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COUNTY

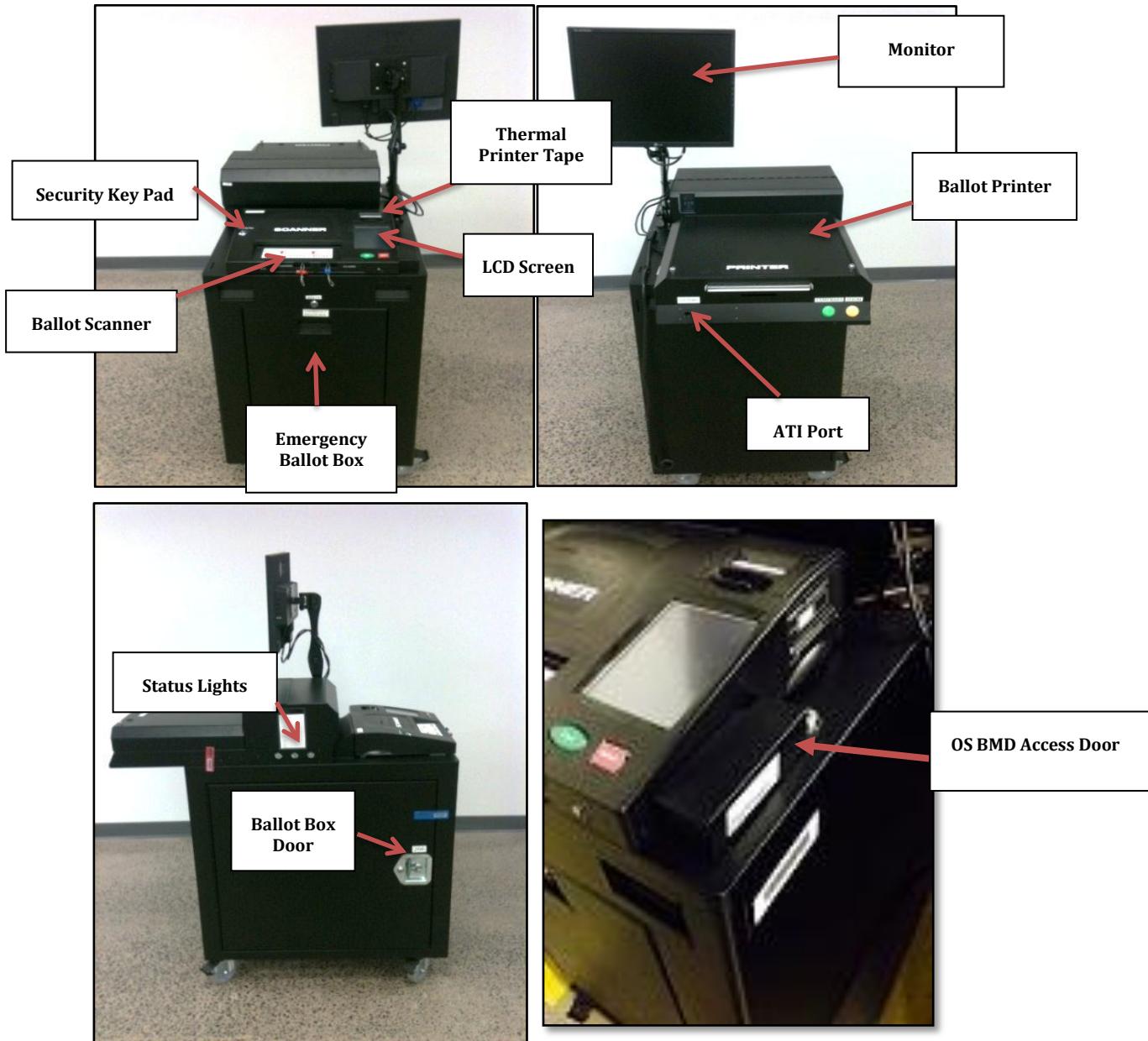
COMPLETE USER GUIDE FOR THE  
IMAGECAST OPTICAL SCANNER

Firmware Version 4.9.10 | Rev. 4/23/2015



## IMAGECAST OPTICAL SCANNER

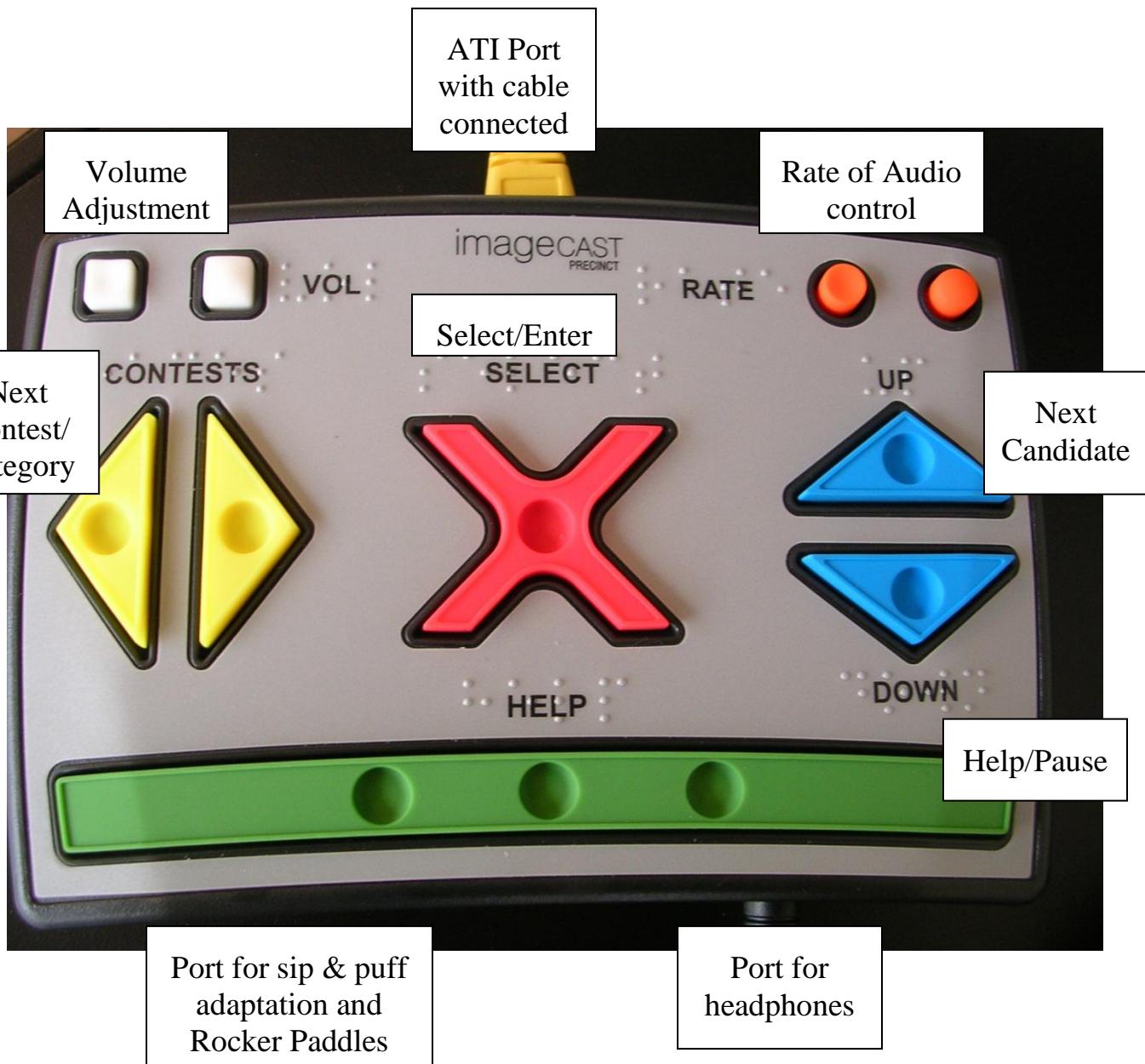
Here are the general ImageCast components:



Please become familiar with the various components of the ImageCast.

## Audio Tactile Interface (ATI)

### ATI Paddle



## **OPENING OF THE POLLS**

The ImageCast will have been delivered prior to your arrival at the polling location on election morning. The ImageCast should be covered when you arrive.

1. Check the top of the ImageCast to make sure that the machine is the correct one for the polling location.
2. Cut the zip-tie at the bottom of the ImageCast cover. Remove and fold the cover. Place the cover aside until the closing of the polls.



3. Remove the two foam pieces covering the scanner and printer. Place the pieces aside until the closing of the polls.



4. Position the machine in the location described in the provided layout for your polling location.



