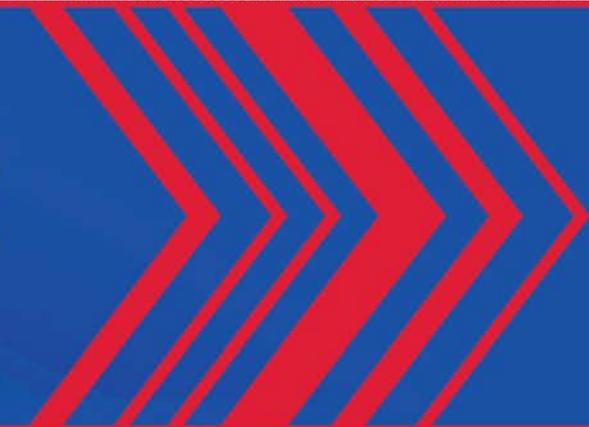


EQUIPMENT TRAINING

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ICX TOUCHSCREEN



1. Setting Up and Opening the Polls
2. Voting on the ICX
3. Accessible Voting on the ICX
4. Voter Card Reactivation
5. Loading the Activation Configuration for ICVA
6. Setting Up The ICX, Pre-Election
7. Closing the ICX Polls





SETTING UP AND OPENING THE POLLS



SETUP THE IMAGECAST X



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- Remove Each item from storage box and place in the designated area assigned.



SETUP and POWER ON PRINTER FIRST



- Insert printer cable into top port on the back of the printer. It will fit in the bottom port but **DO NOT** use the bottom port
- Install printer power cord into the back of the printer



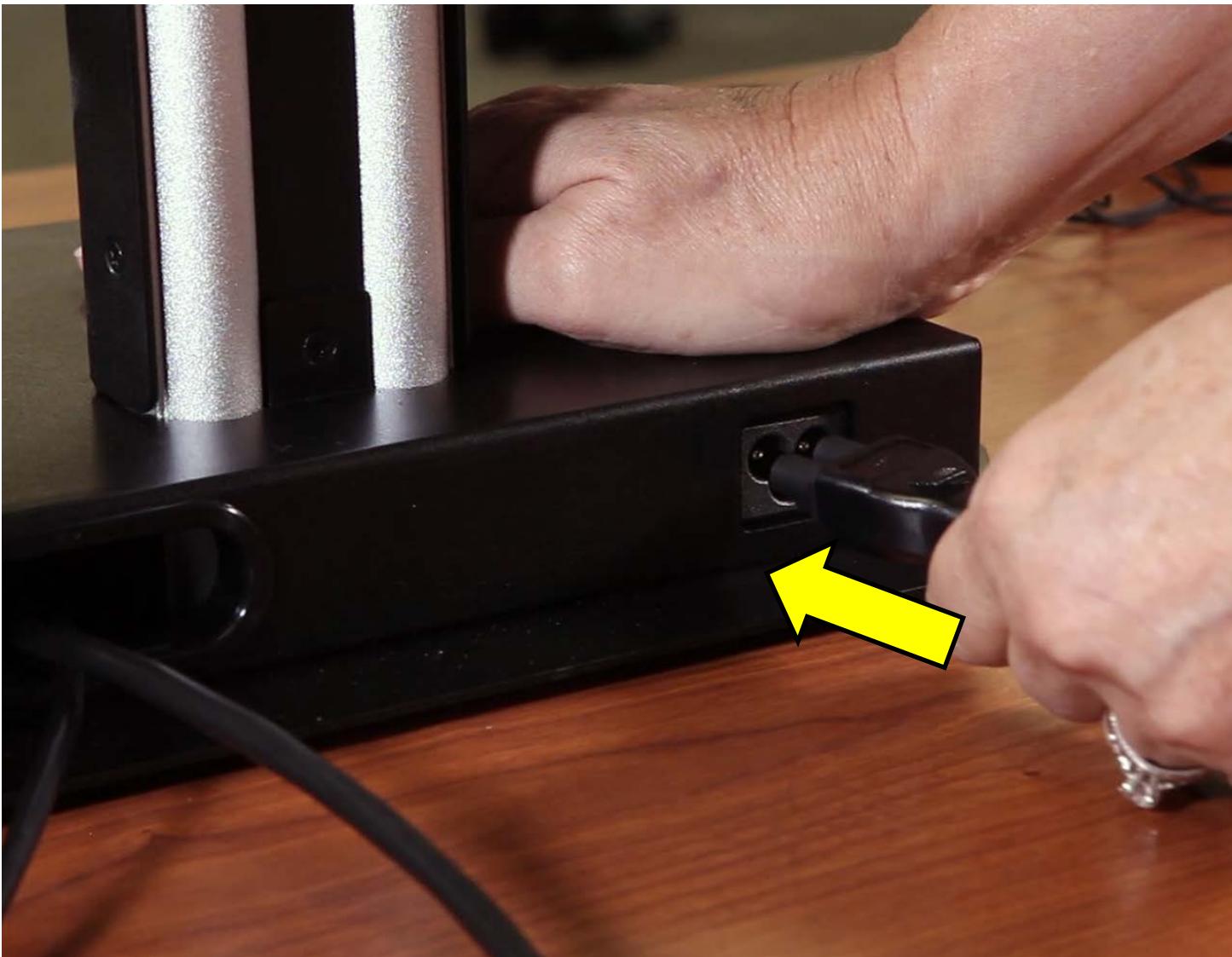
POWER ON THE PRINTER BEFORE ICX



- Load **100 lb. TEXT** paper into the bottom paper tray
- **DO NOT USE REGULAR PRINTER PAPER, THIS COULD CAUSE JAMS IN THE TABULATOR**
- After paper has been loaded, turn the printer on by pressing the POWER button on the front



SETUP THE ICX



- Ensure that the printer is on and reads “READY” with a green light
- Plug the power cord into the back of the ICX



POWER ON THE ICX

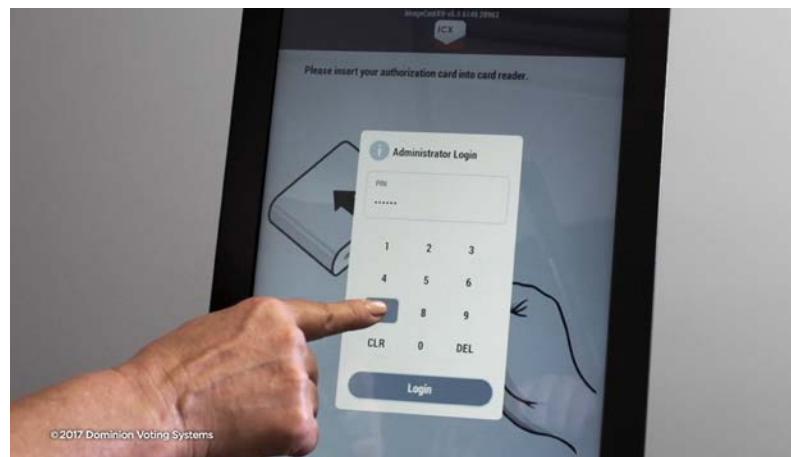
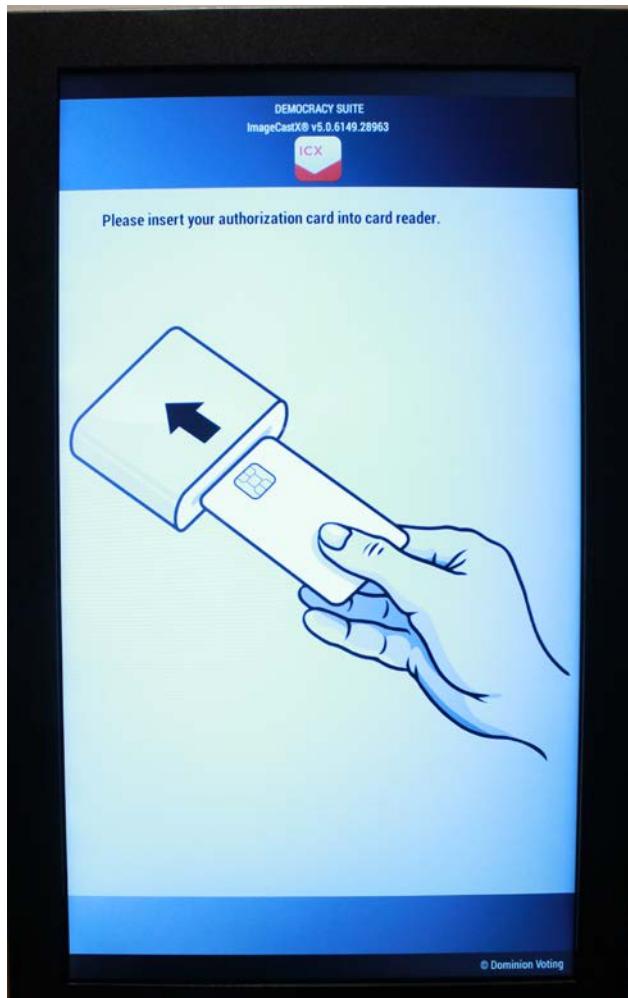


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- Once the power cord has been plugged in, **CUT** the seal on the bottom door to access the **POWER BUTTON**
- The power button is under the ICX unit's screen and on the right-hand side
- Briefly press the power button, and it will turn green once it has been activated

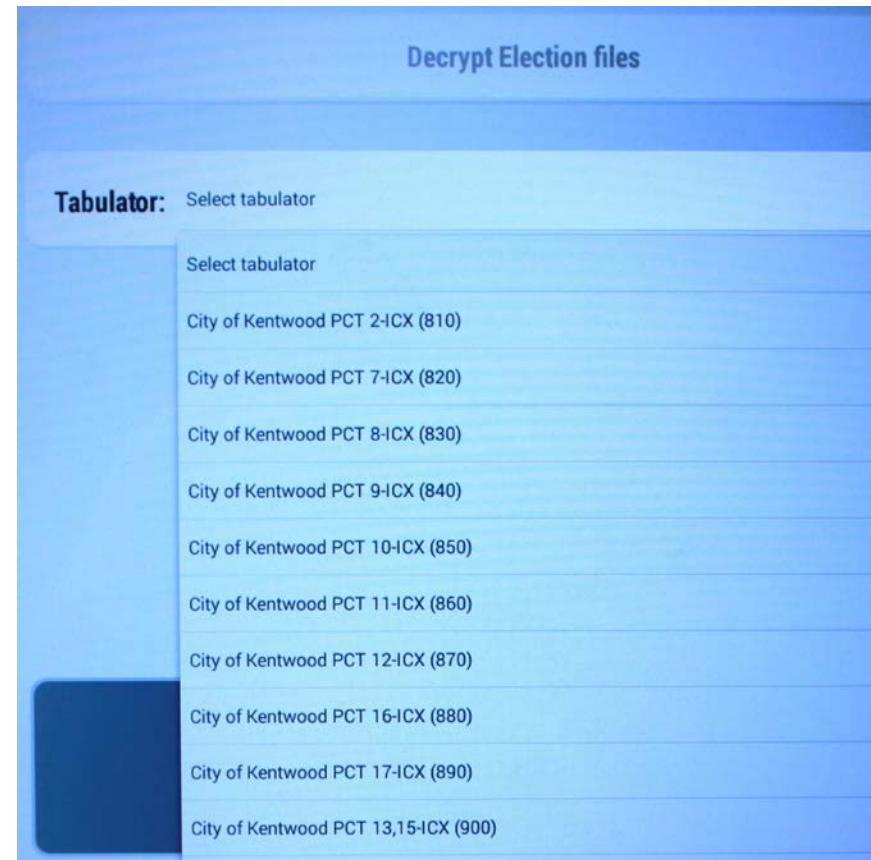
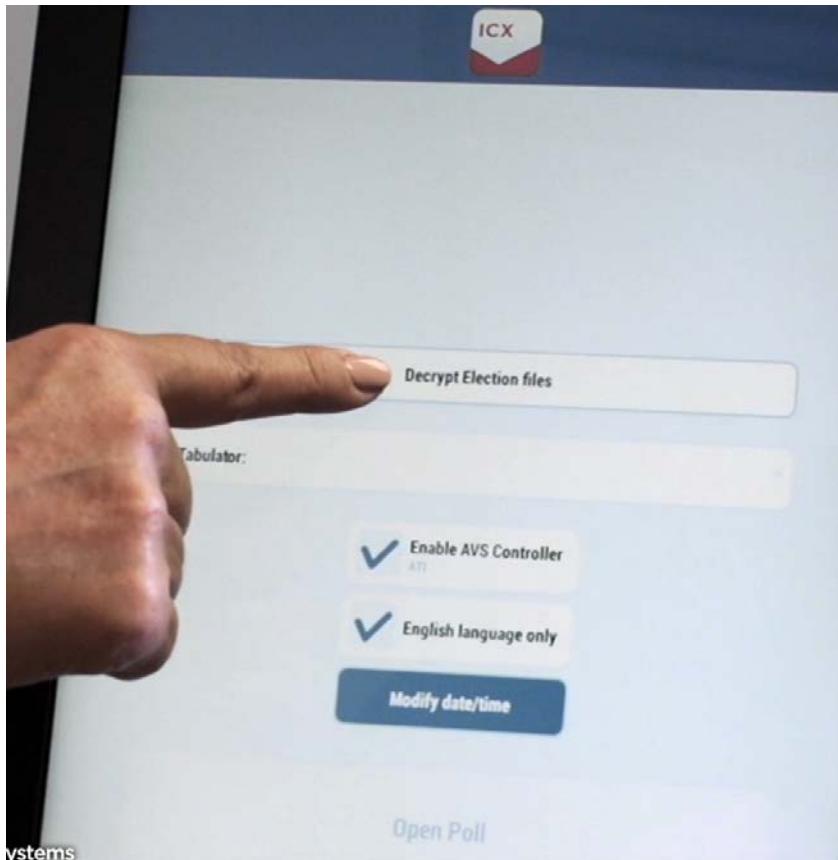


