

# AutoMARK™ Precinct Worker Training Presentation

*Created by the  
North Carolina State Board of Elections  
District Election Technicians  
August 2006*





# Objective

- Following this presentation, the viewer will feel confident to conduct an election using the AutoMARK™ voting equipment.

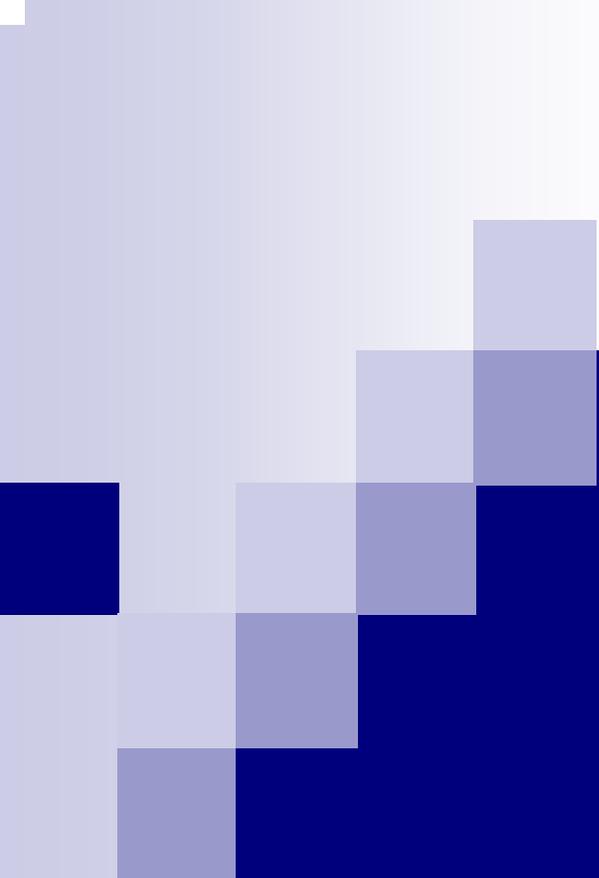
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# Introduction

- The AutoMARK™ is a voter assist terminal that is a certified marking device for North Carolina.
- This terminal is specially designed to assist a voter with disabilities and other special needs to vote privately and independently.
- The AutoMARK™ meets Federal ADA standards and is used solely as a ballot marking device. Votes are tallied through the Model 100 voting tabulator.
- In this presentation, you will learn the procedures for setting up and operating the AutoMARK™.





# Setting Up the AutoMARK™

# Prior to Opening the Polls

- The following are key components for the AutoMARK™ system:
  - One set of headphones for visually impaired voters.
  - One compact flash card with the election definition – this will be installed by the county board of elections office and sealed prior to delivery to the polls.
  - One power cord.
  - One key (brass colored).
  - One print cartridge.
  - One container of alcohol wipes.
  - A wheelchair accessible table which is 36” from tabletop to floor.
  - Ballot security sleeves (optional).

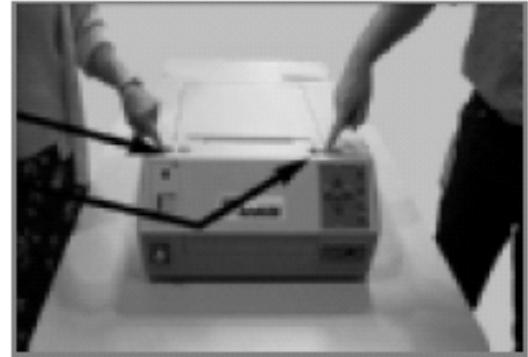
# Set-Up Process

- First, you will place a table in the desired location in your polling place. *(If you do not have an AutoMARK™ stand, a sturdy table may also be used.)*
- Next, open the storage case by lifting up on the latches and turning them counter-clockwise.
- With one pollworker on each side of the machine, place your fingers in the grooves and lift the machine from the case and place it on the table. Position the AutoMARK™ on the table such that the screen compartment faces away from the view of passing voters.



# Set-Up Process

- Plug in the AutoMARK™ by inserting the appropriate end of the power cord into the slot in the back and the other end of the cord into the wall outlet. *(If you notice any damage to the power cord, contact the county election board.)*
- Move the lid latches towards the outer edge to open the lid.
- Fold back the front lid.
- Lift the panel. Pull the screen into an upright position.