5. Lock the wheels so the machine does not roll at any point throughout the day.



6. Inside the **LOWEST** district's black suitcase, you will find a green canvass bag containing your ImageCast ballot box/Emergency Ballot Box door key and the Statement of Canvass. These items will be in the clear, plastic envelope shown below.



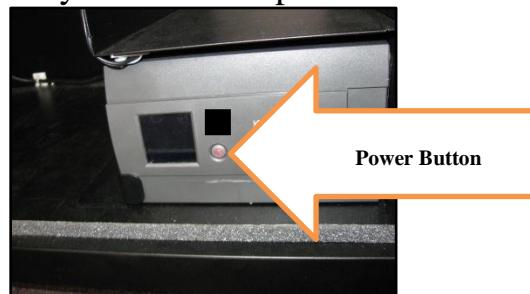
7. Unclip the power cord and plug it into the nearest outlet. Feel free to use the extension cord provided in the ballot box if needed. If you use the extension cord, please use the duct tape provided to tape down the cord so no one trips over it throughout the day.



8. Unlock and empty the contents of the ballot box. Inside the ballot box you will find the blue canvass ballot bags, ADA Paper Envelope, and the transparent bin containing all of the ADA devices, supplies and the metallic bag. Remember to record the blue ballot box seal on the Statement of Canvass.



9. Press the power button on the UPS/APC box in the bottom right hand corner of the ballot box. Hold until you hear a beep.