INSERT POLLWORKER CARD



- The ICX should take about 30 seconds to turn on
- Insert POLL WORKER card when asked to insert ‘authorization’ card
- Enter password for current election

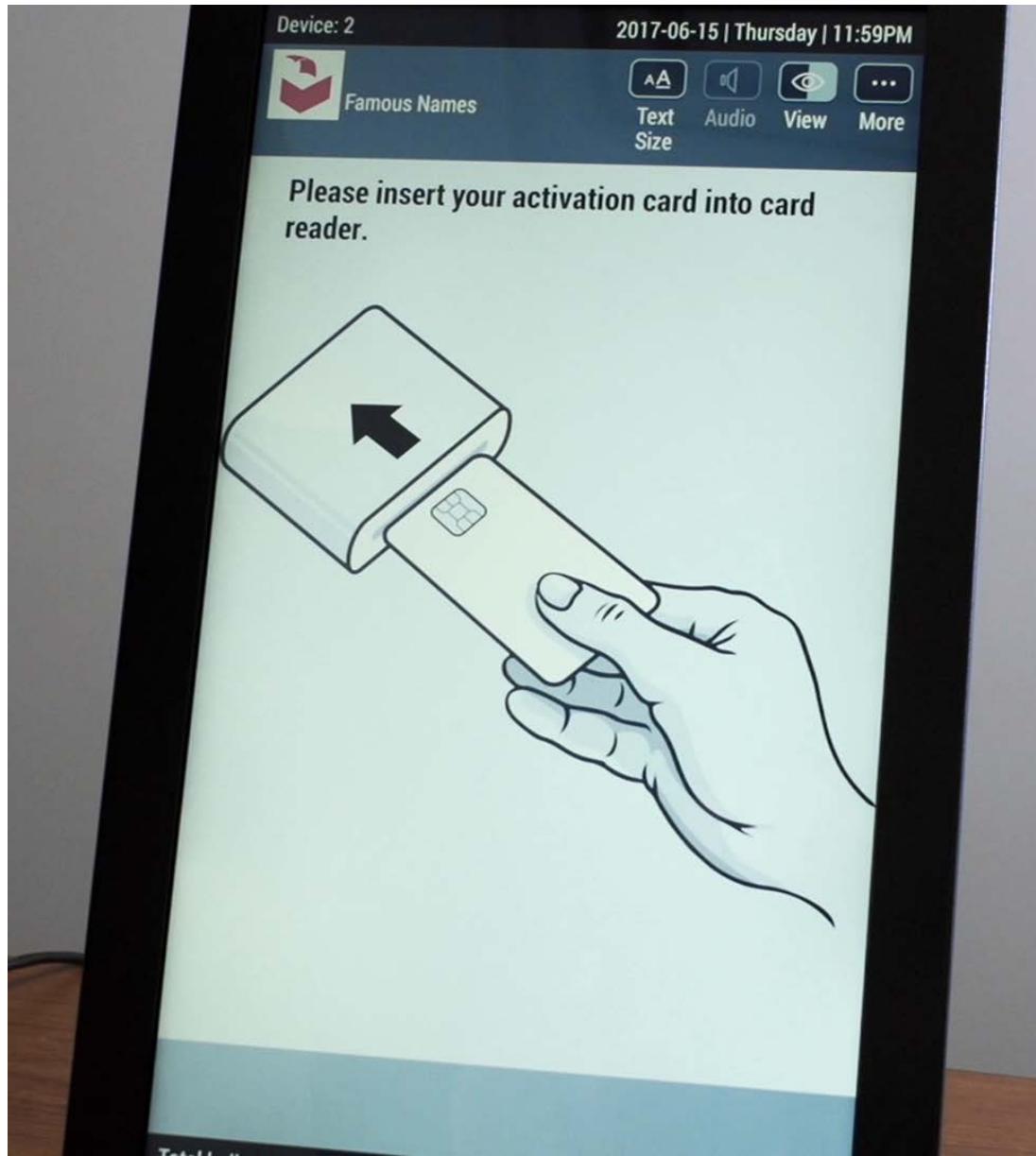
POLL WORKER MENU – OPEN POLL



- Select “Decrypt Election File” this unlocks the files that were previously loaded onto the ICX
- The select the current Precinct where the ICX is located
- Ensure that both boxes have checks in them
- Finally, select “OPEN POLL”



READY FOR VOTER – POLLS ARE NOW OPEN



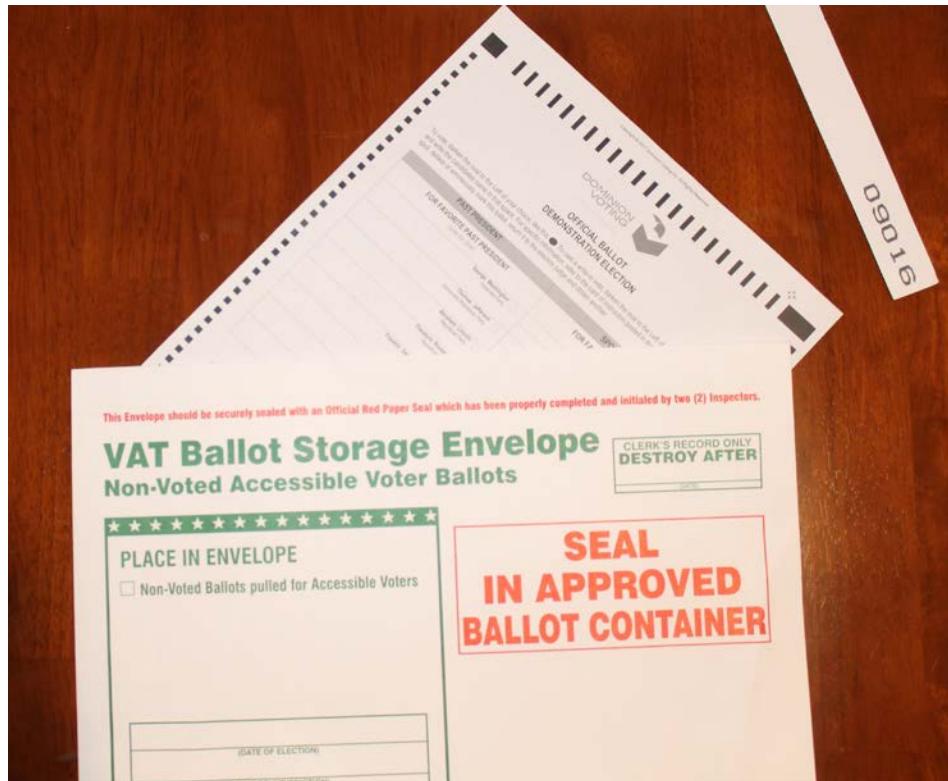
- The poll is now open on the ICX
- This screen will be displayed when the unit is ready to accept the next voter



VOTING ON THE ICX



ISSUING A BALLOT FOR THE ICX



- Issue the next, regular ballot
- Remove the stub and place UNVOTED, regular ballot into the “VAT STORAGE ENVELOPE”
- Give this ballot stub to the voter with their application to vote
- Give the voter an active VOTER ACCESS card to insert into the ICX



USING BLANK, STUBBED BALLOTS METHOD



- Open the auxiliary paper tray in the front

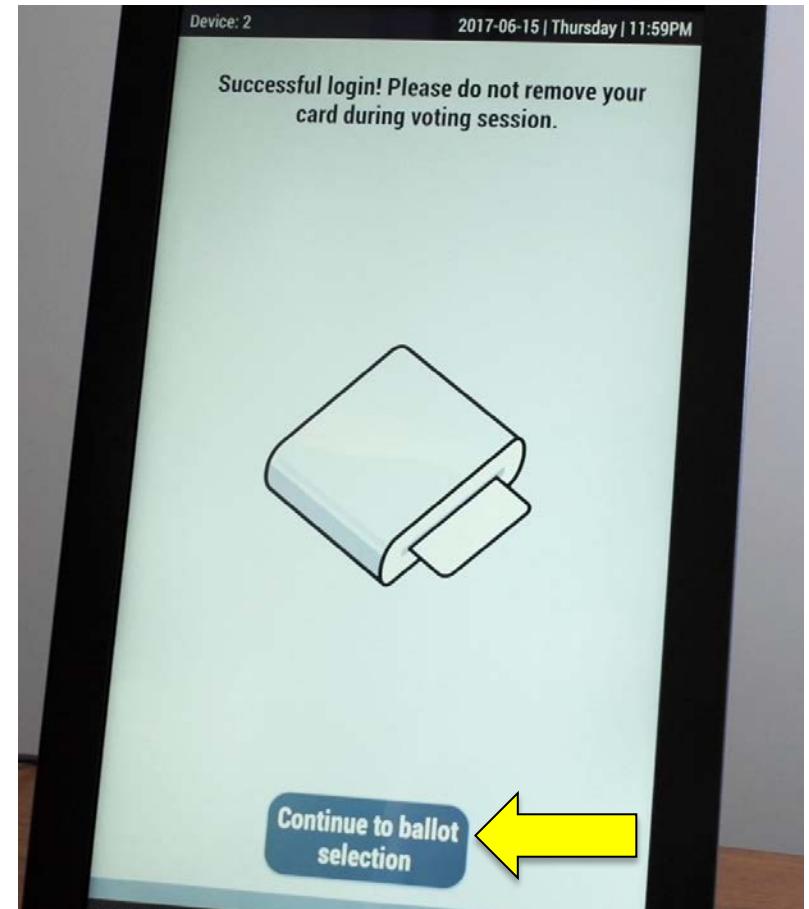
- Load the voter's blank, numbered and stubbed ballot into the front auxiliary tray **FEET FIRST**.
- The numbered stub should remain attached and enter the printer last



INSERT THE VOTER ACCESS CARD



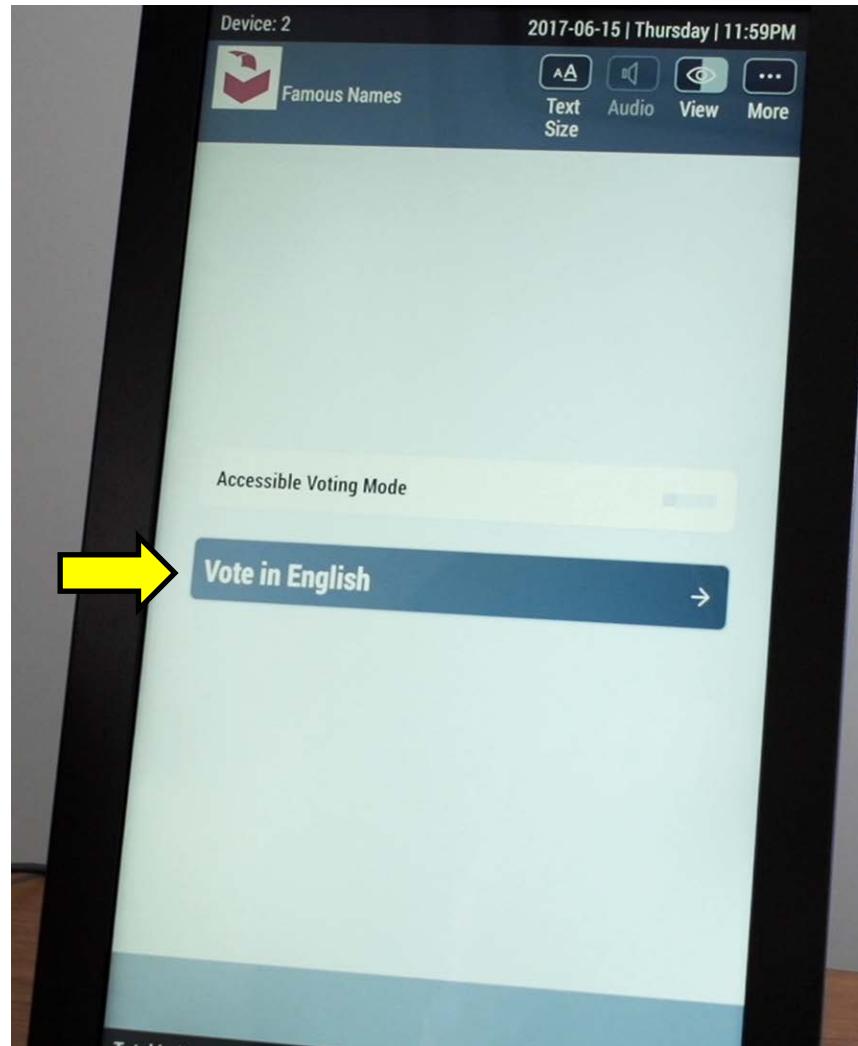
- The Voter will insert an active “Voter Access” card into the smart card slot



- Voter will then select continue to ballot selection.
- Voter card remains in ICX through the duration of the voting selection process



