

iVotronic™ Voting System v9.1.2.0

Poll Worker Activated

Poll Worker Checklist for a Bitmap Election

Assembling the Voting Booth

Reverse these steps to prepare the unit for transportation and/or storage.

CAUTION: This booth contains “joints” that could pinch your fingers and hands, Use caution when assembling this booth.

1. Carefully lift the booth out of the box.



NOTE: You may wish to save the box to use for shipping and storing the booth.

2. With the wheels down, move the booth to the desired location.



3. Turn the booth over, so that the wheels are on top, facing away from you, and the legs are at the bottom.



4. Carefully pull the legs away from the center. Do not force the legs open. The legs will resist further opening when they are fully opened.

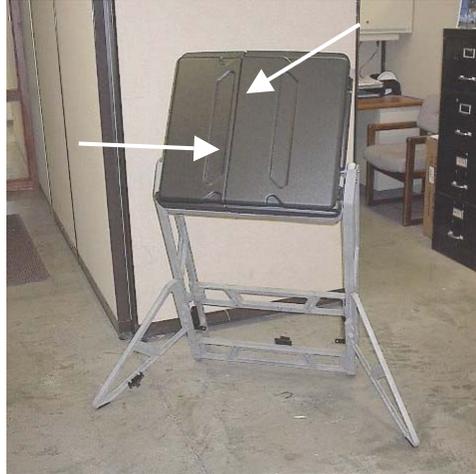


NOTE: The legs should snap into place when you close them for transporting the booth.

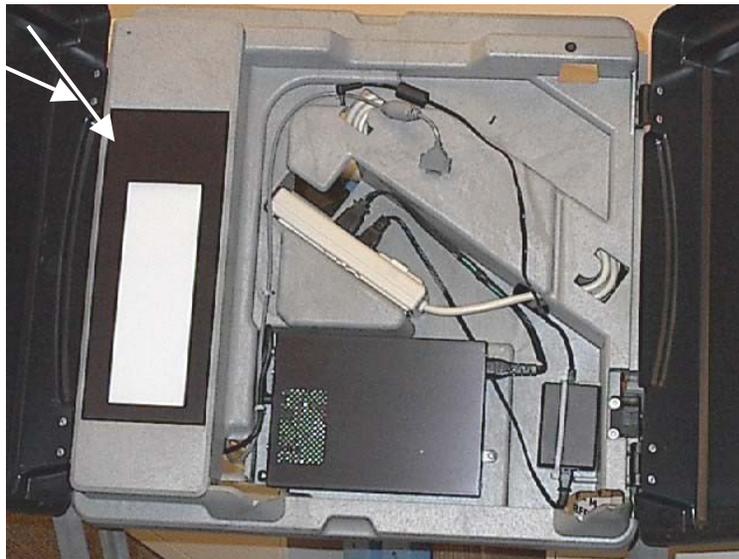
5. Lean the booth forward so that it rests on the legs.
6. Lift the box portion of the booth up and away from you to position it. When correctly positioned, the box snaps in place and is at a 45-degree angle away from you.



7. Open the privacy screen doors outward from the center. Do not force the doors open. The doors resist further opening when they are fully open.



After you open the privacy screen doors, you can install the iVotronic voting machine. If you use an RTAL printer, it is already installed on the left side of the booth. If not, a blank insert is already installed on the left side of the booth.



8. Place the bottom of the voting machine in the cradle at the bottom of the booth box, and carefully move the voting machine back so that it rests in the frame.



9. Attach the grey serial cable to the top of the iVotronic voting machine to connect the machine the printer (if one is included)



10. Attach the black cable to the top of the voting machine to connect the machine to the AC adapter.



11. Lock the voting machine into the booth by turning the key to the right. The lock fits into the slot at the top of the iVotronic voting machine.

Equipment installed in assembled booth.



Opening the Polls

Before opening the polls ensure that all terminals have Compact Flash Cards installed. ADA terminals that are expected to play the audio ballot require Compact Flash Cards with the appropriate audio (.wav) files.

12. **Insert the Master PEB** into the voter terminal. The follow screen will appear:

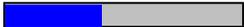
WARNING: DO NOT REMOVE PEB

Retrieving ballot from PEB
You will be notified when it is safe to remove PEB.