10. Place the privacy sleeve on the printer end of the ImageCast.



11. Attach the privacy cover to the monitor.



12. Set up the folding blue privacy screen around the scanner end of the ImageCast.

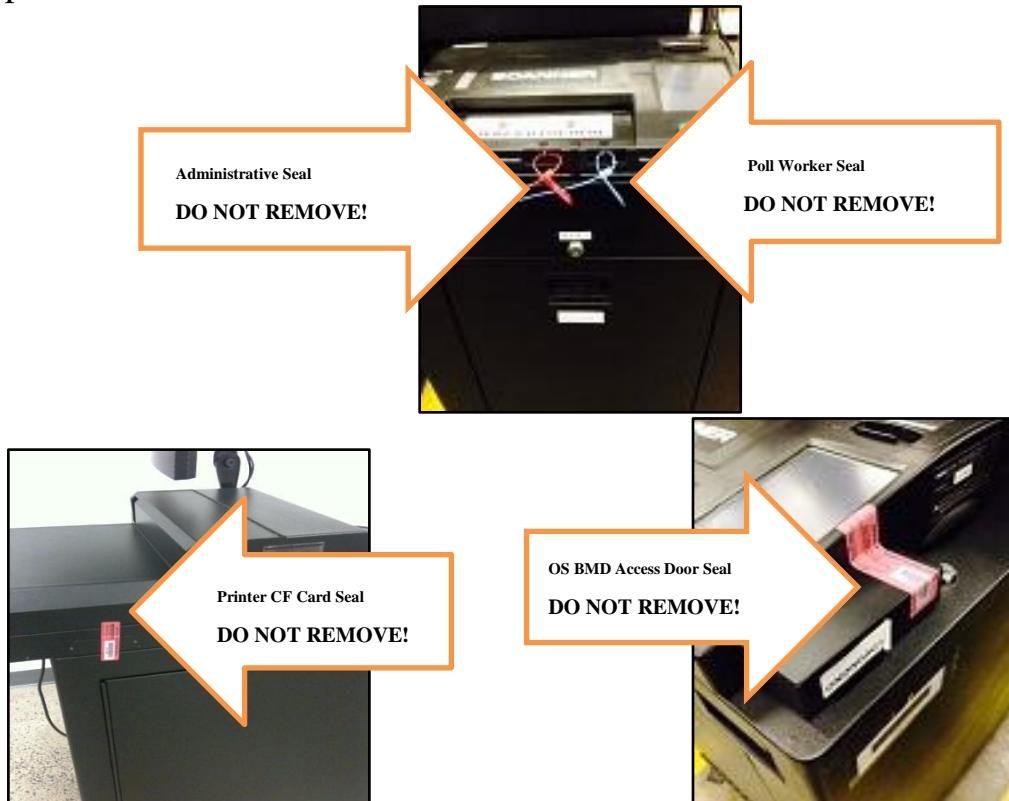


13. Record the Ballot Box seal in the Opening Seal/Tag Number column of the Statement of Canvass. This seal number should match the number already written in under the County Board Installed Column. Remove this seal and place it on the back of the Statement of Canvass Sheet.



This seal is blue.

Record, but **DO NOT REMOVE** the Administrative seal, Poll Worker seal, OS BMD Access Door seal, and the Printer CF Card Seal before opening polls.



2 Democratic/2Republican inspectors **MUST** sign the Statement of Canvass form.

14. Locate the gray metallic bag from the items removed from the ballot box. Inside is the security key and additional blue seals that you will use to replace any seals removed throughout the day.



15. At this point the ImageCast should be beeping and the LCD screen will read "Please insert Security Key to Authenticate Election Files". Place the security key on the security key pad of the scanner. Hold the key there until the beeping stops and the LCD screen displays a password page.

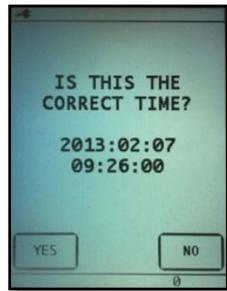


**KEY IN “12345678” AND PRESS ENTER**

16. After the password is entered correctly, the LCD will read "Key Accepted. Validating Election Files. Please Wait."



17. In the next screen you will be asked to verify that the date and time are correct.



If the date and time are correct, Select "YES." The Module Checklist will appear.

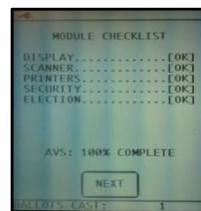
If you need to adjust the date and time, Select "NO." You will need to follow the instruction below for adjusting date and time.

### HOW TO ADJUST DATE AND TIME (ONLY IF NECESSARY)

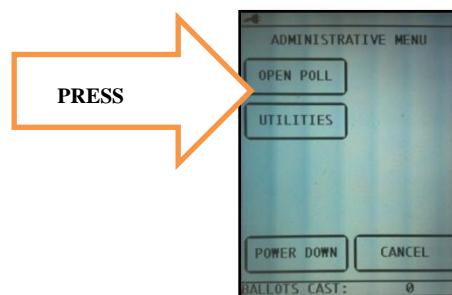
To adjust date and time, you will move through five screens. You can only adjust one category at a time (ex: Year, Month, Day, Hour, and Min). You will use the “+++” to increase numbers and “---” to decrease numbers. Hit either button as many times as it takes to get to the desired number. When you get to the number you are looking for, you will select “DONE.” Selecting “DONE” will take you to the next category screen until you are finished.



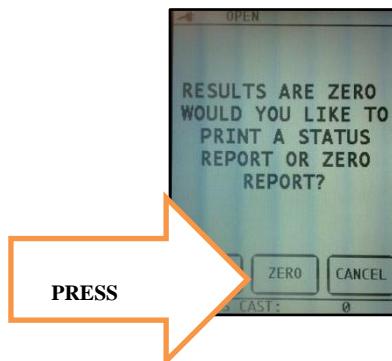
Once the date and time are confirmed, the boot up process will continue with the familiar checklist module. Allow the process to hit 100%. **DO NOT HIT “NEXT.”** If you hit “Next,” the scanner will function but the ballot marking device will not properly boot up.



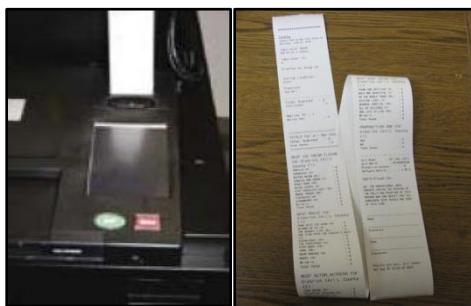
18. The Administrative menu will appear. Select “Open Poll.”