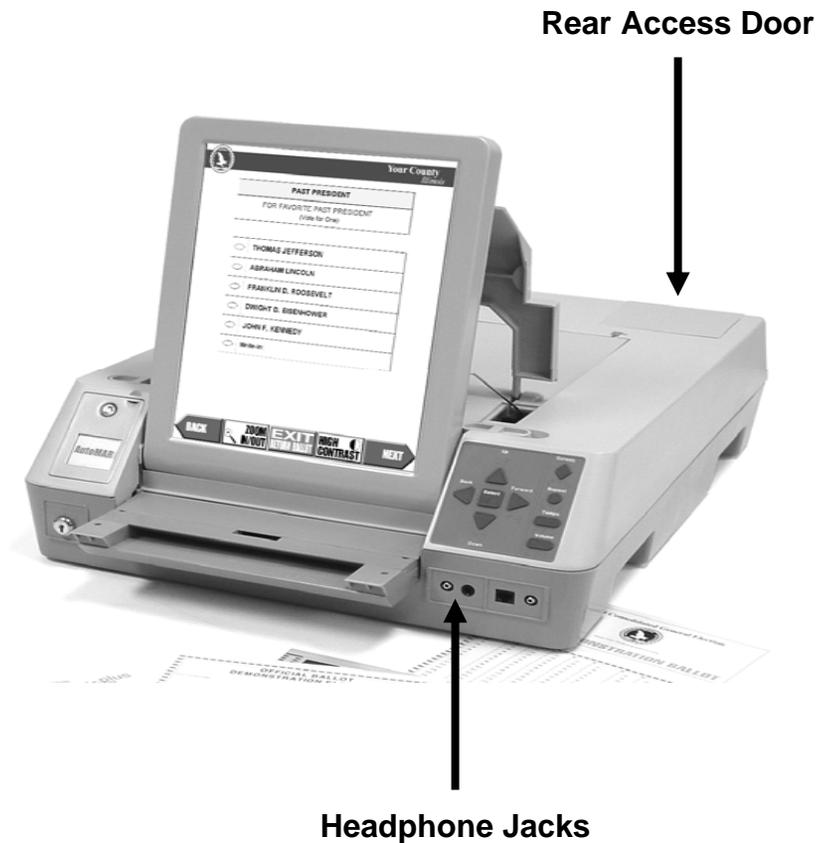
# Set-Up Process

- Place/push the panel down and allow the screen to rest against the panel.
- Pull up on the ballot feed tray, then pull it towards you and lower it into position.



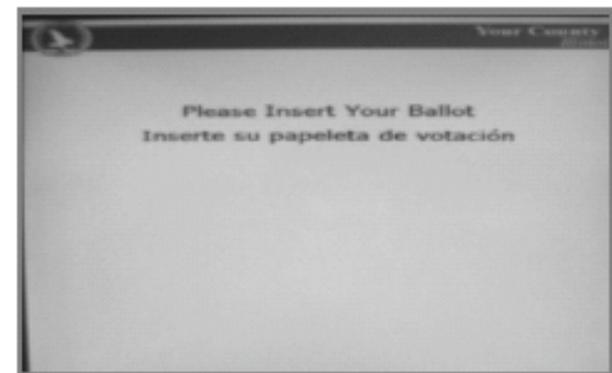
# Set-Up Process

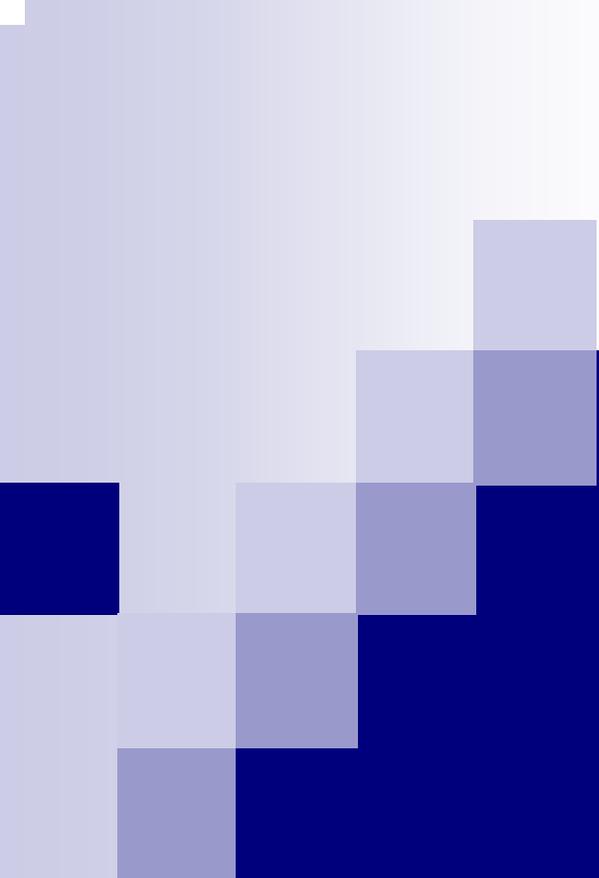
- Plug the headphones into the appropriate headphone jack in front of the terminal.