PLEASE WAIT ...

Caution: If the PEB is removed during this operation
The process will need to be restarted.

THIS PROCESS MAY TAKE A FEW MINUTES.

Status Line: Reading PEB
Accessing PEB S/N PS130057-_(FMW 1.07) 

13. If progress bars are enabled you will also see these in the lower right hand corner of the screen, displaying the status of the current processes.
14. The terminal will then display a polling location verification screen:

Verify Polling Location

“Polling location name listed here”

Is this the correct polling location?

YES No

15. If the polling location name is **correct**, select **YES**. If it **not correct**, select **NO**. You will be instructed to remove the PEB and contact the election staff.

16. If “Yes” was selected the terminal will now display the following message:

WARNING: DO NOT REMOVE PEB

Terminal is being opened for voting.
You will be notified when it is safe to remove PEB.

PLEASE WAIT ...

Caution: If the PEB is removed during this operation,
the process will need to be restarted.

THIS PROCESS MAY TAKE A FEW MINUTES.

Status Line: Accessing PEB S/N PS130057- (FMW 1.07) Reading PEB 

17. The terminal will then display the following instruction:

**You must remove the PEB now to
continue opening the terminal.**

18. **Remove the PEB.** The terminal will continue to open.

19. The screen will then display the following message:

Terminal opening successful.

This terminal is now ready for voting

Insert PEB to Print Zero Tape

OR

Press VOTE Button to Exit

- 20. If you will be printing Zero tapes at each terminal, continue with step 30. If you plan to only print from the last terminal, skip to step 24.
- 21. **Re-insert the PEB.** The terminal will then display report-printing choices. Depending on how your election is coded, there will be either one or two printing options.
 - Option #1 - If only one is displayed, it will read: “Print polling location zero tape now?” This option will print a zero tape that will be inclusive of all terminals opened to this point. This option should be selected on the last terminal opened after having opened all terminals for this polling location. After making this selection, follow the printing instructions on the screen, or at step 35a.
 - Option #2 - If a second option is displayed, it will read: “Print this terminal zero tape now?” This option is used if you wish to print individual zero tapes for each terminal as you open them. If this is your intent, it would be recommended to place each terminal on a table next to the communication pack prior to opening. After making this selection, follow the printing instructions on the screen, or at step 35a.
- 22. After printing, you will be returned to the printing options screen. **Select Done** to exit. You will be prompted to **remove the PEB**.
- 23. **Continue to open terminals and print** as described in steps 21 - 31, until you have opened and printed at all terminals. **Skip to step 29.**

Continued from step 20

- 24. **Press the VOTE button** and the screen will go blank.

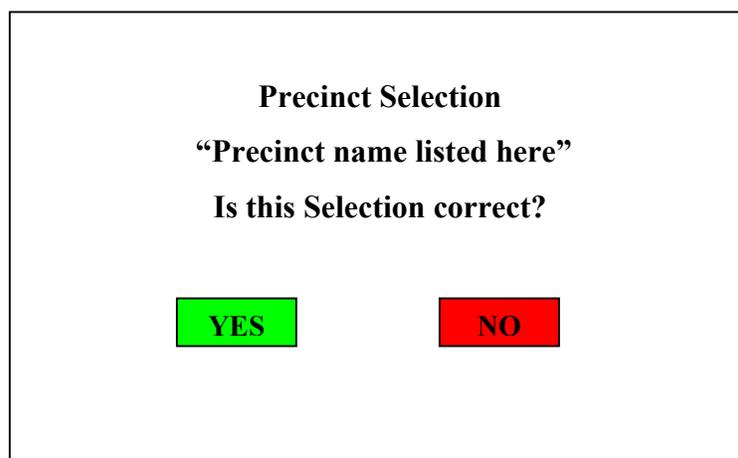
NOTE: You will typically only print when you have opened the last iVotronic terminal for your location.
- 25. Continue to open terminals as described above, until you get to the LAST terminal.
- 26. **Before opening the last terminal**
 Unplug the terminal from the AC adapter, remove from the voting booth, and place on a hard, flat surface along with the Communications Pack. Connect the cable from the Communications Pack to the back of the iVotronic and follow steps 12 – 20 in this checklist to open the terminal. **Re-insert the Master PEB to print the Zero Tape.** When the report printing options are displayed, **select Print polling location zero tape now?**, and **follow the instructions below** or those on the terminal screen.
 - a. **Turn communication pack selector switch to PRINTER.**
 - b. **Press and hold the small black button** on the printer until the green light turns on.
 - c. **Press the PRINT button** on the iVotronic screen to print the Zero Tape. After the programmed number of tapes has printed, you will be asked “Do you want to print another?”. **Select “YES”** if you want another tape. When desired number of tapes have been printed, **answer “NO”** to this question and continue on.
- 27. The terminal will display the report printing options screen again. If you are through printing, **select Done**.