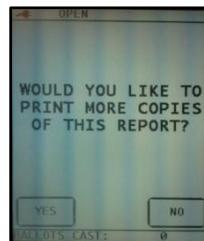
19. When asked if you would like to print a status report or a zero report, choose **ZERO**.



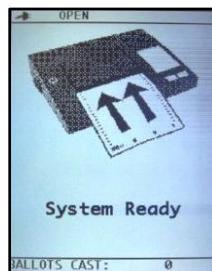
20. A report will print out after you select “Zero”. Please tear the tape off. Verify that the Total Scanned and Total Voters read “0”. Also, make sure there is a “0” count for every candidate on the ballot. Verify that the headings at the top of the report list the correct voting location and all the election districts within the site. Once this information is confirmed to be correct, make sure 4 inspectors sign the report. Two from each party. If the information is wrong, please call the BOE. Place the printed tape in the clear, plastic folder with the Statement of Canvass.



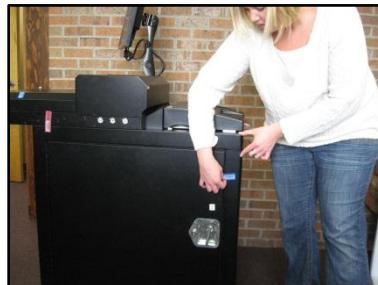
21. When asked if you would like to print more copies. Press **NO**.



22. The LCD Screen will read “System Ready.” This screen will remain on the LCD unless the security key is used to access the administrative menu.



23. Verify that the ballot box is empty. Lock the ballot box door. Now reseal the ballot box door with an extra blue seal found in the gray metallic bag. Please record the new seal number under the column labeled “Inspector – Installed Daytime Replacement Seal/Tag Number”.



24. Connect the yellow/blue ATI cord into the ATI port at the back of the printer. The other end of the ATI cord will be plugged into the top of the ATI paddle.



25. Plug headphones into the ATI paddle. The port will be on the bottom of the paddle and labeled “Audio”.



26. Please keep the ballot box key and the security key on the polling inspector table for easy access.

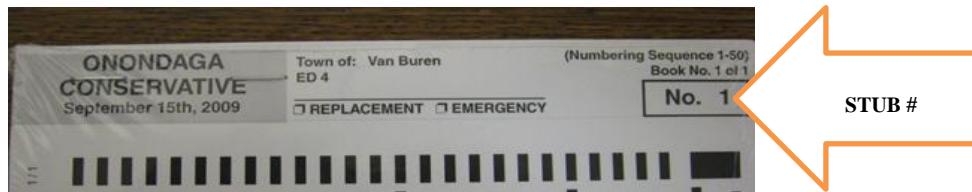
The following supplies should also be left at the inspector table:

- Rocker Paddles
- Sip & Puff device
- ADA sanitary supplies
- Envelope of ADA ballot paper
- Plastic Envelope containing Statement of Canvass, Poll Site Ballot Transmittal, and opening machine tapes
- Duct tape
- Gray metallic bag with extra blue seals

27. The ImageCast is now set up for the day. If there are any problems, please call the Board of Elections.

## **VOTING USING THE IMAGECAST SCANNER**

1. **Two Inspectors, one from each political party, should jointly supervise verifying voter sign in at the inspector's table.** When a person approaches the Inspectors' table, complete the following steps:
  - **Greet the Voter**
  - **Ask the voter his or her name, Party Enrollment (*if Primary*) and residence address.**
2. Check the Poll Book to determine if the voter is **ELIGIBLE** to vote. **At a primary, look in each separate section of the book. Do NOT give any voter a ballot until you confirm they are eligible to vote in your election district.** Once you have found the voter by name in the poll book, confirm the voter's address to what is printed in the book.
3. Turn the book toward the voter and have them sign in the space provided. **Compare this signature to the original, pre-printed signature.** If the signatures match, the Election Inspectors must initial in the space provided to the right of the page next to voter's name, address, etc.
4. Rip off a ballot at the perforation of the ballot book.
5. In the Poll Book, record the Stub number in the space provided after the voters name.



6. Hand the voter their ballot, a BOE issued pen and a privacy sleeve. Instruct the voter to mark their ballot in one of the privacy booths set up in the polling location.
  - Be sure the voter understands they must completely fill in the oval next to the candidate's name they wish to vote for.
  - In a general election, remind the voter of any propositions on the back of the ballot.
  - Instruct the voter to deposit their voted ballot into the scanner of the ImageCast to cast their ballot.

If the ballot is entirely voted; the ballot will automatically be cast with a message on the LCD screen reading “Ballot has been successfully cast.”

If there are any potential problems with the way a ballot was marked, the ImageCast will notify the voter with a warning message on the LCD screen. There are five warning scenarios:

### **OVER VOTE WARNING:**

This warns the voter that they have selected more than the allowed number of candidates for the contest(s) indicated.

A detailed warning message will appear on the LCD screen. The message will contain specific information on which contests were over voted. The message will also instruct the voter that he/she can obtain a new ballot from an inspector or cast the ballot as is, with contests that will not be counted.

The voter can ignore the over vote warning and cast the ballot by hitting the green Cast button.

If the voter feels that they made a mistake, they can hit the red Return button, to return the ballot. The voter must turn in the spoiled ballot to the inspector in order to obtain a new ballot. The inspector will give the voter a “spoiled ballot” envelope to seal their ballot into. The inspector must retain all spoiled ballots and send them back to the Board of Elections at the end of the night in the manila spoiled ballot envelope. Voters are only allowed **two spoiled ballots**. Record the second and/or third stub number in the poll book in the designated spot for additional ballots. Make sure to mark the ballot as a “replacement” on the stub.

