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Voting Equipment

All judges of election and polling place administrators must read this handbook so that they may familiarize themselves with the equipment and procedures that will be utilized at the election. These include:

Electronic Poll Book—Election judges will now check in voters using the Electronic Poll Book. THE ELECTRONIC POLL BOOK MUST BE SET UP FIRST. BEGIN RUNNING THE UPDATE BY 5:15 AM. The poll book will contain the voter information for the precinct as well as the rest of the city. The judges at Station #1 search for the voter by typing in all or part of a voter's name and then selects the correct voter from the list. The electronic poll book printer will print a label with the voter's information, including name, address, ballot style, etc. The election judges will then affix the label to a blank Application for Ballot and have the voter sign (using the signature guide found in the grey box if needed). The election judges will compare the voter's signature with the signature that is shown in the electronic poll book. The judge at Station #2 or Station #3 will then number and

spindle the Application for Ballot (Form 14.) The voter then has the choice to vote using a paper ballot or the touchscreen.

Ballot Scanner—Voters, who choose to vote using the ballot scanner, will mark their choices on a paper ballot. Voters will use a ballot marker to connect the arrows for the candidates and/or referenda of their choice. After voting the paper ballot, the voter will insert the ballot into the ballot scanner, which will either accept or reject the ballot. The ballot will be rejected if there is an overvote, defect or no judge's initials.

Under the rear door of the ballot scanner, there is a memory pack located inside the ballot scanner under the sealed memory pack door. The memory pack is located inside the ballot scanner. YOU DO NOT NEED TO INSERT THE MEMORY PACK. It will store the votes cast on the ballot scanner and will be used to transmit the results to the Board's office after the polls close. After the polls close, make sure to unplug the

ballot scanner before removing the memory pack.

Ballot Box—The ballot scanner unit will sit atop a ballot box, which will store the voted ballots. The ballot box will be assembled by the judges of election prior to the opening of the polling place. The ballot scanner is secured to the ballot box by use of two seals affixed by the judges of election. During Election Day, if the seals are removed, they MUST be replaced. All seal numbers used on Election Day must be recorded on the Seal Accountability Form.

Touchscreen Voting Unit—Every precinct will have a touchscreen voting unit. The touchscreen unit is designed to allow people with disabilities, such as persons who are blind, to vote privately and independently. The touchscreen unit comes with audio headphones and a controller to guide the persons who are visually impaired through the balloting process.

However, if the touchscreen is not in use by a person with a disability, any voter may request to cast their ballot on this equipment. The touchscreen voting unit also incorporates a printed record of each vote so that voters may review a paper record of their selections, prior to finalizing their ballot. The paper record is retained within the touchscreen unit to provide a permanent printed record of the election. THE TOUCHSCREEN VOTING UNIT MUST BE SET UP PRIOR TO THE OPENING OF THE POLLING PLACE in an area and in a position that will allow for privacy and mobility, including for voters with disabilities who use a wheelchair.

Voter Card Activator—The voter card activator has multiple tasks. It activates a voter card for the touchscreen unit based upon the ballot style for each voter. After the polls close, the activator consolidates the results from the touchscreen and the ballot scanner and produces results tapes as a paper record of the unofficial vote totals. It also transmits the consolidated results to the Board's central computer.
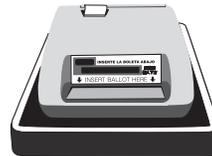
Electronic Poll Book   Ballot Scanner   Ballot Box   Touchscreen   Voter Card Activator