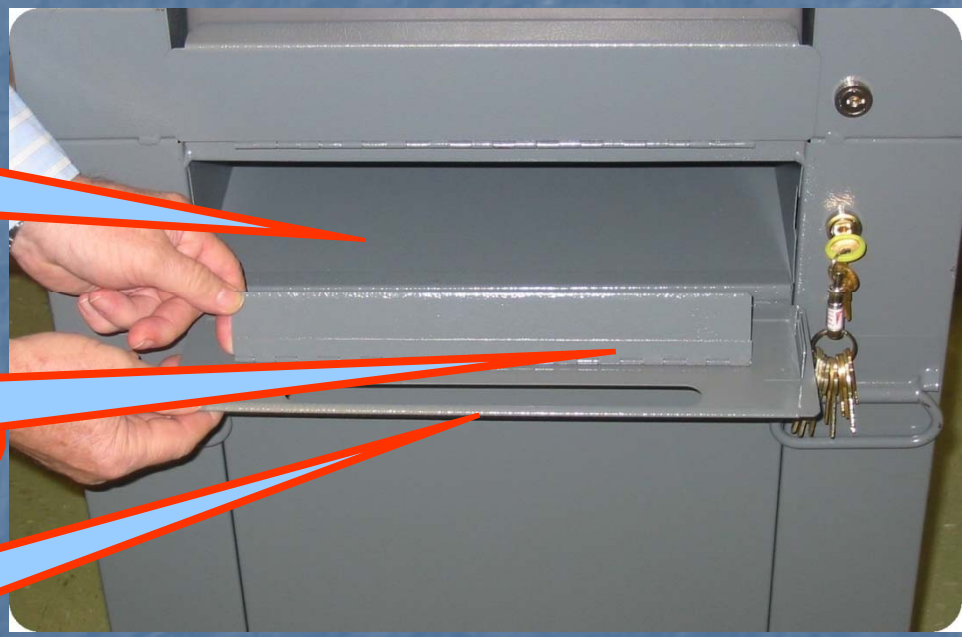
WE, AS
ELECTION
OFFICIALS
MUST PRESERVE

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

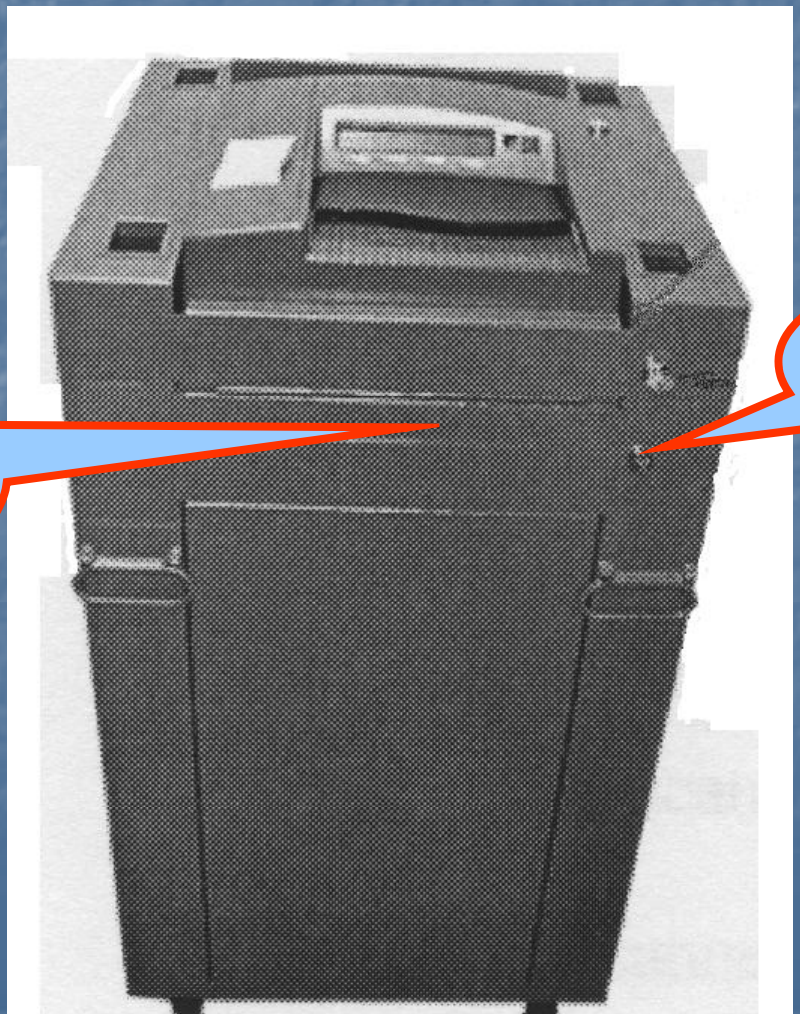
UNCOUNTED BALLOTS

LOCKING FLAP

BALLOT SLOT

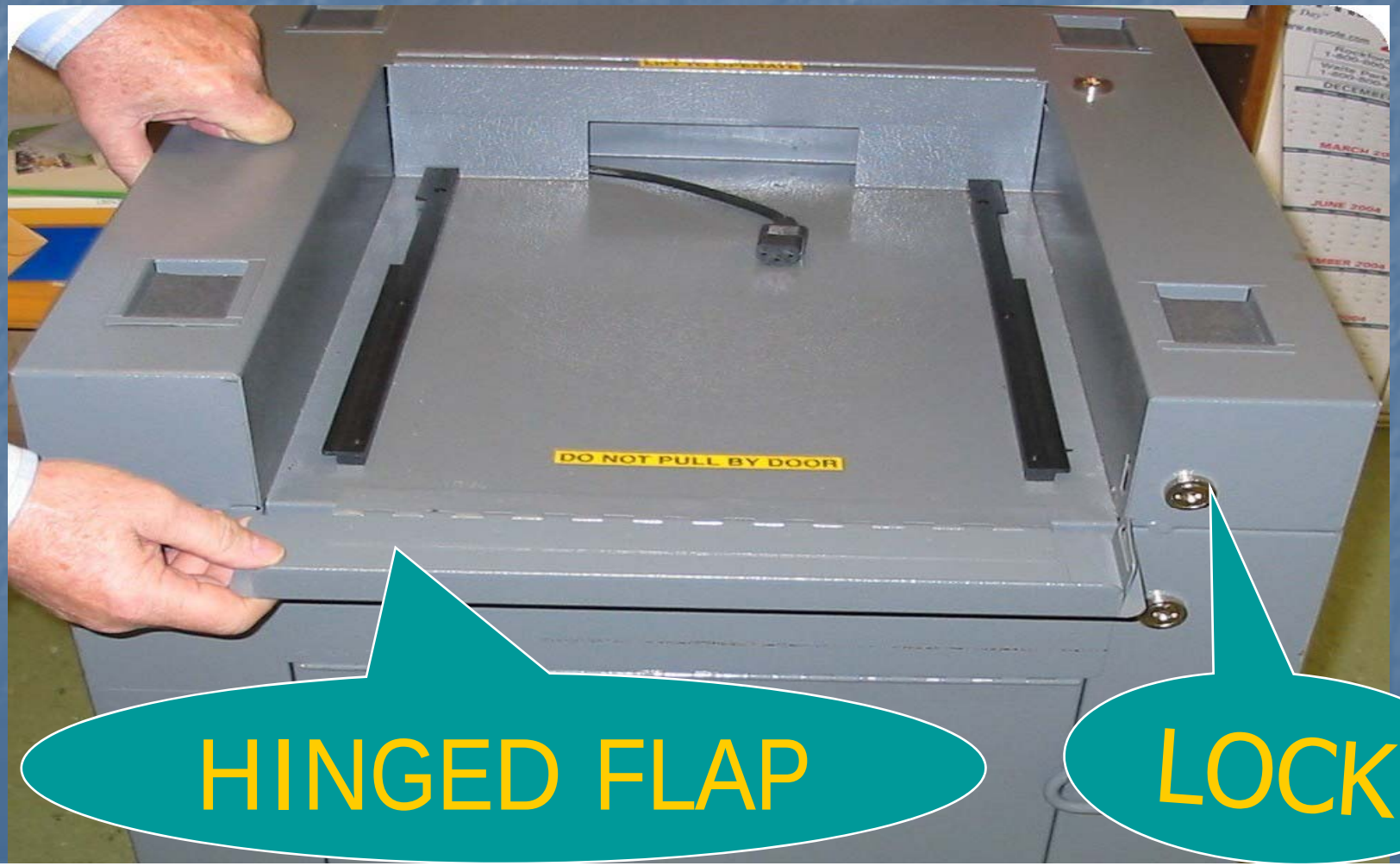


# THE UNCOUNTED BALLOT BIN MUST REMAIN LOCKED UNTIL THEY ARE SCANNED OR REJECTED



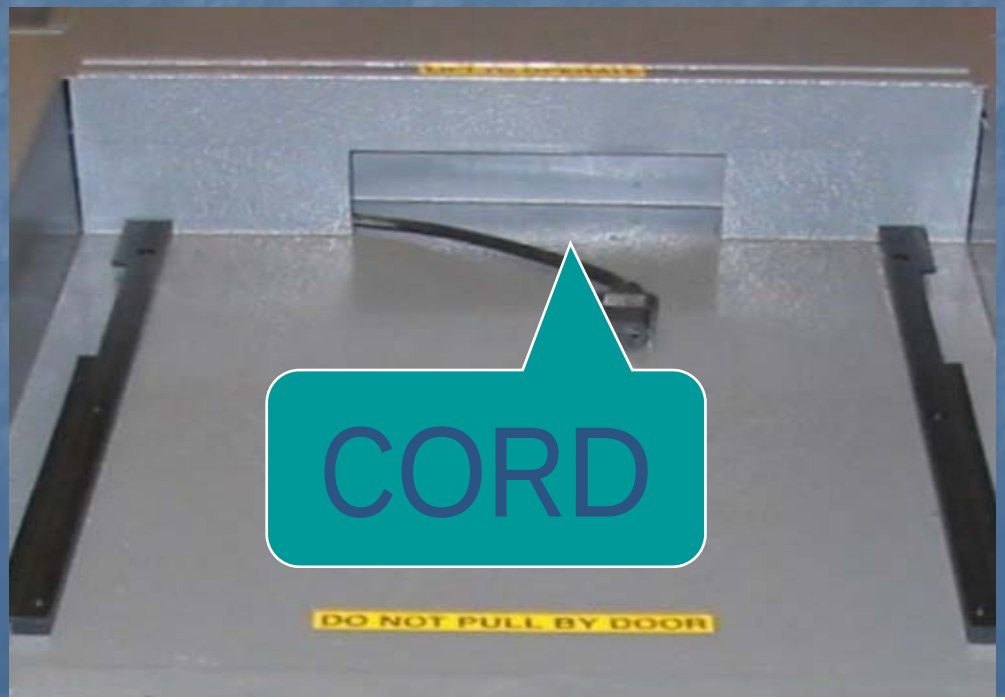
# AS SOON AS POSSIBLE SET UP AND TEST SCANNER

# UNLOCK AND LOWER HINGED FLAP



INSERT POWER CORD THROUGH RUBBER GROMMET
INSERT
POWER
CORD
HERE

# ROUTE POWER CORD THROUGH LARGE OPENING IN REAR OF BALLOT BOX



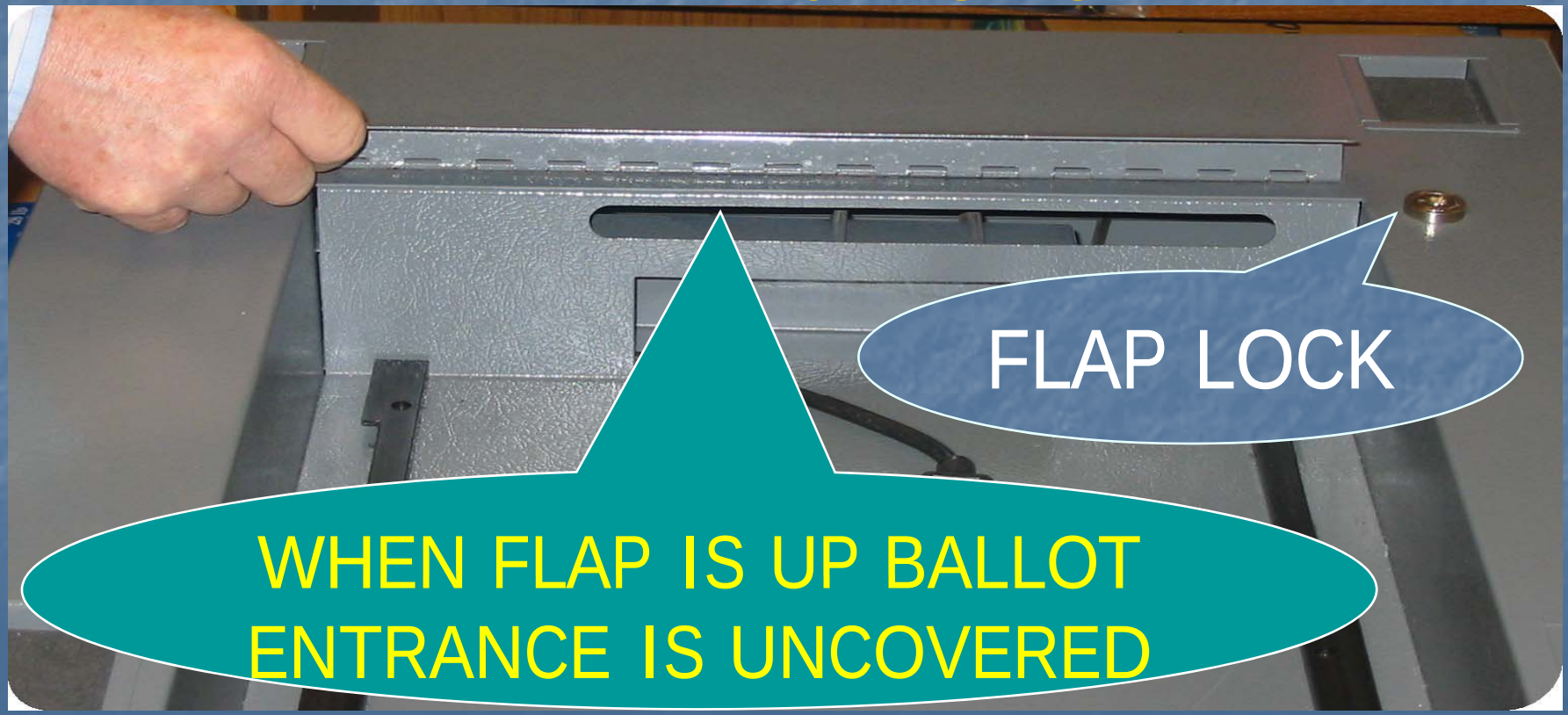
# CRITICAL

## LIFT METAL FLAP WHICH COVERS THE BALLOT BOX'S ENTRANCE SLOT

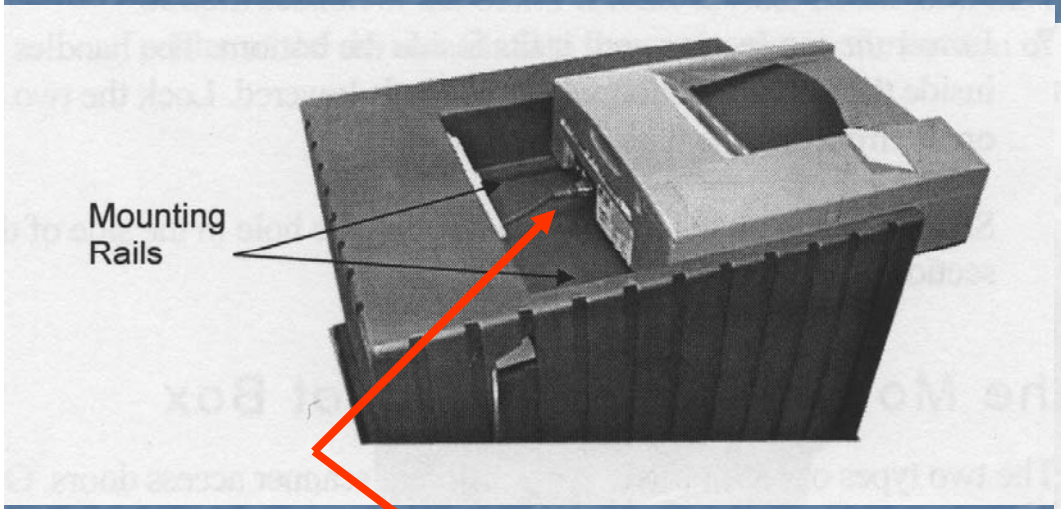
WARNING SIGN VISIBLE ONLY WHEN FLAP IS DOWN

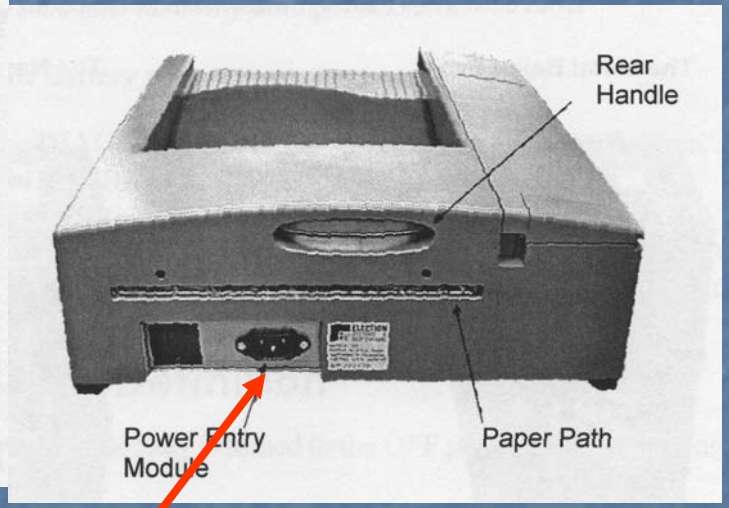
# CRITICAL

## LIFT METAL FLAP WHICH COVERS THE BALLOT BOX'S ENTRANCE SLOT



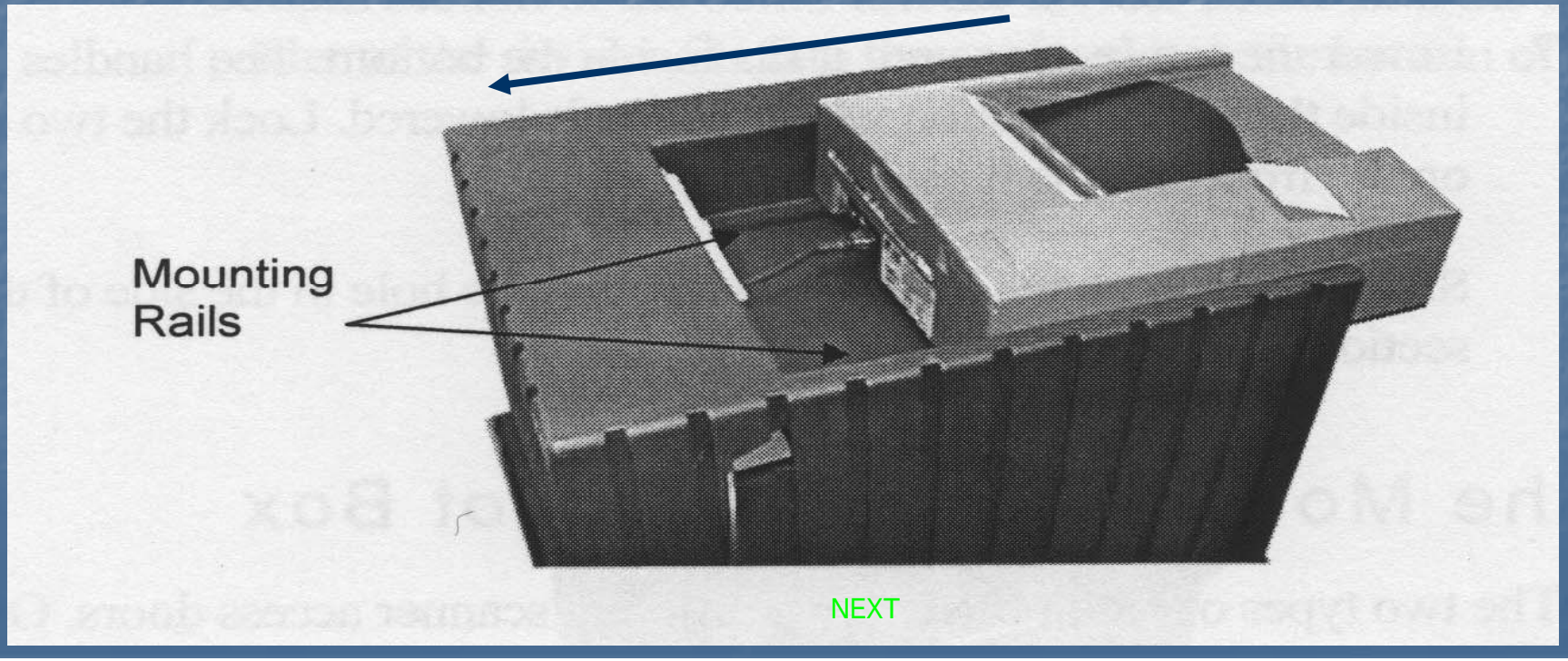
# INSERT SCANNER AND CONNECT POWER CORD




INSERT POWER CORD INTO SCANNER

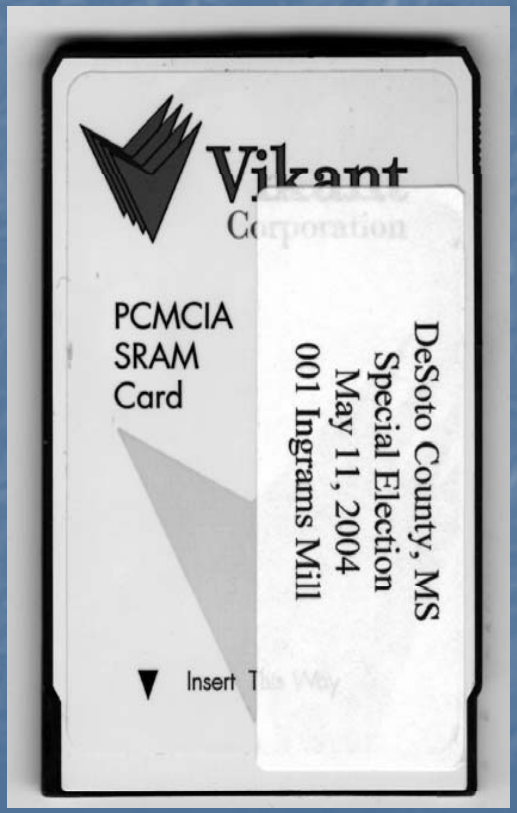
# GENTLY SLIDE THE SCANNER AGAINST THE BACK OF THE BALLOT BOX (DO NOT FORCE)