### **BLANK BALLOT WARNING:**

This warns the voter that they made no selections on the ballot.

If the blank ballot was intentional, the voter can cast the ballot by hitting the green Cast button.

If the voter feels that they made a mistake, they can hit the red Return button, to return the ballot and make any corrections to it. After correcting the ballot, the voter must deposit the ballot into the scanner again.

## **DOUBLE VOTE WARNING:**

This warns the voter that they filled in too many ovals for the same candidate. The message will state that while the candidate preference is clear, it is not clear which party they prefer. It will then tell them that if they DO NOT change their vote, the vote will count for the candidate under the party they first selected on the ballot.

If the voter wants to redo the ballot, they select the Return Button and ask for a new ballot. If they choose to cast as is and ignore the message, they select the Cast Button.

## **AMBIGUOUS MARKS:**

This warns the voter that one or more ambiguous marks were detected on the ballot. For example, if the voter did not fill in the oval dark enough, or there are stray marks on the ballot, this warning will be produced.

The scanner will automatically return the ballot. No option to cast this ballot will be given. The LCD screen can provide the voter with a list of contests where the ambiguous marks were found. The voter must review the ballot. Perhaps darken the ovals, or turn the spoiled ballot in, to obtain a new ballot.

## **MISREAD BALLOT:**

This warns the voter that the scanner could not read the ballot. The ballot may have been inserted into the scanner incorrectly, or the ballot may be physically damaged (torn or folded, for example)

The scanner will automatically return the ballot. The voter must acknowledge this warning by pressing the “ok” button on the LCD. Re-insert the ballot into the scanner.

If the ballot repeatedly generates this message, the voter must spoil the ballot and obtain a new ballot. Record the second and/or third stub number in the poll book near the original stub number in the poll book. Make sure to mark the ballot as a “replacement” on the stub.

## VISUAL REVIEW OF BALLOT

**PLEASE NOTE:** If the voter would like a visual review of the selections they made, one can be given on the LCD screen of the scanner. **The voter must request a review prior to inserting the ballot into the scanner.**

To enable a ballot review, the inspector will complete the following steps:

- Place the security key to the security key pad on the scanner. The administrative menu will appear.
- Select Ballot Review.
- Select Visual.
- The voter then inserts their ballot into the scanner. A review of their selections will be displayed on the LCD. They must then hit the green Cast button or the red Return button.

## PREPARING FOR AN ACCESSIBLE VOTING SESSION (BMD/AUDIO)

1. A voter requesting to use the BMD portion of the machine will need to sign in the poll book. You will ask them their name, find them in the poll book, and have them sign the poll book. Write BMD followed by their counter number in the space provided for the stub number. For an example, the first person to vote in the polling place on the BMD would be labeled as BMD 1 while the fifth person using the BMD would be BMD 5.
2. Remove the privacy sleeve and insert a sheet of blank ballot stock in the printer slot. Once the paper is fed in, reattach the privacy sleeve.



3. Please place ear covers on the headphones.



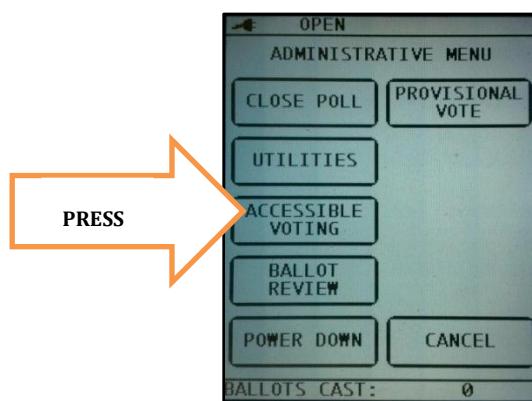
4. Set the voter up with the headphones and the ATI paddle. If they request to use the Sip and Puff or rocker paddles, please refer to those sections in this manual. Inform the voter that some basic instructions will be given to them once the accessible voting session begins.



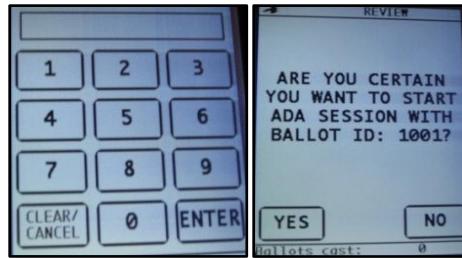
5. Please place the security key on the security key pad of the scanner.



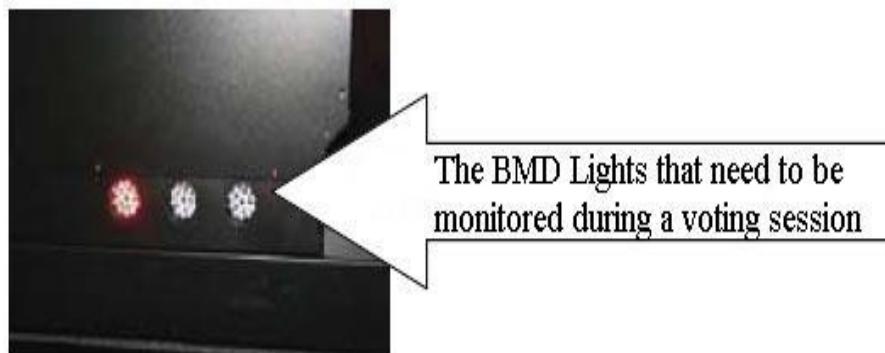
6. When the Administrative Menu appears, press **ACCESSIBLE VOTING**.