# Turning on the AutoMARK™

- Once you have completed the preparatory set-up you are now ready to start the AutoMARK™.
- Insert the brass key into the key-operated mode switch in the lower front left corner of the machine and turn the key to the middle or ON position.
- Once the “Insert Your Ballot” screen appears, remove the key and secure it as instructed by the county board office. It will take several minutes for this screen to appear.
- The AutoMARK™ is now ready for use.





# Voting with the AutoMARK<sup>TM</sup>

# Voting Procedures

- You will need to understand how the voting process works using the AutoMARK™ so you may answer questions. The poll worker should not be involved in the vote selection process unless requested by the voter.
- The AutoMARK™ is a marking device and does not tally or calculate votes. For this reason, once a voter marks their ballot using the AutoMARK™, the ballot must be scanned by the Model 100 counter in order to record the vote.

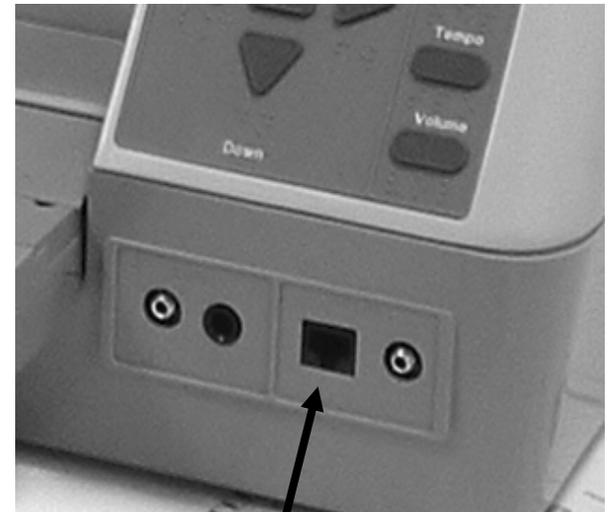
# Voting Procedures

- A voter may interact and mark their ballot using the AutoMARK™ in one of three ways:
  - The Sip-N-Puff ADA personal device.
  - Using the keypad which includes Braille.
  - Directly on the touch screen.



# Voting by Sip-N-Puff Method

- The ADA device Sip-N-Puff can be utilized with the AutoMARK™ through a port located on the front of the terminal.
- The voter supplies this device.
- The Sip-N-Puff operates by the voter using their mouth on a straw to send inputs to the AutoMARK™. The voter puffs or sips on the straw to indicate a “yes” or “no.”
- *(See slides 19-25 “Voting by Touch Screen” for explanation of the ballot selection screens.)*



