

AutoMARK Pre-election/ L&A/Post-test Procedures

Installing the Compact Flash Card (Machine is OFF)

1. Using the Access Door key provided, unlock the Access Door containing the compact flash card.
2. 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™

3. Close and lock the Compact Flash Access Door.

Installing the Test Ink Cartridge (Machine is OFF)

The Test Ink Cartridge is a regular inkjet cartridge that is used only for testing prior to election day. This ink cartridge must be replaced on election day at the polling place before the unit is turned on.

1. Open the Rear Access Door and insert the test ink cartridge.
2. Close the Rear Access Door.
3. Insert the brass key 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.

Checking the Battery Status (Machine is in TEST Mode)

Check the battery status to ensure that the battery is fully charged.

1. Press the **Battery Status** button.
2. Confirm the Power source is **External** and the battery strength is **Good**.
3. The power source is External when the unit is operating on power from the wall outlet. The power source is Battery when the unit is operating on power from the internal battery.
4. Press **Done**.

Note: If the battery needs to be charged, refer to *Charging the Battery* at the end of these instructions.

Setting Date and Time (Machine is in TEST Mode)

1. Select **System Maintenance**
2. Enter the System Password and press **OK**.
3. Select **Set Date/Time**.
4. Confirm **Date** is selected from the menu.
5. If the Date is NOT correct, press **CLEAR**.
6. Using the Keypad enter the correct Date in the MM-DD-YY format and press **Apply**. A message will state "Change was successfully applied." If you enter the date in the wrong format and press Apply this error message will appear "**ERROR! Format: MM-DD-YY**". Press **CLEAR** and re-enter the Date in the correct format.
7. Select **Time** from the menu.
8. If the Time is NOT correct, press **CLEAR**.
9. Using the Keypad enter the correct Time in the HH:MM AM or PM format and press **Apply**. A message will state "Change was successfully applied." If you don't select AM or PM, the system will automatically select AM.
10. Press **Done** to exit and return to the **System Maintenance** screen.
Press **Done** again to return to the **Main Menu** screen.

Calibrating the Touch Screen (Machine is in TEST Mode)

1. Select **Calibrate Touch Screen**.
2. Press the **Calibrate** button to start the calibration.
3. Carefully press and briefly hold the stylus on the center of the target then release. Repeat as the target moves around the screen.
4. **Tap** the screen to save your calibration settings. If you make a mistake, just wait 30 seconds and your settings will not be saved.
5. Press **Done** after you complete the calibration. If you skip this step, the settings may not be remembered when the system is re-booted.

THE NEXT STEP IS OPTIONAL AND SHOULD BE USED IF THERE IS AN EXTREMELY LARGE AMOUNT OF DATA CONTAINED ON THE FLASH CARDS

Selecting Precincts and Ballots for each machine (Machine is in TEST Mode)

Each AutoMARK flash card is programmed with all possible ballot styles in the current election. Counties may find it helpful to pre-select those precincts and ballots to display on the AutoMARK™ for the specific polling location in which the machine will be used to prevent delays in displaying ballots on the screen. Please remember though, you must pre-select all precincts and ballots that may possibly

be used with that ES&S AutoMARK™. If a voter has a ballot that is not pre-selected, then the ES&S AutoMARK™ will be unable to recognize the ballot and will therefore reject the ballot.

1. Press the **Select Available Precincts** option.
2. You will see a list of all available precincts/ballots on the left. On the right is the list of selected precincts/ballots. Select a precinct/ballot from the list on the left by touching the item to highlight it, and use the right arrow button to move the selected precinct/ballot to the right list (list of precincts to display on this terminal).
3. If there are any precincts/ballots that you do not want to be available, select the precinct/ballot from the list on the right by touching it on the touch-screen, and press the left arrow button to remove it from the selected list.
4. When you are done creating your list of selected precincts/ballots (on the right), press **Done** before exiting from this screen.

Conducting the Ballot Print Test (Machine is in TEST Mode)

Conducting the Ballot Print Test is done to test the accuracy of the election definition and the accuracy of the print on the ballot once it is marked. All ovals/arrows are filled in and the candidate names are printed on the ballot.

If the ovals are not filled in properly, adjustments should be made as recommended by the AutoMARK. Do not attempt a manual calibration without contacting ES&S for technical support!