NEXT

# LEAVE THE COUNTER ACCESS PANEL IN THE DOWN POSITION

# CRITICAL

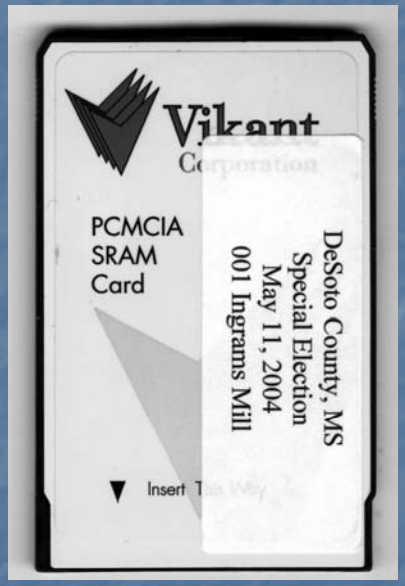



FRONT

BACK

# THE PCMCIA “PC” CARD

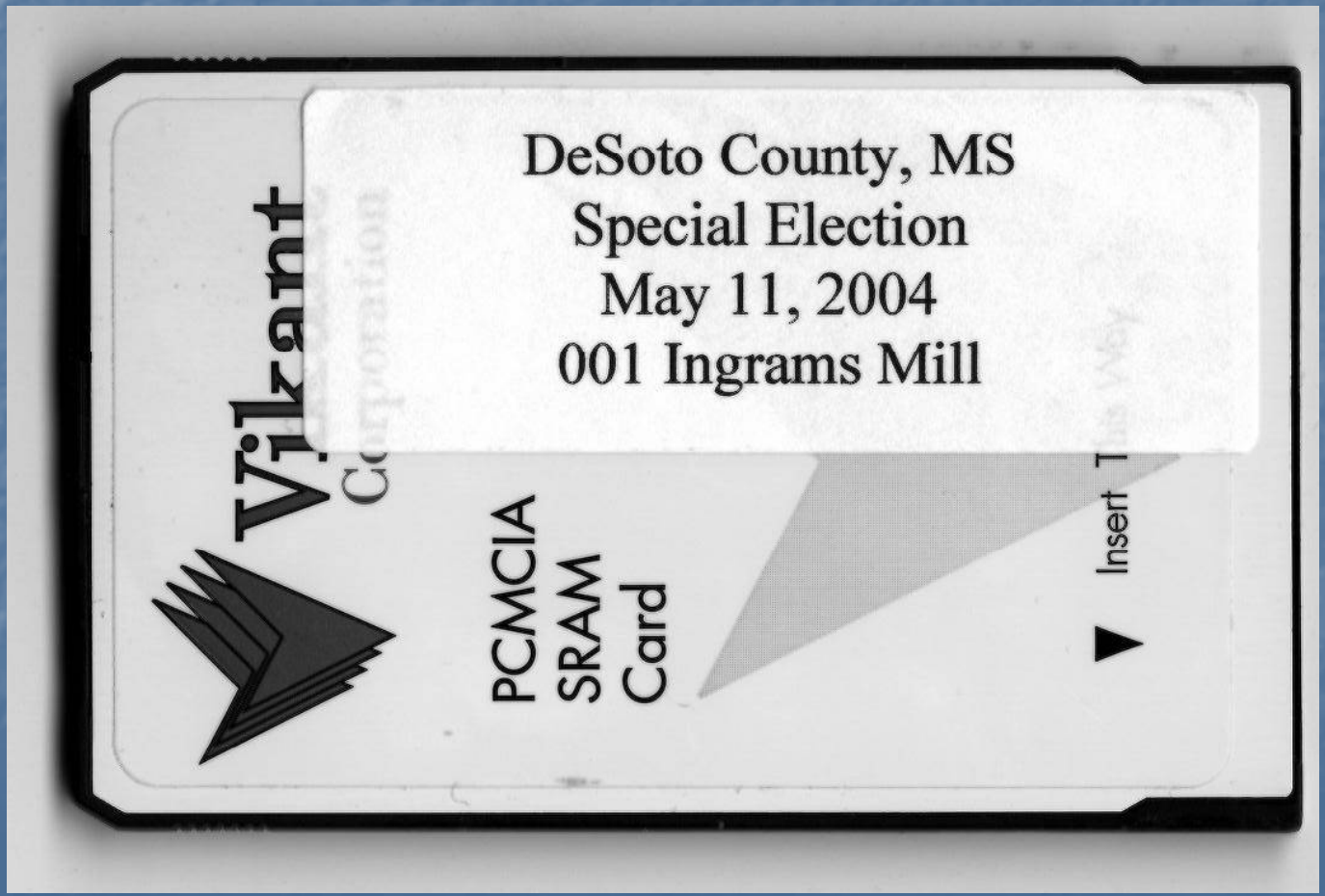
# IS THE ELECTION



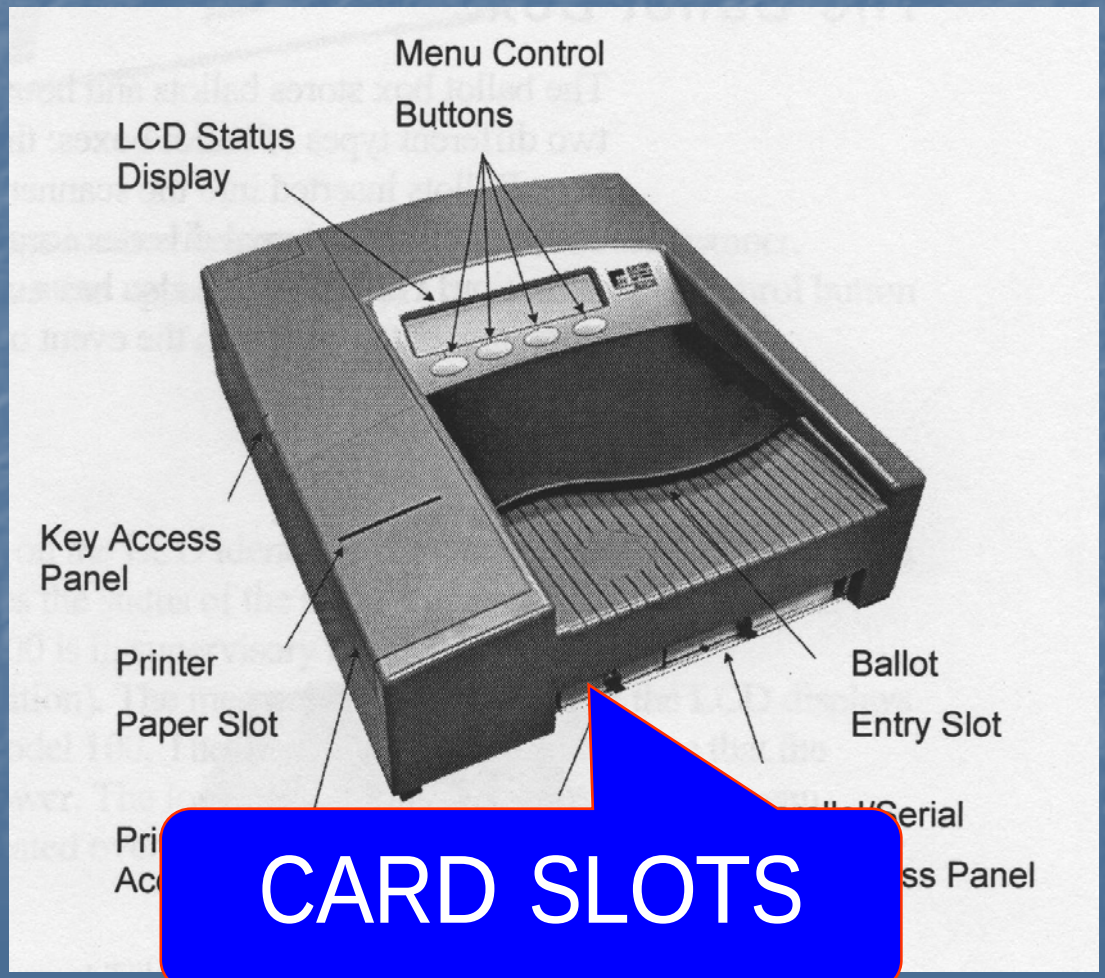

FRONT

BACK

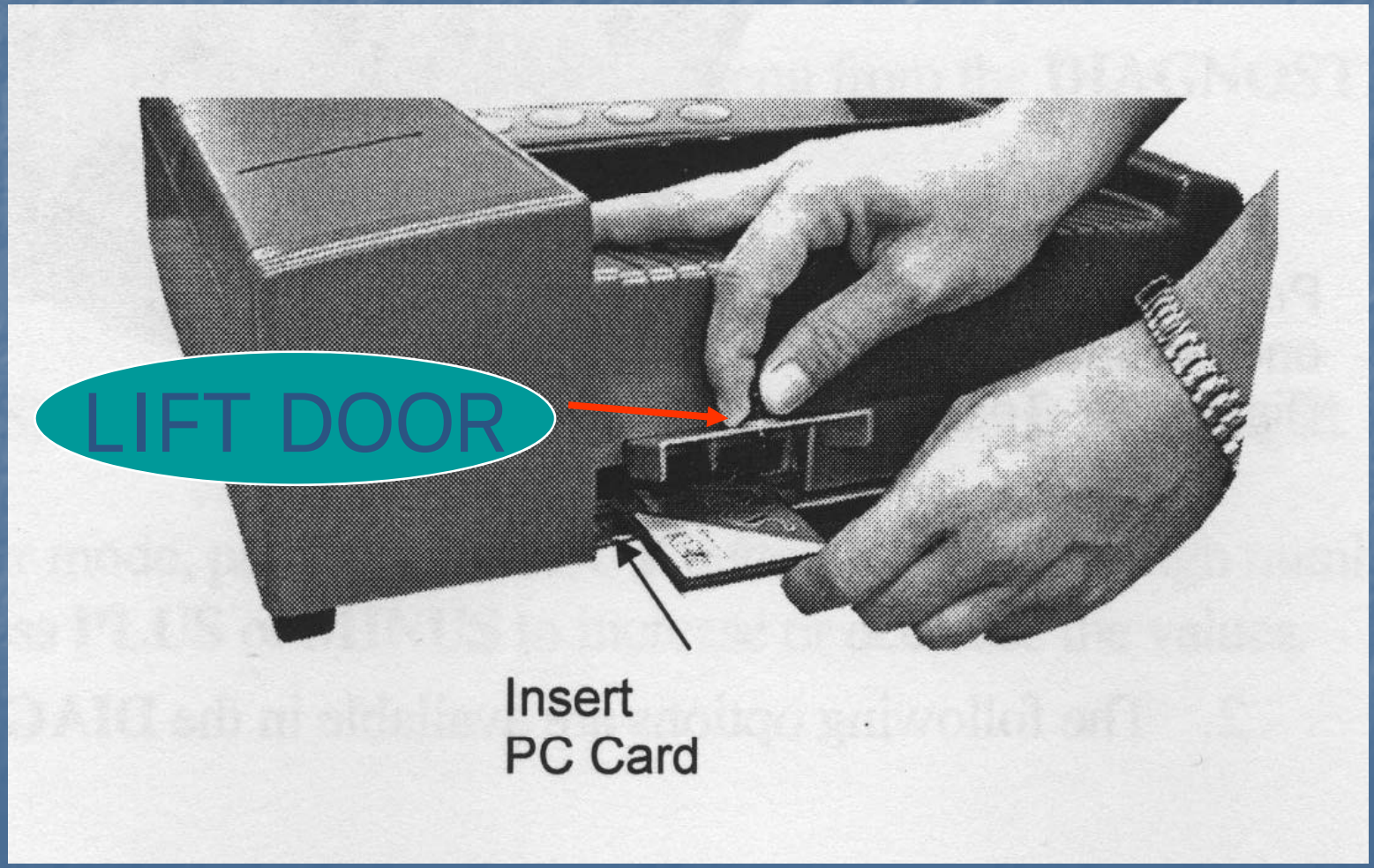
# VERIFY THAT YOU HAVE THE CORRECT CARD



# INSERT THE “PC” CARD IN EITHER OF THE SLOTS



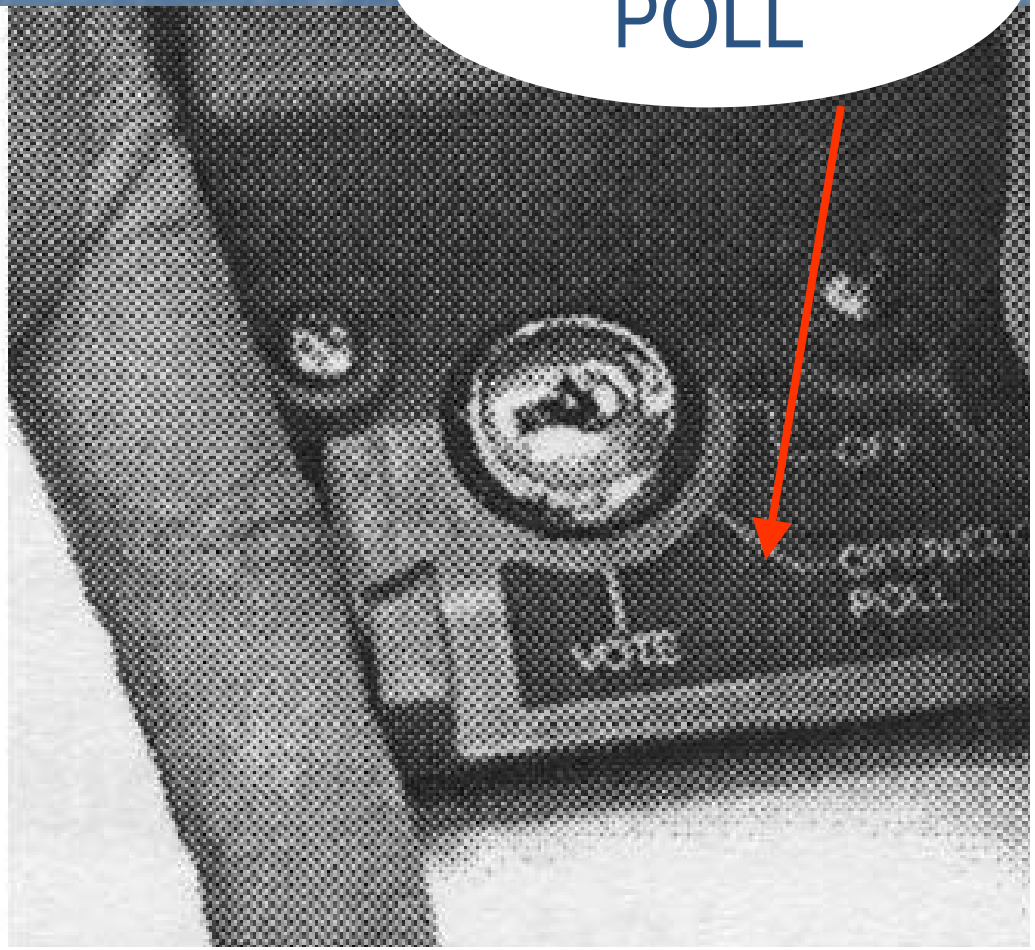
# INSERT THE “PC” CARD IN EITHER OF THE SLOTS



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