- 28. The terminal will prompt you to **turn off the communication pack**, and press the screen to continue. **Press the iVotronic screen.** After the message “Please remove PEB. Terminal is now open for voting” appears, **remove the Master PEB.**
- 29. Store the Master PEB in a secure place in accordance with jurisdiction procedures. (It is common to store the Master PEB in the communications pack, and place the pack in a secure location.)
- 30. **Have the appropriate election official(s) sign the Zero tape(s)**, and store according to jurisdiction procedures.
- 31. **Disconnect and close the communications pack**, and set it aside in a secure place for the rest of the day.
- 32. **Return the iVotronic(s) to the voting booth(s), connect the AC adapter** and make sure to **unsnap the bar** so the iVotronic is set up at an angle.

iVotronic Terminal Ballot Initialization Instructions

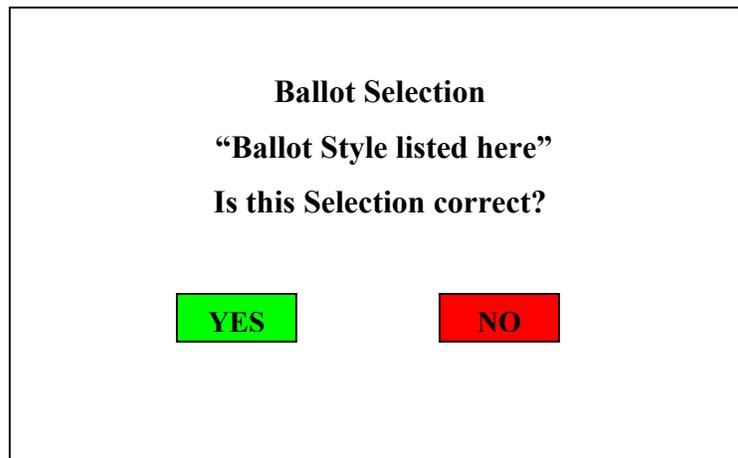
The poll worker must initialize a ballot for each voter. The Supervisor PEB is always in the possession of the poll worker. Your actual procedures regarding initializing a ballot for a voter will vary depending on what has been coded in your election. Any, or all of the following may be applicable to your election.

- 33. The poll worker **inserts the Supervisor PEB.**
- 34. Precinct Selection: If this is an early voting site or a consolidated polling location handling multiple precincts, a Precinct Selection screen may be displayed. Based upon information provided by the Registrar at the polling location, the poll worker will **select the appropriate precinct** for the voter.
- 35. A Precinct Verification screen will be displayed:



- 36. If the precinct name is **not correct**, **press NO.** The terminal will then display the Precinct Selection screen again, and allow the poll worker to make a new selection.
- 37. If the precinct name **is correct**, **press YES**, and continue to the next screen.

- 38. Ballot Selection: If Challenged/Provisional/Coded Ballots are coded for your election and/or multiple ballot styles are available for the selected precinct, a Ballot Selection Menu will be displayed. If a coded ballot is not needed for a voter, the poll worker may skip to step 50 in this checklist.
- 39. If Challenged/Provisional/Coded ballots are coded for your election and the polling location Registrar has indicated that the voter needs to vote a coded ballot, the poll worker will **select the coded ballot option** and **enter the unique ballot code** provided by the Registrar and **press OK**.
- 40. The terminal will return to the Ballot Selection Menu again and display the unique ballot code entered along with available ballot styles. **Ensure the ballot code has been entered correctly. If not, select the coded ballot option** again and repeat step #48
- 41. Based upon information provided by the Registrar, the poll worker will **select the appropriate ballot style** for the voter.
- 42. A Ballot Selection verification screen will be displayed:



- 43. If the Ballot Style is **not correct**, **press “NO”**. The terminal will display the Ballot Selection screen again, and allow the poll worker to make a new selection.
- 44. If the Ballot Style is **correct**, **press “YES”**, and continue to the next screen.
- 45. The terminal will prompt the poll worker **“Please Remove Supervisor PEB”**. After **removing the PEB**, the poll worker may leave the voter to vote in private.
- 46. Language Selection: If multiple languages are coded for the election, the next screen will allow the voter to choose the language of their understanding, then the ballot will be displayed.

iVotronic ADA Terminal Instructions

The poll worker will still make the same screen selections as with the Non-ADA terminals. If available, these might include: Precinct selection, Challenged/Coded/Provisional Ballot selection and entering the code, and Ballot Style. If a Visual ballot is selected for a sighted voter, the poll worker should remove the PEB and allow the voter to select a language, if available, and vote in privacy. When an Audio Ballot is selected (by pressing the diamond shaped button), the voter should be wearing the headset. The screen will prompt the poll worker to remove the PEB. The poll worker should remove the PEB, and the screen will display Audio Assisted Ballot is Selected. If multiple languages are available, the first audio selection for the voter would be to select a language by using the up and down arrow buttons.

Voting instructions will then be given:

- 47. To repeat instructions, press the up arrow button.
- 48. To begin voting, press the diamond-shaped button.
- 49. To move from contest to contest, use the arrow-shaped buttons to move up and down the contest titles.
- 50. To vote a contest, locate the contest and press the diamond-shaped button. The first candidate or selection will be read.
- 51. Use the up and down arrow buttons to move from one candidate/selection to the next.
- 52. When you locate the candidate/selection of your choice, press the diamond-shaped button to vote for that candidate/selection.
- 53. You may change your vote at anytime until you cast your ballot.
- 54. To move to the next contest, use the down arrow button. It will be necessary to scroll down through the remaining candidates/selections in the current contest, to get to the next contest.
- 55. When the voter reaches the end of the ballot, they will be prompted to press the vote button at the top center of the terminal. When the vote button is pressed the voter will be notified of any un-voted, or under-voted contests or even if the ballot has been left blank. The voter has the option of reviewing their ballot and making any desired changes before casting their ballot, or pressing the vote button a second time to go ahead and cast the ballot.

NOTE: When scrolling through contests, candidates, or the audio alphabet for write-ins, it is not necessary to wait for the entire voice file to play before proceeding. This can be especially helpful when scrolling through the audio alphabet. You may press the up or down arrow buttons several times to “Skip ahead” to get to a desired alpha character, race or candidate.

Cast/Cancel the Vote for the Voter Who Walked Away

If a voter leaves without casting their own ballot, the ballot will have to be Cast or Cancelled according to state or local law. If the ballot has not been selected, the only option is to cancel the ballot. An open ballot left unattended (no screen activity), will begin “chirping” after 10 minutes. The poll worker should have someone return with them to the terminal, preferably someone of a different political party, to perform the following steps.

- 56. **Reinsert the Supervisor PEB.**
- 57. The screen displays “Last ballot was not cast”. Options are “Cast Ballot” or “Cancel Ballot”. As mandated by state or local law, **select either Cast or Cancel.**
- 58. The next screen will ask to confirm the previous choice and **select either YES or NO.**
- 59. **If Cancelling the ballot, select the reason why the ballot is being cancelled from the list.**
- 60. The screen then displays the cancellation reason, and **select whether to proceed with vote cancellation or Exit the Menu.**
- 61. **Remove the Supervisor PEB** from the iVotronic when prompted, and voting can continue.

Voting After Scheduled Poll Closing Time

- 62. When the terminal’s internal clock reaches the pre-programmed official poll closing time and a **PEB is inserted**, the screen will display the Close Option Menu. If qualified voters are still waiting in line, **select the box next to Exit This Menu** to initialize a ballot for the voter.
- 63. This Close Option Menu will come up every time a PEB is inserted past the scheduled poll closing time. **Select “Exit This Menu”** each time and initialize a ballot for each voter until all qualified voters have been allowed to vote.
- 64. **Let the voter cast their vote** as usual.