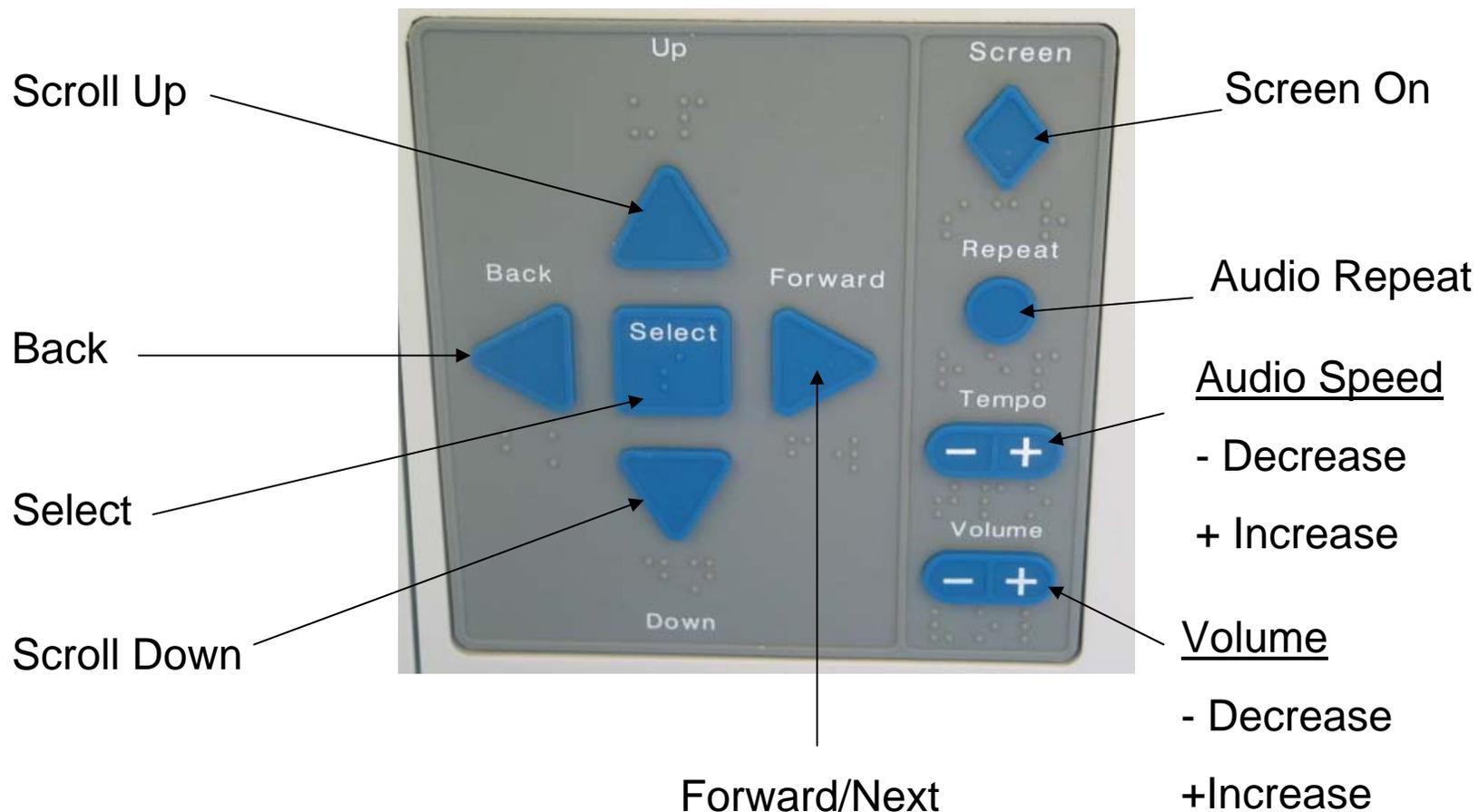
Sip-N-Puff Port

# Using the Keypad Method

- The keypad method, which includes Braille, is most commonly used by the visually impaired.
- Headphones should be used to hear ballot instructions and prompts. These are provided with polling place supplies.
- The next slide indicates the function of each key.
- (See Voting by Touch Screen slides for explanation of the ballot selection screens.)

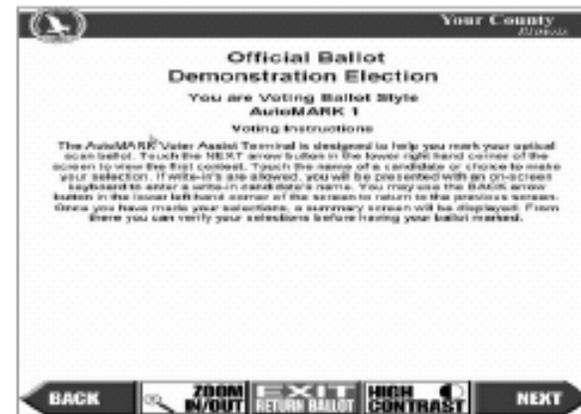
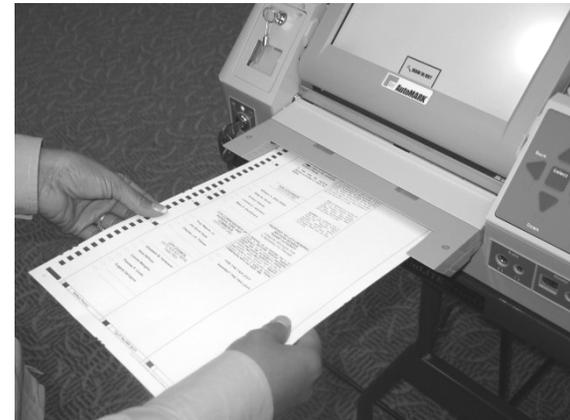


# Using the Keypad Method



# Voting by Touch Screen

- Using a ballot from the current election, the voter will insert an unmarked ballot into the ballot feed tray. The screen will indicate the ballot is being scanned.
- If applicable, a language screen will appear, and the voter selects the appropriate language to be displayed on the AutoMARK™.
- The Voting Instructions Display will appear, press Next to move to the first contest.