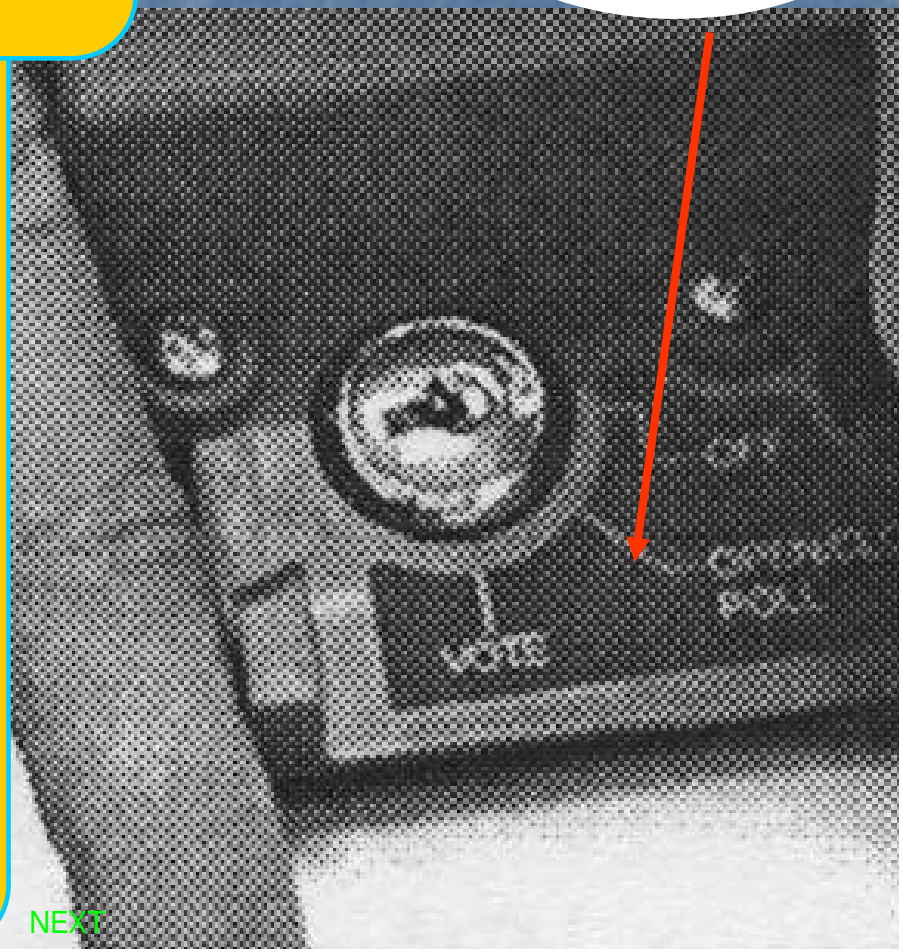
**BE**

**PATIENT**



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

**APPROXIMATELY TWO MINUTES WILL BE REQUIRED TO DOWNLOAD THE ELECTION INFORMATION**



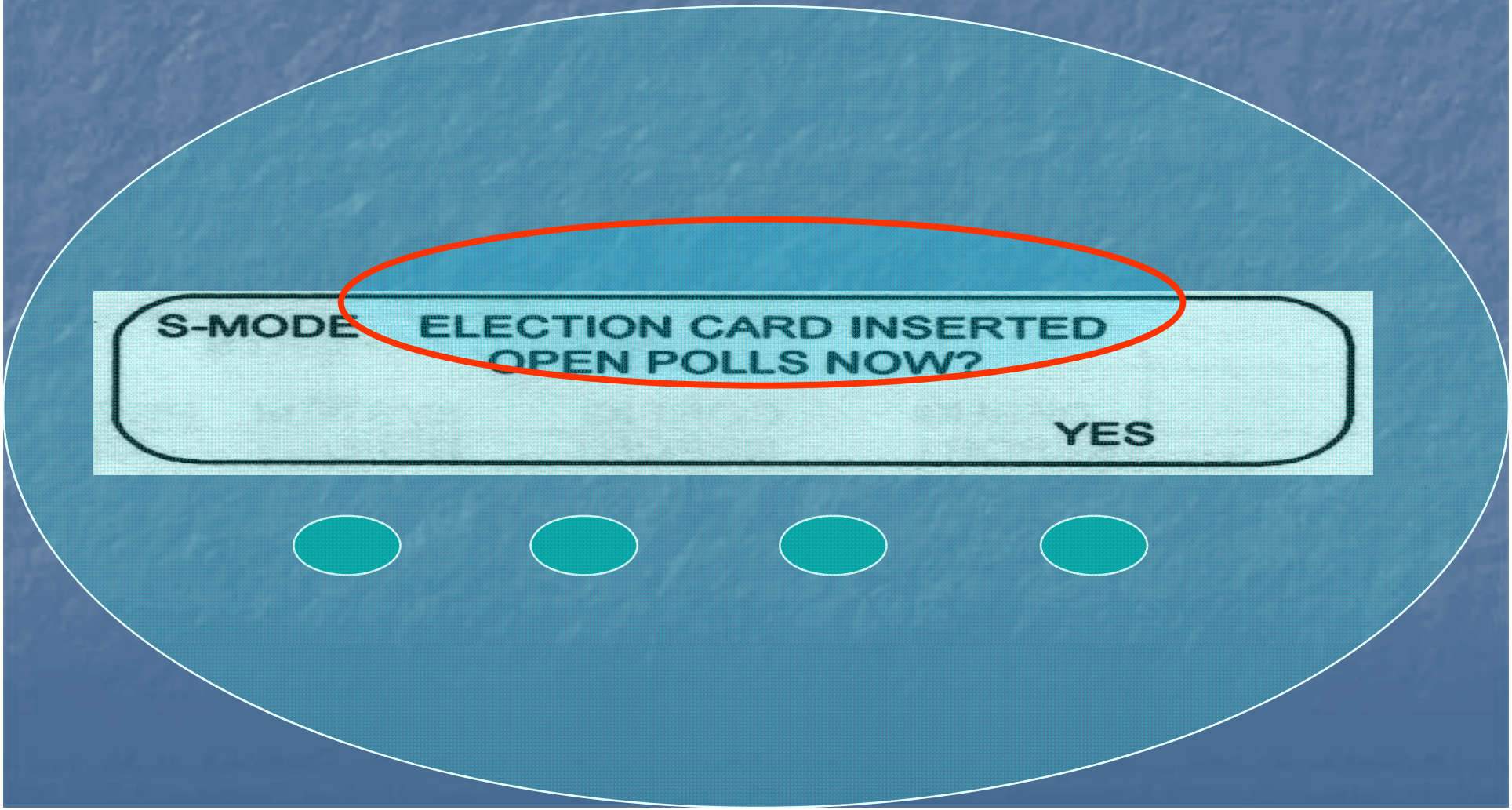

NEXT

THE SCANNER WILL DISPLAY

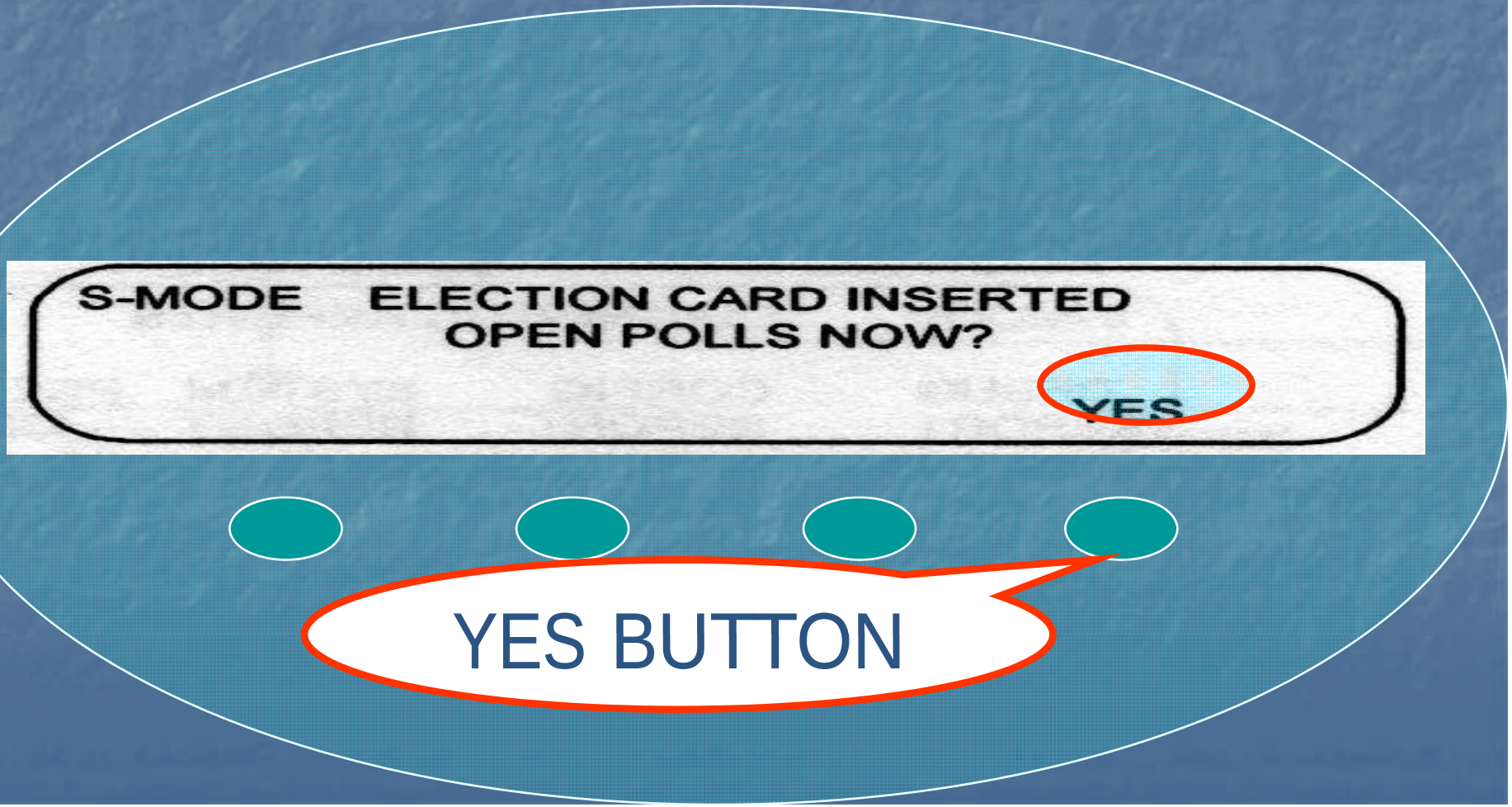
**S-MODE**

IN THE UPPER LEFT CORNER OF THE LCD SCREEN

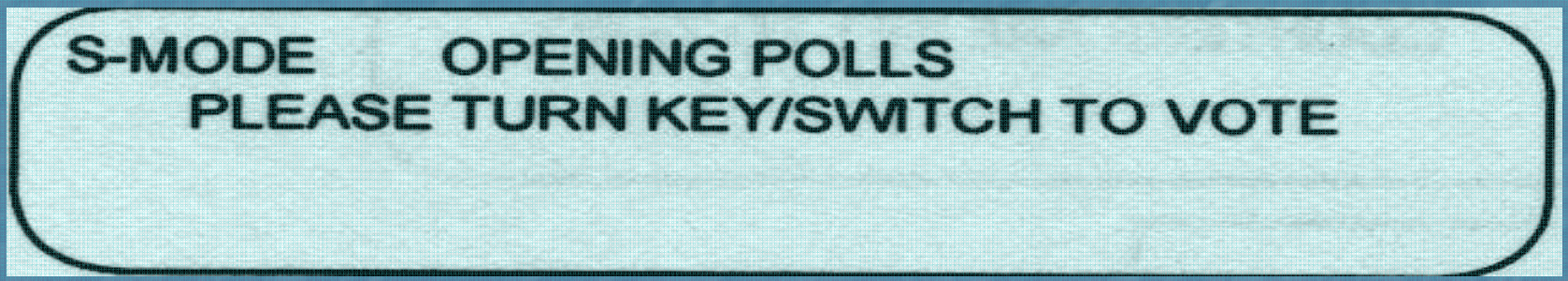
# ARE YOU READY TO START THE ELECTION?



