Election Worker Instructions for the

IMAGECAST P (ICP)

(Tabulator)

Including ICP Quick Reference Guide

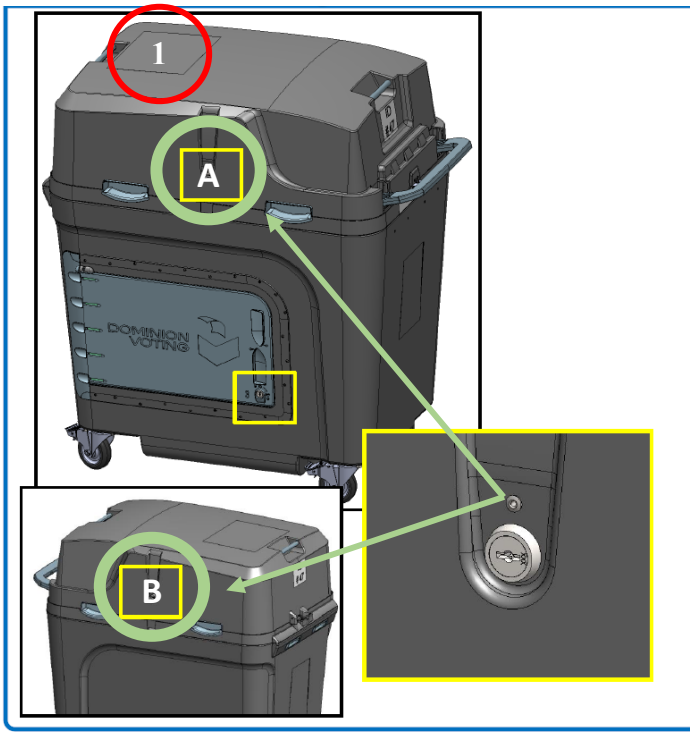
Software Update 2019

SET-UP and START-UP TABULATOR by this method

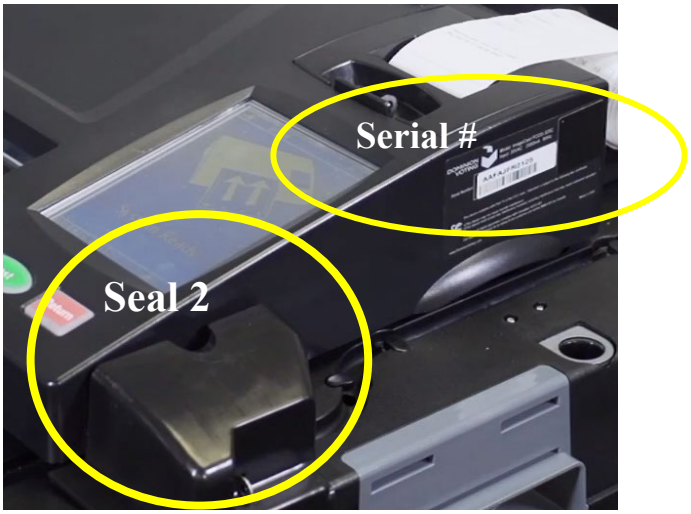
Preliminary Steps: SET-UP Tabulator

1) Verify that Ward & Precinct number on the top cover match what is listed on the front cover of the poll book (see example on Page 2)

2) Wheel tabulator to desired location, lock wheels, unlock cover on both sides-**A** and **B** (see image below) using the silver key on the Chairperson Lanyard, remove it, and set cover aside.



3) Verify that the serial and seal numbers match those written on the bottom front cover of the poll book (see photo below, Seal 1, Seal 2, Serial #)



4) If the tabulator ward-precinct number or serial/seal numbers do not match the numbers recorded in the poll book, notify the City Clerk immediately.

5) Locate the black security key on the Chairperson lanyard.

FRONT COVER OF POLL BOOK – TO VERIFY SERIAL AND SEAL NUMBERS

ELECTRONIC POLL BOOK
(EPB)
AT THE ELECTION

Held On November 6, 20 18 In the 1-1
Month and Day Year Ward/Precinct

Of the City of Grand Rapids
Jurisdiction

County of Kent, State of Michigan

DUTIES OF THE ELECTION INSPECTORS

- Prior to assuming any Election Inspector duties ALL Election Inspectors shall:
  - Take and sign the Oath of Office.
  - Complete and Certify the Election Inspectors' Preparation Certificate by signing the Oath of Office.
- Election Inspectors shall record:
  - All comments in the Remarks section.
  - All challenged procedures/voters on the Challenges page.
  - All valid write-in votes on the Write-In page.
  - All valid precinct delegate write-in votes for the August Primary in the "Precinct Delegate Statement of Votes" booklet.
- Two (2) Election Inspectors of different political parties shall:
  - Initial all red paper seals used to seal envelopes.
  - Attest to the sealing of all used and unused ballots into an approved ballot storage container after the close of the polls by signing the designated area on the Certificate of Election Inspectors page and the Ballot Storage Container Certificate attached to the ballot storage container.
  - Attest to the sealing of the Tabulator Program Card and EPB-USB Flash Drive in an approved transfer container after the close of the polls by signing the designated area on the Certificate of Election Inspectors page and Transfer Container Certificate attached to the transfer container.

CLERK'S PREPARATION CERTIFICATE FOR TABULATOR AND VOTER ASSIST TERMINAL (VAT)

Tabulator Serial No.

Tabulator Seal No.

Tabula (Modem)

Voter Assist Terminal Serial No. (ICX)

Voter Assist Terminal Seal No. (ICX)

I certify that the precinct tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law, and, that at the completion of the tests the programs were inserted into the tabulator and terminal and sealed with seals bearing the seal numbers recorded.

X
Signature of Clerk or Authorized Assistant

Date

RETURN COMPLETED ELECTRONIC POLL BOOK IN THE MANILA ENVELOPE TO COUNTY CLERK

Verify Tabulator & ICX (pg.2 of ICX Instructions) Serial and Seal Numbers

STARTING UP the TABULATOR

1. Unwind the power cord and plug it into an AC power outlet.
2. Wait for the message "**Please insert Security Key to authenticate election files**" to appear. Place the security key on the security keypad and hold it there firmly until it is accepted. (Key must be flat on keypad to work)

❖ **While waiting for the tabulator to warm up, check your ballot box, auxiliary bin and write-in compartment to be sure they are empty.**

3. Once prompted, enter the password then press ENTER.
4. Wait for the question "**IS THIS THE CORRECT TIME?**" If the time is incorrect, select "**NO**" and adjust following the steps below.
   a) The prompt "**SET YEAR**" will appear with three choices: ++, --, DONE.
   b) If the year is correct, choose DONE.
   c) If the year is incorrect, choose ++ to add a year or -- to subtract a year.
   d) Continue adding or subtracting years (one at a time) until the year is correct, then press DONE.
   e) Follow this same procedure for the month, day, hour, and minute until all are correct.
5. The administrative menu will now appear. Select OPEN POLL.
6. The question "**RESULTS ARE ZERO, WOULD YOU LIKE TO PRINT A STATUS REPORT OR ZERO REPORT?"** will appear. Select ZERO.
7. The zero tape will begin printing.

   7(a). Verify that the **ward-precinct** number, the **candidates, and any proposal(s) listed** on the z**ero report tape match the official ballots**, the **yellow sample ballots,** and that all **vote totals are zero**.

   7(b). **Leave the zero tape attached**. **DO NOT REMOVE THE TAPE! <u>ALL INSPECTORS SIGN</u>** the z**ero report tape**.

   ALL SIGN

8. After the zero report tape is done printing, the question "**WOULD YOU LIKE TO PRINT MORE COPIES OF THIS REPORT?"** appears. Select NO.
9. The touchscreen will display a message that reads "**System Ready**" and the ballots cast tally should be "0". The tabulator can now scan ballots.