7. If there is more than one district at your polling location you will need to enter the proper ballot code for the district of the voter. This code is located on the cover of the poll book they signed in on. When prompted to use the displayed ballot code, verify it is correct and press **YES**.



8. Once the voter begins their voting session, please return to the table. You should be able to view the three status lights displayed on the side of the ImageCast. These lights will help you monitor the voter's progress without disrupting them. Use the table below to help decipher the different light patterns. (There is also a BMD Lights diagram located on the machine above the BMD lights.)



### Light Definitions Table

Solid Red	Unit is starting up or is not operational.
Flashing Green	Unit is ready for use by the next voter.
Alternating Green and Amber	Voter is navigating/marketing their ballot.
Flashing Amber	Voter's ballot is being printed.
Solid Amber	Voter has inserted their ballot and is reviewing it.
Alternating Amber and Red	Unit has an error and is not functioning.
Alternating Red, Amber and Green	Voter has pressed the Help button. A bipartisan inspector team should ask the voter how they can assist them. <i>Note:</i> The Inspectors will have to monitor this during an Audio session.

9. At this point the voter will mark the ballot using the ATI paddle. If the voter needs assistance during the voting session, one Democrat and one Republican will need to respond to them.
10. After the voter has finished voting, the ballot will begin to print. This will take a few minutes to complete. If the voter asks, you can assist them in taking off the privacy sleeve with the printed ballot in it.



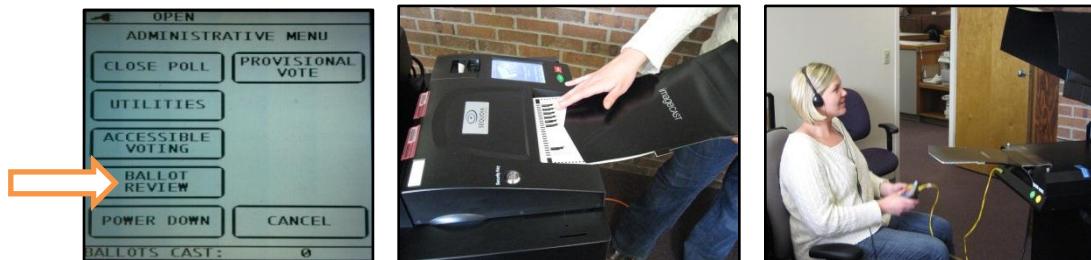
**Do not let the voter leave once the ballot is printed. They still need to cast the ballot in the scanner!**

11. The printed ballot needs to be inserted into the scanner.

**PLEASE NOTE:** If the voter would like additional audio/visual review, they must inform an inspector prior to depositing their ballot into the scanner.

To enable an accessible review, the inspector will complete the following steps:

- Place the security key to the security key pad on the scanner. The administrative menu will appear.
- Select Ballot Review.
- Select Accessible Voting.
- The voter then inserts their ballot into the scanner. A review of their selections will be read back through the headphones and displayed on the monitor if they choose. The voter will then accept or reject the ballot using the ATI or other interface device.



12. Once the ballot has been printed, and the voter changes their mind about their candidate choices, they will have to go through a voting session all over again. The ballot needs to be marked "SPOILED", placed in a "Spoiled Ballot" envelope and given to the inspector to retain.



13. Please discard the ear covers on the headphones after the voting session is completed.

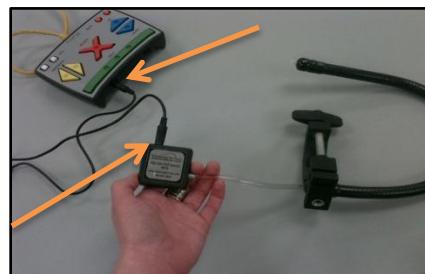
## **SETTING UP THE SIP & PUFF**

If a voter requests to use the Sip & Puff during an accessible voting session you will need to follow the instructions below. Please note: if a voter wants to use their own device and it is compatible (meaning it can be plugged into the port at the bottom of the ATI paddle), then they are more than welcome to use it.

1. Remove the Sip & Puff from the clear case. Use the clamp to attach the device to the voter's chair or where ever it is comfortable for the voter.



2. Connect the black cord into the small circular port on the Sip & Puff. Attach the other end of the cord to the ATI paddle in the port labeled "Sip and Puff".



3. Put on the sanitary gloves. Use the alcohol wipe to clean off the clear end of the Sip & Puff before attaching the green filter and straw to it.



4. Follow steps one through thirteen of [Preparing for an Accessible Voting Session](#) instructions.
5. After the voter is finished, discard the green filter and straw. Use an alcohol wipe to clean off the clear end of the Sip and Puff. The rest of the unit is placed back into the clear case.

**Note:** A voter using the Sip & Puff device has two options. Sipping is comparable to the red “**X**” on the ATI paddle. Sipping selects the candidate. Puffing is comparable to the blue “**DOWN ARROW**” on the ATI paddle. Puffing allows the voter to move through the ballot.

### **SETTING UP THE ROCKER PADDLES**

If a voter requests to use the rocker paddles during an accessible voting session you will need to follow the instructions below. Please note: If a voter wishes to use their own device and they are compatible (meaning it can be plugged into the port at the bottom of the ATI paddle), then they are more than welcome to do so.