# PRESS THE BUTTON UNDER THE DISPLAYED WORD YES

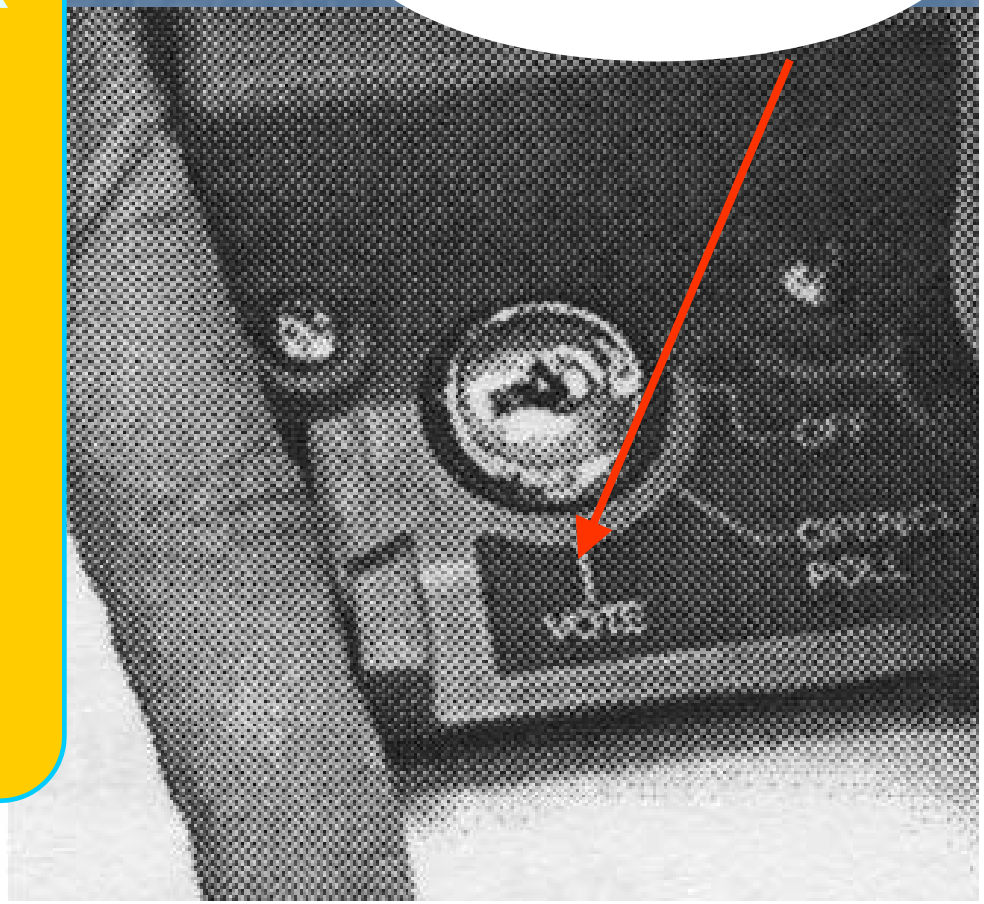


# THE “LCD” SCREEN WILL DISPLAY



# TURN KEY TO THE **VOTE** POSITION

**THE SCANNER**
**IS**
**READY**
**PREPARE**
**BALLOTBOX**



# CHECK BOTH BALLOT COMPARTMENT SIDE DOORS

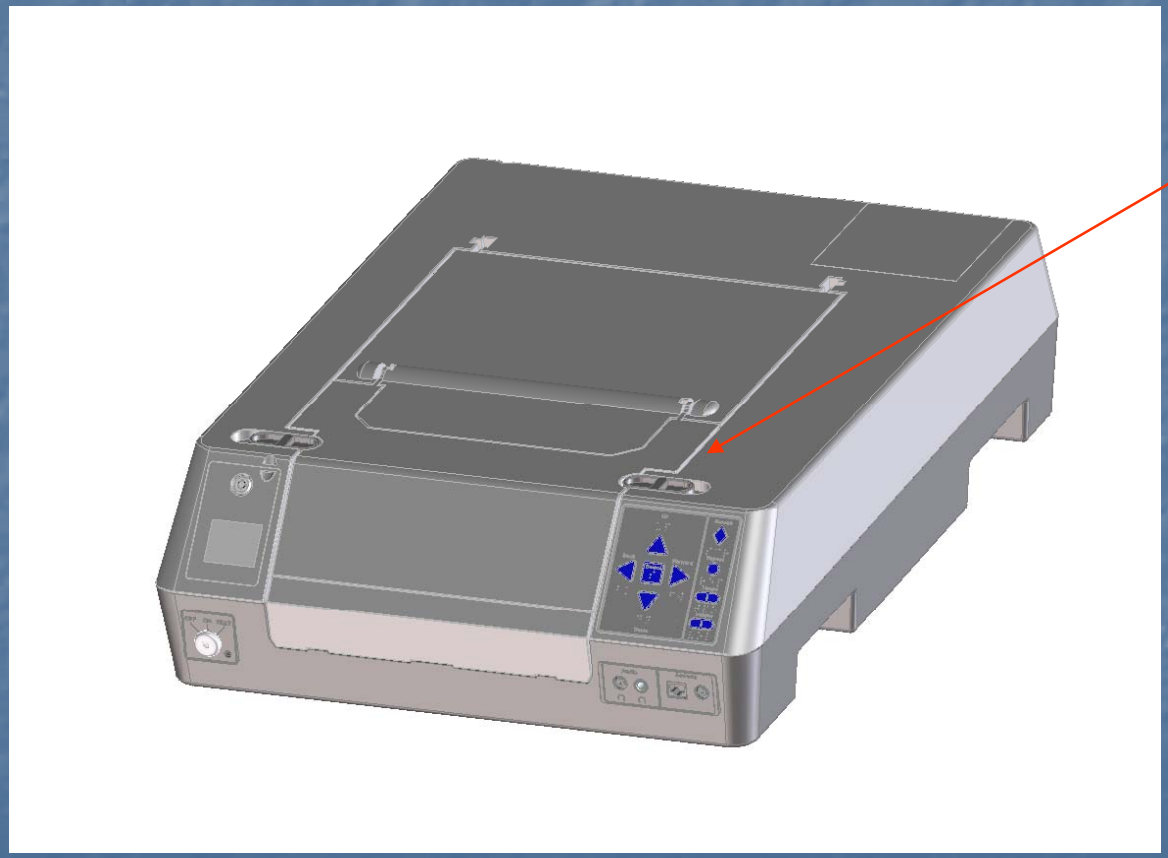
**VERIFY THAT BALLOT COMPARTMENT IS EMPTY**

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

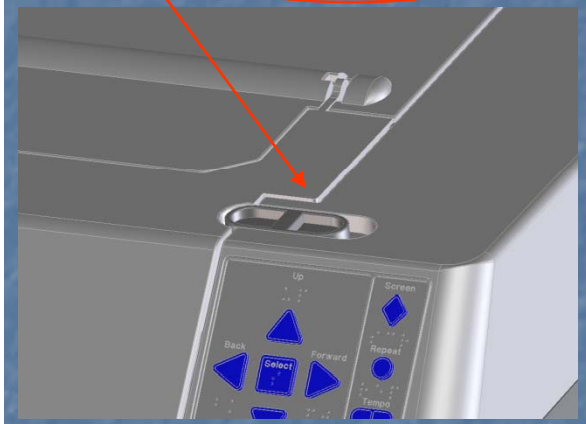
# THE SCANNER IS SET UP READY FOR THE ELECTION

# SET UP AUTOMARK FOR USE

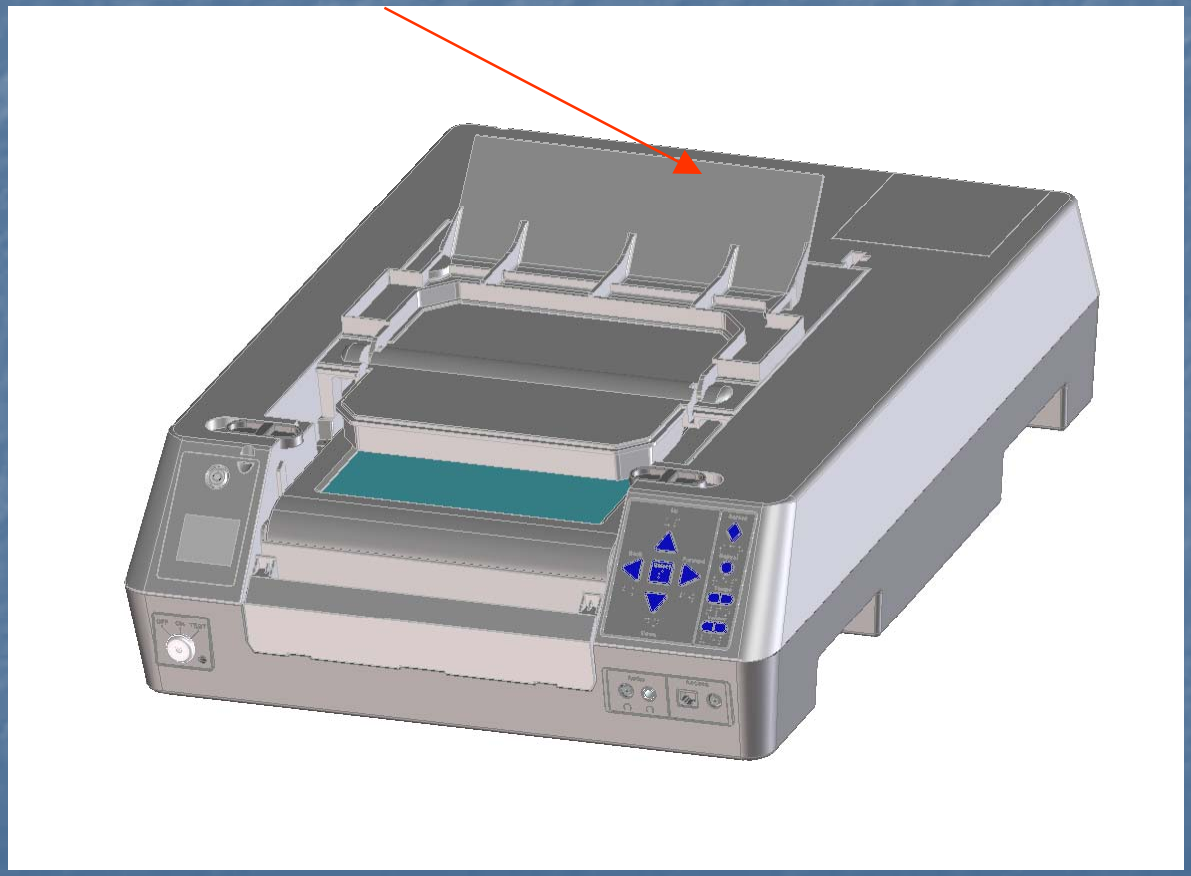
# OPEN LATCHES ON AUTOMARK



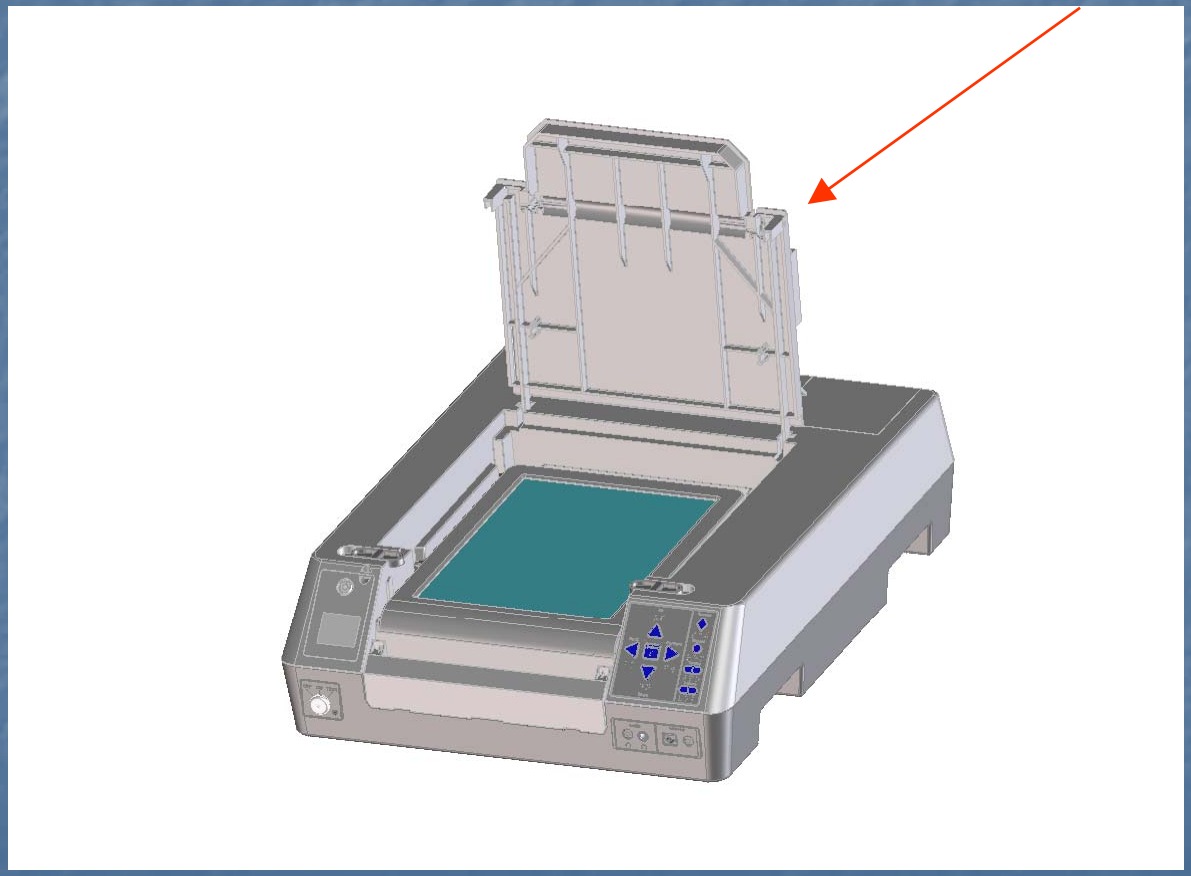
LATCH



# FOLD THE FRONT PORTION OF THE LID BACK

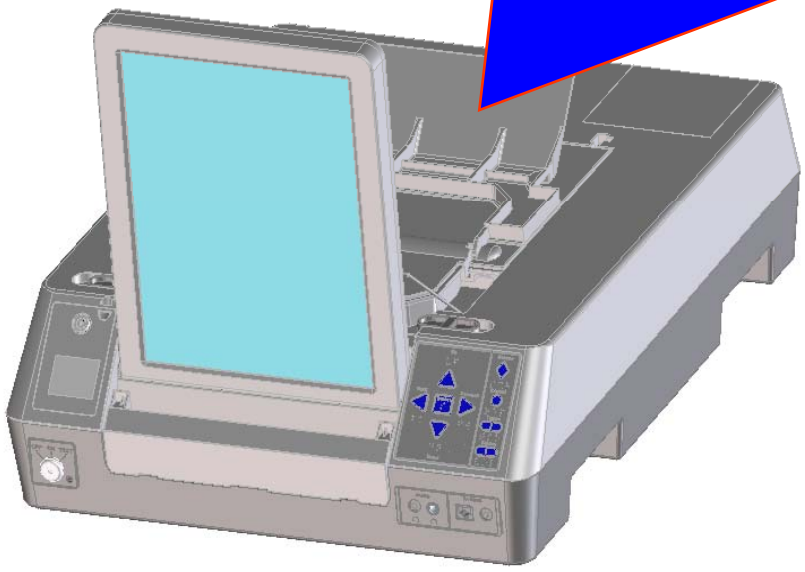


# ROTATE THE LID ASSEMBLY TO VERTICAL



# RAISE LCD SCREEN TO VERTICAL

CLOSE THE LID LEAVING THE FRONT SECTION ROTATED BACK



# LOWER BALLOT FEED TRAY

INSERT POWER CORD INTO CONNECTION ON THE BACK OF THE AUTOMARK

DO NOTPLACE 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

ADA PORTS

BALLOT FEED TRAY

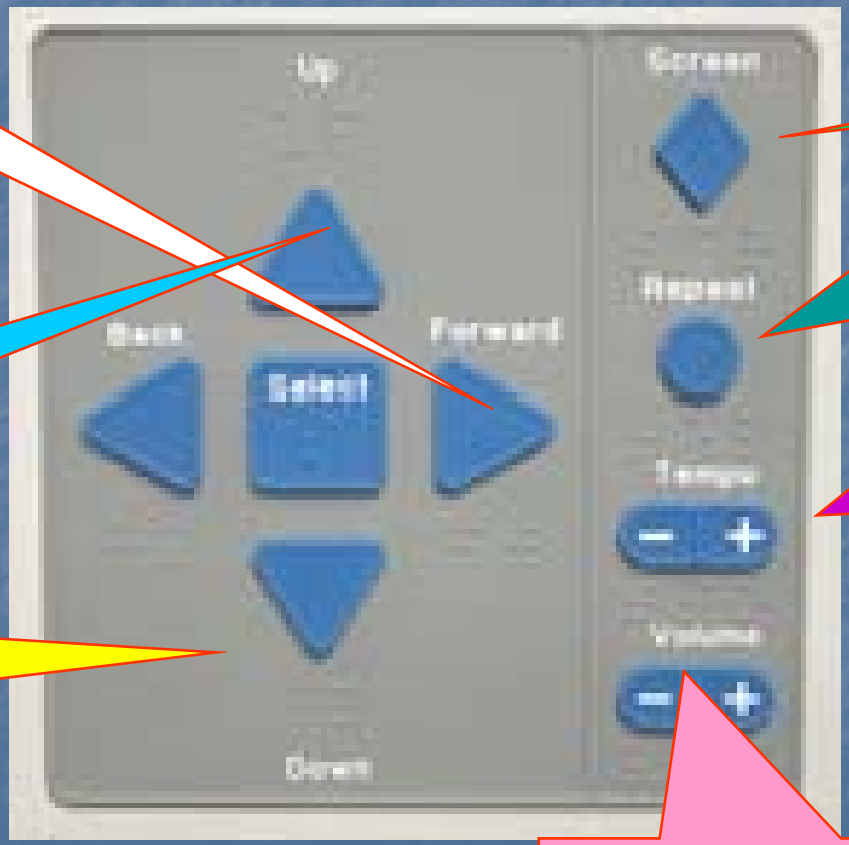
HEADPHONE JACKS

# KEYPAD

FORWARD
NEXT

SCROLL UP

SCROLL
DOWN




SCREEN ON

AUDIO REPEAT

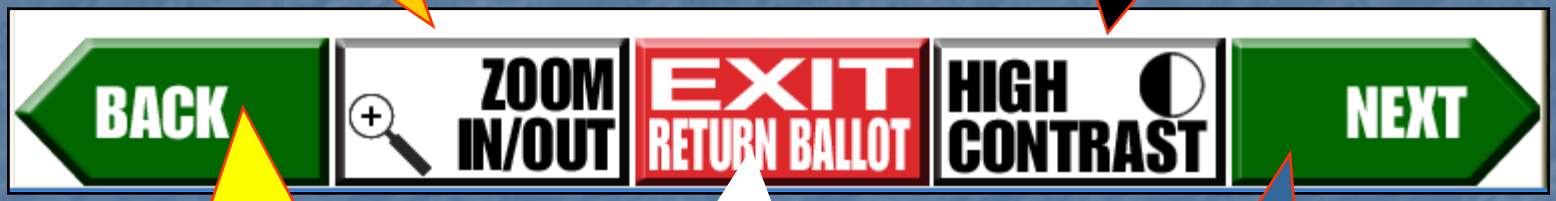
AUDIO SPEED
– DECREASE
+ INCREASE

VOLUME – DECREASE
+ INCREASE