The Chairperson is responsible for keeping the keys safe and available. If the Chairperson leaves the precinct, he or she **<u>must leave the Security Key for the tabulator and the voter cards for the ICX in the precinct</u>** with the Co-chair or one of the other inspectors.

CLOSE THE POLLS BY FOLLOWING THESE INSTRUCTIONS:

**Before closing the polls, scan any ballots from the auxiliary ballot bin if used.

1. Place the security key on the security keypad until the administrative menu appears.
2. Select CLOSE POLL.
3. Enter the password then press ENTER.
4. Select YES to continue and then THREE (3) results tape will print. When asked if you would like to print more copies of the report, select NO.
    a. If you run out of tape during printing, see instructions for changing tape then select YES to print additional copies of the report.
5. Clip the seal securing the modem port then connect the modem. Wait for the lights to appear on the modem and select OK.
6. Make sure the screen reads "Results successfully transmitted" before removing modem and tape. ***If not successful***, try at least 1 more time. Bring the 2 memory cards to 201 Market and let the check-in team know when you get there that transmission was not successful.
7. Select POWER DOWN then YES.
8. **Separate the THREE (3) results tapes** by cutting beneath the signature lines, and **all Inspectors sign each tape**.
9. Place **ONE (1) results tape in each of these envelopes**:
    a. **#1 Envelope** to the **Local Clerk. (Results and Zero Tape)**
    b. **#2 Envelope** to the **Board of Canvassers.**
    c. **#3 Envelope** to the **County Clerk.**

ALL SIGN

DO NOT remove the Memory Cards from the tabulator until you have verified that the proper number of **RESULTS TAPES have printed** and have powered down.

10. UNPLUG THE TABULATOR**.** Put the cord and modem back in the storage area.
11. To remove the MEMORY CARDS, cut and throw away the seal that is locking BOTH the **Memory Card Access Doors** and open the Memory Card Access Doors.
12. Push in **the small black tab beside each of the Memory Card slots.** The memory cards will come out part way.
13. **Pull the Memory Cards straight out** and place them in the ***BLUE*** **Transfer Bag** along with the e-Pollbook flash drive, and the applications to vote.
14. **Shut the Memory Card Doors**.

REMOVE THE BALLOTS FROM THE TABULATOR

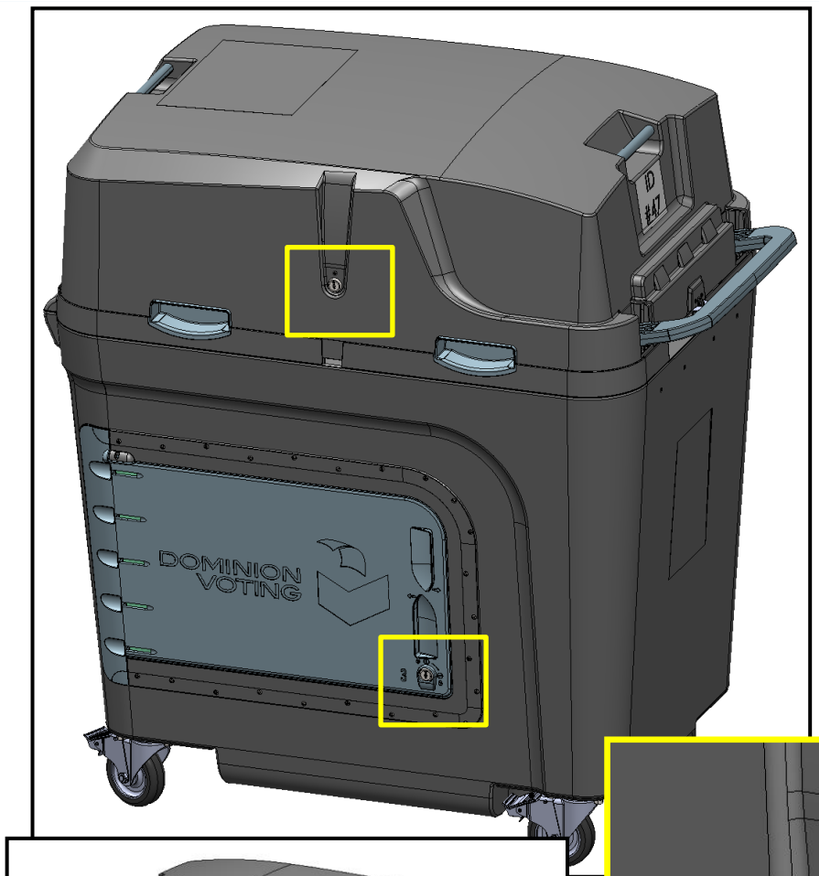
1. **Use the key to unlock the ballot door**.
   Ballots with no write-ins will be in the primary compartment. **Remove these ballots**. (You do not need to sort **by party**, count or inspect them). **Place them in the blue Ballot Bag** along with the unused ballots already there.

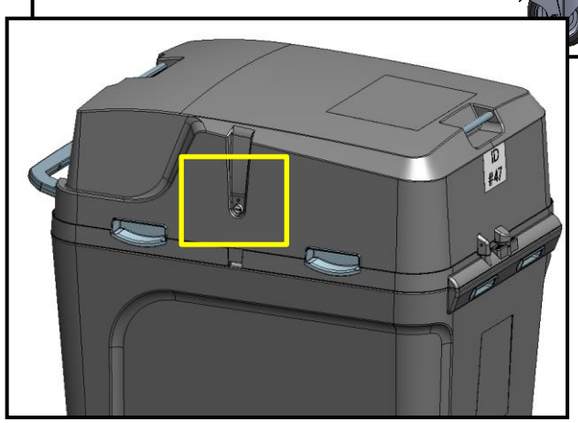
2. Open the write-in compartment that may contain **ballots**. Process any valid write-ins.

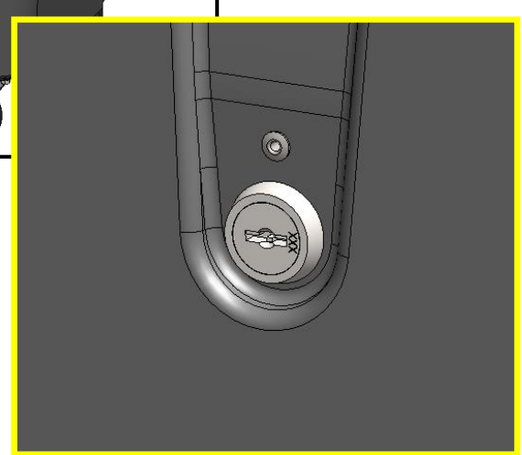
3. Re-lock the bin door and place the plastic cover back on the tabulator, making sure to lock it on both sides. Make sure the lid lays within the groove around the top of the tabulator before locking. If not done correctly the lock can break.

