# ES&S AutoMARK™

# Election Day Checklist

Touch Screen Monitor

Compact Flash
Access Door

Key-Operated
Mode Switch
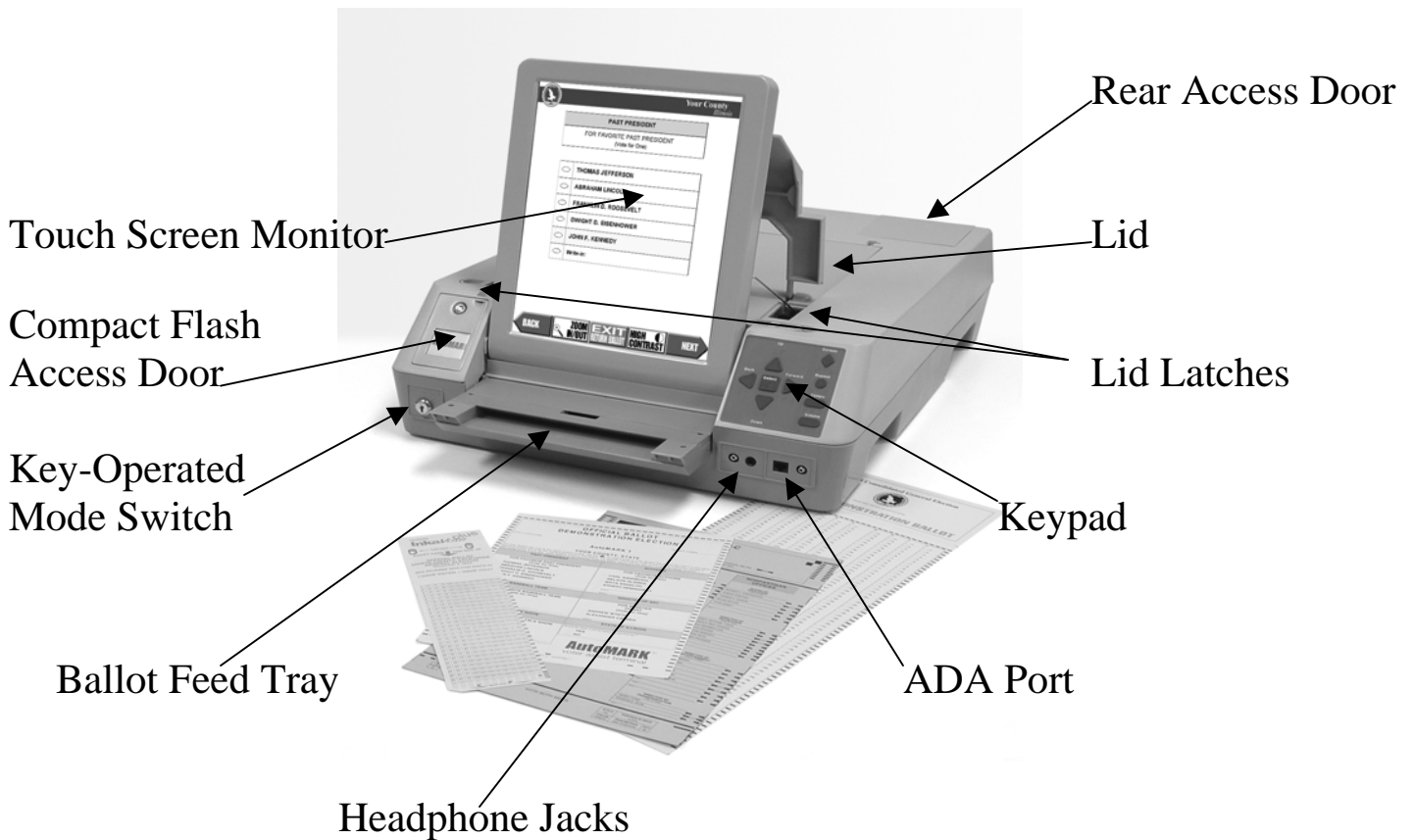
Ballot Feed Tray