# THESE BUTTONS DO NOT APPEAR ON EVERY SCREEN

INCREASES / DECREASES TEXT SIZE

REVERSES SCREEN COLORS

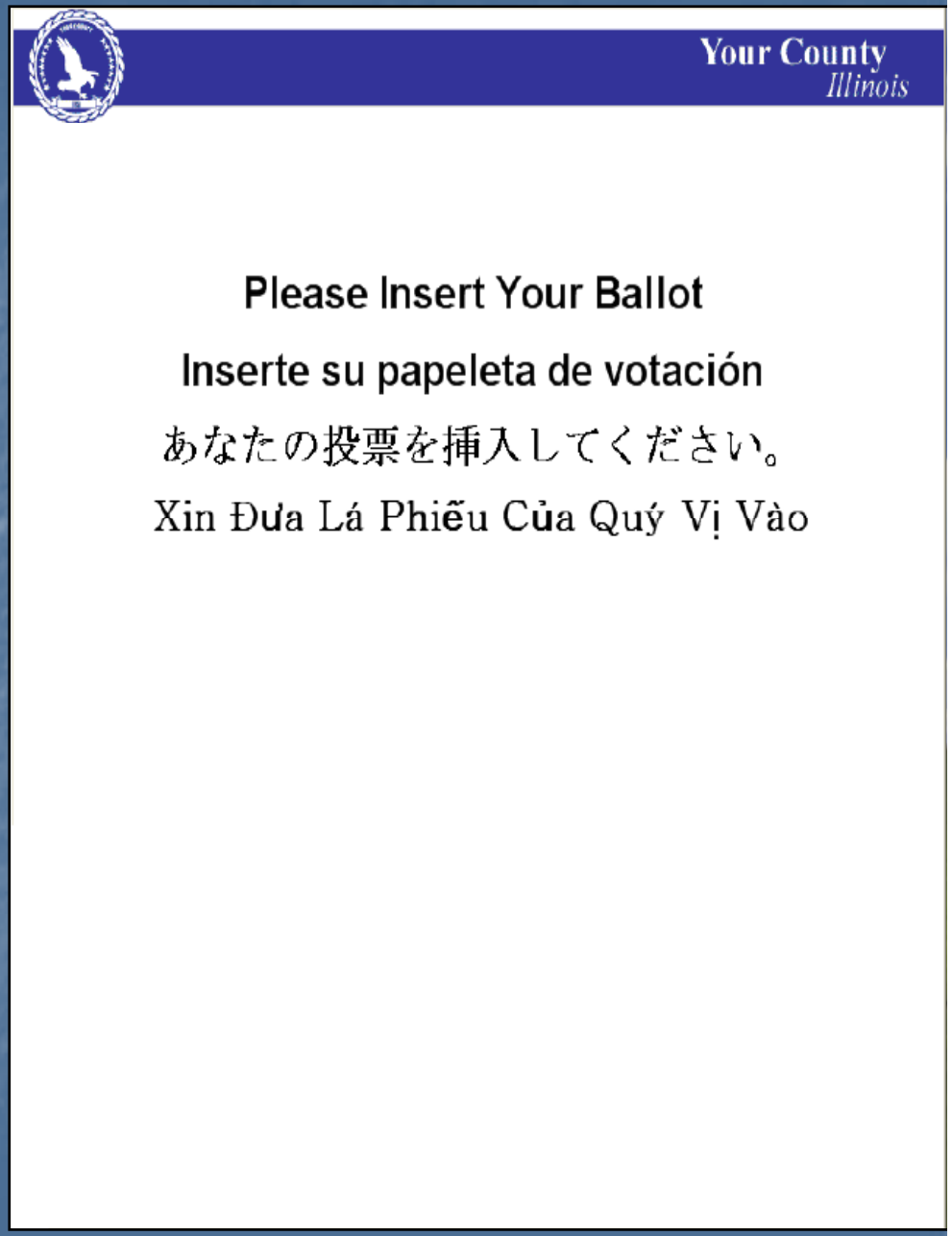



DISPLAYS PREVIOUS SCREEN

DISPLAYS EXIT SCREEN

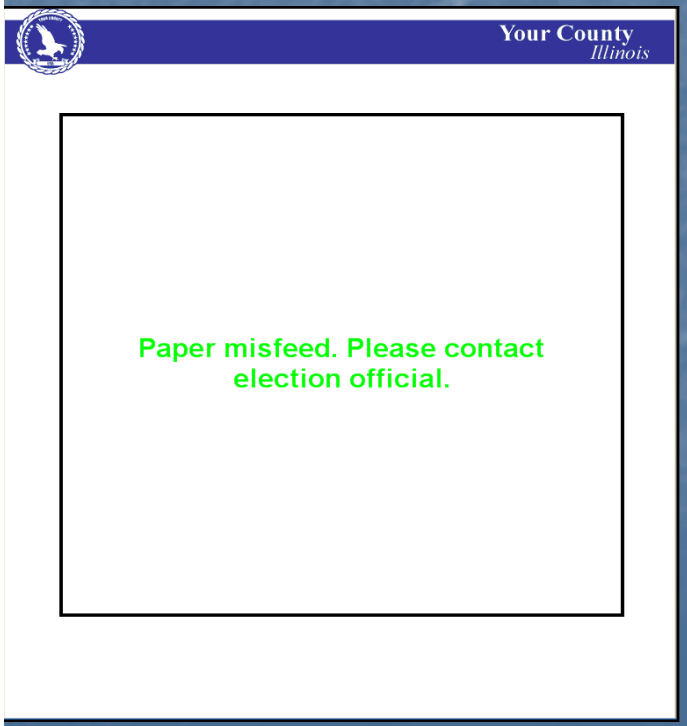
NEXT SCREEN

# INSERT BALLOT SCREEN



# INSERT BALLOT

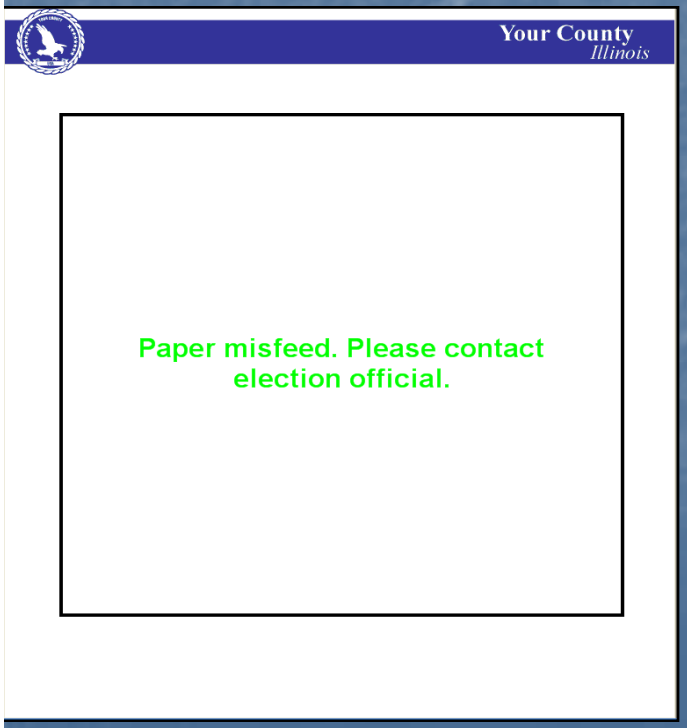
The AutoMARK VAT displays the *Error – Paper Misfeed* pop-up screen (shown here) and tries to eject your ballot.




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

VOTING

Your County
*Illinois*

# 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-in's 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.

BACK | ZOOM IN/OUT | EXIT RETURN BALLOT | HIGH CONTRAST | NEXT

INSTRUCTIONS

Your County
*Illinois*

| PAST PRESIDENT |
| --- |
| FOR FAVORITE PAST PRESIDENT<br>(Vote for One) |

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

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*

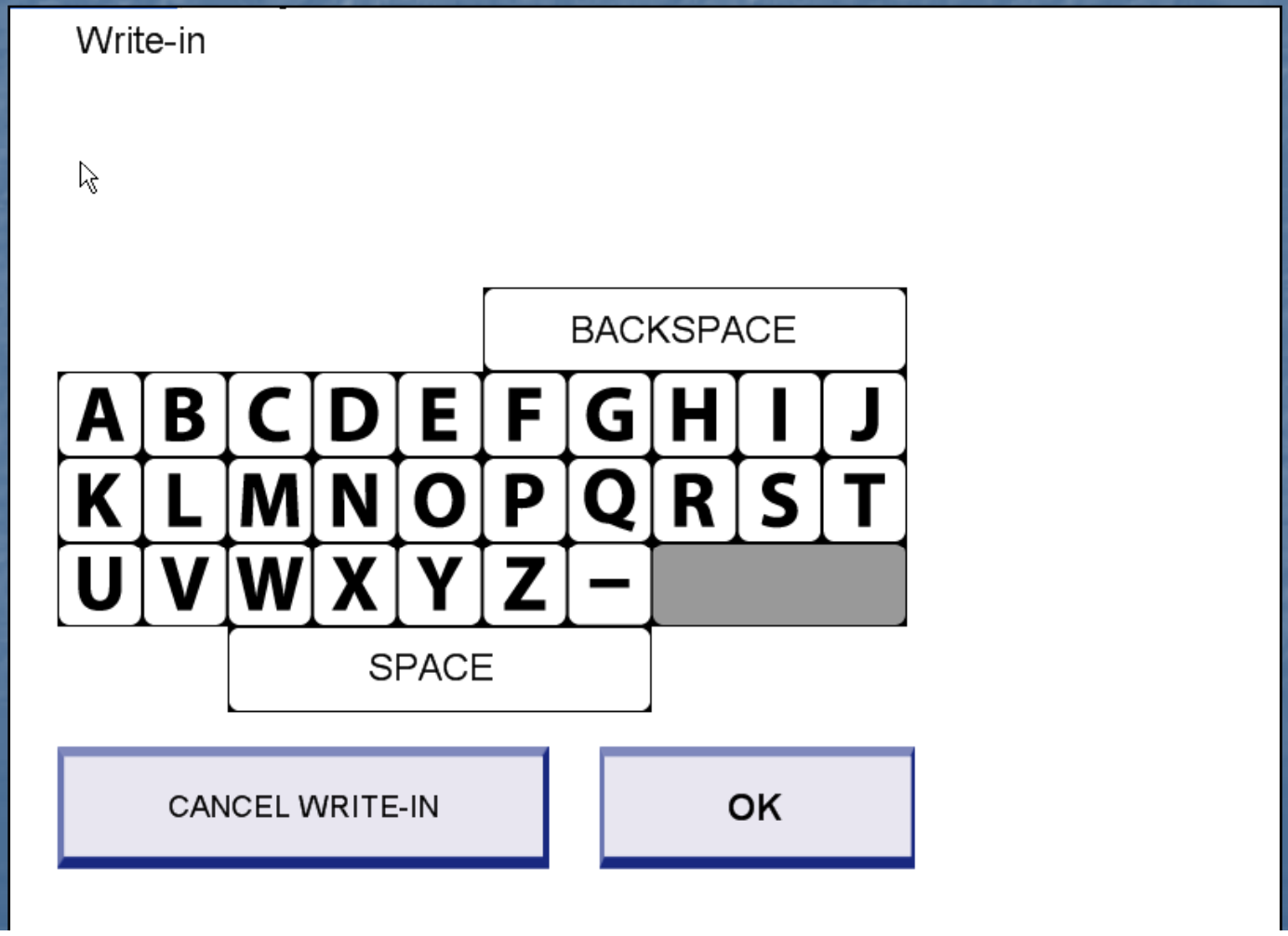
ALERT!

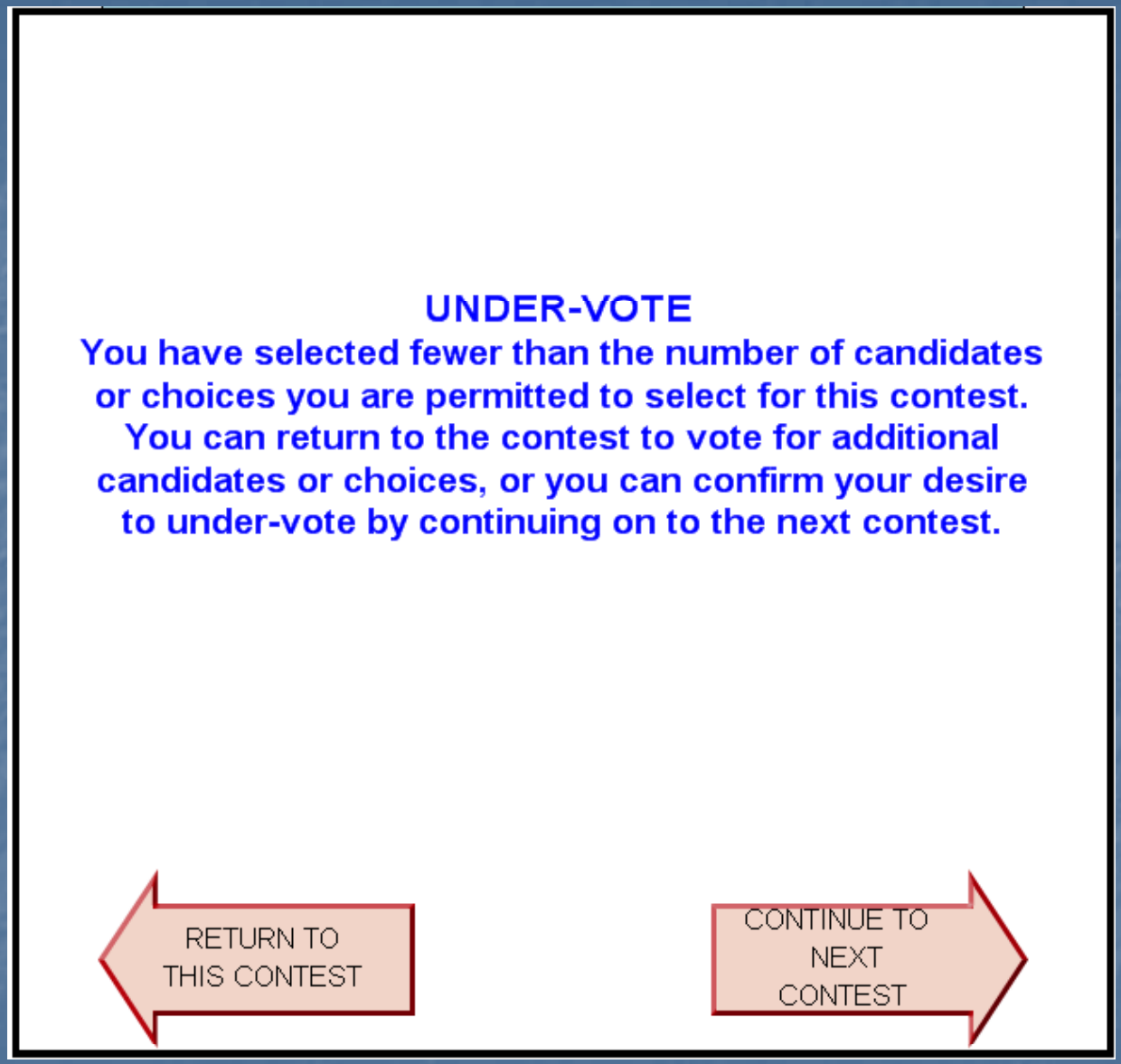
You have attempted to move from the current contest without viewing all candidates or choices. You are required to view all candidates before proceeding. Please select okay to return to the contest screen and then use the flashing MORE button to scroll through all choices.