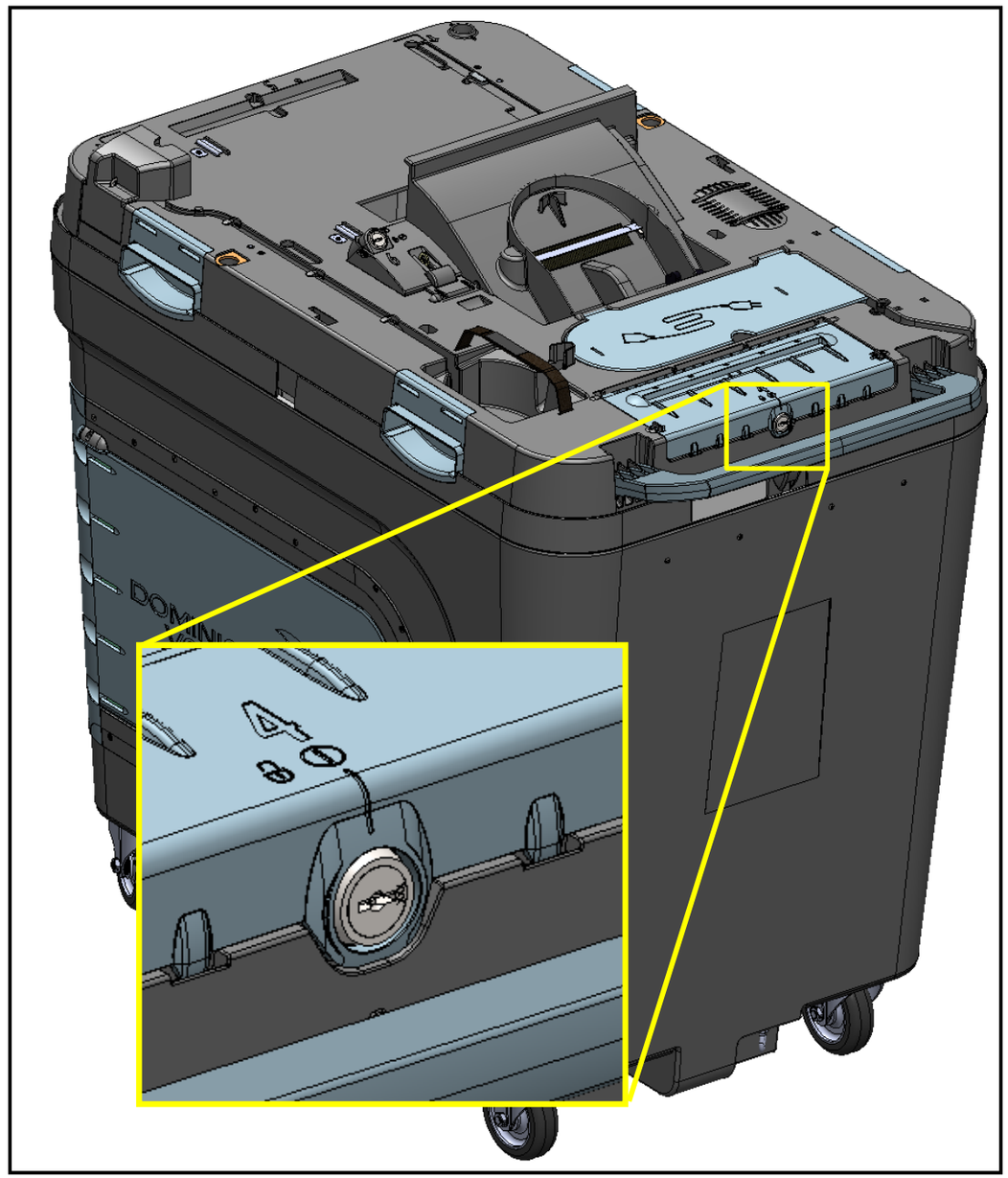
Ballot Box Key Lock Locations

DOMINION VOTING IMAGECAST PRECINCT









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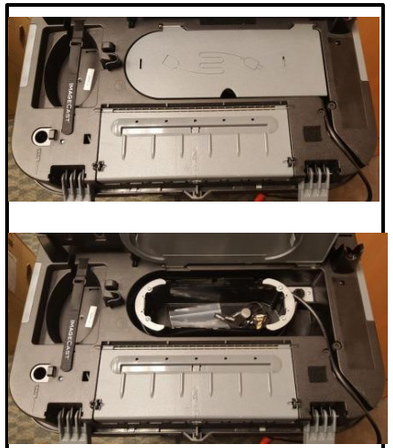
STARTING UP THE TABULATOR

DOMINION VOTING IMAGECAST PRECINCT



Unwind the power cord and plug it into an AC power outlet

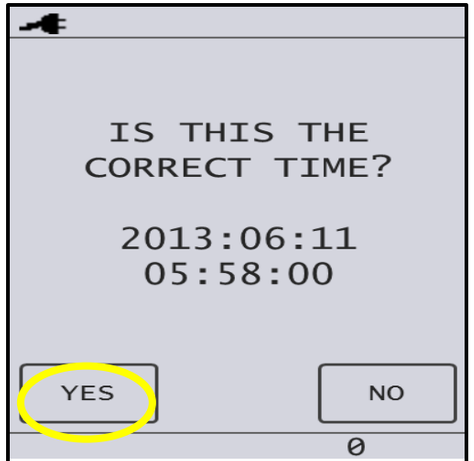
1

Insert the security key into the security keypad and hold it there firmly until it is accepted.

2

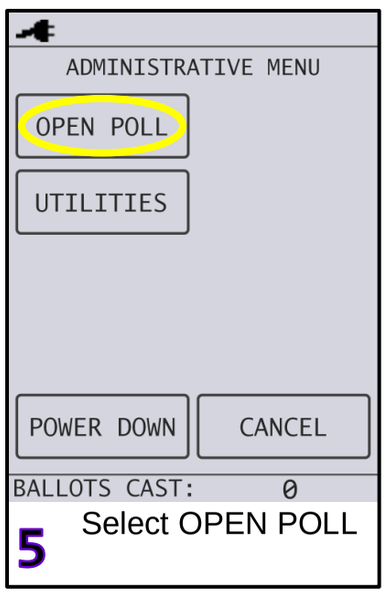
Enter the password, then press ENTER.

3



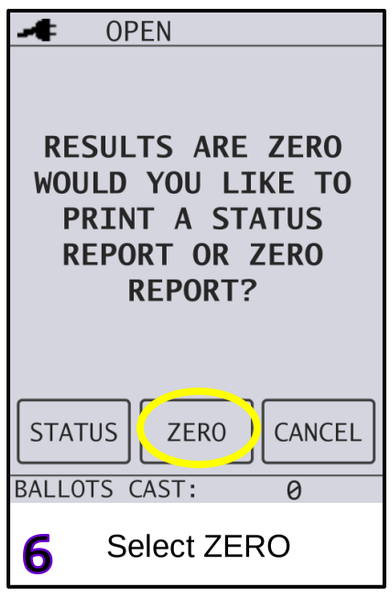
Correct the time if necessary. Refer to Modem guide to test the Modem, if needed

4



Select OPEN POLL

5

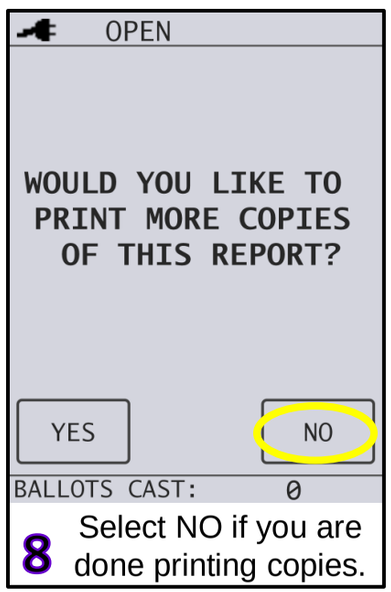


Select ZERO

6

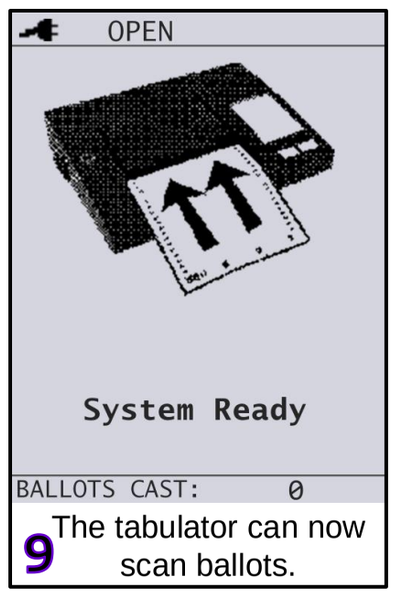
The zero tape will begin printing

7



Select NO if you are done printing copies.