Headphone Jacks

Rear Access Door

Lid

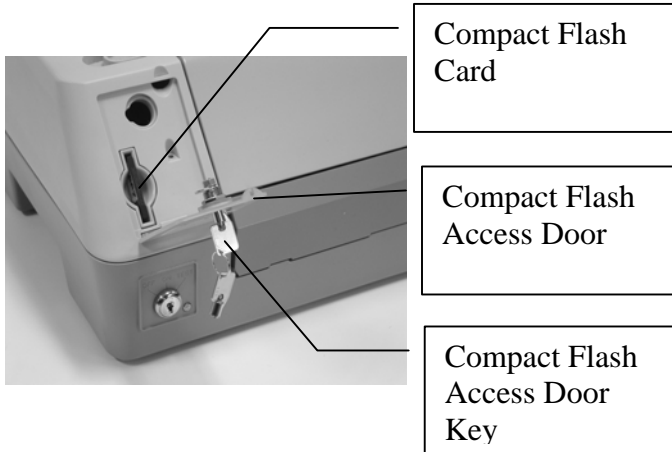Lid Latches

Keypad

ADA Port

## *Preparing the ES&S AutoMARK™ for Use*

1. First, Remove the ES&S AutoMARK™, power cord, Access Door Key, Mode Switch Key, and the headphones from the carrying/ storage case.

2. Position the ES&S AutoMARK™ in front of you. The Keypad is located on the front of the terminal.

3. Inspect the power cord for damage. If the cord is damaged, discard it and contact ES&S for a new cord.

4. Plug the female end of the power cord into the slot on the back of the ES&S AutoMARK™.

5. Plug the male end of the power cord into the wall outlet.

6. Move the lid latches towards the outer edge to open the lid.

7. Lift the lid flap and rotate it back until it rests on top of the lid.

8. Lift the entire lid away from you into a vertical position. The Touch Screen Monitor under the lid is now visible.

9. Lift the Touch Screen Monitor towards you into a vertical position.

10. Adjust the angle of the Touch Screen Monitor for viewing comfort.

11. Close the lid, leaving the Touch Screen Monitor in the upright position. The Touch Screen Monitor is held in place by tension bearings which allows it to remain in the upright position.

12.  Pull up on the Ballot Feed Tray, then pull it towards you and lower it into position.

13.  Plug the headphones into the appropriate headphone jack in front of the terminal.

## *Installing The Compact Flash Card*



Compact Flash Card

Compact Flash Access Door

Compact Flash Access Door Key

14.  Using the Access Door key provided, unlock the Access Door containing the compact flash card.

15.  Remove the current compact flash card from the slot, replacing it with the compact flash card containing your new election files.  The back of the card has a tab on it.  When inserting the compact flash card, ensure the tab is pointing towards the right of the unit.
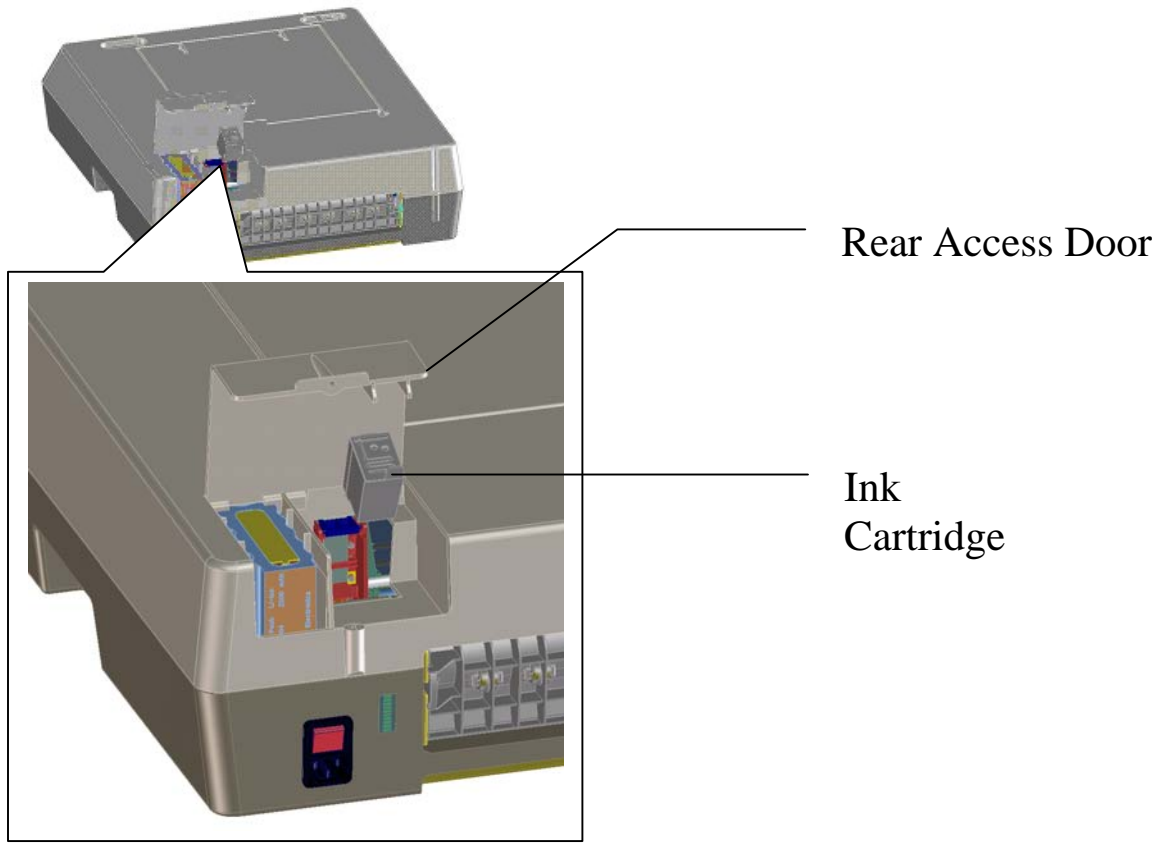
**NOTE:**  The compact flash card must be installed before ballots can be processed using the ES&S AutoMARK™.