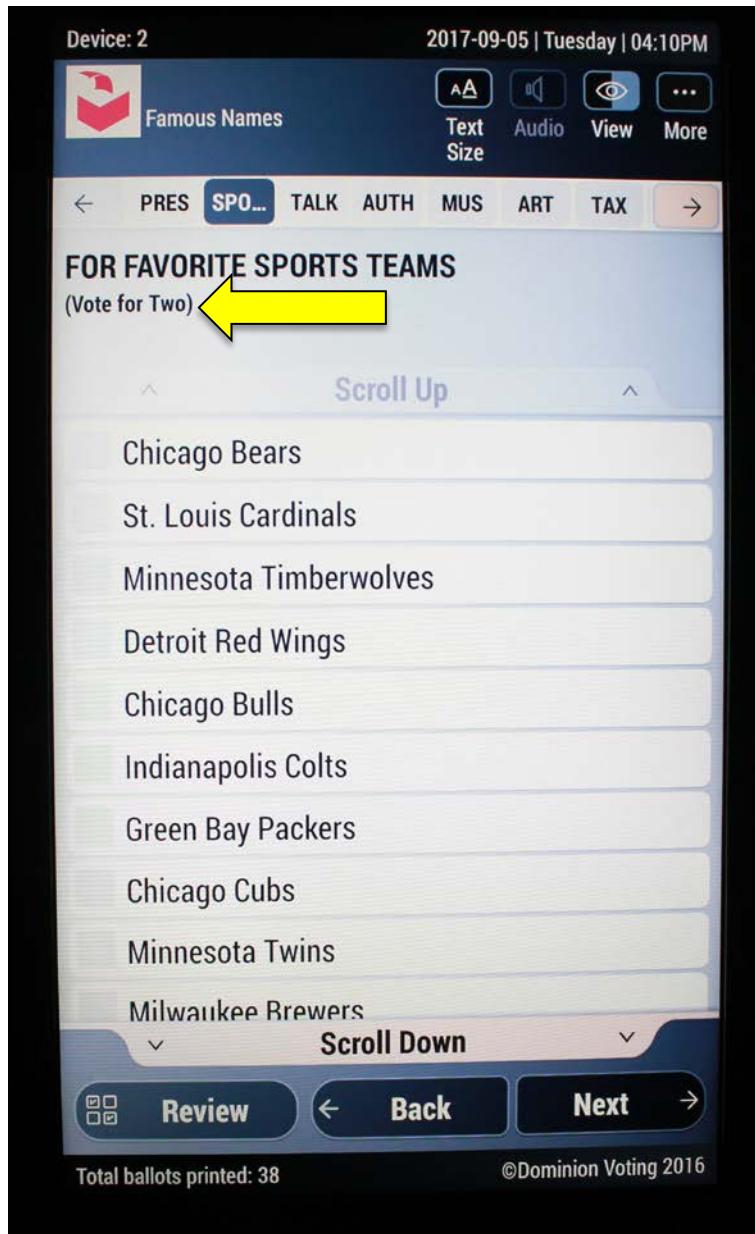
SELECT APPROPRIATE LANGUAGE



- Voter will select the desired language and process onto the voting process.

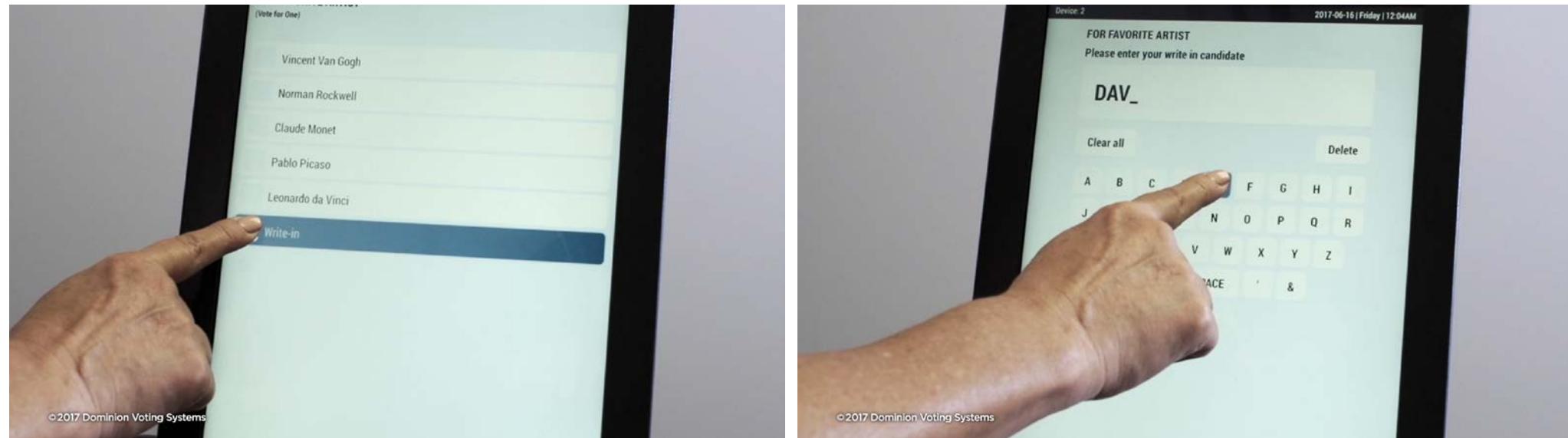


VOTER PROCEEDS TO MAKE THEIR SELECTIONS



- The voter will make their choices by pressing the preferred candidate
- Once the “Vote For” number is satisfied, all other candidate options become unavailable
- If a change is needed, the voter will deselect their choice, then select their new preference
- The ballot can be navigated by selecting the “Next”, “Back” or the “Review” option at anytime
- Have the voter make their selections by following prompts on the ICX. Once the voter is finished voting in a particular race, they should hit next. Continue voting and selecting next till the end of the ballot is reached.

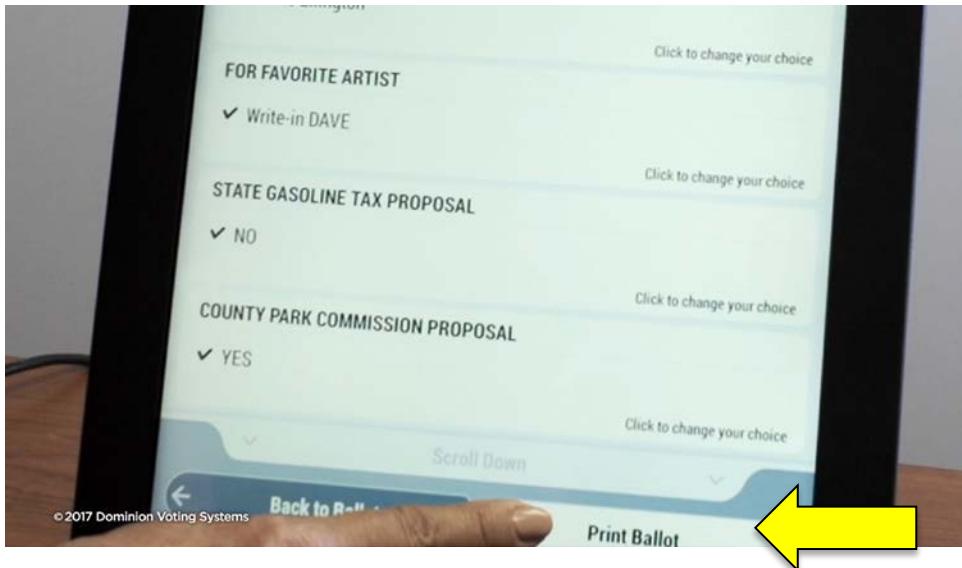
WRITE-INS



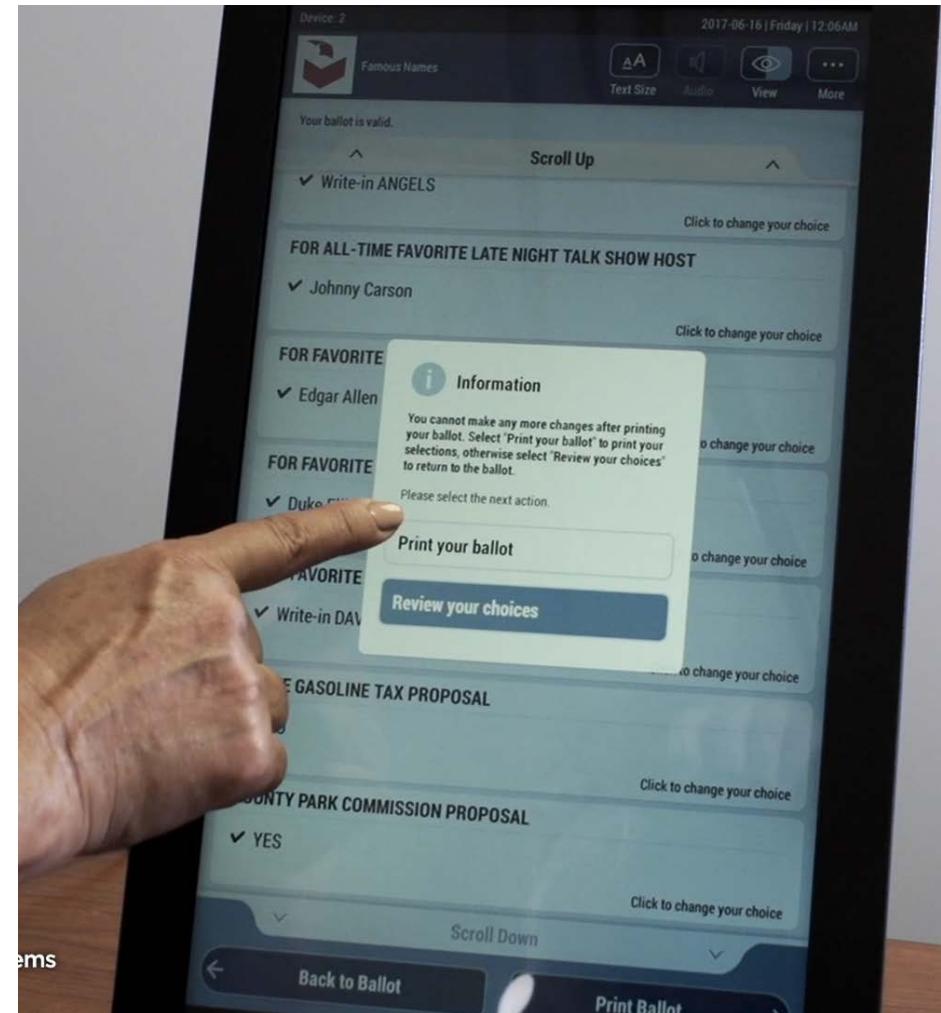
- If there is a write-in, the voter will have the option to type in a write-in candidate with a keyboard on the screen after the “Write-in” is selected



PRINTING BALLOT



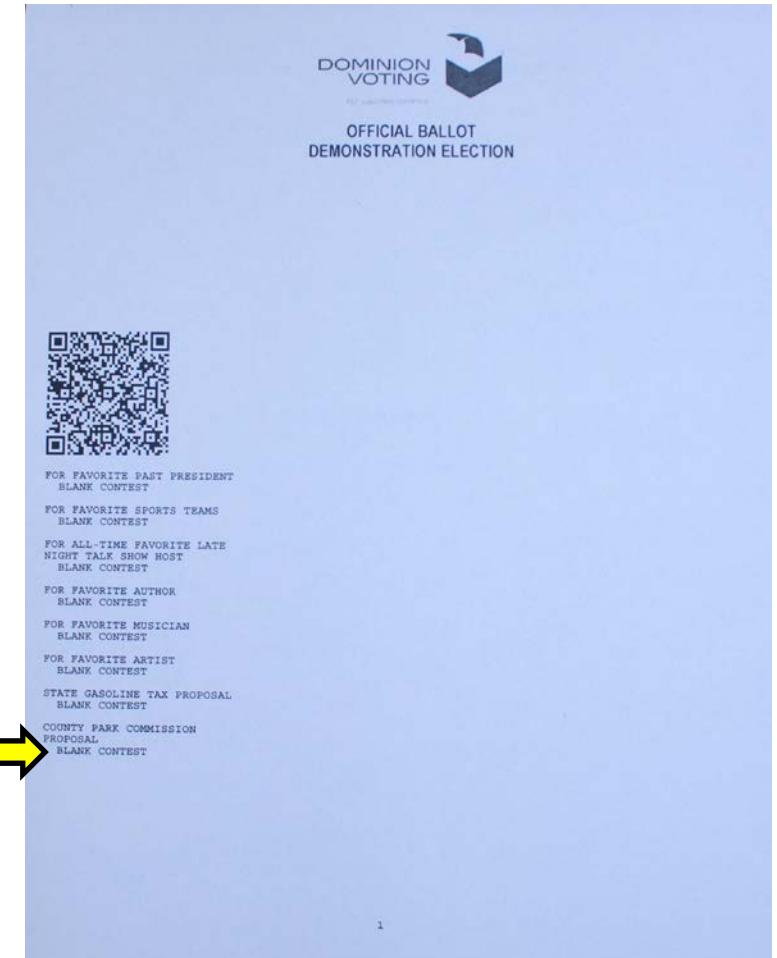
- After reviewing the ballot, the voter may select races to re-visit and change or the “Print Ballot” option to commit their choices to paper
- Once the “Print Ballot” option has been selected, another chance to review the ballot will be given before the voter selects “Print your ballot”



PRINTED BALLOT



- The ballot will print and remain face-down for the voter to retrieve
- The voter has one more chance to review their choices before casting their ballot
- The ballot will then be placed in a secrecy sleeve and inserted into the ImageCast Precinct (ICP) tabulator