8



The tabulator can now scan ballots.

9

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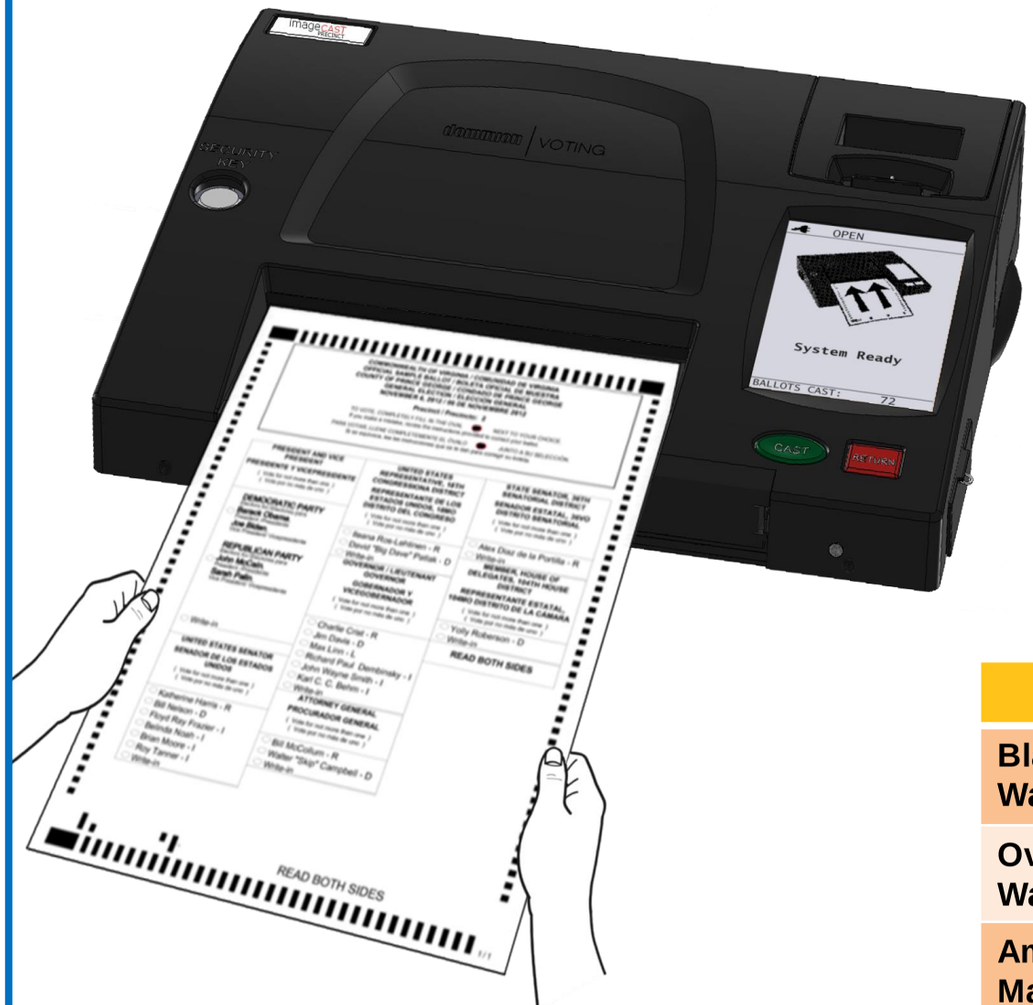
SCANNING A BALLOT

DOMINION VOTING IMAGECAST PRECINCT



Feed your ballot into the tabulator.

When a valid ballot is scanned, the screen will display the messages “Casting Ballot” and “Ballot Successfully Cast”.

Once the ballot is in the ballot box, the “System Ready” screen will reappear and the “BALLOTS CAST” counter at the bottom of the screen will have increased by one.

⚠ Tabulator Warning Messages	
Blank Ballot Warning	The tabulator does not detect any voter selections on the scanned ballot. Please ensure you used a proper marking pen.
Overvote Warning	One or more contests have too many votes. If you choose to cast the ballot as-is, contests with too many votes will not be counted.
Ambiguous Marks Warning	The tabulator detected marks on the ballot but the selections are not clear. The ballot will be returned automatically.
Misread Ballot Warning	The tabulator cannot detect all of the identifying features of the ballot. Check the ballot for stray markings or damage.
Crossover Ballot Warning	In a primary election the tabulator has detected a vote in more than one party column.

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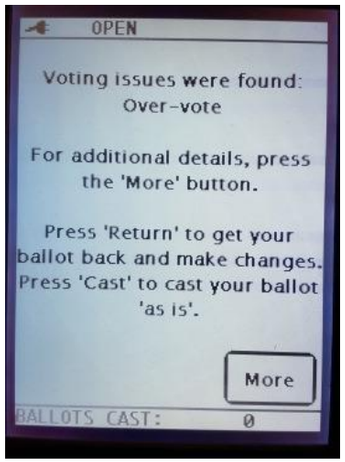
BALLOT MESSAGES

DOMINION VOTING IMAGECAST PRECINCT

1 OVER VOTE

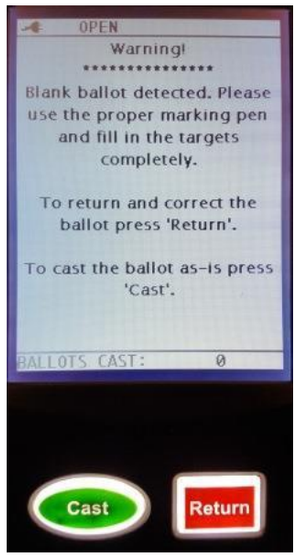


The Voter has the following options:

Press Cast button to process the ballot with the over vote

Press RETURN button to return the ballot. Issue a new ballot for the voter to mark then spoil the over voted ballot.Instruct the voter on proper ballot marking process

2 BLANK



The Voter has the following options:

Press Cast Button to process the ballot as blank

Press RETURN button to return the ballot. Give the Voter the option to remark the ballot or issue a new ballot if a non standard writing utensil was used.

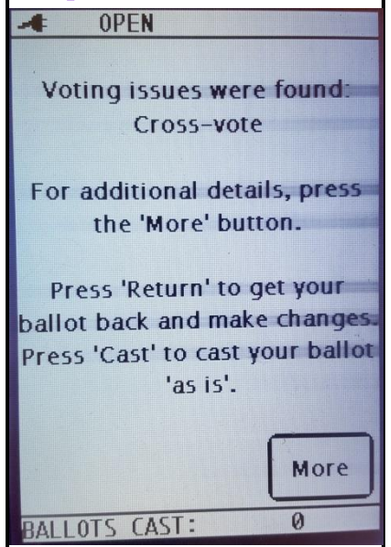
3 MISREAD

The ballot will return to the voter.

Inspect the ballot for physical damage. If it's ok then reinsert the ballot into the ICP, try different orientations.

If unable to read the ballot then issue a new ballot and spoil the misreading ballot. Instruct the voter on proper ballot marking process

4 CROSSOVER



The ballot will return to the voter.

Try to scan the ballot again. If unable to read the ballot then issue a new ballot and spoil the crossover ballot. Instruct the voter on proper ballot marking process

5 AMBIGUOUS MARK

The ballot will return to the voter.

Explain to the voter that the ballot cannot be processed because one or more unclear marks were detected and the machine cannot be certain of the voters intent.