MAY NOT BE BYPASSED

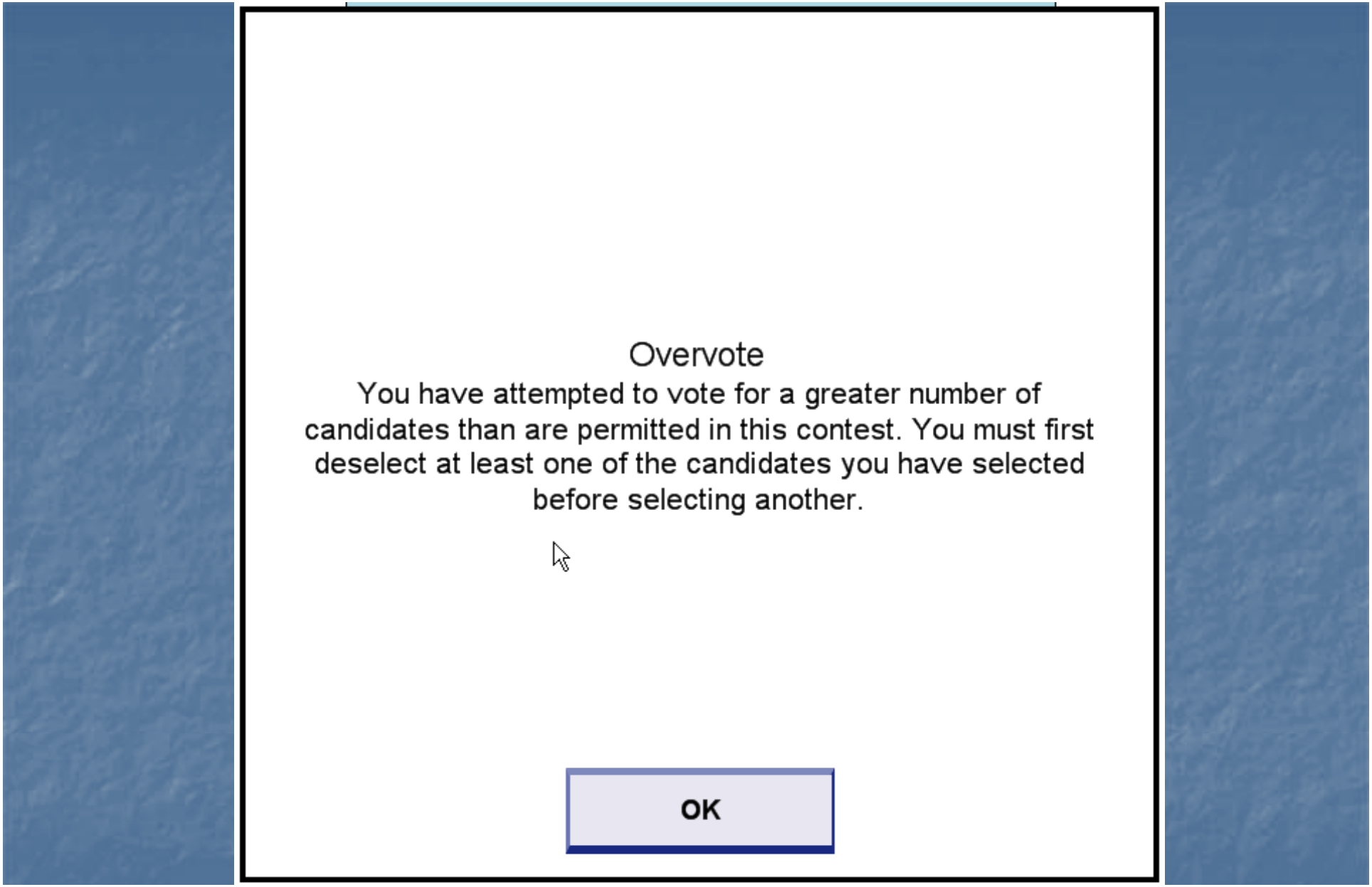
OK

# WRITE IN CANDIDATE

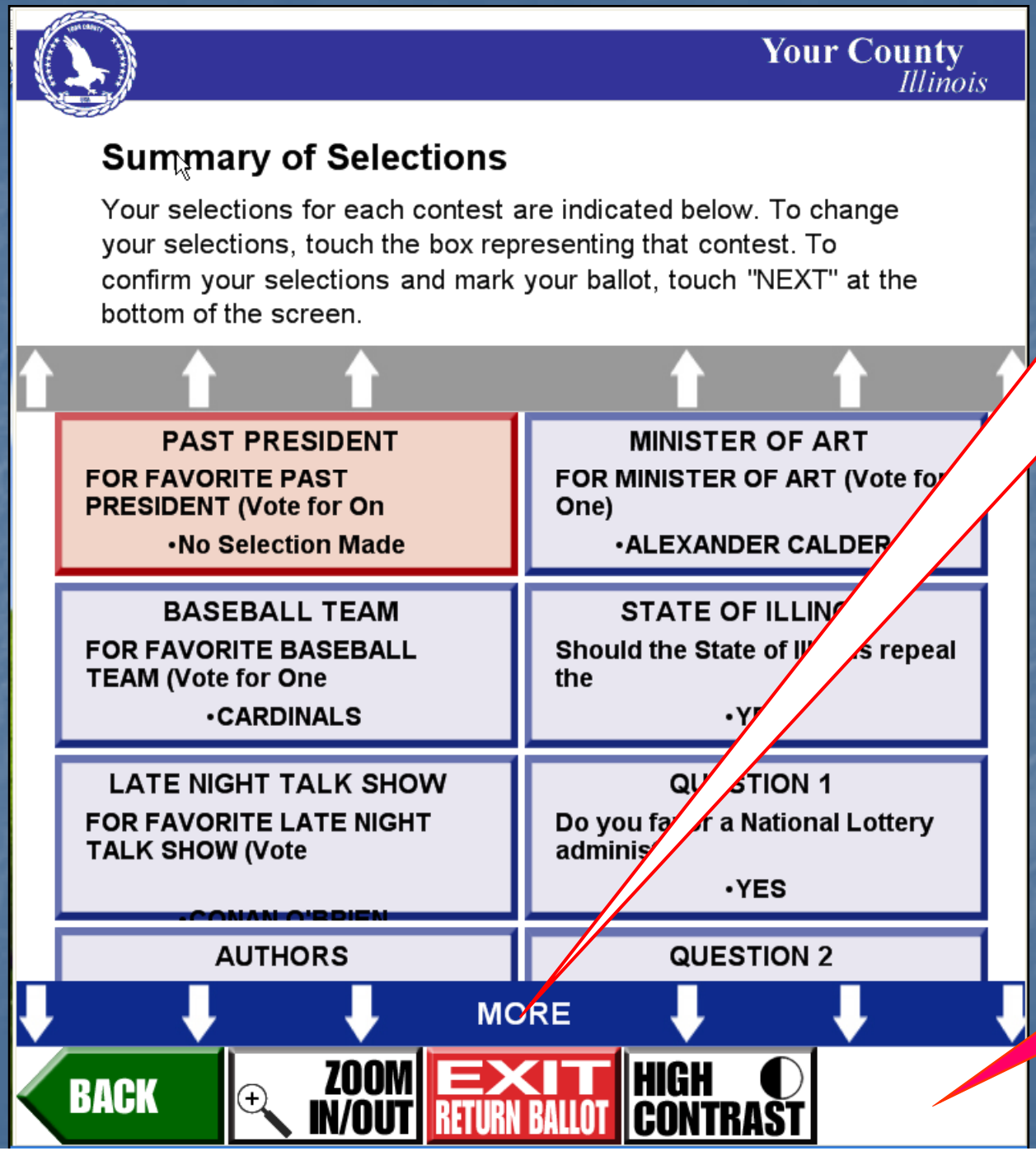





UNDERVOTE ACCEPTABLE VOTER CAN CONTINUE




OVERVOTE VOTER MUST CORRECT BEFORE CONTINUING




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 your sure you want to exit?

CONTINUE VOTING

EXIT

Your County
*Illinois*

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

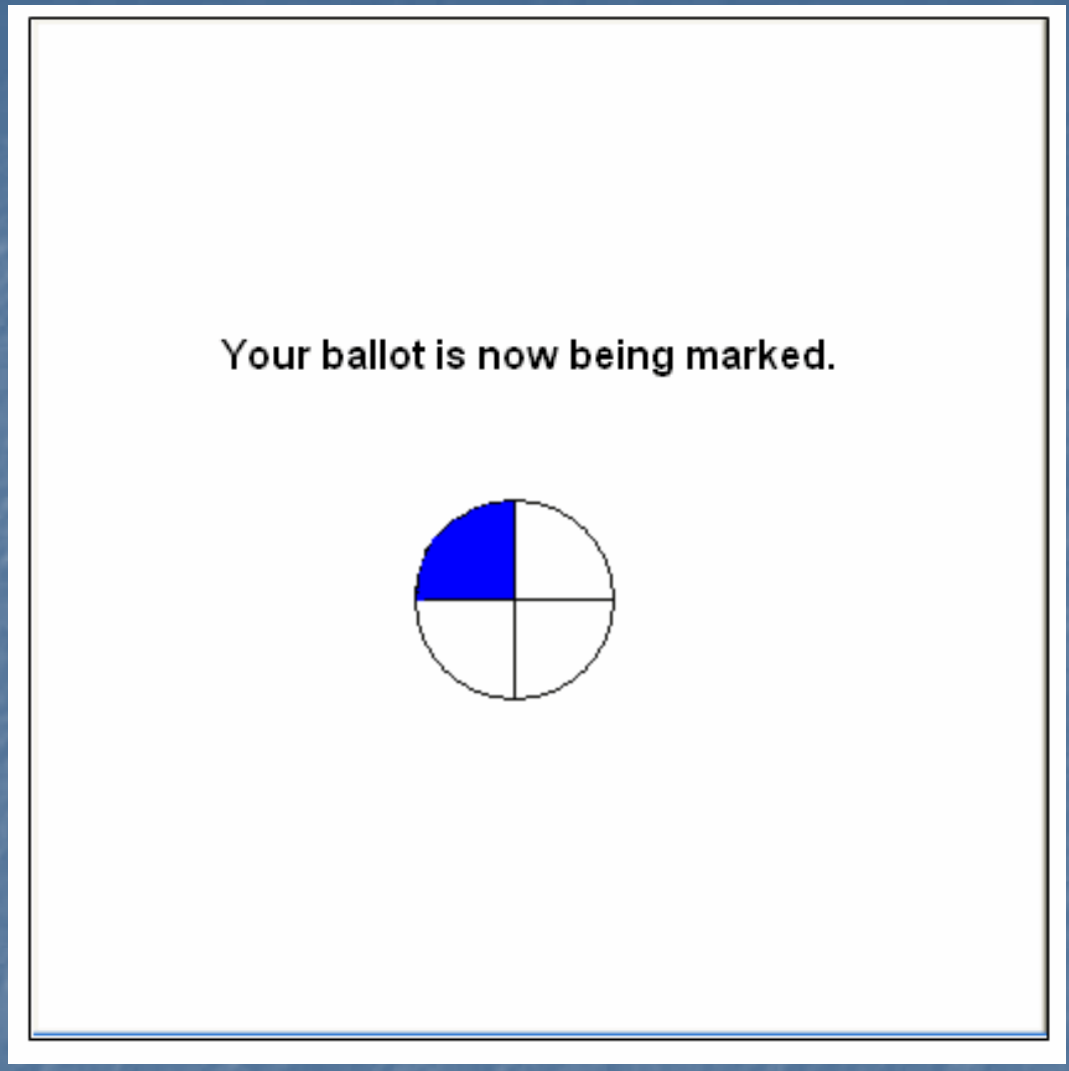
**Mark Ballot**

END

NO NEXT BUTTON

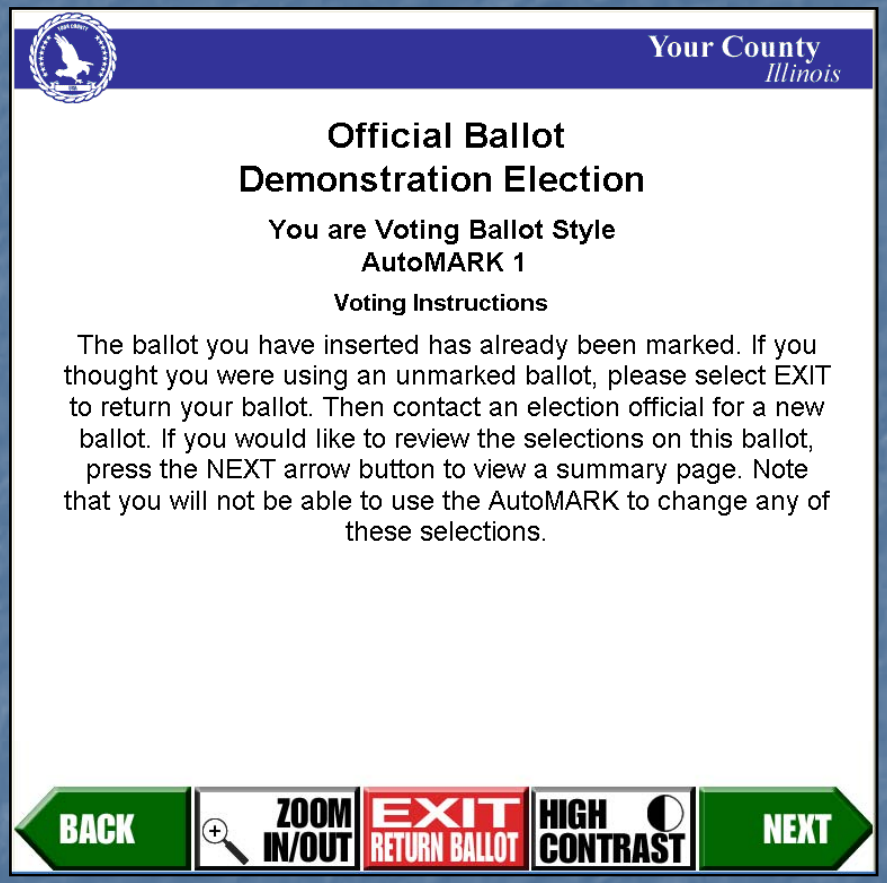
BACK | ZOOM IN/OUT | EXIT RETURN BALLOT | HIGH CONTRAST

**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!)




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

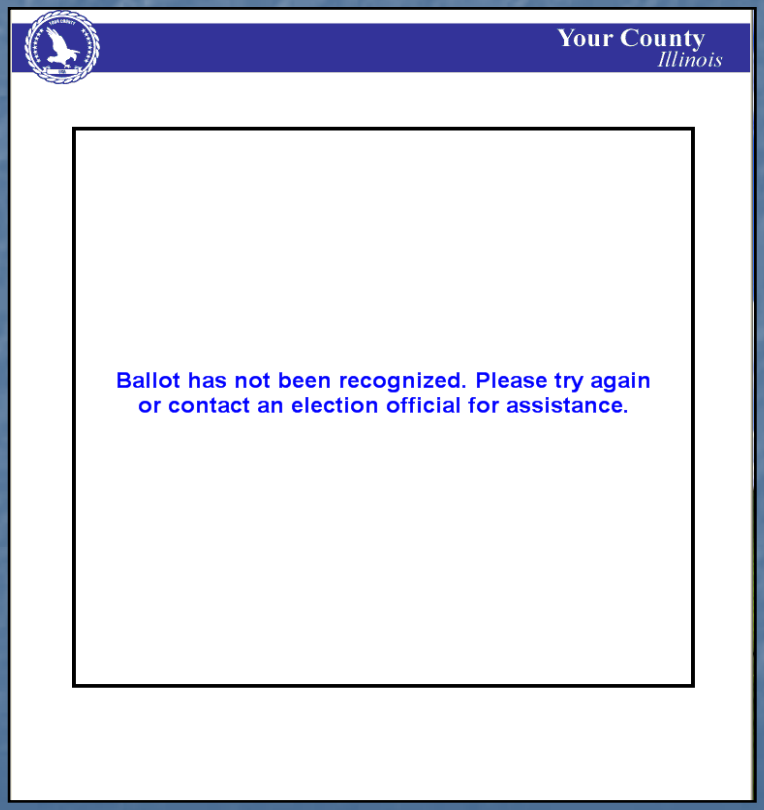
# THE BEST WAY TO LEARN THE AUTOMARK

IS TO PLACE A BALLOT IN THE MACHINE

(THIS CAN BE A DEMO BALLOT)