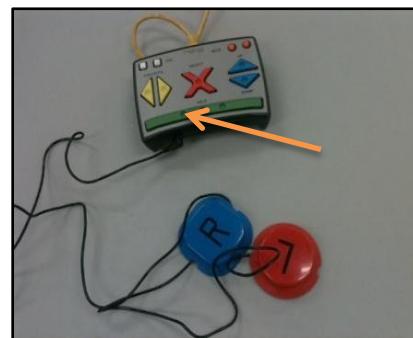
1. Pull the rocker paddles out of the clear case. They are two paddles connected together by a black cord. One of the paddles is blue and labeled with an R for right while the other is red and labeled with an L for left.



2. Ask the voter how they will be using the paddles and place them appropriately.



3. To connect the rocker paddles to the ATI, please plug the end of the rocker paddle cord into the port of the ATI labeled “Sip & Puff”.



4. Follow steps one through thirteen of [Preparing for an Accessible Voting Session](#) instructions.
5. Once the voter has cast their ballot, please return the rocker paddles to the clear case they came in.

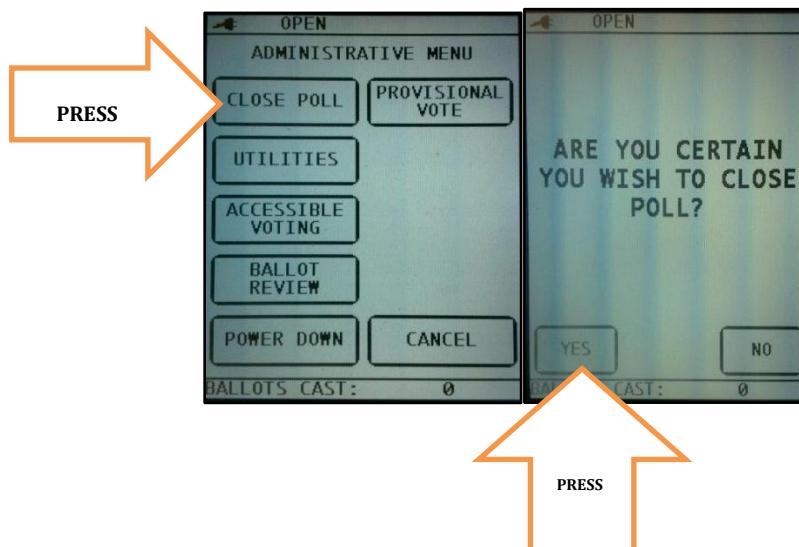
**Note:** A voter using the rocker paddles has two options. The red paddle is comparable to the red “X” button on the ATI and allows the voter to select. The blue paddle is comparable to the blue “DOWN ARROW” on the ATI and allows the voter to move to the next candidate.

## **CLOSING THE POLLS**

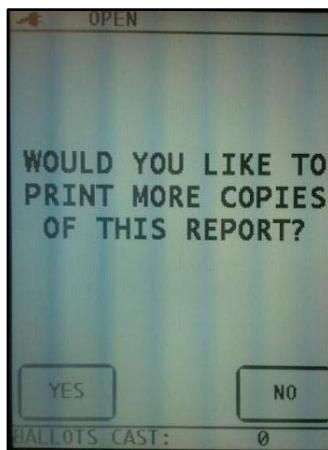
1. Check the emergency ballot box for any emergency ballots. Also check the printer for any additional ballots or blank paper by pressing the red release button located under the printer. If there are any ballots, a republican and a democrat inspector will need to scan the emergency ballots after 9:00pm.
2. Use the security key to return to the Administrative Menu.



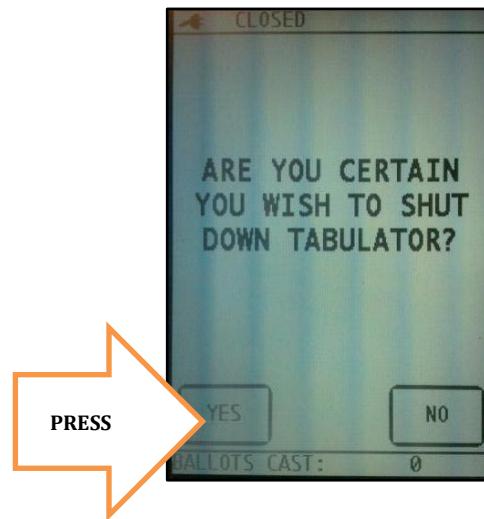
3. On the Administrative Menu, press **CLOSE POLL**. A screen will now appear asking if you “are certain you wish to close the polls”. Select **YES**, and the close polls report will automatically begin to print. Tear off the report and have 4 inspectors (two of each party) sign off on the report. Fold the tape up and put in the clear, plastic envelope with your statement of canvass.



4. When asked if you wish to print more copies, select **NO** unless there is a poll watcher(s). In this case, print an additional copy and allow the poll watcher(s) to record the results.



5. Now select **POWER DOWN** on the Administrative Menu. When asked "are you certain you wish to shut down tabulator," please select **YES**.



6. Break the blue seal and unlock the ballot box door. Turn off the machine by pressing the power button on the UPS/APC box.