# Voting by Touch Screen

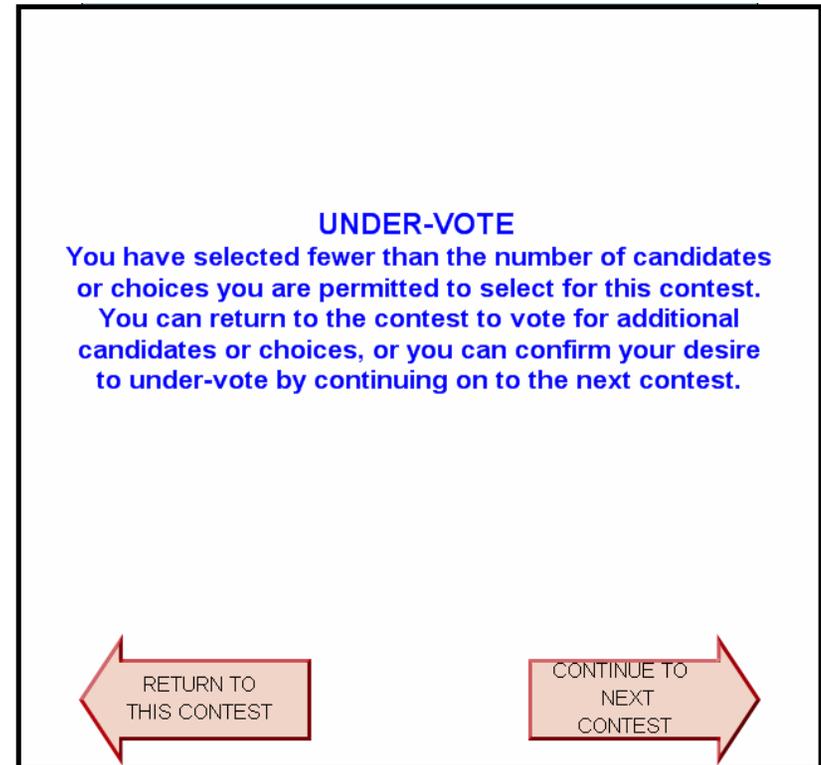
- The voter can make selections by either pressing the candidate name or the oval next to their name. If the voter selects another choice on a “vote for one”, it will clear the first selection. In a multi-choice contest (i.e., “vote for two”), if the voter has already selected an many candidates as allowed, they must first deselect a choice before selecting a new one.
- Press Next to move to the next screen.

PAST PRESIDENT	
FOR FAVORITE PAST PRESIDENT (Vote for One)	
<input type="radio"/>	THOMAS JEFFERSON
<input type="radio"/>	ABRAHAM LINCOLN
<input type="radio"/>	FRANKLIN D. ROOSEVELT
<input type="radio"/>	DWIGHT D. EISENHOWER
<input type="radio"/>	JOHN F. KENNEDY
<input type="radio"/>	Write-in:

BACK ZOOM IN/OUT EXIT RETURN BALLOT HIGH CONTRAST NEXT

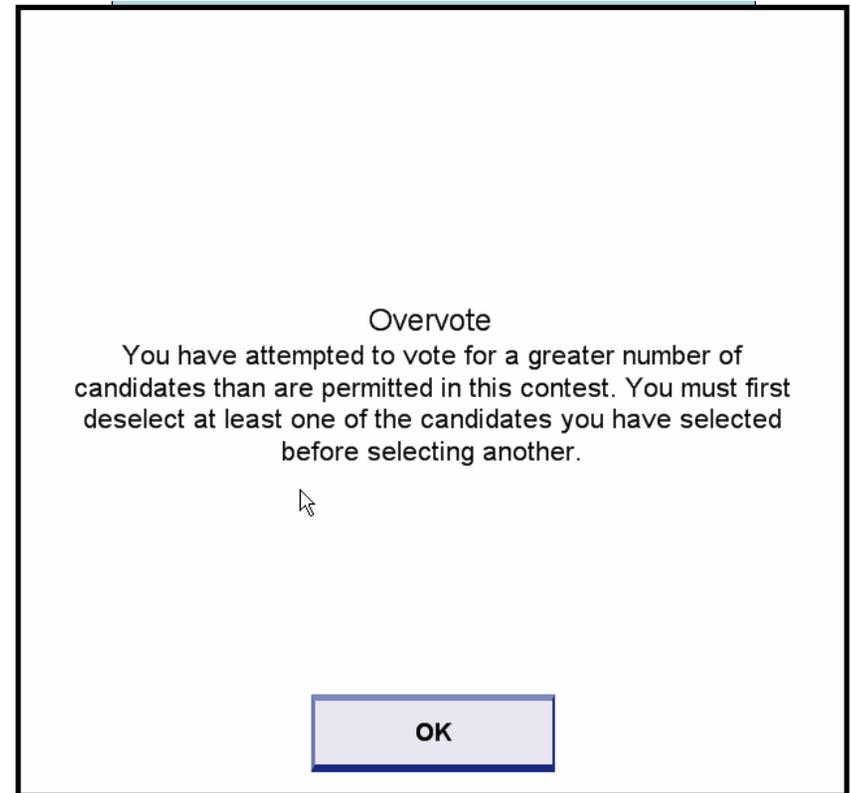
# Under-Vote

- In North Carolina, a voter may choose to not vote for any candidate(s) in a contest. When this occurs the AutoMARK™ displays an alert screen. The voter can select “Return To This Contest” and select a candidate(s) or touch “Continue to Next Contest” and leave the vote as an under-vote.