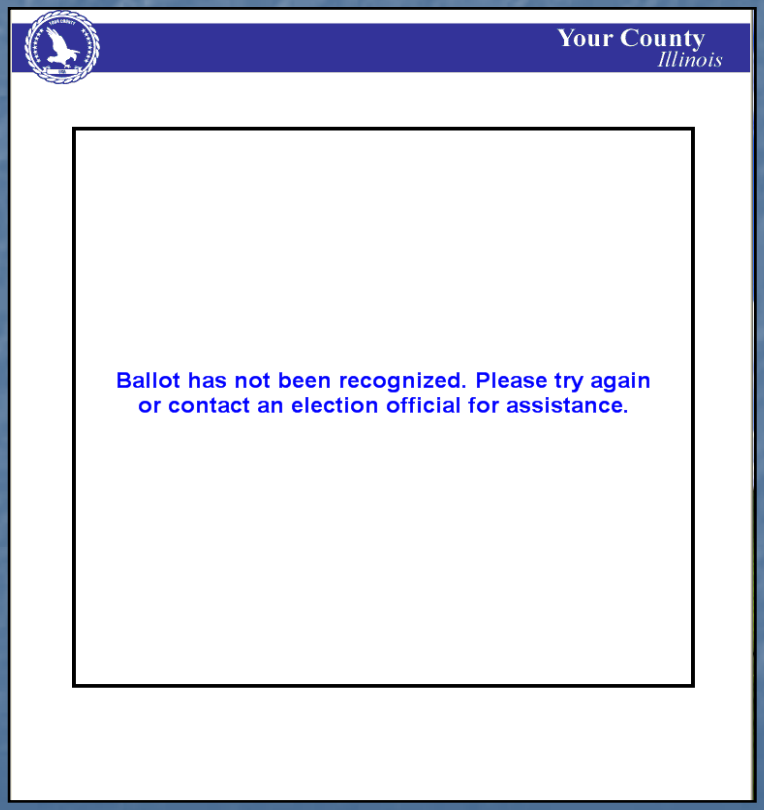
TRY ALL THE SCREENS, AND LISTEN TO THE AUDIO. YOU CAN TURN THE SCREEN OFF AND SEE HOW A BLIND PERSON CAN VOTE

# FREQUENTLY ASK QUESTIONS




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

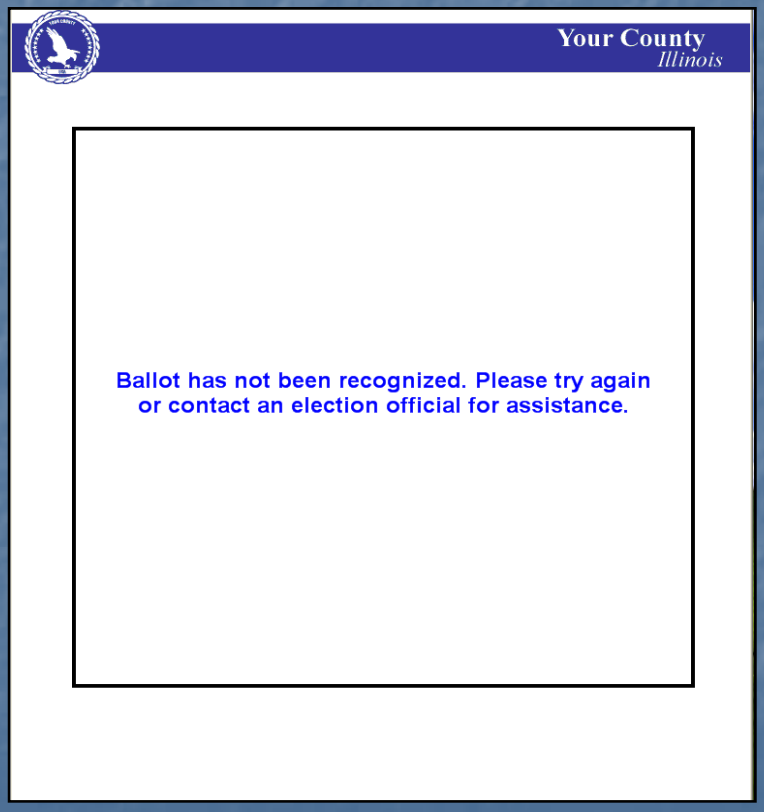
# FREQUENTLY ASK QUESTIONS




## 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.

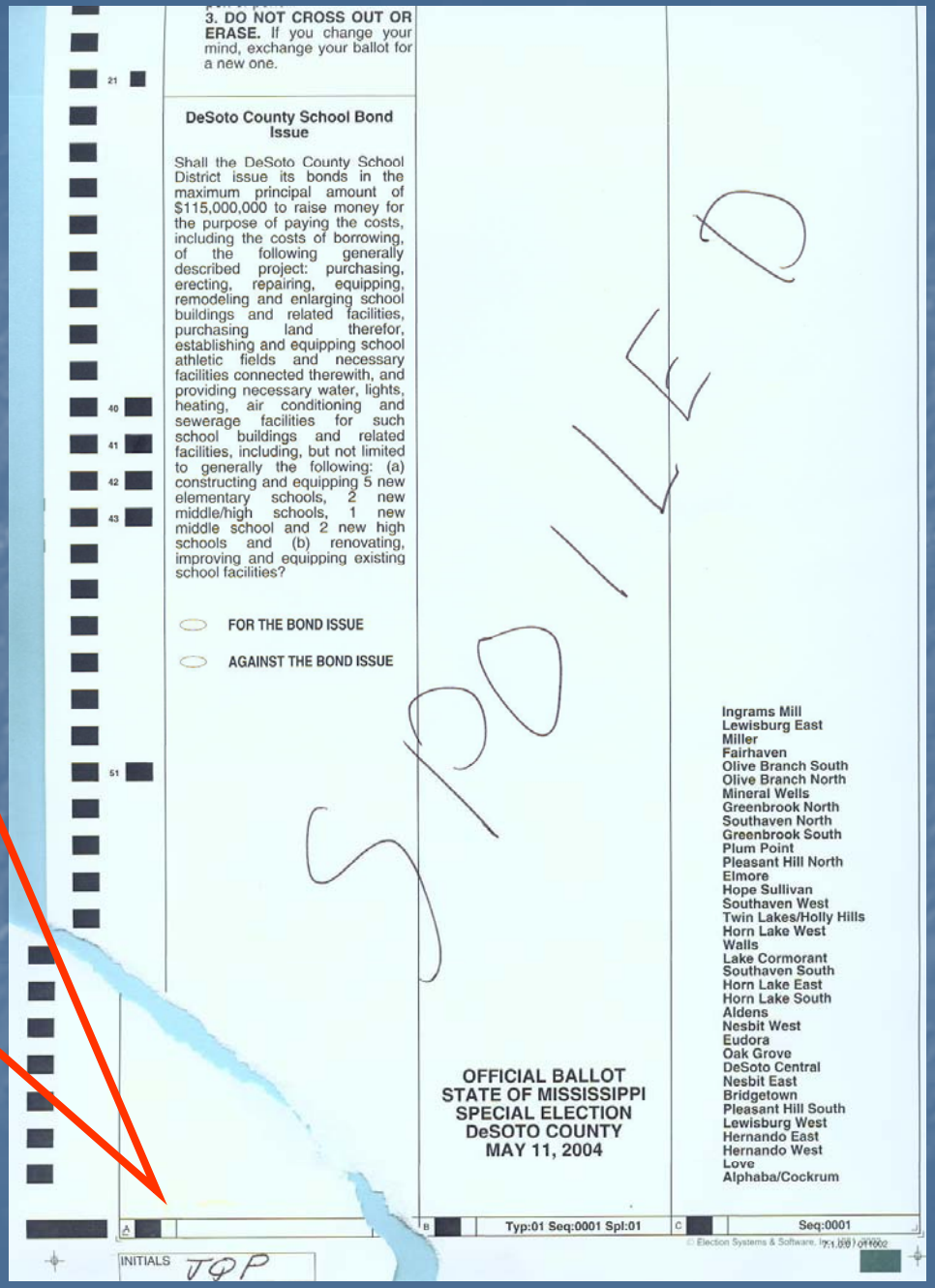
§ 23-15-517

# 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

CORNER REMOVED AND PLACED IN SPOILED BALLOT ENVELOPE WITH BALLOT



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

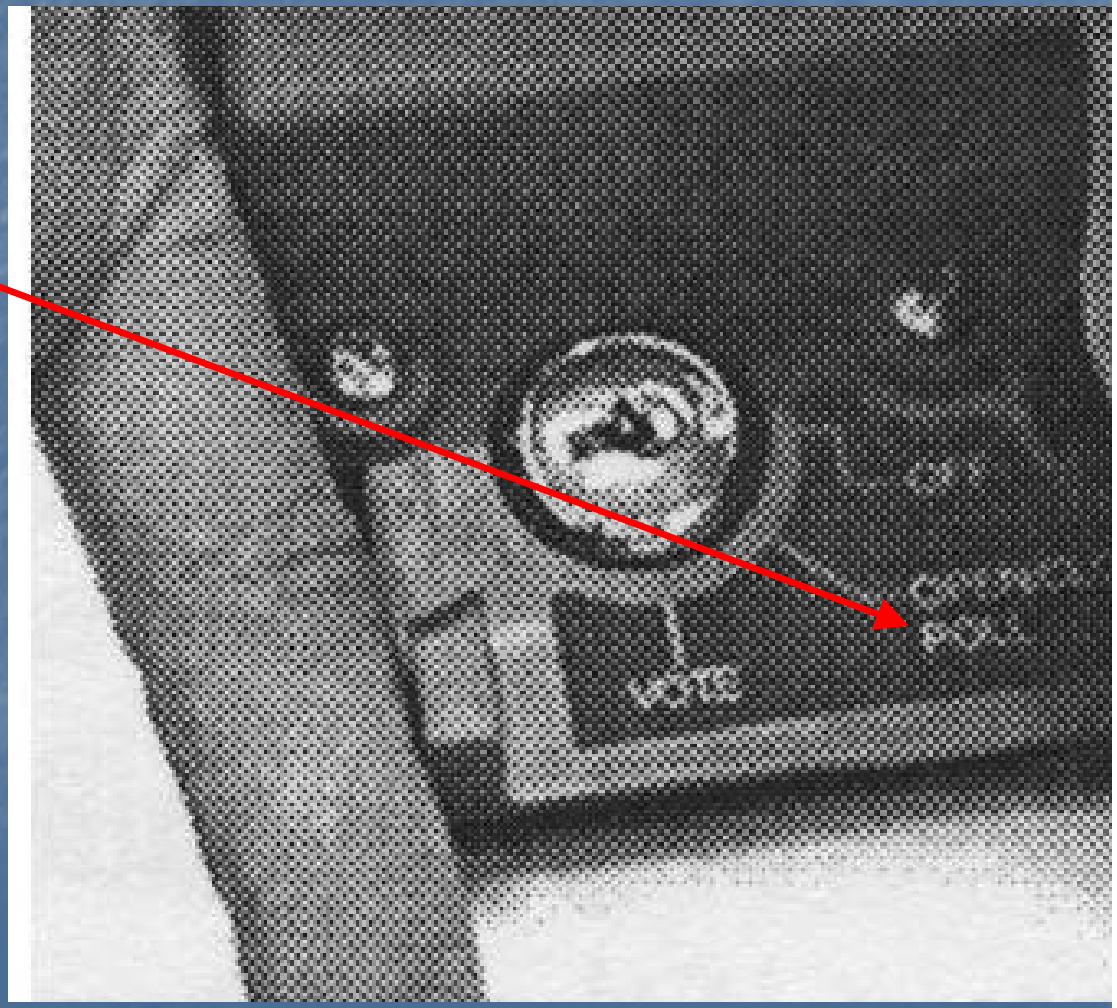
IF THE VOTER CANNOT OR WILL NOT RETURN TO CORRECT THE BALLOT – THE BALLOT MUST RE REMOVED AND CONSIDERED A RESOLUTION BOARD BALLOT