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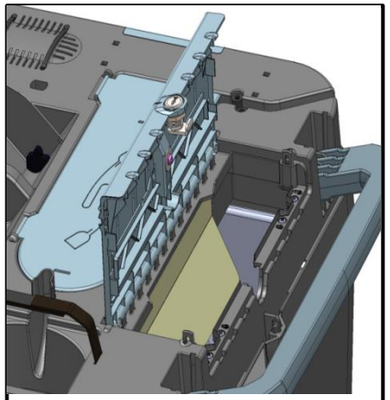
CLOSING THE POLLS

DOMINION VOTING IMAGECAST PRECINCT

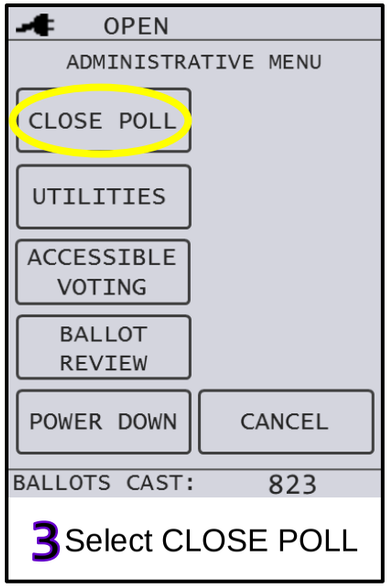


Before closing the polls scan any ballots from the Auxiliary ballot box if used.

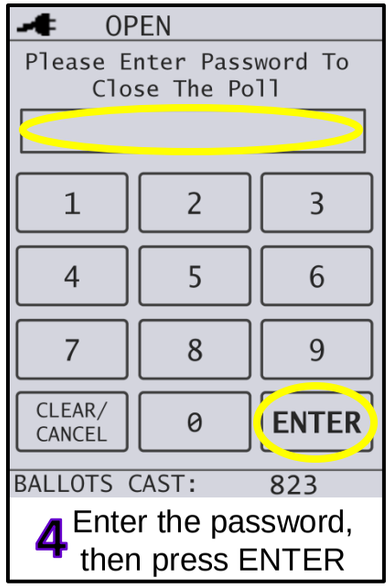
1

Insert the Security Key until the Administrative Menu appears

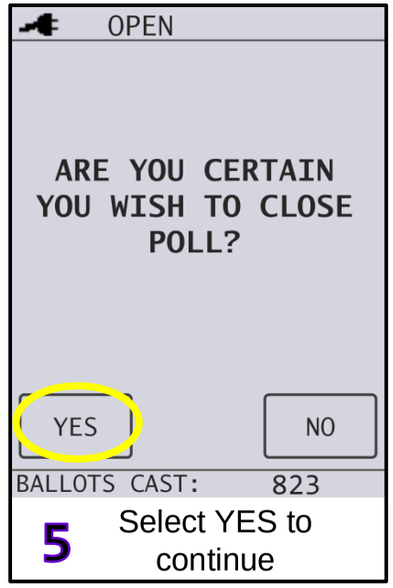
2



3 Select CLOSE POLL

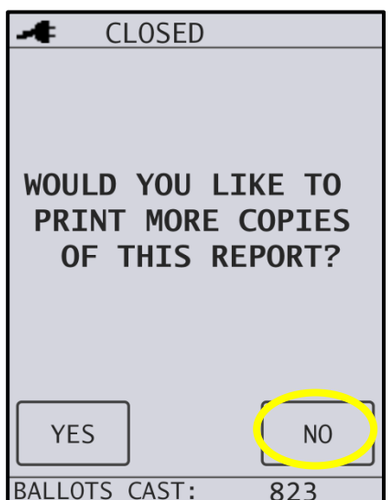


4 Enter the password, then press ENTER

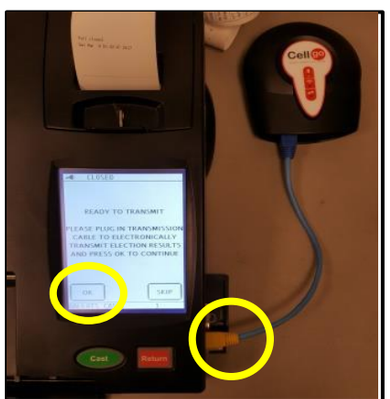


5 Select YES to continue

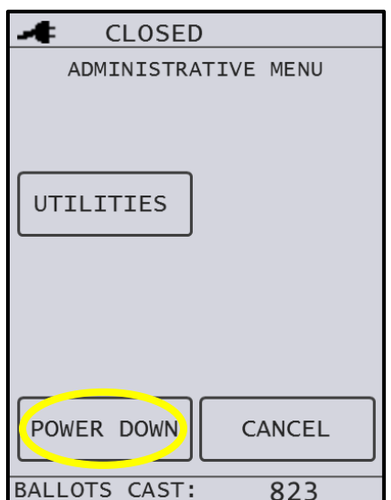
6 The Results Tape will begin printing.



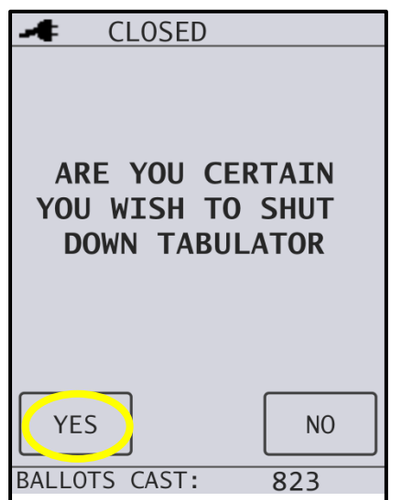
7 Select NO if you are done printing copies



8 If you are transmitting results, connect the Modem and select OK



9 Select POWER DOWN



10 Select YES to continue.

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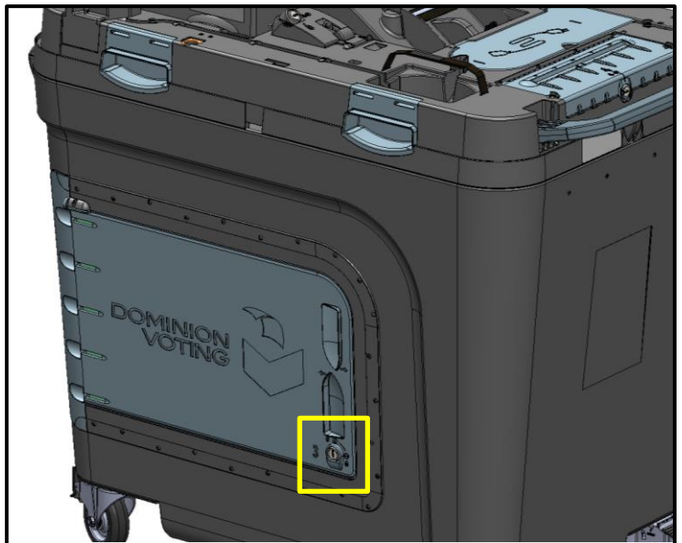
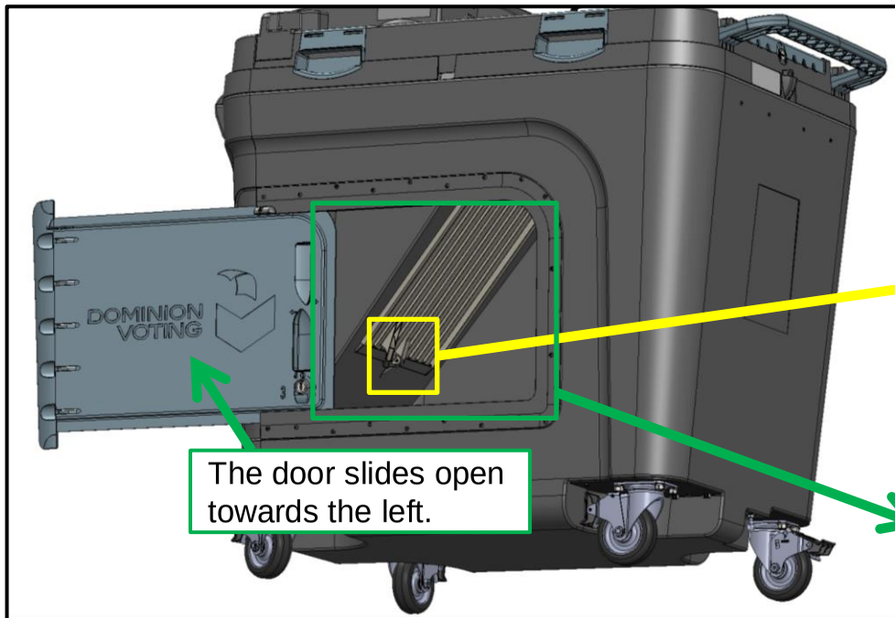
Accessing counted ballots