# Overvote

- The AutoMARK™ also displays an alert screen if the voter attempts to overvote in a multi-choice contest. If the voter wishes to change their selection they must deselect a previous choice, then select an alternate choice for the contest.



# Casting a Write-In

- On the contest screen, select Write-In.
- Next a Write-in screen appears and the voter touches the letters to spell the write-in selection. *(For the keypad voting method, the voter uses the Up and Down Arrows to hear each letter read. Once the desired letter is announced, press select.)*
- When done, the voter presses the OK button and the write-in name will be displayed (or announced).
- NOTE: Press the Cancel button or the Left Arrow on the keypad to close the write-in screen without entering a candidate and return to the contest screen.

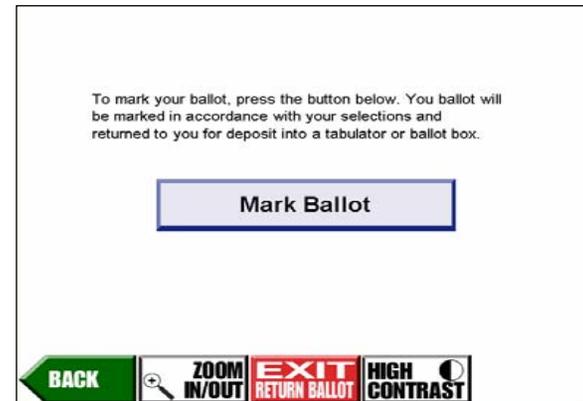
The screenshot shows a "Write-in" screen with a mouse cursor pointing to a text input field. Below the input field is a keypad with three rows of buttons: the first row contains letters A through J, the second row contains letters K through T, and the third row contains letters U through Z, a hyphen/underscore key, and a greyed-out key. Above the keypad is a "BACKSPACE" button, and below it is a "SPACE" button. At the bottom of the screen are two buttons: "CANCEL WRITE-IN" and "OK".

# Voting by Touch Screen

- When all ballot contests have been displayed, the summary screen appears.
- By pressing the contest name, the voter may go back to any contest and make a change.
- A bar displaying “More” appears on the screen when the summary continues beyond the available screen space. Press this bar, allows the voter to continue their review.
- When the voter is satisfied with all of their selections, Next is pressed to continue.

# Voting by Touch Screen

- Next the voter presses the Mark Ballot button.
- The ballot will be marked and returned to the voter.
- The voter then removes the ballot and submits it to the Model 100 for tabulation.



# Additional Features

- Zoom In/Out: The AutoMARK™ includes a zoom feature for voters who prefer to view the ballot in a larger text. By pressing Zoom In/Out the text is enlarged, pressing the button again returns the text to the default size.
- High Contrast: Pressing this button changes the default colors on the screen to black and white. When a voter selects High Contrast, the background becomes black and text becomes white. Pressing High Contrast again returns to the default colors.

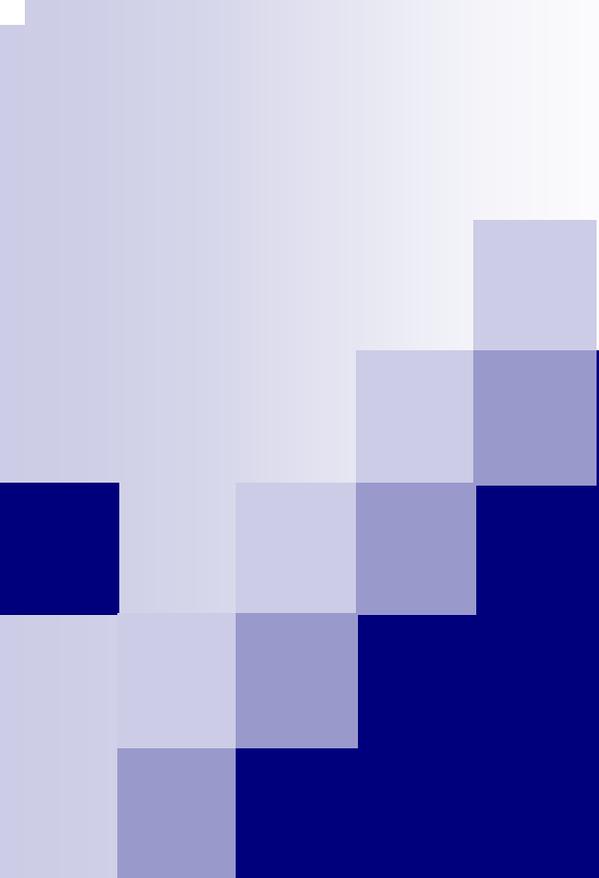


# Cleaning the Touch Screen

- The AutoMARK™ screen and outside panels and screen can be cleaned with alcohol wipes. Ensure the unit is dry before storing it.