16.  Close and lock the Compact Flash Access Door.

## *Installing the Ink Cartridge*

The test ink cartridge may be replaced with another regular Inkjet cartridge or an Infrared Ink Cartridge depending upon which tabulator is being used in conjunction with the ES&S AutoMARK™.  Once the ink cartridge is

installed, the unit must remain on for the duration of the election day.  If the unit is turned off for more than four minutes, the ink cartridge must be replaced.

Rear Access Door

Ink Cartridge

17.  Remove the screw or snap that secures the Rear Access Door.  Open the Door.

18.  Insert the new ink cartridge and using the screw or snap, re-secure the Rear Access Door.

19.  Insert the mode switch key into the Key-Operated Mode Switch and turn to the **Test** Position to access the Test Menu.

**NOTE:**  The screen will remain blank for approximately one minute after the key is turned to the Test position.  The screen will display the Main Menu once the unit is finished downloading the data from the compact flash card.

20.  Select **Service Print Cartridge** and when prompted select **Yes** to the question, "Have you changed your printer cartridge?"  Answering yes to this

question resets the Ink Remaining percentage to 100%. The Ink Remaining percentage is displayed in the lower left corner of the Test Menu.

### *Start the ES&S AutoMARK™*

Ensure the Compact Flash Card containing the current election definition is installed before the ES&S AutoMARK™ is turned on. The ES&S AutoMARK™ will not function if the card is not installed.

21. Turn the mode switch key to the middle or **ON** position.

22. Once the **"Insert Your Ballot"** screen appears, remove the mode key and secure it in a safe place.

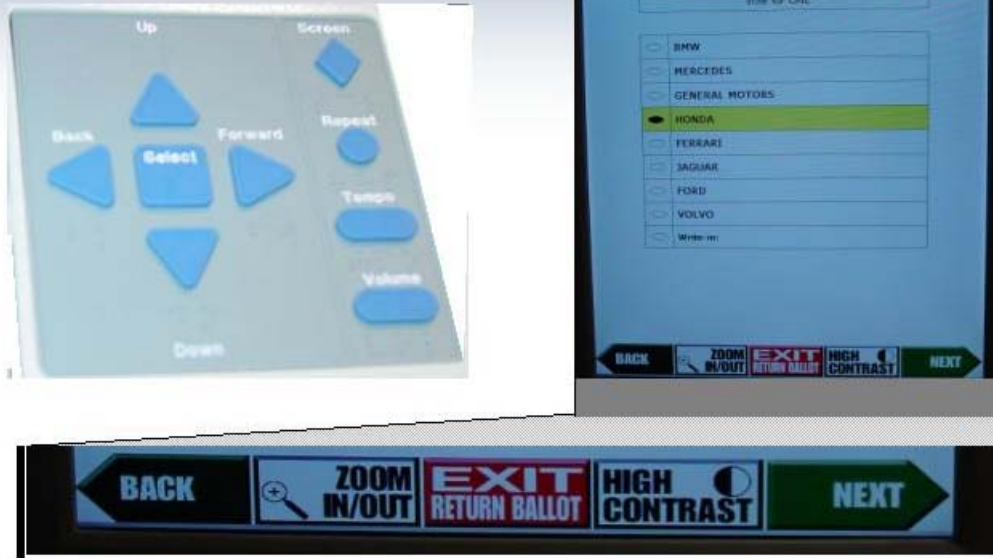### *Voting with the ES&S AutoMARK™ During an Election*