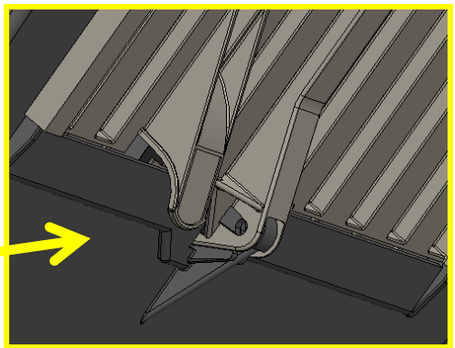
DOMINION VOTING IMAGECAST PRECINCT



1 Unlock the ballots door.

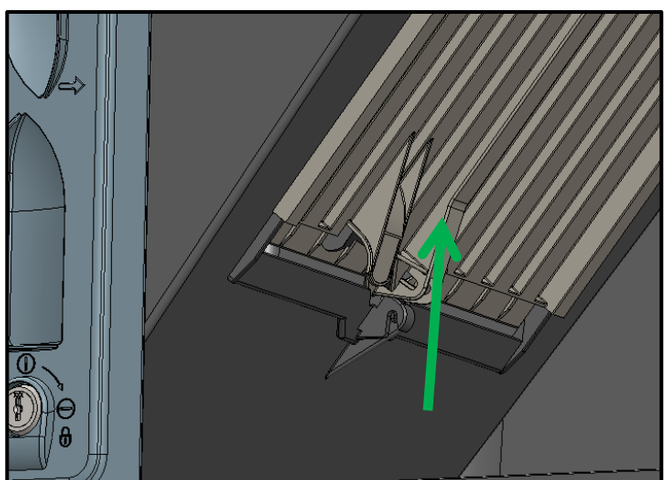


The door slides open towards the left.

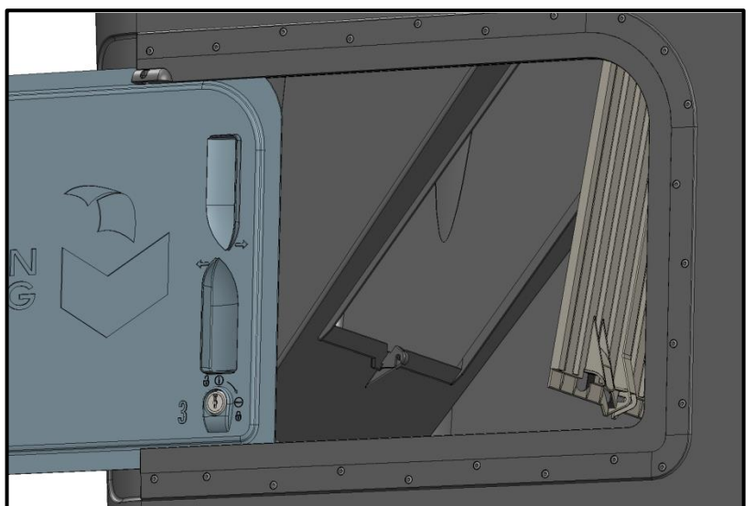


Notice the seal on the write-in chamber access door.

The Primary Compartment contains counted ballots



2 Push the door up about 1 inch until it hits the top stop.



3 Swing the door open to access write-in ballots

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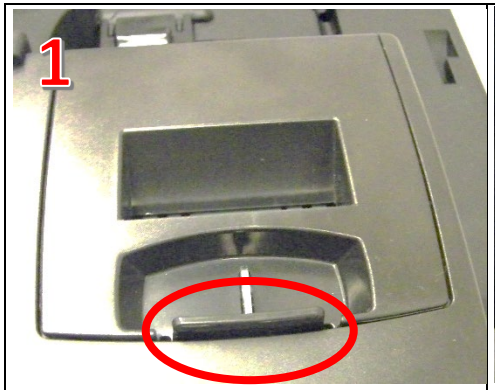
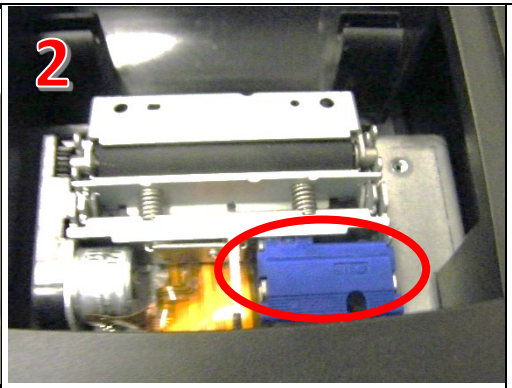
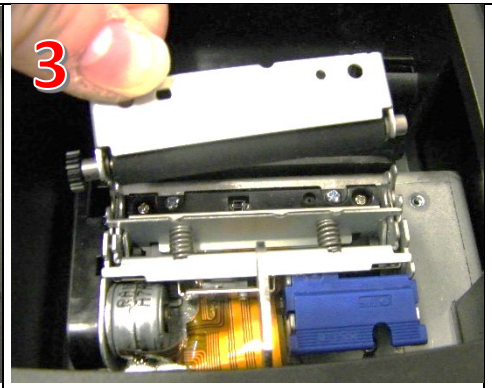


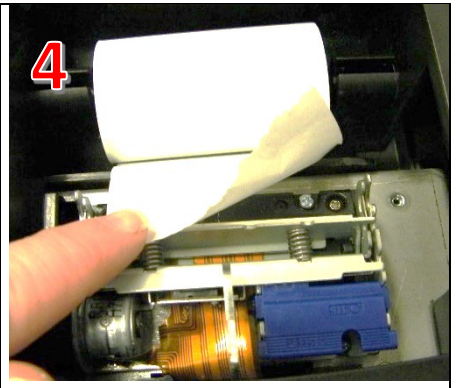
- Locate the Printer Tape door
- Press on the release shown and push door up to open