DEPOSIT VOTED BALLOT

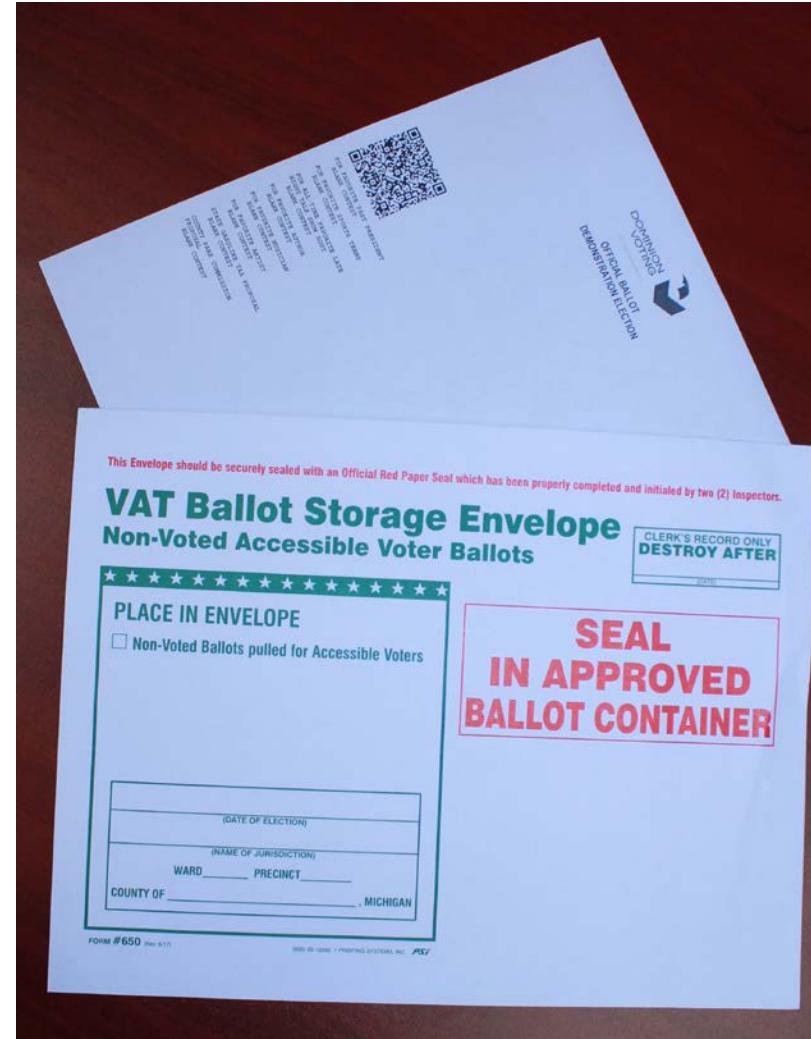


- The printed ICX ballot should be reviewed, then cast into the tabulator
- The voter will give the poll worker the ballot stub, application to vote and the expired Voter Access Card



SECURE UNPROCESSED BALLOTS

- Any ICX ballot that are not processed through the ICP tabulator must be placed in a VAT ballot storage envelope
- A “Blank” ballot must be printed at the beginning of each Election Day to prove the functions of the ICX
- This “Blank” ballot is placed into the Clerk’s ballot storage envelope

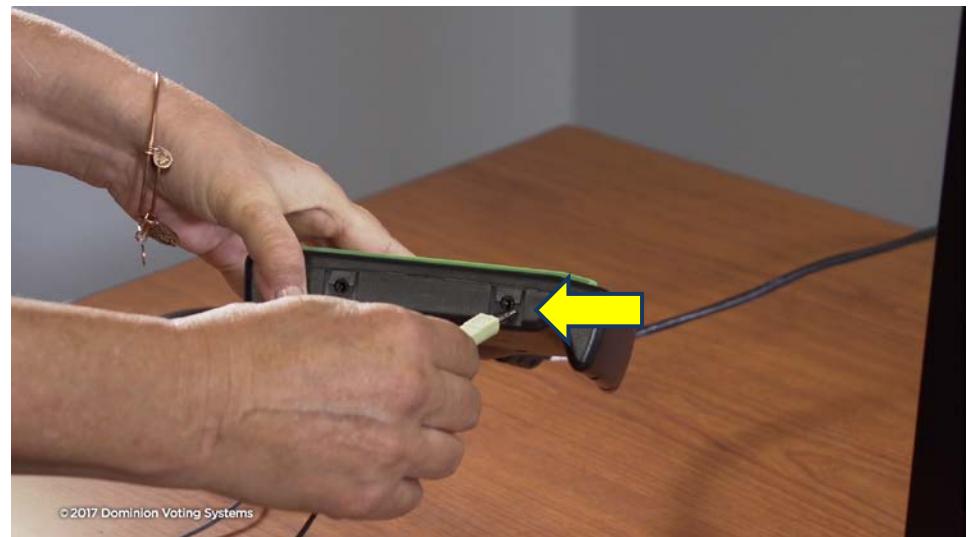




ACCESSIBLE VOTING ON THE ICX



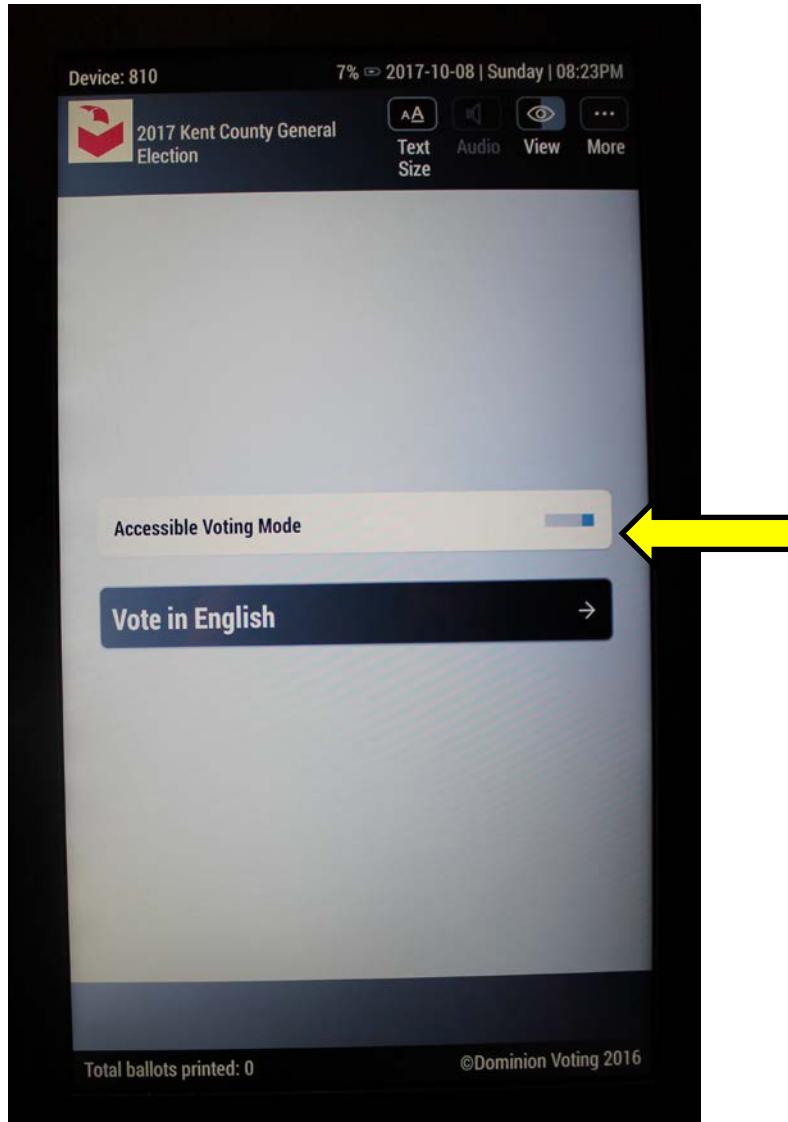
ATTACH THE ATI ACCESSIBLE DEVICE

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- Be sure to connect the ATI (Audile Tactile Interface) cable from the ICX device into the ATI
- The headphones will also need to be inserted into the back of the ATI device.

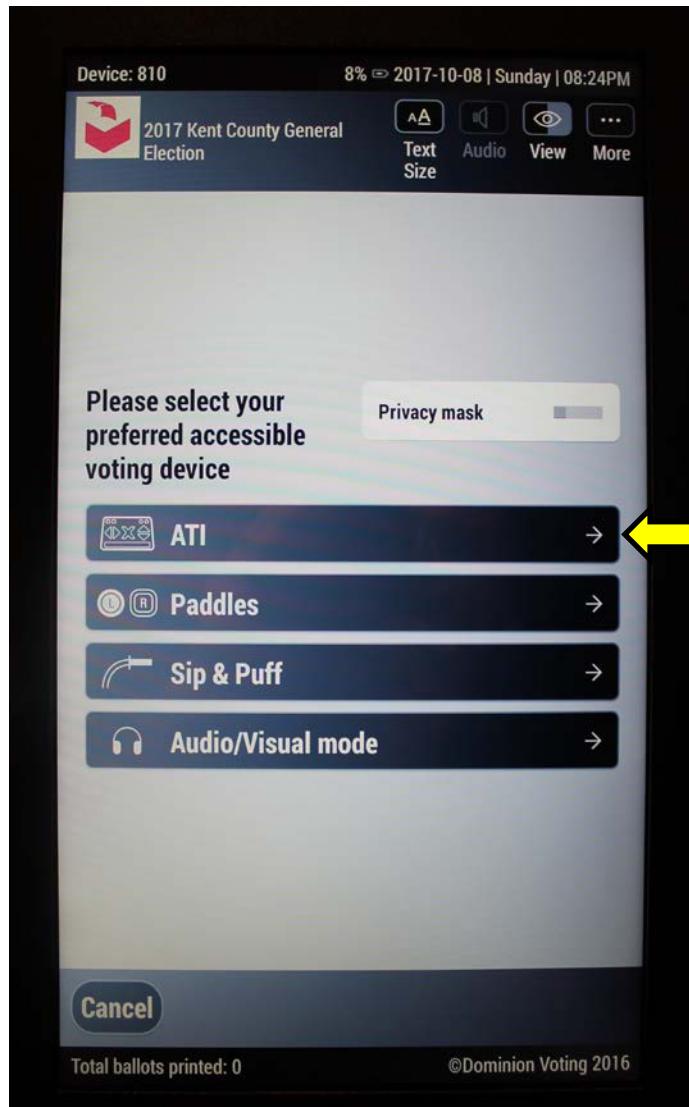


CHOOSE “ACCESSIBLE VOTING MODE”

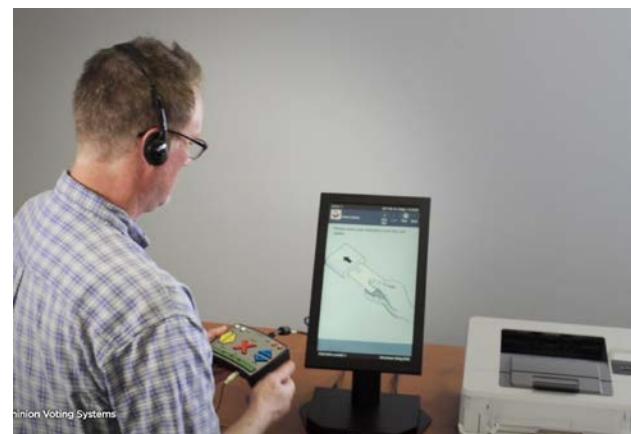


- After the ATI is connected, insert a new voter card into the ICX.
- There is an option for Accessible Voting Mode.
- Select the accessible voting mode option. (There should be a little blue box that turns on when doing so)
- Image to the left indicates the accessible voting mode is on.

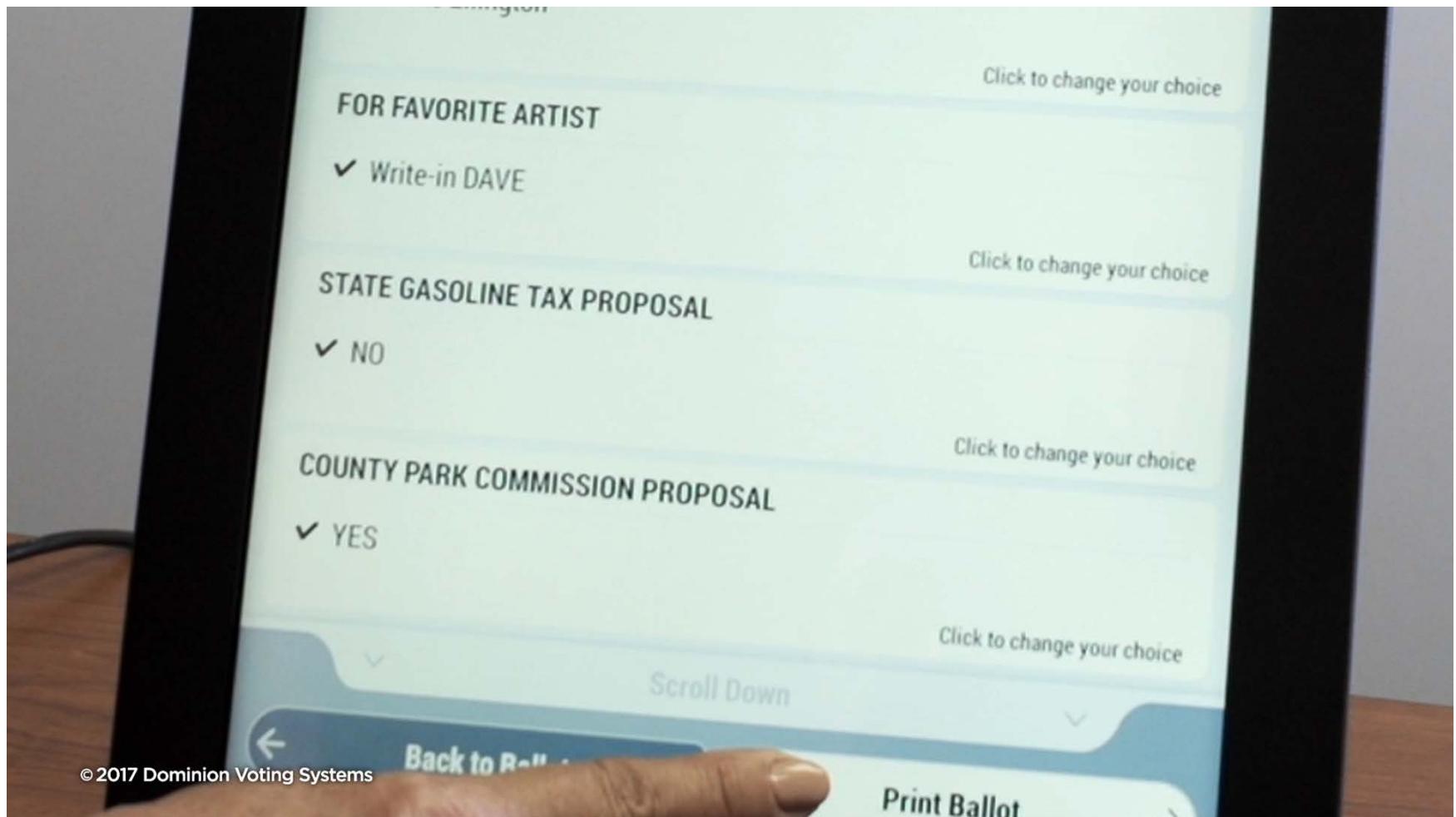
SELECT ACCESSIBLE DEVICE



- Another screen will appear listing available accessible device options.
- Select the option that says “ATI”
- From here the voter is ready to begin using the ATI device.
- The voter will follow the audio prompts to navigate and complete their ballot