1. Press **Test Ballot Print** on the screen.
2. Select the **Enable Calibration Suggestions** box.
3. Insert an unmarked ballot being used in this election into the ballot feed tray.
4. Once the ES&S AutoMARK™ prints and ejects the ballot, confirm the ES&S AutoMARK™ filled all ovals/arrows and printed the name of each candidate next to the oval/arrow. If the machine detects no problems with the printer calibration, you will receive the following message, "No calibration suggestions are available"
5. Repeat steps 1 and 4 inserting the ballot in all possible orientations (right-side up, upside down, inserted front-wards, inserted backwards).
6. Confirm the ES&S AutoMARK™ filled all ovals/arrows and printed the name of each candidate next to the oval/arrow. The test printed candidate names may appear just below the names printed on the ballot. Some variation is normal and to be expected.
7. Press **Done**.

Logic & Accuracy Testing for the ES&S AutoMARK™ (Machine is ON)

Multiple blank copies of your current election's ballot will be needed to test the printer. Please ensure that ballots for precincts stored on your compact flash card are being used. Prior to testing, a test script will need to be created using the following guidelines:

- All candidates should be voted at LEAST once. Remember, this basically a big printer. You aren't shooting for a certain result, but visual proof that what you touched on the screen is reflected in the marked ballot.
- All contests and candidate names are spelled correctly on the screen. Also check that the "You may vote for" phrases are correct in number.
- Audio should be checked for all ballot styles. Pay close attention to the contest and pronunciation of the candidate's names. If you note a problem, call ES&S immediately and ask for software support.
- All ADA compliant features such as contrast and zoom are functioning on each machine. Votes should be cast using the keypad and headphones to verify that both function properly
- Write-ins (if applicable) are printed correctly. A great way to test that all letters on the screen are functioning are to type your ABCs! Verify on the marked ballot, that the write-in appears under the correct contest name.
- Overvotes are not permitted.

Instructions for voting on the AutoMARK are set out below:

1. Turn the mode switch key to the **ON** mode position.
2. The ***Insert Your Ballot*** screen should be displayed.
3. Using a ballot from your current election, insert an unmarked ballot into the ballot feed tray.
4. Test all buttons at the bottom of the touch screen to ensure proper operation (**Back, Zoom In/ Out, High Contrast, Exit Return Ballot, Next**).

To write-in a candidate using the Touch Screen

1. On the Contest Screen, select **Write-In**. **Note:** Press the **Cancel** button to close the write-in screen without entering a candidate and return to the contest screen.
2. On the Write-In Pop-Up Screen, type the name of your write-in.
3. Confirm your write-in on the top of the write-in screen.
4. Press **OK** to accept your write in and return to the previous screen.
5. Review Summary Screen once all races are voted. Press **NEXT**.

6. Press the **MARK BALLOT** button.
7. Remove marked ballot. The "Insert Your Ballot" screen will appear.

To write-in a candidate using the Keypad

1. On the Contest Screen, select **Write-In**. **Note:** Press the **LEFT Arrow** on the Keypad to close the write-in screen without entering a candidate and return to the contest screen.
2. On the Write-In Pop-Up Screen, using your Keypad, press **UP** and **DOWN** to hear each letter read. Once you hear the letter you want, press **Select**.
3. Confirm your write-in on the top of the write-in screen.
4. Using your keypad press the **RIGHT Arrow Key** to accept your write in and return to the previous screen.
5. Review **Summary Screen** once all races are voted.
6. Press the **MARK BALLOT** button.
7. Remove marked ballot. The "Insert Your Ballot" screen will appear.

Conducting the Ballot Read Test

1. Insert the marked ballot into the ES&S AutoMARK™ paper tray.
2. The paper feed mechanism should feed your ballot into the ES&S AutoMARK™. If the test is successful, the ES&S AutoMARK™ scans the ballot and displays the **Voter Instruction** screen followed by the Verification Summary Screen. If the test is not successful, the ES&S AutoMARK™ will eject the ballot or display an error message. If this happens, continue on to the troubleshooting section at the end of the maintenance manual. This manual can be found on the CD provided to all county boards in March 2006 (Chapel Hill Training Seminar)
3. After reviewing the ballot, Press **Next**.
4. When all preparation and testing are complete, simply turn key to **OFF** position.

Cleaning 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 turning it on.

Charging the Battery

1. Plug the power cord into the rear panel of the ES&S AutoMARK™ VAT
2. Plug other end of power cord into your local power outlet.

3. The power meter on the rear panel of the ES&S AutoMARK™ indicates the battery power level. The battery can be fully charged in approximately 2-3 hours.
4. Once the battery is charged: turn the mode switch key to **Test** Position.
5. From the main menu, select **Battery Status**.
6. Confirm the Strength is **Good** and that the power source is **External**.

Note: The power source indicating External when the ES&S AutoMARK™ is plugged into an outlet confirms the power supply cord is in good working condition.