*The Poll worker needs to understand how the voting process works using the ES&S AutoMARK™ so they may answer questions. The poll worker should NOT be involved in the vote selection process.*

#### INTERACTING WITH THE ES&S AUTOMARK™

There are three ways to interact with the ES&S AutoMARK™.

- Directly on the Touch Screen
- The Keypad – includes Braille
- The Sip-N-Puff – A personal ADA Device

## Keypad and Touch Screen Control

### *How Do I Vote Using the Keypad or Touchscreen?*

23.  When the Touch Screen Monitor displays **Please Insert Your Ballot** or you hear **Please Insert Your Ballot** through the headphones, feed the blank ballot into the Ballot Feed Tray.

24.  If applicable, select the appropriate language for your ballot to be displayed on the ES&S AutoMARK™.

**Note:** If English is the only language programmed to work for your election, the Language Selection Screen will not display.  The Voting Instructions Screen appears after inserting your ballot.

25.  Read or listen to the Instructions for voting on the Voting Instructions Screen, then press **Next**.

26.  The Contest Screen displays the first office listed on the ballot and is read for your consideration.  Select either the candidate name or the oval next to their name to indicate your selection or if using the keypad, press the Select key.  Your selection displays a filled in oval next to the name of your choice or if using the keypad, your selection will be read to you.  Press

**Next** or the Right Arrow key if using the keypad and repeat this process until you consider all contests and questions for the ballot.

27.  The Summary Screen appears when you have considered all contests and questions for your ballot.  Review this screen to confirm your selections.  Press the Down Arrow key to listen to your contests and selections if using the keypad.

**Note:** No selections have been marked on your ballot at this point.

**To change any selection**

28.  Press the **Contest** or **Question** you wish to change on the Summary Screen or press the Down Arrow key to hear the contest and selection read, then press the Select key to return to that contest.

29.  Touch your original selection to de-select your choice.  If you are using the keypad, press the Down Arrow until you reach your previous selection and press the Select key to de-select your choice.

30.  Touch your new response and press **Next** to return to the Summary Screen.  If you are using the keypad press the Up or Down Arrow to find your new response and press the Select key, then the Right Arrow key to make your selection and return to the summary screen.

31.  Press **Next** when the selections are correct or the Right Arrow key if using the keypad.

32.  Press **Mark Ballot** on the Mark Ballot Selection Screen to print your selections onto the ballot.  If using the keypad, press the Select key to print your selections onto the ballot.

33.  When the screen displays **Remove Ballot** or when the instructions are read**,** remove your ballot from the Ballot Feed Tray.

34.  Submit your marked ballot to the ballot box for tabulation or follow instructions for verification.

## *How Do I  Write In A Candidate?*

To print a Write-In Candidate on your ballot

35.  Under the Contest screen, select **Write-In**

**Note:** Press the **Cancel** button or the LEFT Arrow on the Keypad to close the write-in screen without entering a candidate and return to the contest screen.

36.  Under the Write-In Pop-Up screen, use your Touch Screen Monitor to type the name of your write-in.  If using your Keypad, use the **UP** and **DOWN** arrows to hear each letter read.  Once you hear the letter you want, press **SELECT**.

37.  Confirm your write-in on the top of the write-in screen.

38.  Press **OK,** or if using the keypad, press the RIGHT Arrow Key to accept your write in. and return to the previous screen.

## *How To Vote Using the Sip-N-Puff*

The ES&S AutoMARK™ has a port located on the front of the terminal that an election official can plug an ADA device in for the voter.  The ADA device supported by the AutoMARK™  is the Puff-Sip.  **The voter supplies this device**.

Sip-N-Puff refers to the interface device commonly used by persons with disabilities, generally in a wheel chair, using his/her mouth on a straw to send inputs to the ES&S AutoMARK™. The voter puffs or sips on the straw to indicate a **"yes"** or **"no."**

Using only yes/no, the voter can negotiate all screens. When the voter arrives at any screen, they choose **"yes"** to deal with that screen or **"no"** to bypass the screen. If they choose **"yes,"** then the first selection on that screen will be highlighted. They then choose **"yes"** to make that selection or **"no"** to move to the next selection.