- Press blue tab to release roller

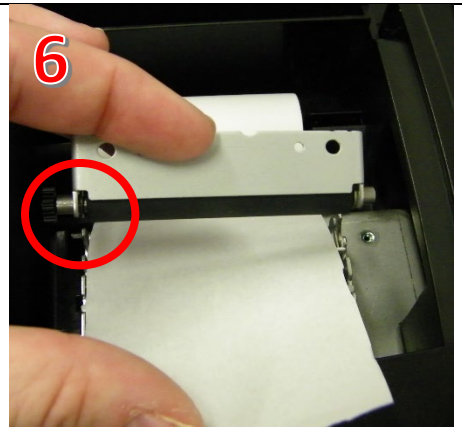


- Remove roller and set aside

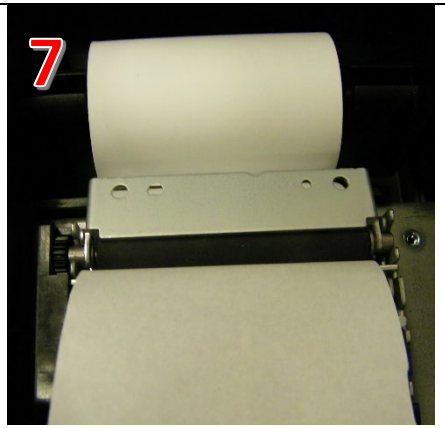


- Place new tape roll in tabulator with paper coming up from bottom

- Pull tape forward



- Place roller over tape with black plastic gear to the left

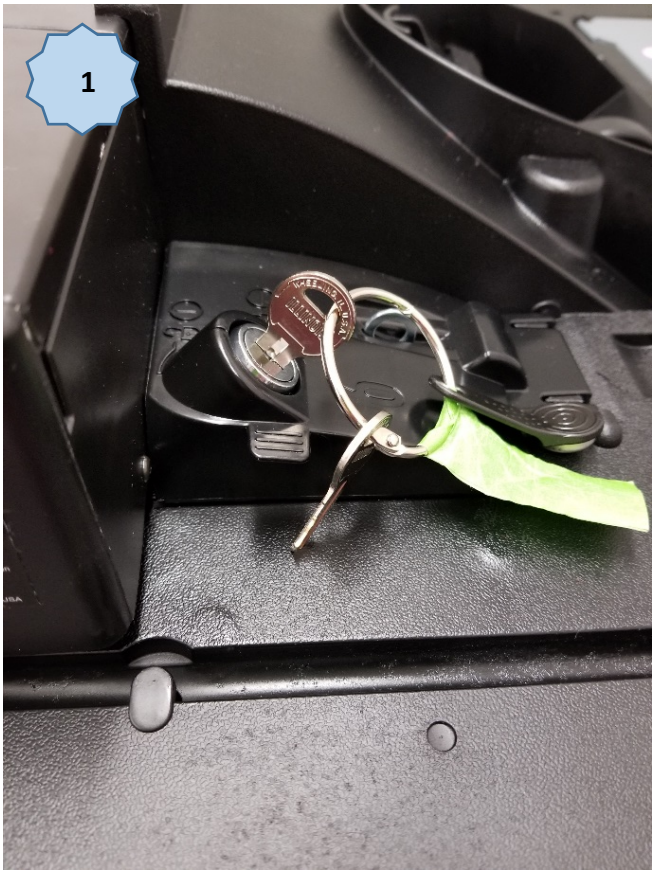


- Press down roller until it clicks into position

- Feed paper through lid and click lid closed

TROUBLESHOOTING GUIDE

REMOVING A JAM



Insert key to unlock and open door.

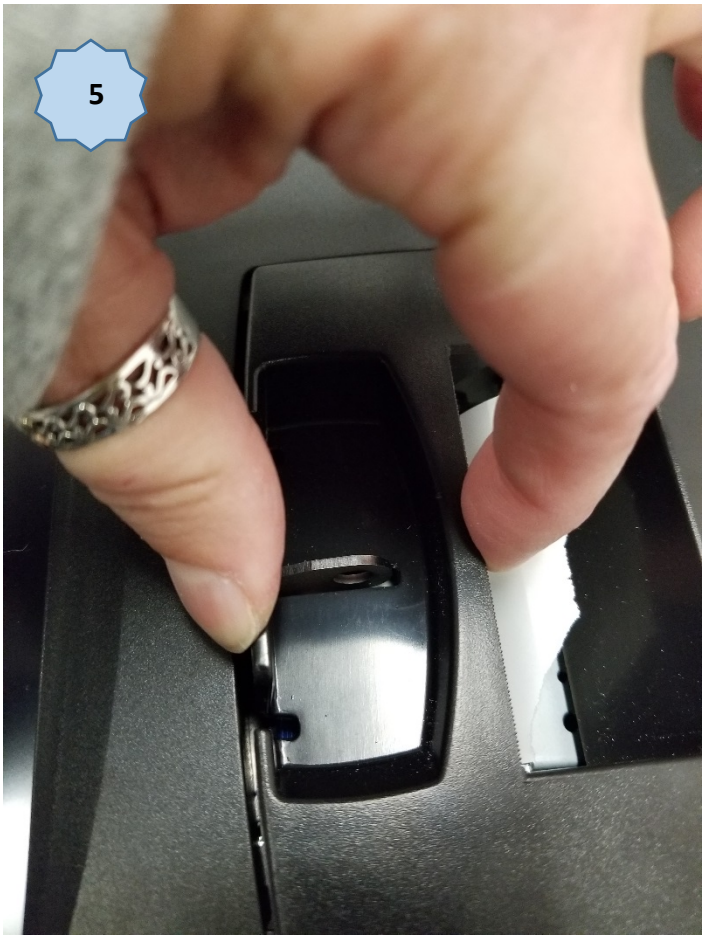
Release the latch.

Slide unit forward and remove jammed ballot. After ballot is removed, slide unit back into position and lock.

Look for message indicating the ballot was successfully cast. Place it in ballot bin. If voters are in the precinct, retain ballot in auxiliary bin until there is an opportunity to put it in ballot bin.

If the ballot was NOT successfully cast, retain it in the auxiliary bin until the end of the night. Reconcile and feed ballot into tabulator if necessary.

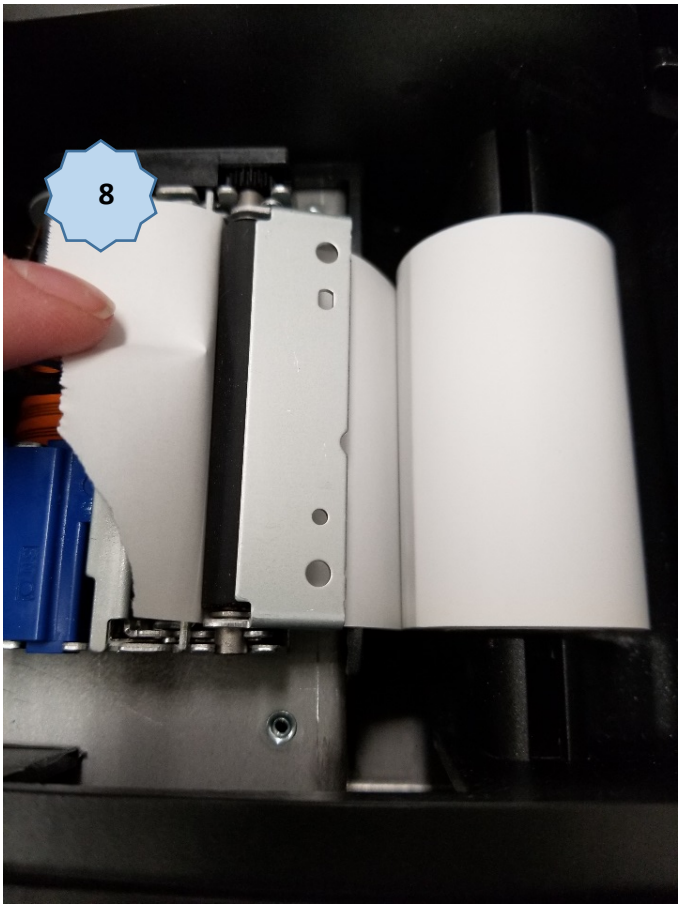
REPLACING THE PAPER



Pinch two sides together to open door.

Push blue tab to release the security bar that holds paper in place.