PRESS PRINT TO COMPLETE CHOICES



- Once the accessible voter has completed and reviewed their ballot, they will select “Print Ballot”



PRINTING THE VOTER'S CHOICES

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- The ballot will print and remain face-down for the voter to retrieve
- The ballot will then be placed in a secrecy sleeve and inserted into the ImageCast Precinct (ICP) tabulator

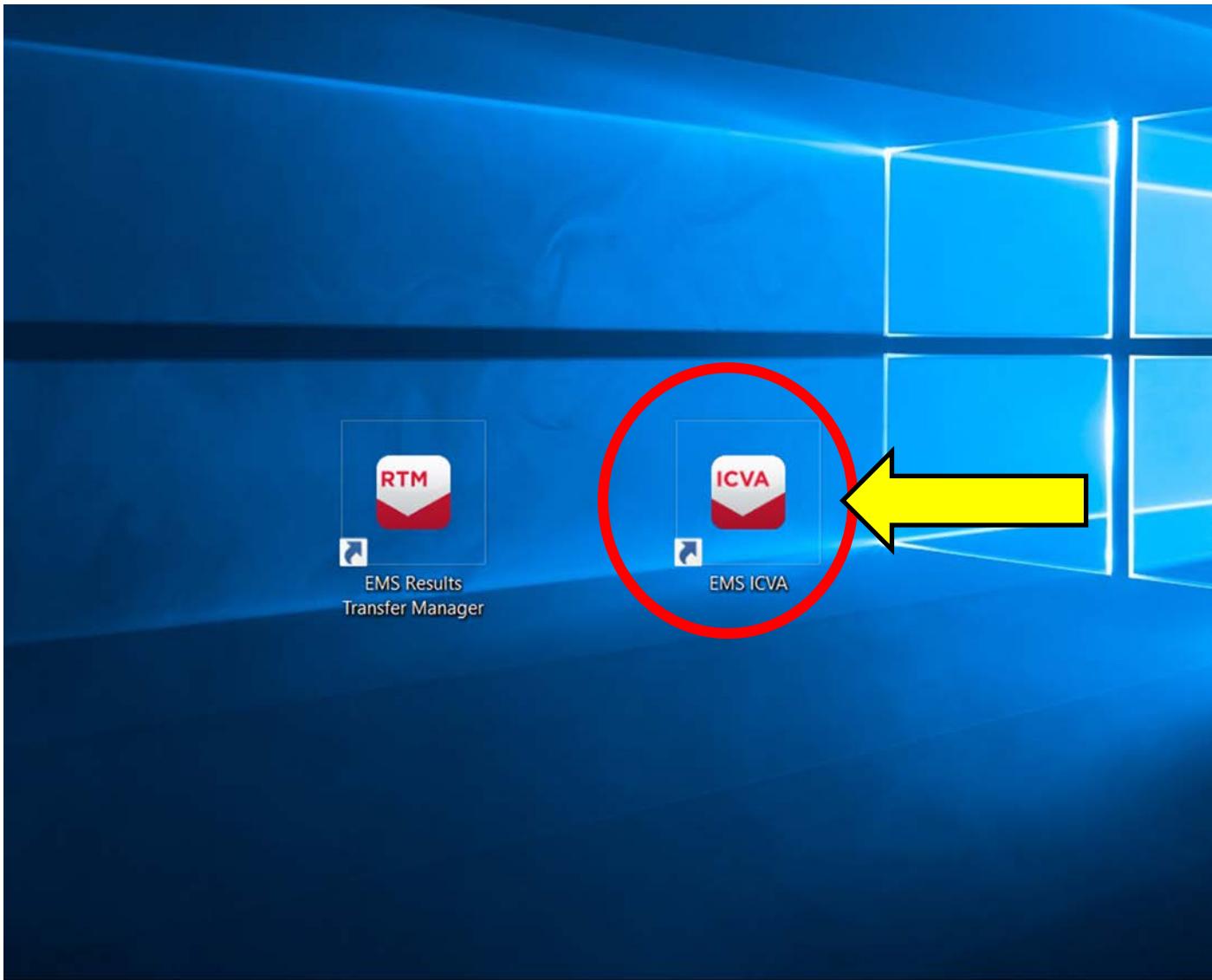




VOTER CARD REACTIVATION



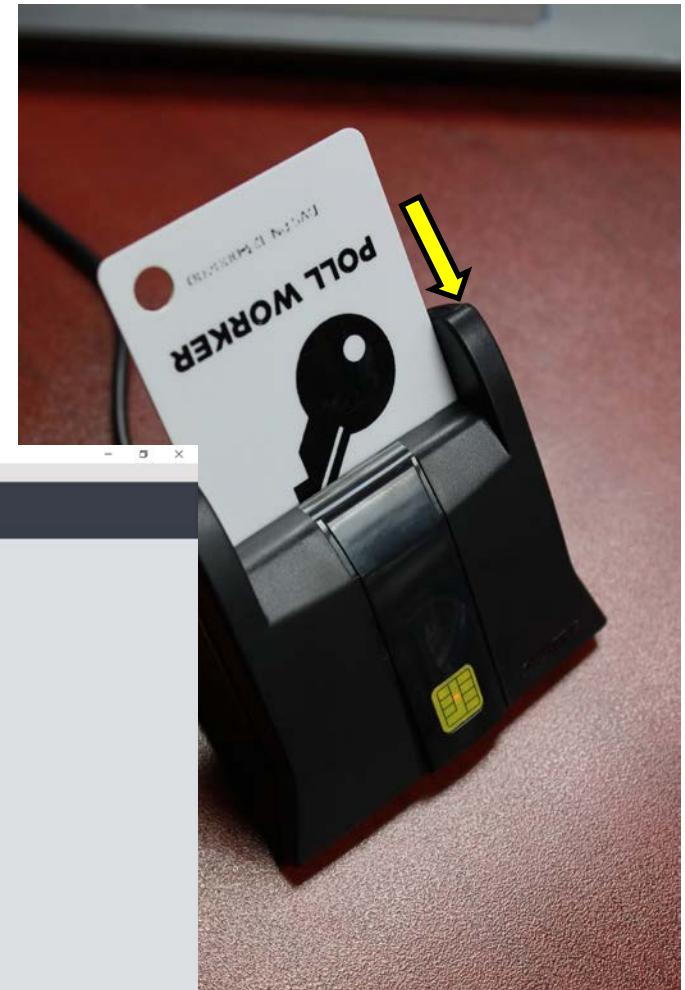
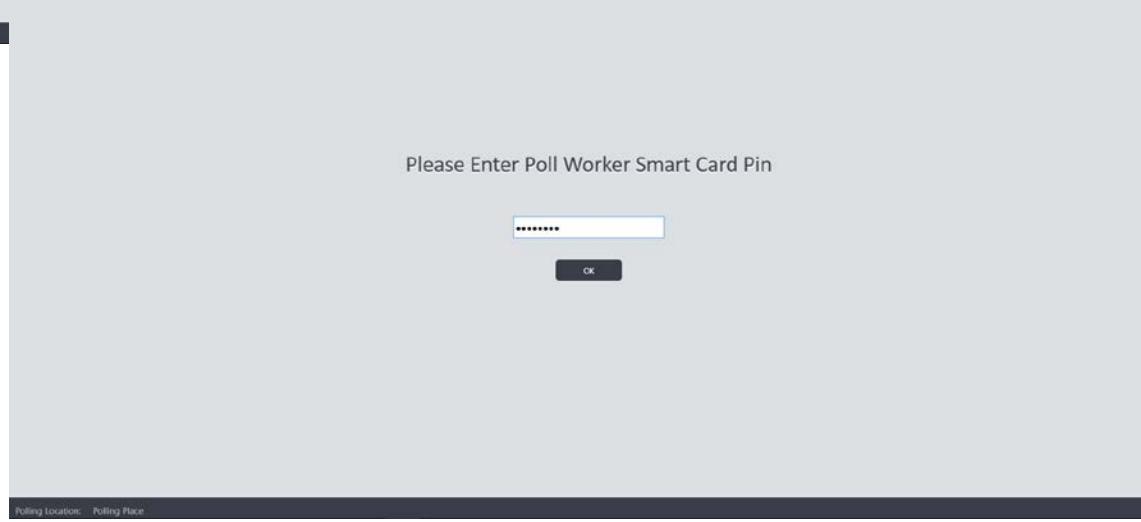
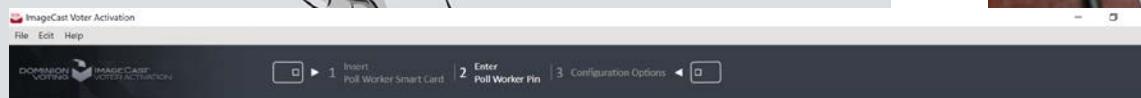
OPEN THE ICVA PROGRAM



- Find the “ICVA”, red and white icon on the desktop
- Double-click on the ICVA icon to open ICVA



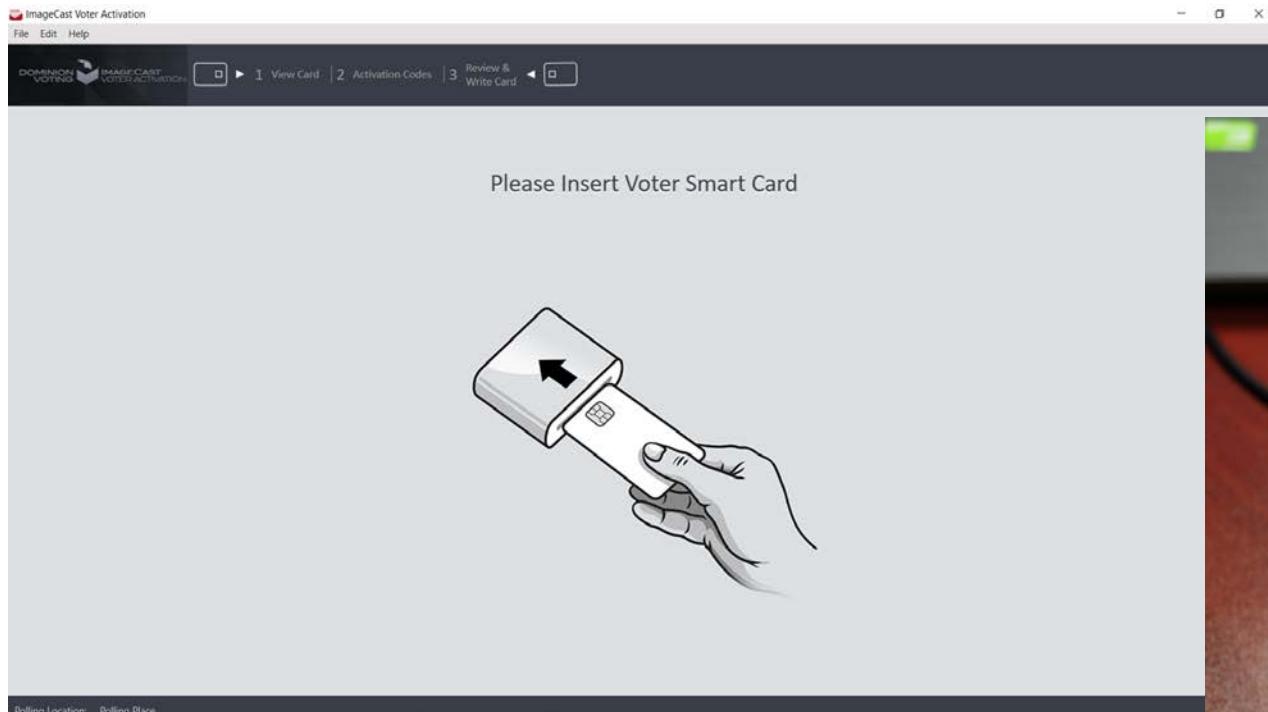
OPEN WITH POLL WORKER CARD



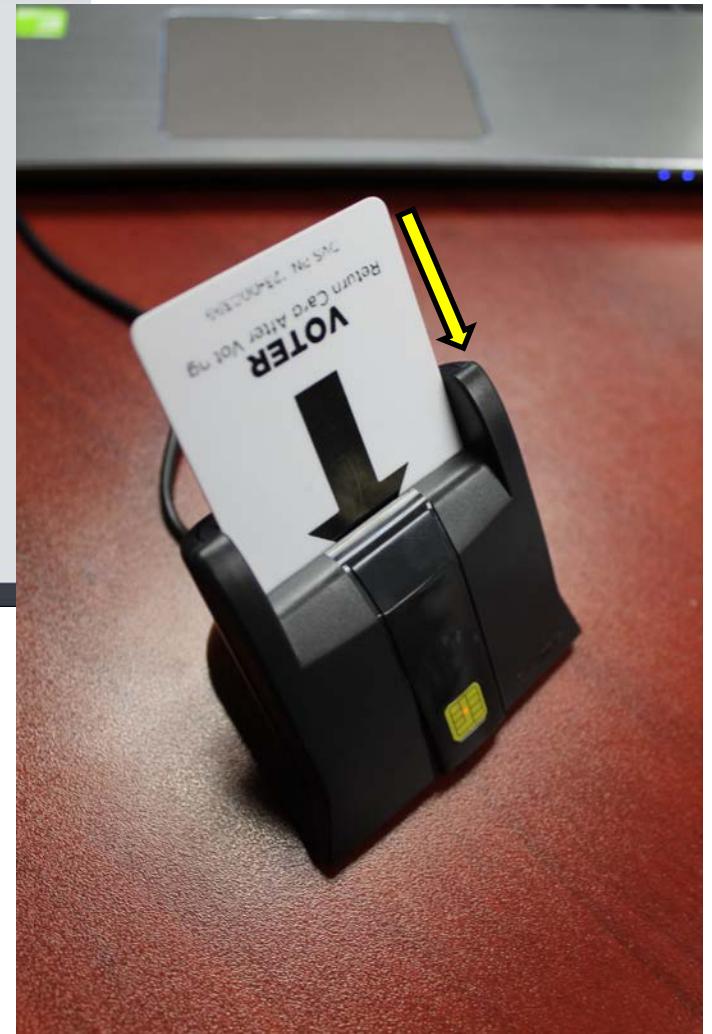
- Insert Poll Worker card
- Enter password for current election