For example, if there is a race screen with two candidates the user selects **"yes"** when they arrive at the screen to indicate they want to vote in this race. (**"No"** would skip the race). The first candidate will be highlighted in yellow. If they say **"yes"** then the first candidate will be selected and the highlight will move to the next candidate. Now the voter selects **"no,"** to move to the bottom of the list

and highlight the **"NEXT"** button. If he/she says **"no"** again, the highlight will move left along the button bar through **"ZOOM", "EXIT", "HIGH CONTRAST" and "PREVIOUS."** If he/she keeps saying **"no"**, the highlight will cycle back to the first selection on the page. The highlight moves in a clockwise fashion around the page giving the voter the chance to select anything on the screen just as you would with your finger.

### *How do I Verify my Ballot?*

The ES&S AutoMARK™ allows the voter to insert their marked ballot into the ballot feed tray and to verify their vote.  Note that no changes can be made from this verification step and you will only be able to view and hear the summary screen.  If you want to make changes, please ask for a new ballot and begin the voting process over.

**To verify your ballot**

39.  Insert your marked ballot into the ballot feed tray.

**Note**: A screen appears with instructions on how to verify the votes.

40.  Press **Next** to make the Verification Summary screen appear.

41.  Review the selections that are marked on your ballot.

42.  Review your selections and when done, press **Exit**.

43.  When the screen displays **Remove Ballot,** remove your ballot from the Ballot Feed Tray.

44.  Submit your marked ballot to the ballot box for tabulation.

### *How Do I Zoom In/Out?*

ES&S AutoMARK™ options are available to make the text on the screen easier to see.

45.  Zoom In/Out makes the text on the screen appear larger than the system default.  Press **ZOOM IN/OUT** once to enlarge text, press **ZOOM IN/OUT** again to return text to the default size.

46.  High Contrast changes the default colors on the screen to black and white. When you select **HIGH CONTRAST**, the background becomes black and text becomes white.  Press **HIGH CONTRAST** again to return to the default colors.

## *How Do I Change the Volume/ Change the Tempo?*

The following ES&S AutoMARK™ options on the keypad make the audio easier to hear:

47.  Press **REPEAT** on the keypad to repeat the text just read through the headphones.

48.  Press on the right side of the **TEMPO** button to speed up the audio or the left side of the **TEMPO** button to slow down the audio being read through the headphones.  .

49.  Press on the right side of the **VOLUME** button to increase the audio or the left side of the **VOLUME** to decrease the volume being read through the headphones.

50.  If you are not using the screen, you may use the **SCREEN** button to turn off your display.  You will still hear all options through your headphones.  Touch the **SCREEN** button once to turn off the display, touch it again to turn the display back on.

## *Remove The Compact Flash Card*

51.  Turn the ES&S AutoMARK™ **OFF.**

52.  Using the access door key provided, unlock the Access Door containing the compact flash card.

53. Remove the compact flash card.

54.  Close and lock the Access Door.

## *Remove the Ink Cartridge*

**Always** remove the used ink cartridge from the ES&S AutoMARK™ and discard it before storing the ES&S AutoMARK™ between elections.  Spare ink cartridges should be purchased **prior** to the next election and stored separately from the ES&S AutoMARK™.

55.  Remove the screw or snap that secures the Rear Access Door.  Open the Door.

56.  Remove the ink cartridge and using the screw or snap, re-secure the Rear Access Door.

## *Cleaning the ES&S AutoMARK™*

57.  Before storing the ES&S AutoMARK™, use alcohol wipes to clean the outside panels and screen of the ES&S AutoMARK™ unit.  Ensure the unit is dry before storing it.

## *Closing the Touch Screen and Storing the ES&S AutoMARK™*

58.  Unplug the headphones.

59.  Lift under the front of the ballot feed tray and fold it inwards.

60.  Open the lid and fold the Touch Screen Monitor back into the recessed area.

61.  Lower the lid over the Touch Screen Monitor.

62.  Lower the lid flap over the ballot feed tray.

63.  Move the lid latches inwards to secure the lid.

64.  Unplug the power cord from the wall outlet.

65. Remove the power cord from the ES&S AutoMARK™.

66. Place the ES&S AutoMARK™, power cord, Access Door Key, Security Key, and the headphones into the carrying/ storage case.