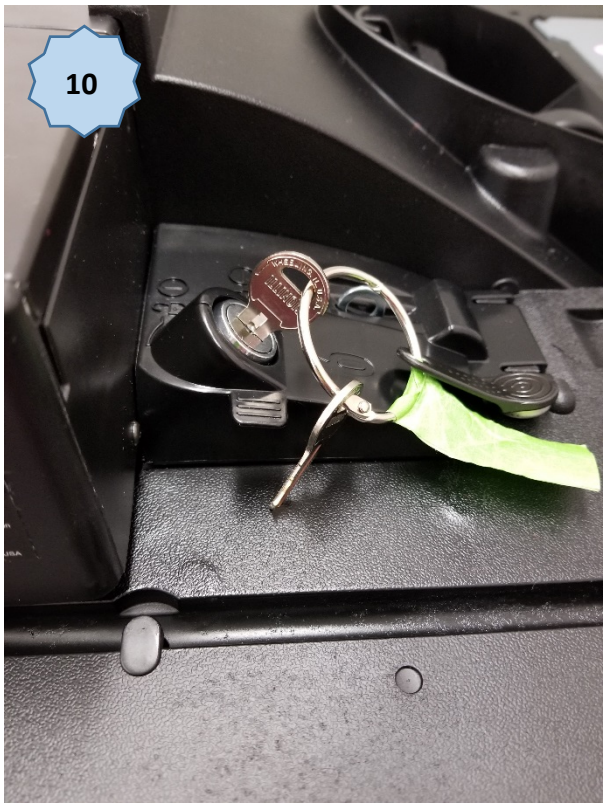
Remove security bar. NOTE: Pay close attention to how it was positioned. Insert new roll of paper.



Once new roll is in, replace security bar as shown. Snap gently into place.

Feed end of paper into slot then close door.

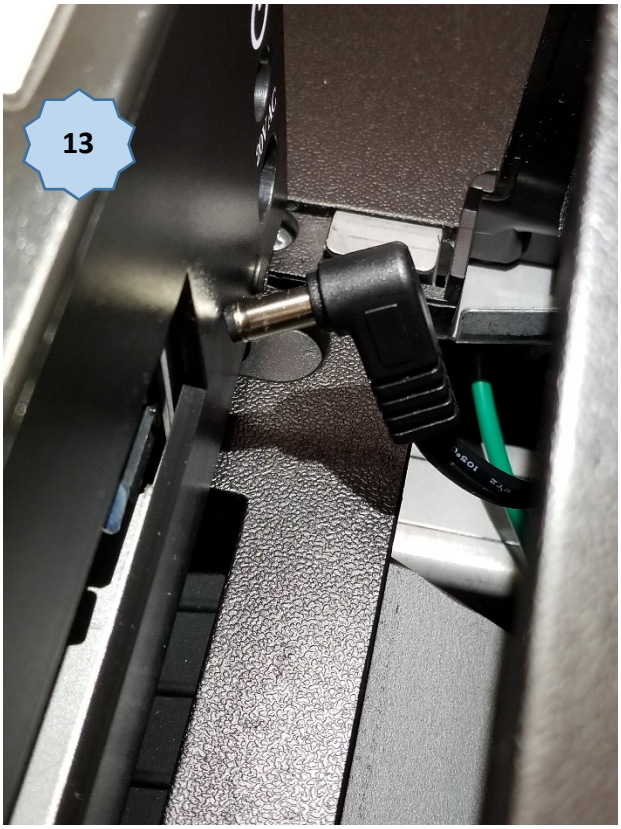
RESETTING THE TABULATOR



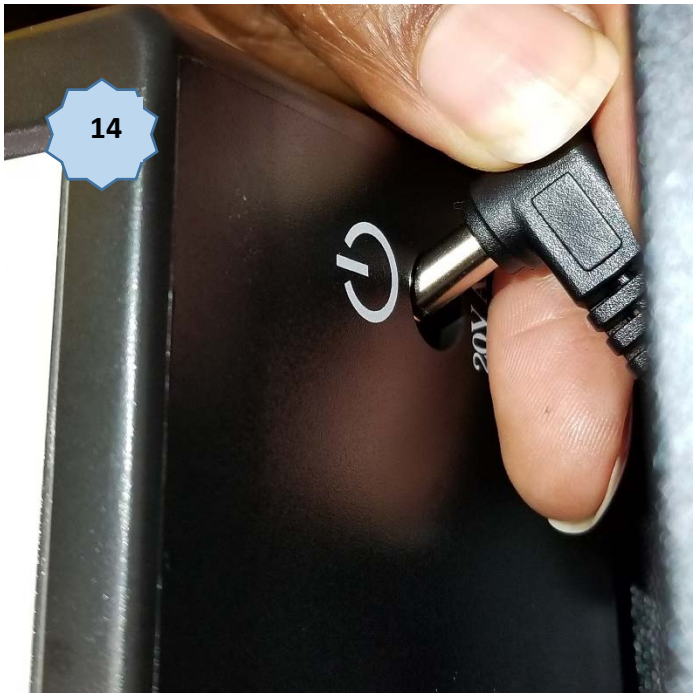
Insert key to unlock and open door.

Release the latch.

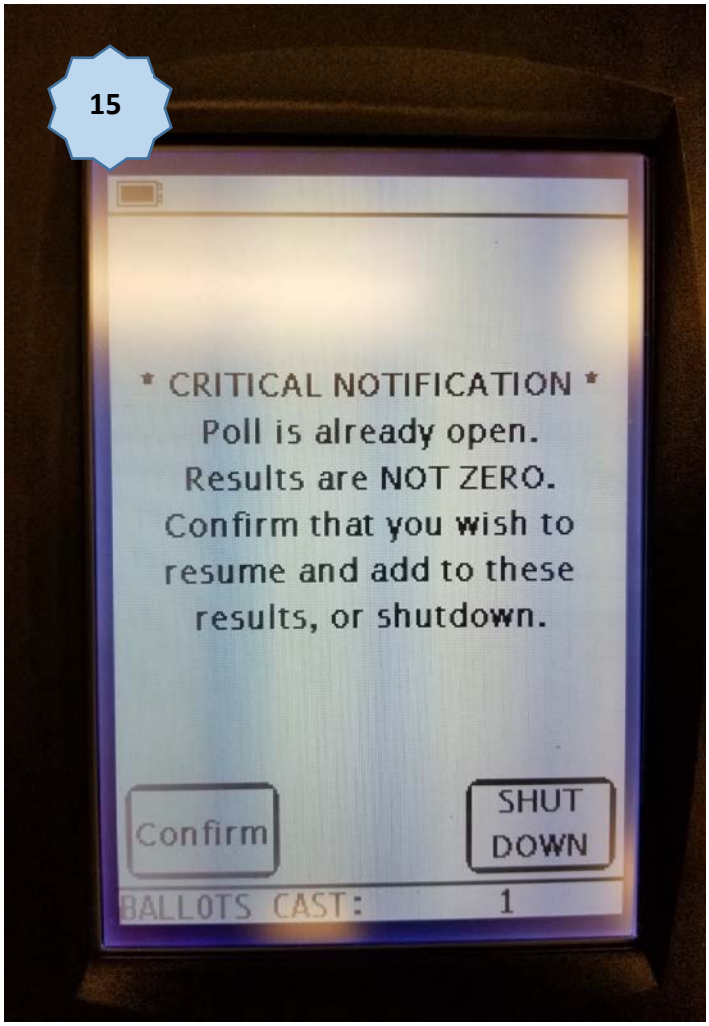
Slide unit forward.



Unplug the power cord.



i. Insert tip of power cord into round opening located directly below the power icon-
ii. Gently push until the screen goes dark – your unit has now been reset.
iii. Repeat step (ii) to get screen to turn back on.
iv. Plug power cord into unit.
v. Slide unit back into position and lock.
vi. Unit should repeat the validation cycle.



vii. When this screen appears, select "**CONFIRM**".