# Verifying the Ballot

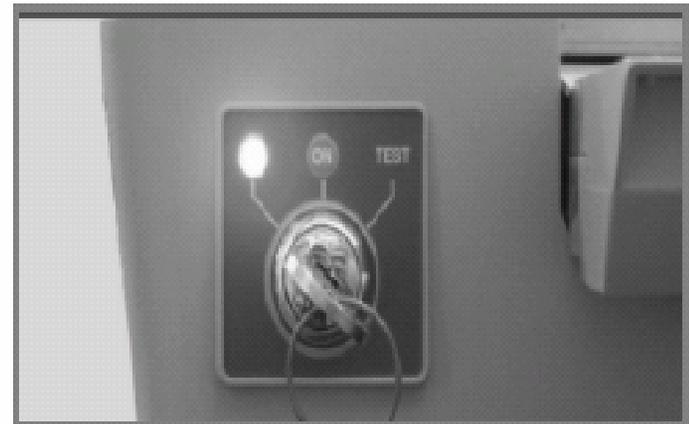
- To verify the ballot, the AutoMARK™ allows the voter to insert their marked ballot into the ballot feed tray to verify a vote.
- No changes can be made from this verification step and the voter will only be able to view and hear the summary screen.
- If the voter wants to make changes, they must return the ballot to the precinct worker to be spoiled. A new ballot is then issued and the voting process must be completed again.



# Closing the AutoMARK™

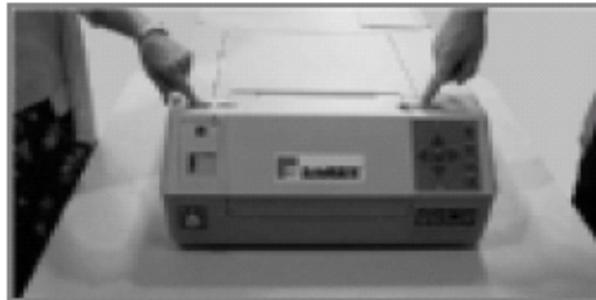
# Closing the Polls and Disassembling the AutoMARK™

- Once the polls are closed, insert the brass key into the mode switch and turn to the Off position.
- Remove the key and secure it as instructed by the county elections office.



# Closing the Polls and Disassembling the AutoMARK™

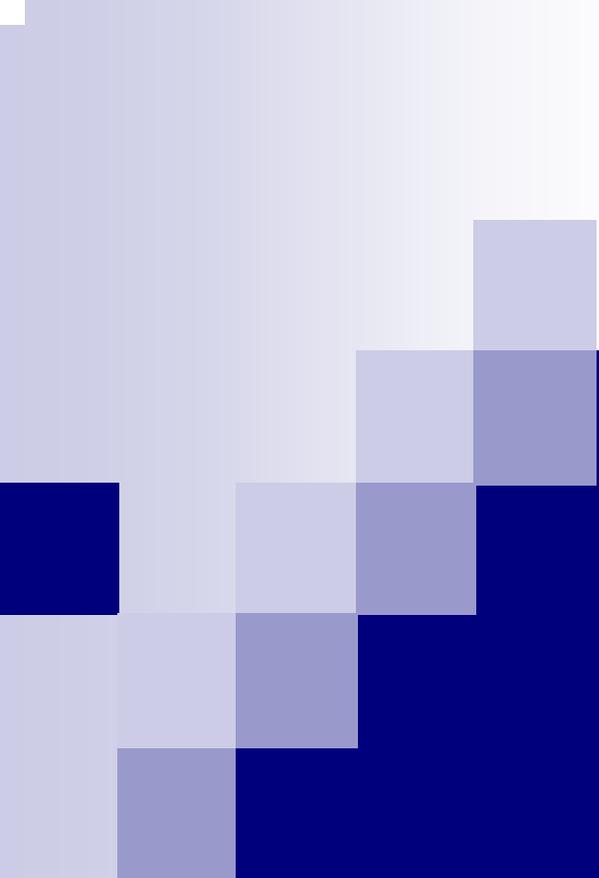
- Unplug the headphones.
- Lift up the ballot feed tray and fold it inward for storage.
- Open the lid and fold the touch screen monitor back into the recessed area.
- Lower the lid over the touch screen monitor.
- Lower the lid flap over the ballot feed tray.
- Move the lid latches inwards to secure the lid.