REACTIVATE VOTER CARD



- Insert Voter Access Card



CARD CONTENTS SCREEN

ImageCast Voter Activation

File Edit Help

DOMINION VOTING IMAGECAST VOTER ACTIVATION

1 View Card | 2 Activation Codes | 3 Review & Write Card

Card Contents

The following are the contents of the currently inserted card:

- Activation Code: **0001**
- Error Code: **40**
- Creation Time: **8/29/2017 3:49:47 PM**

i Click 'Eject' only to remove cards which contain defective or potentially incorrect data for later review

Eject Next

Polling Location: Polling Place



- At the “Card Contents” screen, select “NEXT”



CHOOSE BALLOT STYLE

ImageCast Voter Activation

File Edit Help

DOMINION VOTING IMAGECAST VOTER ACTIVATION 1 View Card 2 Activation Codes 3 Review & Write Card

Card Contents

Please select the correct activation code from the list below and click 'Activate Voter Card' to commence the activation process

Activation Code	Description
0091	City of Kentwood, Ward 1, Precinct 2-Default

Activate Voter Card

Polling Location: City of Kentwood WD 1 PCT 2

- Select the ballot style that you wish to activate
- Select “Activate Card” then “Write”



WRITING THE CARD

1

Writing...

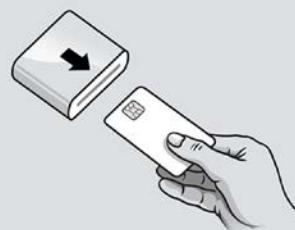
Please do not remove smart card

**2**

Card successfully written

**3**

Please Remove Smart Card



1. The voter card will then begin reprogramming
2. Followed by a “Card Successfully Written” screen
3. Then “Please Remove Smart Card”
 - The voter card is now ready for the next voter

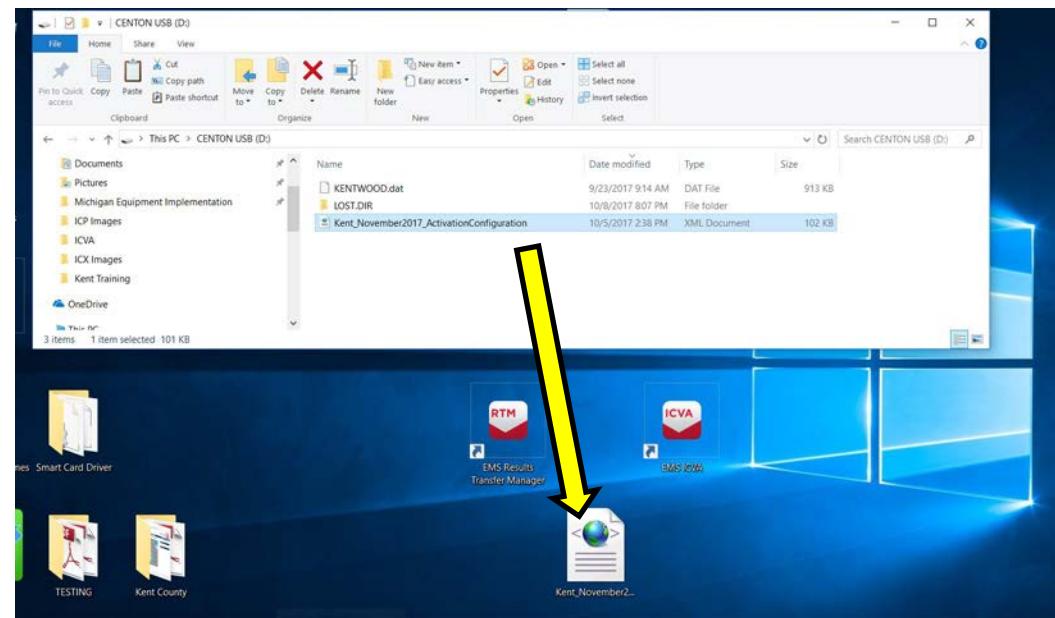
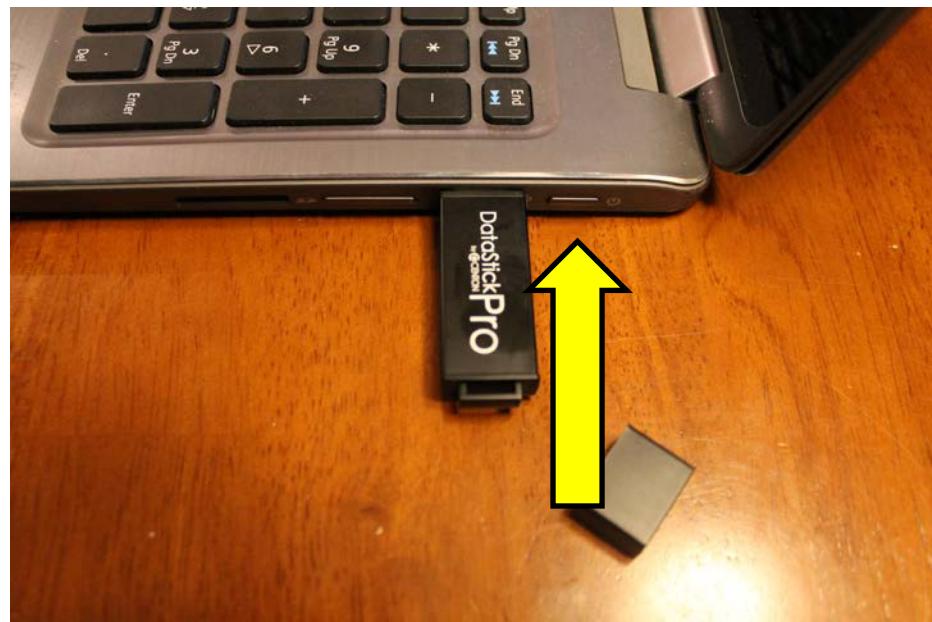




LOADING THE ACTIVATION CONFIGURATION FOR ICVA



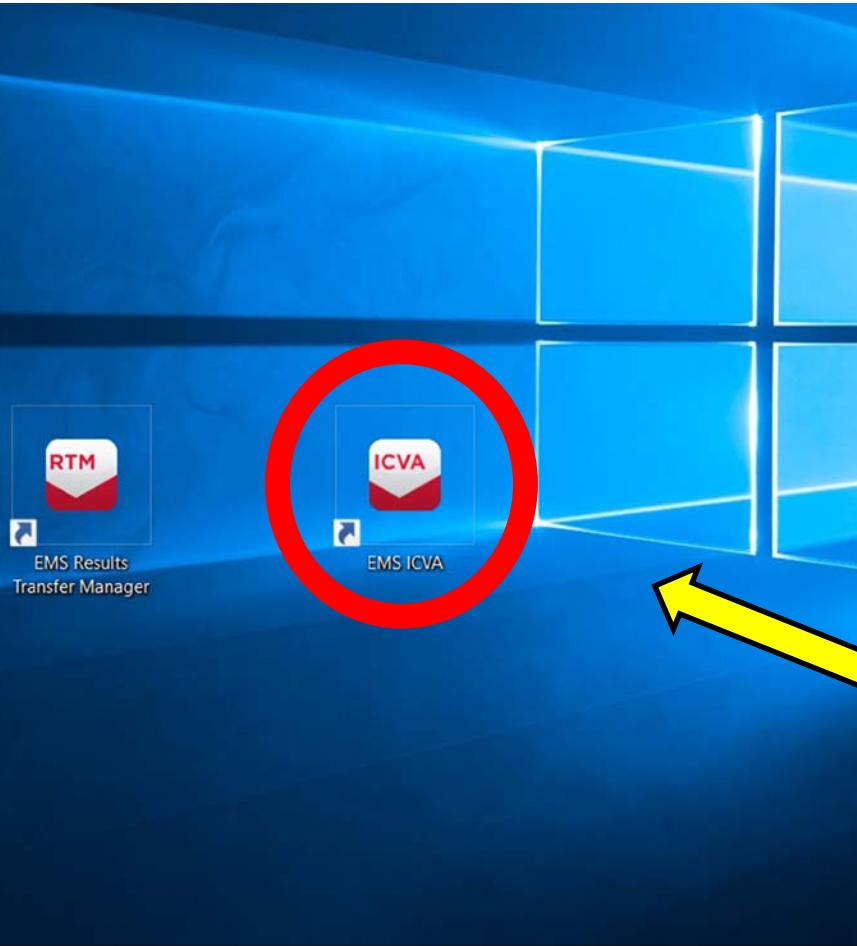
SAVE THE ACTIVATION CONFIGURATION ONTO COMPUTER



- Insert the provided USB in to any available USB slot on your computer
- Open the USB to view the files it contains
- Find the file that titled “Activation Configuration” and save it to your computer onto your desktop