Closing the Polls

When poll closing time is reached and all voters have voted, put away the Supervisor PEBs and follow the steps below to close each terminal.

NOTE: iVotronic 9.x firmware automatically collects Audit Data during the poll close procedure if it detects a flash card installed in the terminal. If election officials want the audit data collected on a single flash card, or flash cards other than those already installed in the terminals, they should provide additional instructions to the poll workers.

- 65. Remove the Master PEB from the secured location, and **insert the Master PEB** into the first voter terminal.
- 66. When the terminal displays the Close Option Menu, **select Close The Polls.**

67. The terminal will display the following message:

WARNING: DO NOT REMOVE PEB
Preparing to collect votes to PEB
You will be notified when it is safe to remove PEB.

PLEASE WAIT ...

Caution: If the PEB is removed during this operation,
the process will need to be restarted.

THIS PROCESS MAY TAKE A FEW MINUTES.

68. The terminal will then display the following instruction:

**You must remove the PEB now to
continue closing the terminal.**

69. **Remove the PEB.** The terminal will continue to Close.

70. The following screen is displayed when closing is complete. **Touch the screen**, and the terminal will power down.

Terminal Closing is Complete!

Vote Data Collection Successful
Audit Data Collection Successful

Touch screen to exit.

71. Continue closing all terminals following steps 65 – 70 of this checklist until all terminals are closed.

Print Totals Tape

- 72. **Remove the last terminal from the voting booth** and place on a hard, flat surface along with the Communications Pack. **Connect the Communications Pack** to the terminal.
- 73. **Insert the Master PEB** in this terminal. When the terminal displays “Print totals now?” **press the box next to YES.**

NOTE: If all terminals that were opened have not been closed, a message will appear specifying the opened terminal(s). Take the Master PEB and find that terminal(s) and insert the Master PEB and follow steps 65 – 70 in the **Closing the Polls** Section of this checklist. When the terminal has been closed, return to step 73 of this checklist.

- 74. **Turn communication pack selector switch to PRINTER.**
- 75. **Press and hold the small black button** on the printer until the green light turns on.
- 76. **Press the PRINT button** on the iVotronic screen to print the Totals Tape.
- 77. When the predetermined number of tapes have been printed, the screen will ask, “Do you want to print another?” Answer appropriately. **When finished, select “NO”.**
- 78. **If your election is coded to transmit results via modem, skip to step 83.**
- 79. If your election is not coded to transmit results via modem, continue with these steps. **Turn the communication pack selector switch to OFF. Disconnect the printer cable, and close the communications pack.**
- 80. **Press the iVotronic screen to continue.** A message will be displayed:
“Do you want to re-collect this terminal?”
- 81. **Select No.** A message in the lower left corner will display:
“Please remove PEB. Re-collection not chosen.”
- 82. Have the appropriate election officials sign on the results tape. If required, disassemble the voting booths. Take the Totals Tape, the Zero Tape, and the Master PEB and follow the county’s directions for delivery to Election Central.

Modeming (Transmitting) Results

- 83. If programmed, the terminal will display the message, "Modem precinct totals now?"
Select YES.
- 84. **Connect one end of the telephone cord to the Communications Pack and the other end into a telephone line jack.**
- 85. **Turn the selector switch on the pack to MODEM.**
- 86. If upload is not successful, the terminal will ask "Try Again?" **Select YES.** At this point, **if instructed by Election Central, enter another phone number** if different from the programmed one.
- 87. **If the data transfer is unsuccessful after several tries, press NO** when prompted with the question, "Try Again?"
- 88. **If the upload is successful, press the screen.**
- 89. The next screen will ask "**Recollect Votes**" **Select NO**, and **remove the Master PEB.**
- 90. **Turn off the communications pack, and put the terminal back in the voting booth, plugging it into the AC adapter. Have the appropriate election officials sign on the results tape.** Take the Totals Tape, the Zero Tape, and the Master PEB and follow the county's directions for delivery to Election Central.
- 91. If required, take down the voting booths.