# Closing the Polls and Disassembling the AutoMARK™

- Unplug the power cord from the wall outlet.
- Remove the power cord from the AutoMARK™.
- With the assistance of another poll worker, place the AutoMARK™, power cord, and the headphones into the carrying/storage case. Close the case and turn the latches clockwise. Keys should be stored as instructed by the county elections office.
- Place the AutoMARK™ in a secure location for pick up.





# Troubleshooting

# Troubleshooting

- In this section we will review solutions to more commonly encountered problems or error messages with the AutoMARK™.
- If at any point the AutoMARK™ is not working properly, notify your county board office to make them aware of the situation and the opportunity to provide additional instruction.

# Troubleshooting

1. The AutoMARK™ does not start up.

- Make sure the power cord is plugged in.
- Check for green power bars on back of the unit
- Make sure the key switch is turned to the “On” position.
- Turn the key switch to the “Off” position, unplug the unit, plug it back in, and turn the key to the “On” position.

# Troubleshooting

2. If any of the following messages appear:

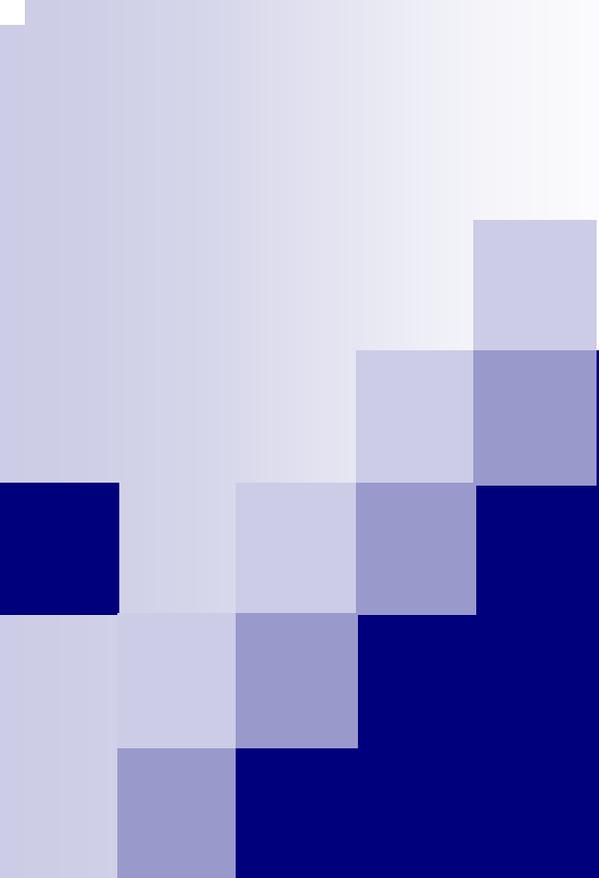
- “Cannot initialize scan heads”
- “Ink cartridge is missing”
- “Data error”
  - Turn the key switch to the “Off” position, unplug the unit, plug it back in, and turn the key to the “On” position.
  - For ink cartridge errors, after turning off the unit, confirm that the ink cartridge was installed correctly and that the tab was removed from the ink head before installing the ink cartridge. Remove ink cartridge and reinsert.

# Troubleshooting

3. The AutoMARK™ freezes or the ballot gets jammed while the voter is in the process of voting.
  - Press the “Exit” button on the touch screen to eject the ballot.
  - Turn the key to test and press “Eject Ballot.”
  - If the ballot does not eject, remove the tray under the back panel by pressing in on the tabs and lifting up. If the ballot is visible under the tray, pull the ballot out and replace the tray. If the ballot is not visible from the front, check the back panel by pushing the tab next to the power cord. If the ballot is not visible in either location, contact the county elections office immediately.

# Troubleshooting

4. “Ballot has not been recognized” error appears on the screen when the voter inserts a ballot into the AutoMARK™. The unit returns the ballot to the voter.
  - Instruct the voter to turn the ballot over and reinsert it into the AutoMARK™ .
  - If the error appears again, spoil the ballot and provide the voter with a new ballot.
  - If the error message appears with the second ballot after the first ballot is spoiled, call the county elections office immediately.

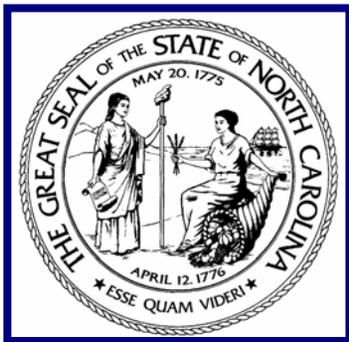


# Thank You!

*Thank you for your dedication as a North Carolina Precinct Official.  
Elections would not happen without your assistance.*

# For More Information

- Contact your local county board of elections.
- To learn more about the North Carolina State Board of Elections, visit <http://www.sboe.state.nc.us/>.



## North Carolina State Board of Elections

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