2015 Touch Screen Voting Device Training

2015 Municipal Certification: Special Elections / Special Charter

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The Mississippi Secretary of State's Office

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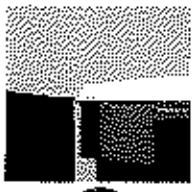
Voting System Components

AccuVote TSX with
AccuVote Printer Module (AVPM)



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Voting System Components

Visual Impaired Ballot Station (VIBS)

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Voting System Components

TSX Memory Cards

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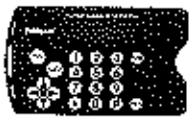
Voting System Components

Encoder



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Voting System Components

Voter Access Card

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Voting System Components

Supervisor Card

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Voting Machine Setup

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

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Election Day 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 ballots 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

Item	Secured Through…
TSX Units	• (2) Tamper Tape Seals (during transport and use) • (1) Plastic "pull" seal (during transport only) • Chain of Custody using the *Precinct Opening and Closing Log (Form 730.3 or current version).*
TSX Memory Cards	• (1) Seal on the Memory Card Transfer Bag • Chain of Custody using the *Receiving & Returning Manager Receipt Form (Form 710.2)*

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Opening the Precinct

- 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

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Labeled TSX Memory Card

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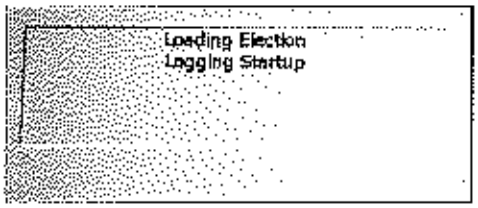
Verify Election Loading



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Opening the Precinct

- 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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Release Printer Paper

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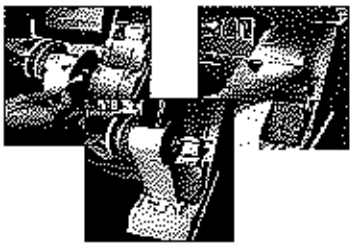
Setup Secure Canister



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Sealed Secure Canister

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Opening the Precinct (cont.)

- 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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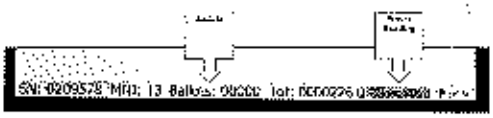
TSX Statistical Information



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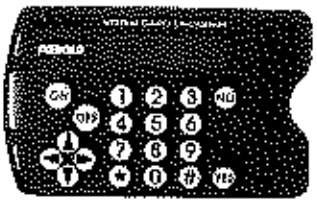
Operating the Encoder



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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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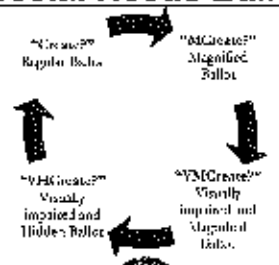
Special Needs Ballots



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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

- 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.
- 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

- 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.

[redacted]

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Clearing a Paper Jam

- 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 (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

- 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

- 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 <u>ALL</u> TSX Units assigned to your precinct.

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Closing the Precinct

- 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

- 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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