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

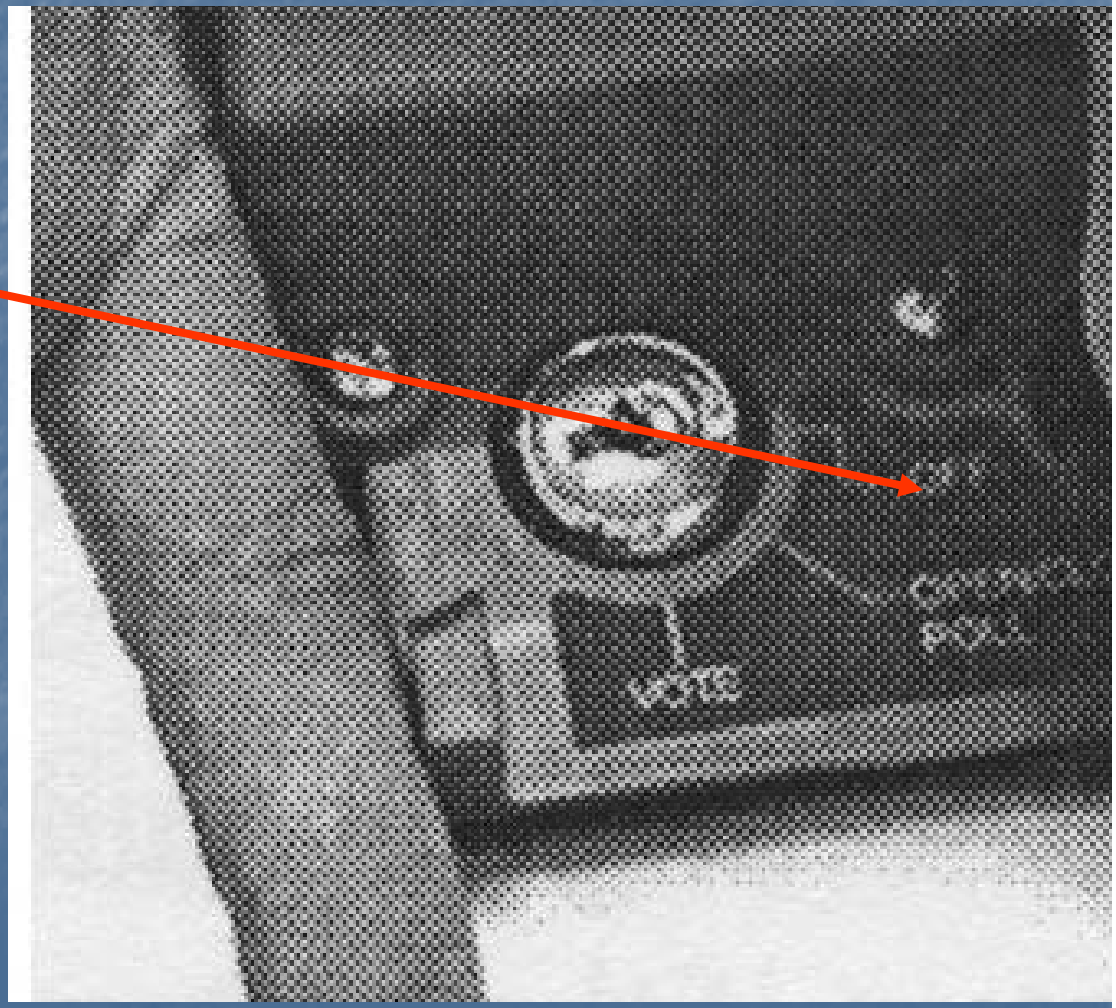


# PRESS CLOSE POLLS

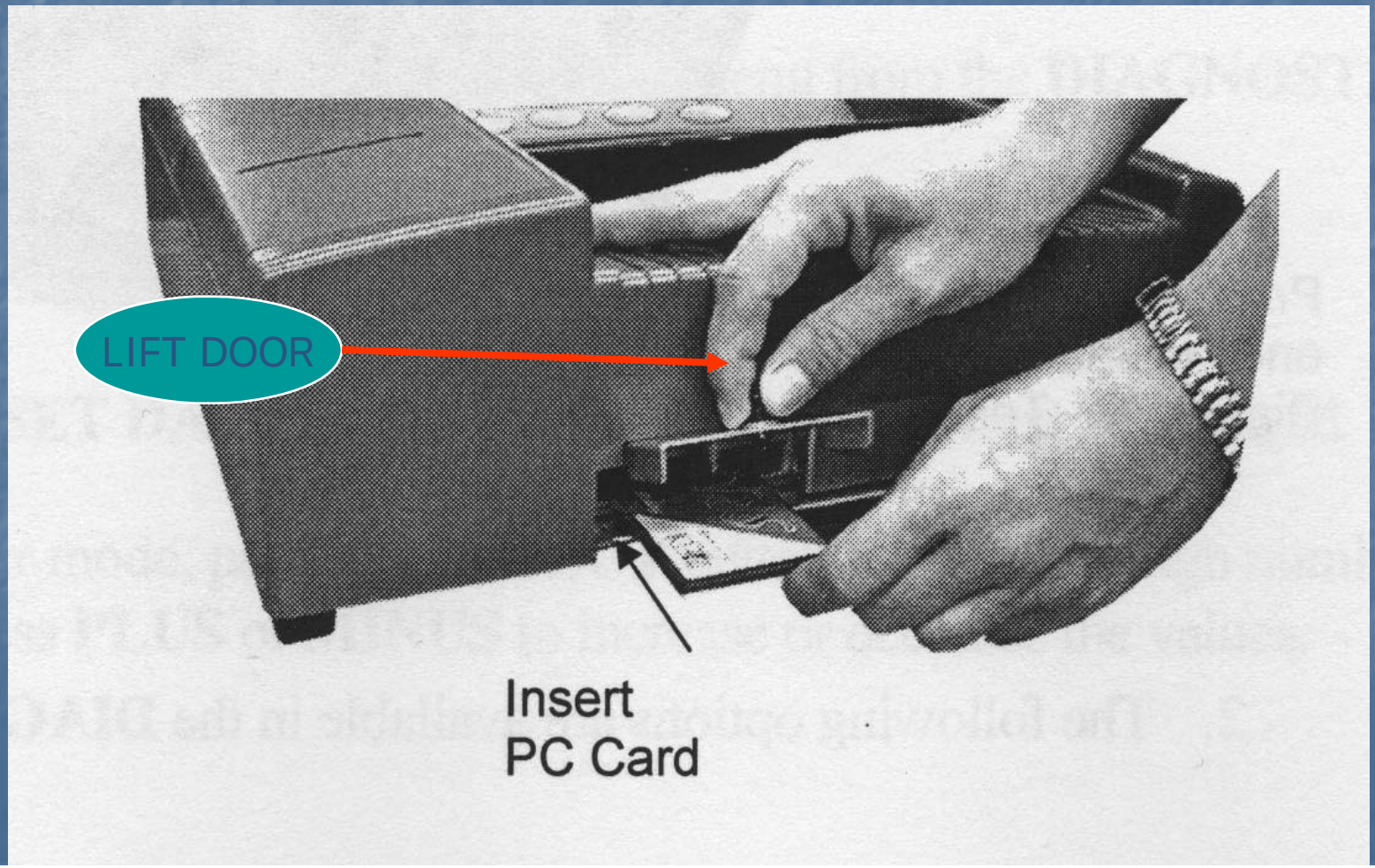
- THE SCANNER WILL PRINT A SERIES OF REPORTS
- IF ADDITIONAL REPORTS ARE DESIRED
- PRESS RESULTS REPORTS

# 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

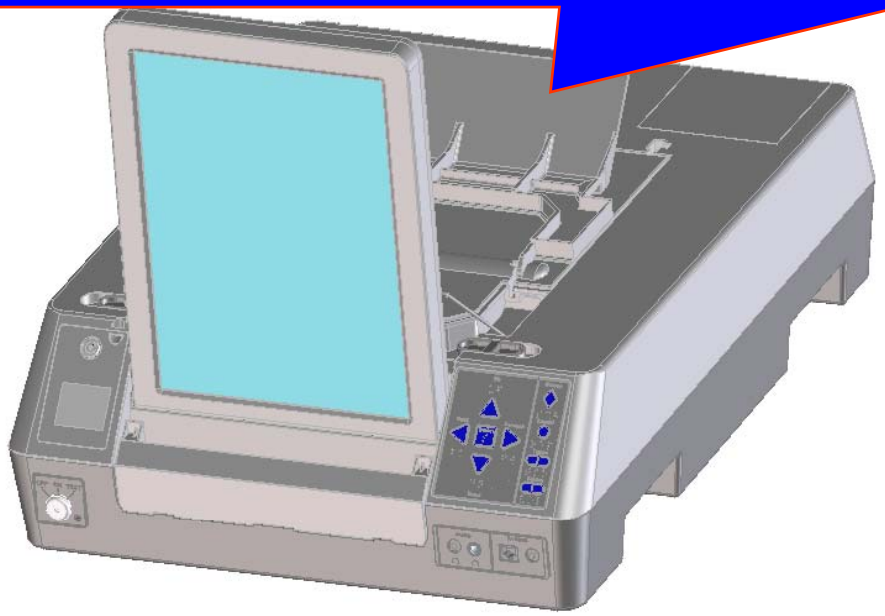
# TURN KEY SWITCH TO “OFF”

DISCONNECT POWER CORD ON THE AUTOMARK

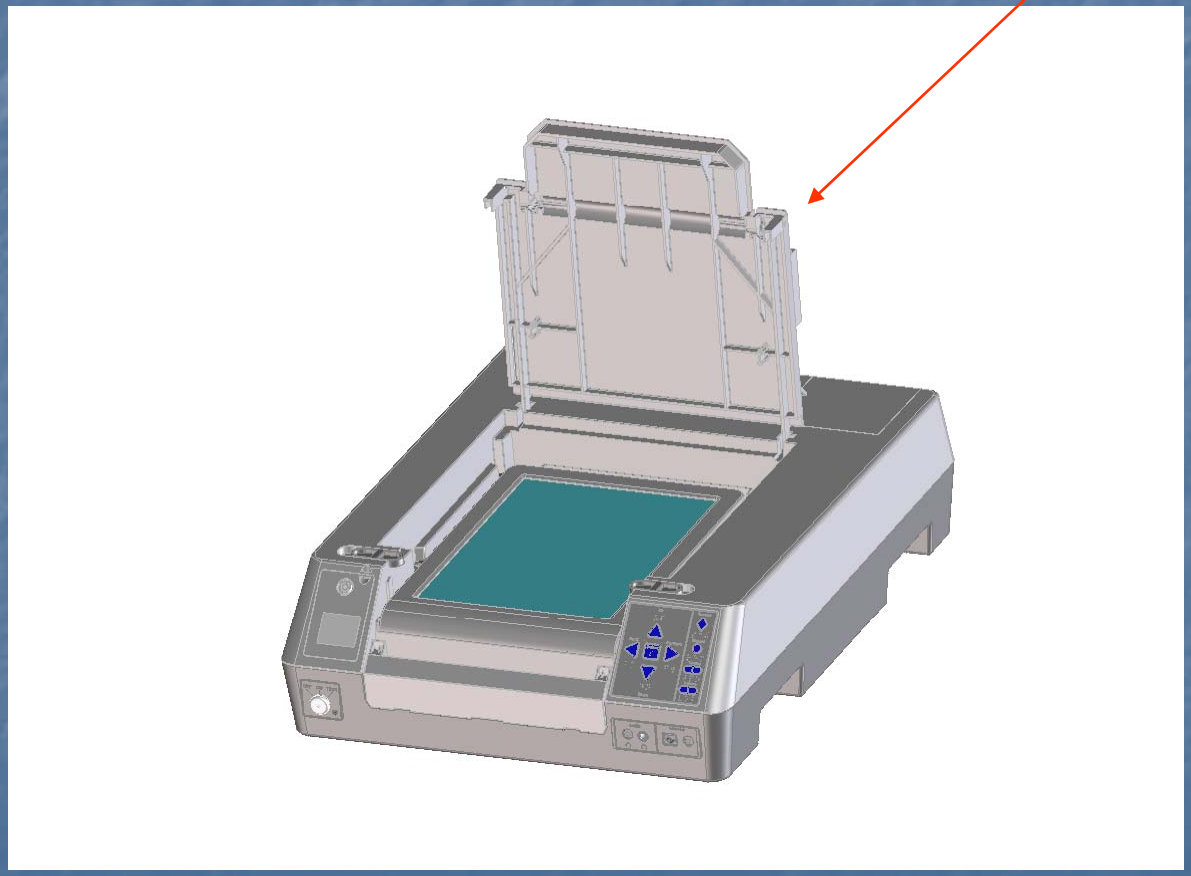
# RAISE BALLOT FEED TRAY

# CLOSE AND STORE AUTOMARK

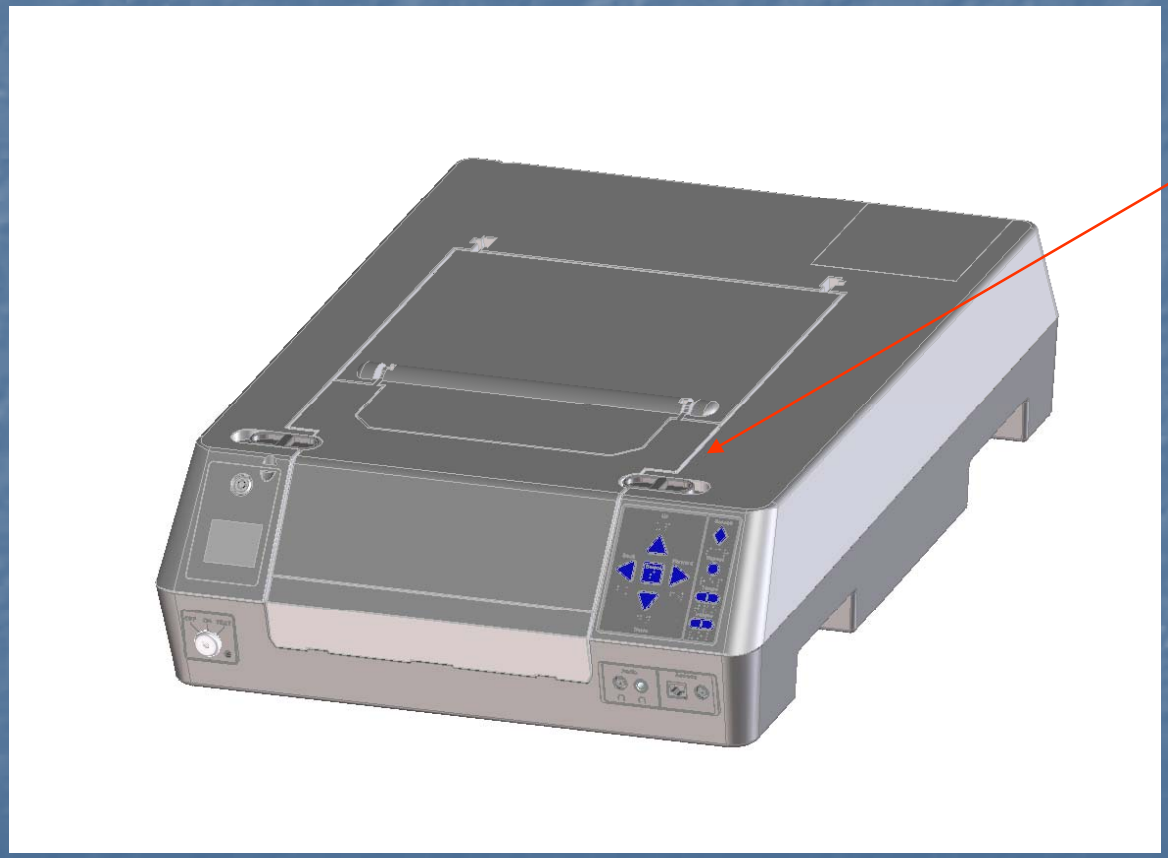
OPEN THE LID AND LOWER THE SCREEN BACK INTO THE AUTOMARK

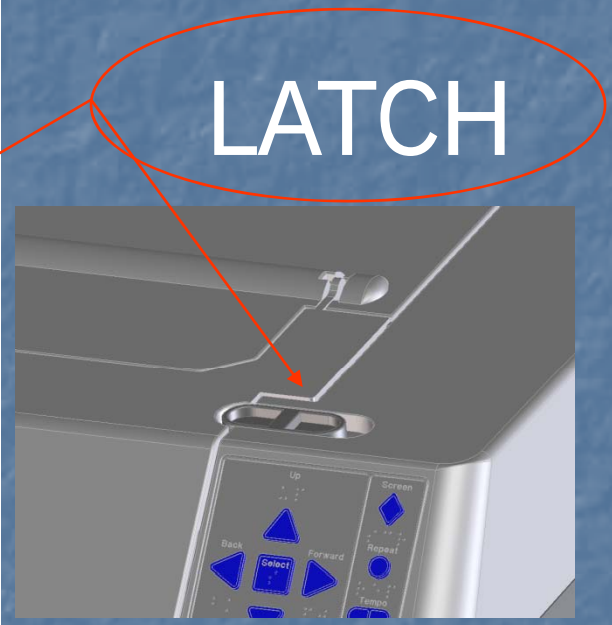


# CLOSE LID OVER SCREEN



# CLOSE LATCHES ON AUTOMARK

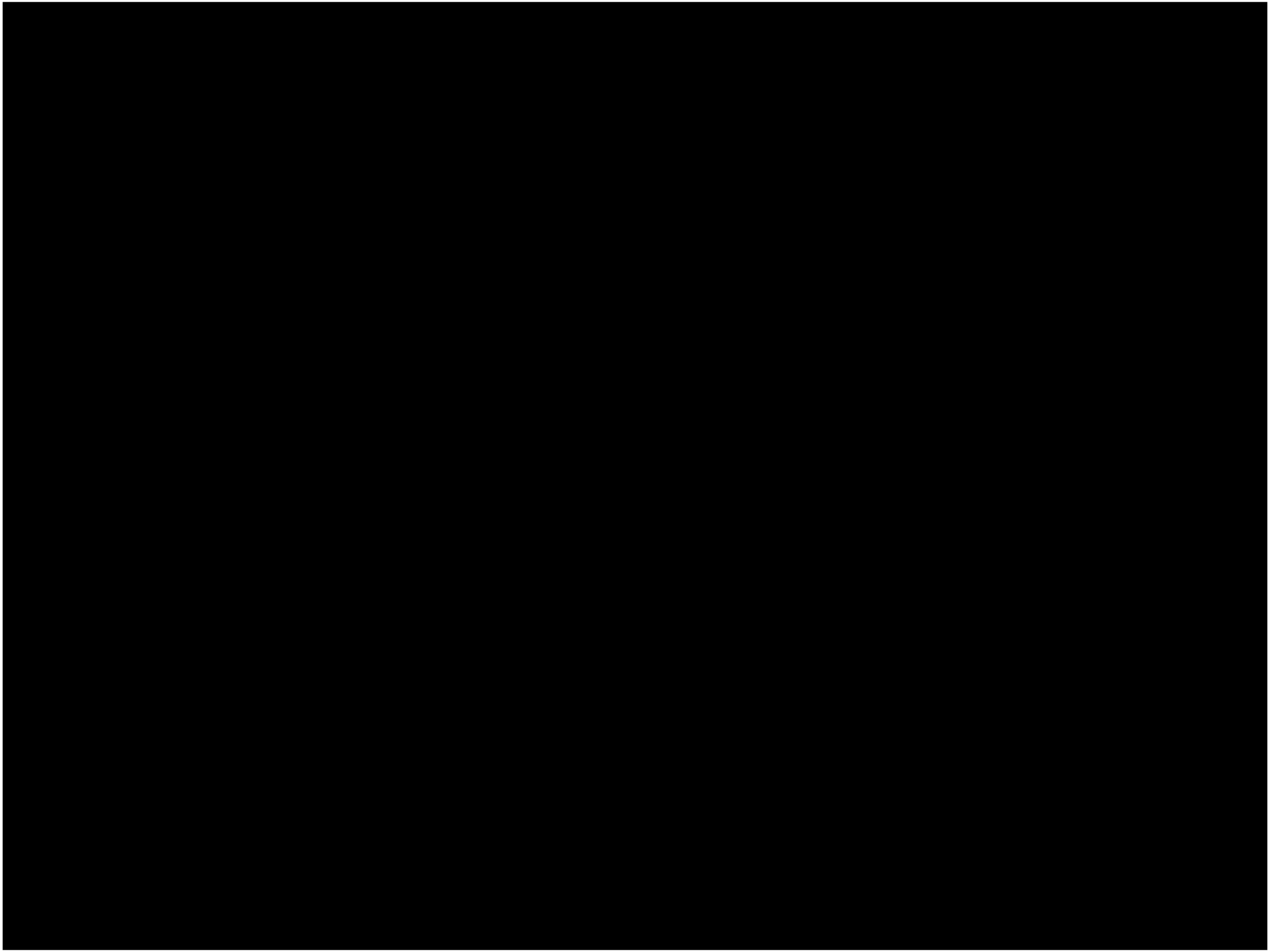




# CRITICAL

**SENSITIVE ELECTION MATERIAL**

**MUST BE PROPERLY SEALED BEFORE LEAVING THE POLLING PLACE!**

the DeSoto County

Election