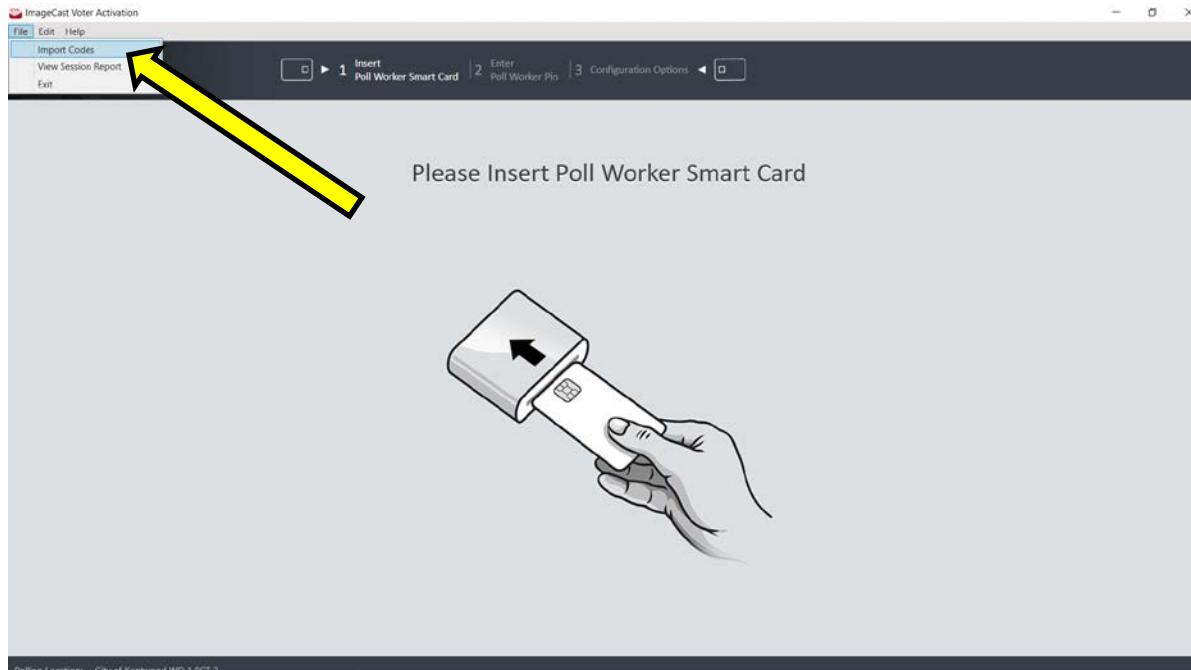


OPEN ICVA – ImageCast Voter Activation



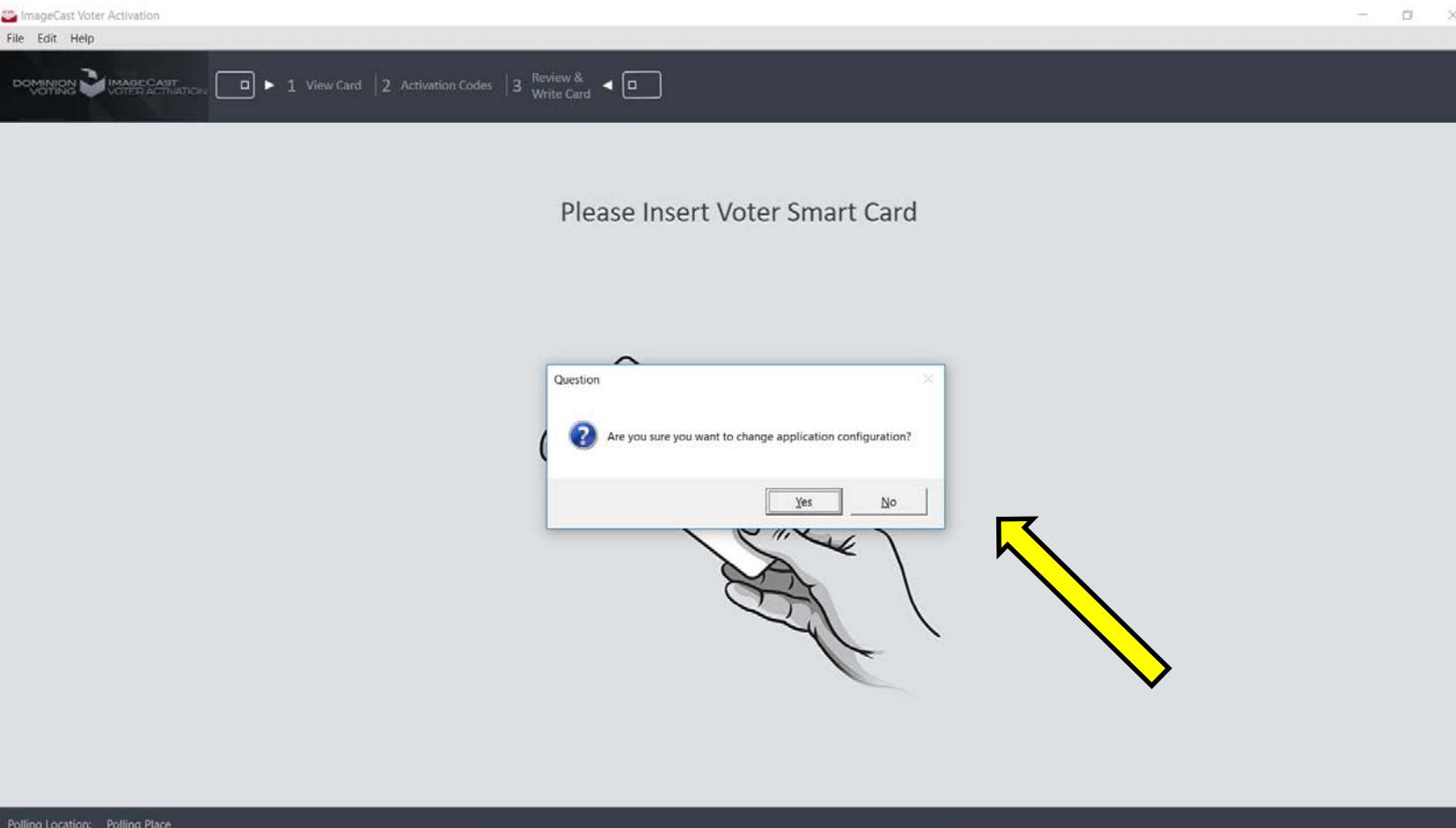
- Once the Activation Configuration files are saved over to your desktop, find the icon circled on red to the right. It will be labeled ICVA.
- Open the ICVA program.

PREPARE ICVA FOR CURRENT ELECTION



- Select “File” then “Import Codes”
- Insert Poll Worker card
- Enter passcode for current election

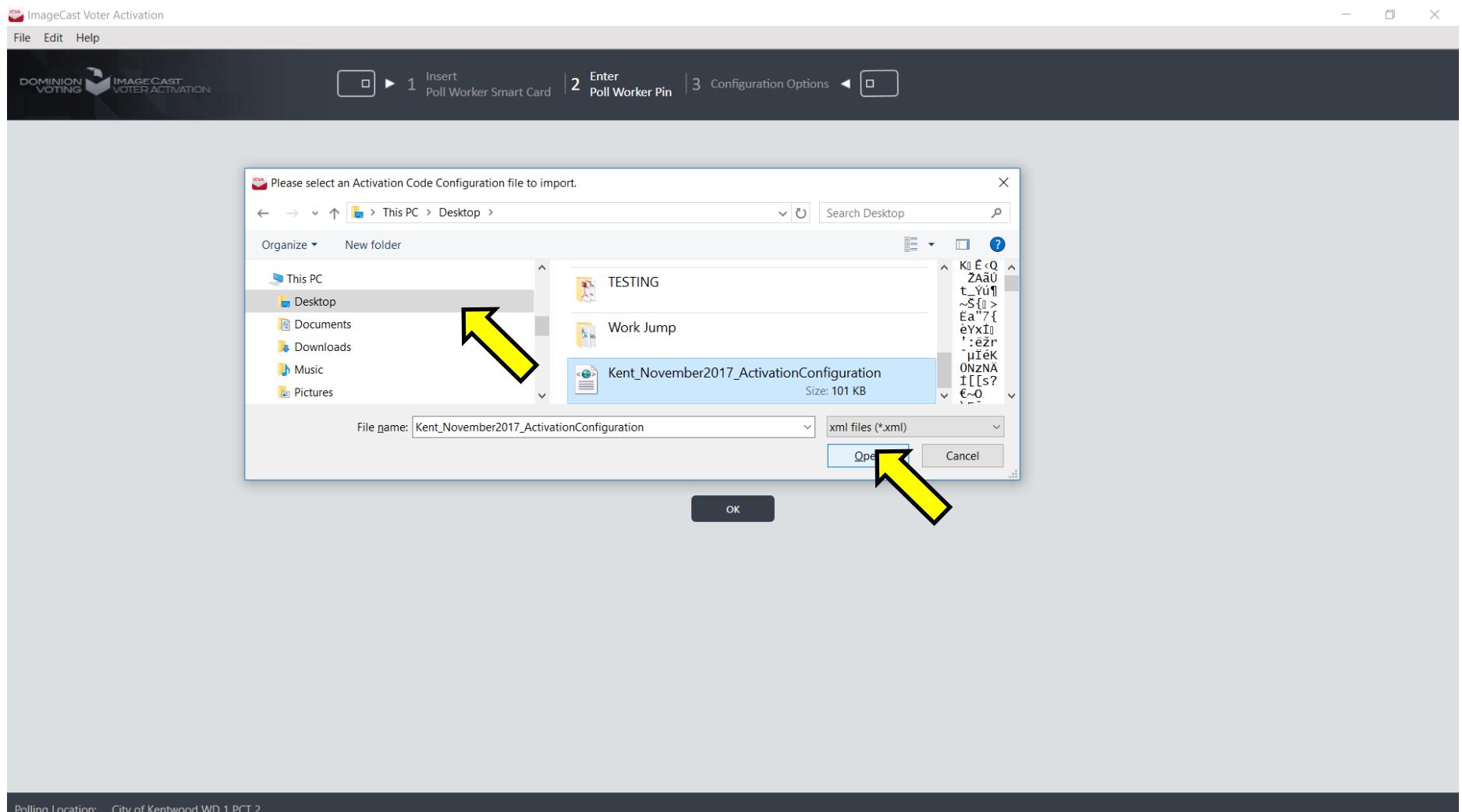




- Once your password entered, a prompt will appear asking if you are sure you want to change the activation configuration.
- Click Yes



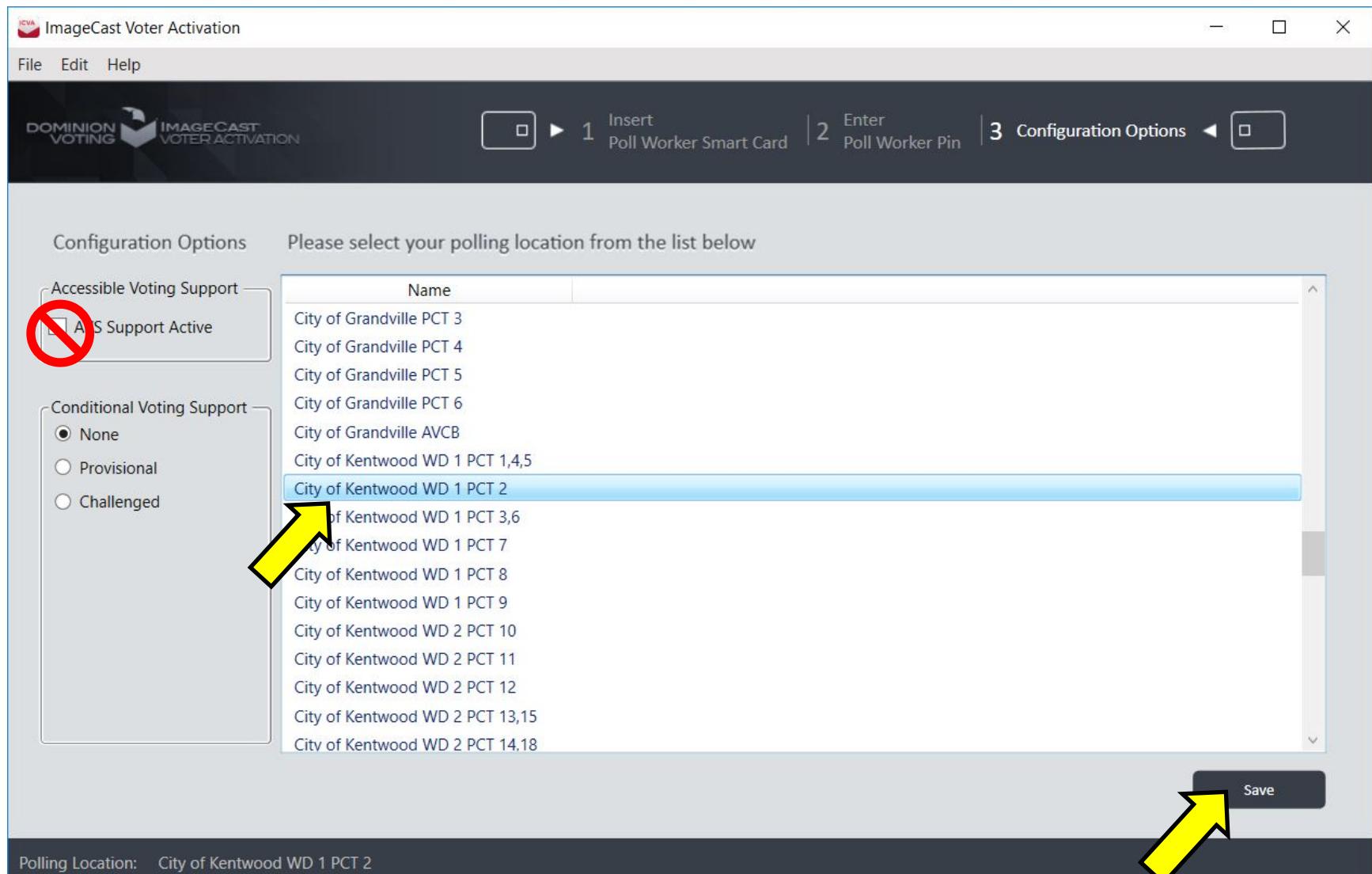
LOAD THE FILE SAVED ON DESKTOP



- Next, find the activation configuration file you saved earlier to your desktop, select that activation file and press “Open”

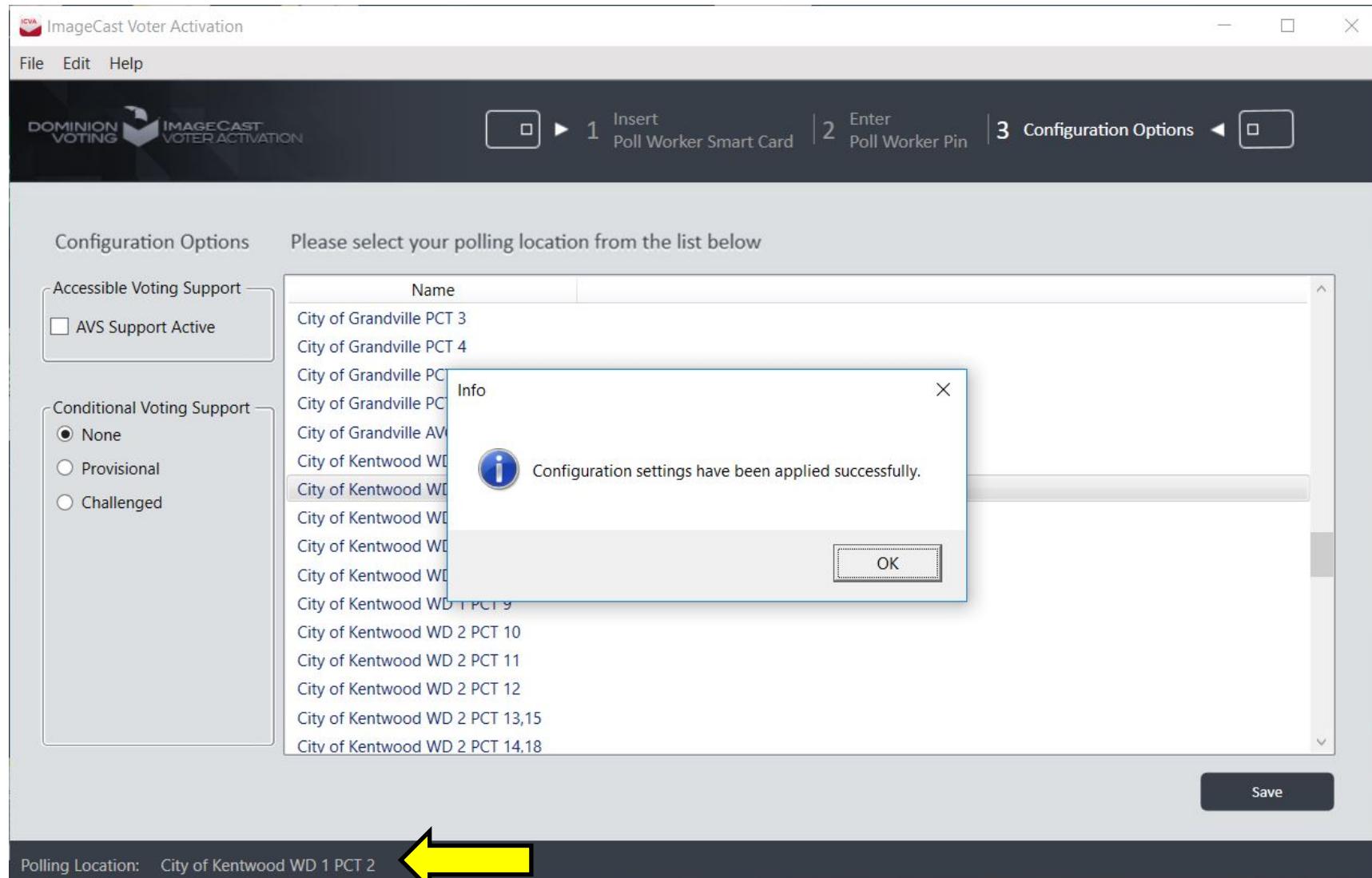


SELECT YOUR PRECINCT



- Select the ballot style or precinct you want to load.
- Click Save
- Make sure the AVS Support box is NOT selected