7. **BE SURE THE POWER TO THE MACHINE IS COMPLETELY OFF BEFORE STARTING THIS NEXT STEP! TO ENSURE YOUR MACHINE IS COMPLETELY POWERED OFF, LOOK FOR TWO LITTLE LED LIGHTS ON THE FRONT OF THE SCANNER. IF THE MACHINE IS POWERED OFF CORRECTLY, THE LIGHTS WILL NO LONGER BLINK.**
8. Using pull tab on the **POLLWORKER (BLUE)** seal, remove seal from Pollworker door. Open the door by pushing the clip to the left. Press the little black button just to the right side of the slot to release the card. Place the card in the red canvass bag found in the front of the lowest districts black suitcase. Do not lock the red canvass bag up in the black suitcase! Inspectors in the city will drop this off to the Board of Elections along with their black suitcases. Inspectors in the towns will hand off the red canvass bag to a memory card runner that will visit the polling site. Keep the bag handy! **Do not forget to seal the memory card bag!**



**BE SURE TO CLOSE AND SNAP THE “POLLWORKER DOOR” WHEN FINISHED REMOVING THE MEMORY CARD**

**9. RECORD THE FOLLOWING ON THE “POLL SITE BALLOT TRANSMITTAL FORM”**

Remove all the ballots in the main ballot box and place them in the blue canvass bag. Collect any ballots containing write-ins (they are diverted to the right hand side of the ballot box) and place in the **RED** folder. The red write-in folder will also be returned in the blue canvass bag.

Count any unused ballots and place them in the blue canvass bag.

Count and then place any spoiled ballots in the **MANILA** envelope and place in the blue canvass bag.

If you were unable to scan your emergency ballots, place them in the **MANILA** Emergency Ballot folder and place in the blue canvass bag.

Count the number of voted and unused affidavit ballots issued and place them in the blue canvass bag.

The blue canvass bag with all the ballots will be returned in the lowest district black suitcase. If everything does not fit in one blue canvass bag or one black suitcase, please divide up the contents between the lowest two districts blue bags and black suitcases.

**10. Unplug the machine. Remove all duct tape from the floor and throw it away. Roll up the extension cord and place it back inside the ImageCast. Clamp the power cord back into place with the clip.**



11. Unplug the headphones from the ATI paddle. Close up the headphones and return them to the clear case.



12. Unplug the ATI cable from the ATI port, and ATI paddle. Return the ATI cord and paddle to the clear case.



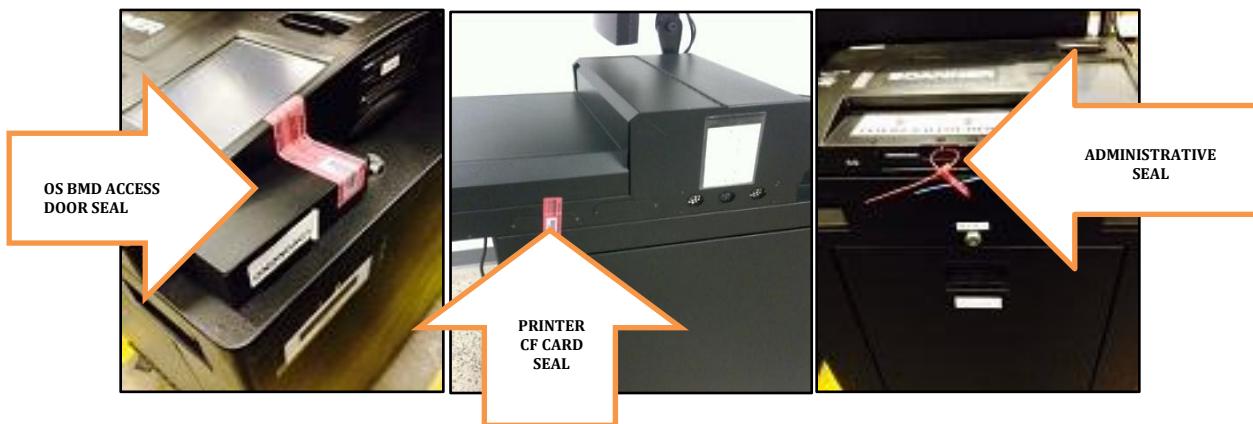
13. Remove all privacy covers and return them to the ballot box.
14. Set aside one blue seal, the black suitcase seal and the Statement of Canvass. Return the clear case containing all of the devices, to the ballot box. Close and lock ballot box door. Return the ballot box door key in the metallic bag.
15. Place new seal on the **ballot box door**. Record the new seal number, along with the other remaining seals, under the “Polls Closed” column of the Statement of Canvass. Return the Statement of Canvass to the clear plastic folder.

**DO NOT FORGET TO RECORD ALL SEALS ON THE “STATEMENT OF CANVASS” AT END OF NIGHT!**

## SEALS THAT NEED TO BE REPLACED AND RECORDED:



## SEALS THAT NEED TO BE RECORDED:



16. Replace the foam pieces back on the machine.



17. Put the cover back on ImageCast and secure it with the zip-tie provided in the metallic bag.



18. Check your return of supply form to make sure all supplies are returned in the correct bag and sealed in the black suitcase.

## **CONCERNS AND PROBLEMS TO AVOID:**

1. The ImageCast must be opened and ready for voters
  - General Election 6AM
  - Primary Election 12 Noon
2. DO NOT refer to the ImageCast machine as the “disabled machine”. ALL voters may use this machine.
3. DO NOT discourage any voter from using the BMD portion of the ImageCast.
4. NEVER use the term “Handicapped” to a voter. They are “persons with a disability”.
5. Make sure to attach the power cord to the cord clip located on the side of the Imagecast. DO NOT TRY TO PUSH THE “POWER CORD” INTO THE BALLOT BOX.
6. DO NOT BREAKDOWN THE BLACK MONITOR PRIVACY SCREEN. Return them to the ballot box intact.
7. A Reminder: the ADA paper envelope will be taken out of the ballot box as you set up the machine for the day. All VSS must know where to find this envelope. So keep it handy. An accessible voting session requires one sheet of blank paper from this envelope. Do not put in a printed ballot from the ballot booklets!