PRECINCT CONFIRMATION



- A confirmation will appear when successfully loaded
- Your selection will also appear at the bottom of the window while in use

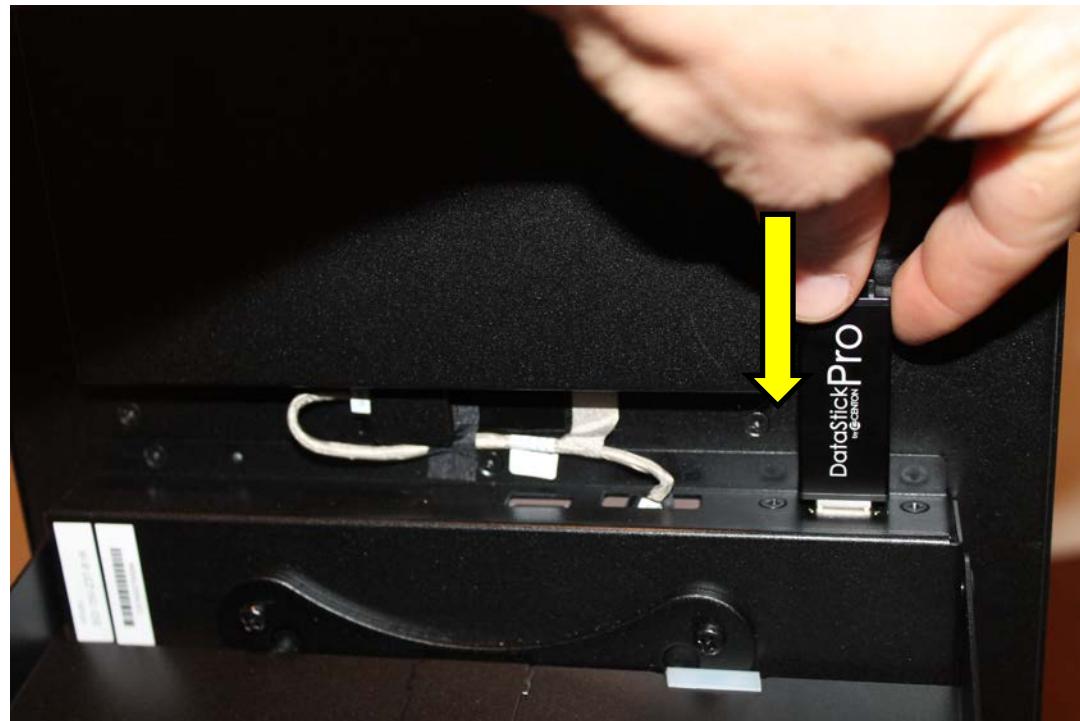




SETTING UP THE ICX PRE-ELECTION



INSERT USB INTO ICX BEFORE POWERING ON



- Open the top door of the back of the ICX unit and find the open USB port
- Insert the programmed USB into the back of the ICX as illustrated in the images above



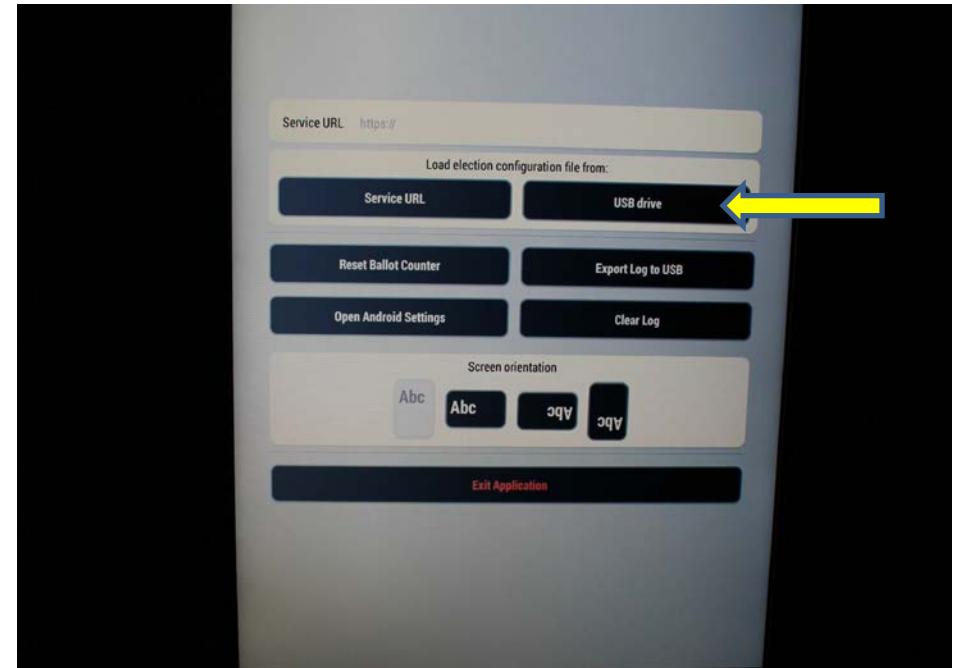
POWER ON THE ICX



- Once the power cord has been plugged in, OPEN the bottom door to access the POWER BUTTON
- The power button is under the ICX unit's screen and on the right-hand side
- Briefly press the power button, and it will turn green once it has been activated



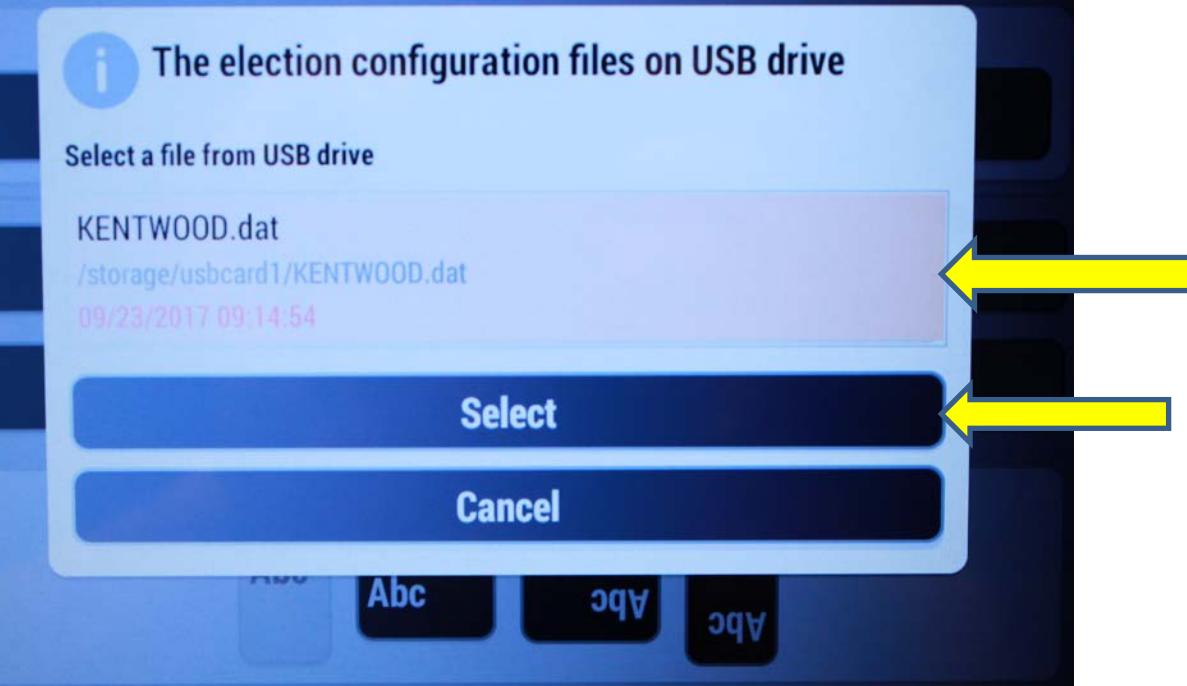
LOAD FILES ONTO ICX



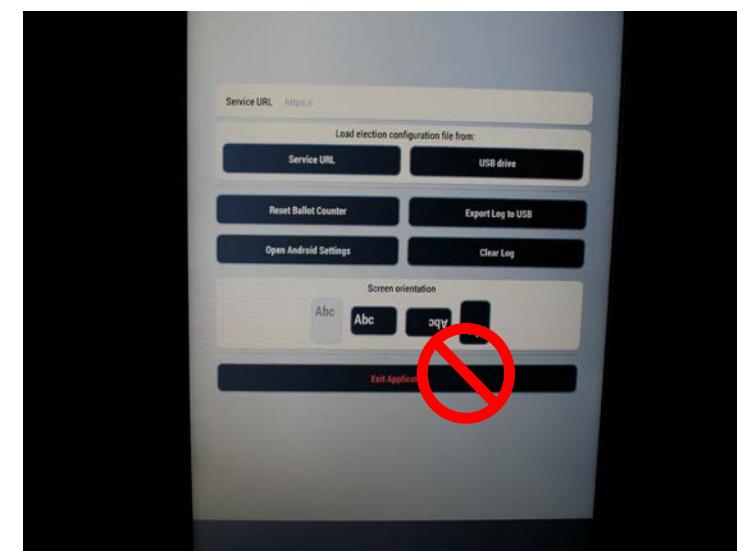
- Fully setup and power on the Printer, then ICX
- Insert technician card into the ICX when the “Insert Authorization Card” screen appears
- Insert password for current election
- A technician screen will open
- Select USB Drive



Service URL <https://http://emsserver/edadmin>



- Select the election file
- The election will then successfully load, remove technician card.
- **DO NOT** press exit application.



REMOVE USB DRIVE AND SEAL



- Remove USB from the top of the ICX
- Close the cover then seal the back of the ICX with a state approved seal
- Your ICX is now ready





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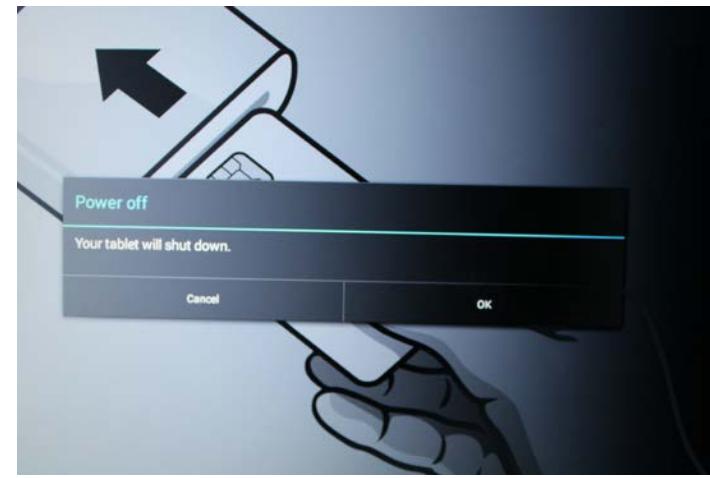
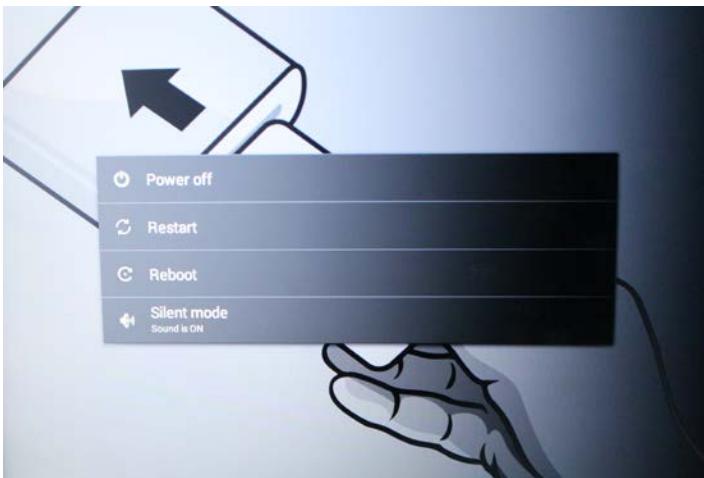


[Click to Return to Index](#)

CLOSING THE POLLS



CLOSING THE POLLS/ POWERING DOWN



- Closing the Polls is as simple as pressing the power button and following the prompts
- Powering down and the prompts that will appear are pictured above

