

ELECTION OFFICER TRAINING MANUAL

Terminology

Accu-Vote	The optical scan unit that is used to count and tally paper ballots and to print various election reports.
Ballot Box	The large black plastic container that the Accu-Vote is placed on. After the ballots are inserted into the Accu-Vote, the ballots are collected into the ballot box. There is a side compartment that holds any hand counted ballots.
Ballot Box Key	The plastic rimmed key that opens all locks on the Ballot box.
Ballot Transfer Box	The lockable, sealable box in which the voted ballots are transported from the polling place to the city/town hall.
Blank Voted Ballot	A ballot that has no votes cast for any candidate in any race.
Display Window	Small screen located on the bottom left side of the Accu-Vote that provides the public counter and other messages. (<i>also called the LCD</i>)
Ender Card	This (8.5"X 11") card that is used to obtain the tally from the scanner at close of polls. The card is inserted while pressing the yes and no buttons.
Front Panel Door	Upper front lockable door on the ballot box where the scanner slides in (<i>also called the retaining door</i>).
Over Voted Ballot	A ballot that contains a race with more than the allowed number of candidates voted for.
Printer Key	Small gold key that opens the printer cover.
Printer Tape	The role of paper that the Accu-Vote reports are printed on.
Sample Ballot	An enlarged copy of the ballot that is hung on the wall near the entrance of the polling location.
Security Plate	The metal bar used to seal the slot were ballots enter the ballot box.

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- Side Compartment** Any ballots that are to be hand counted and not accepted by the scanner. It is located on the left hand side of the ballot box (*also called the Auxiliary Compartment*).
- Spoiled Ballots** Ballots that were marked in error and are not counted. These ballots go in a separate envelope marked spoiled ballots.
- Voting Booth** The private station where voters mark their ballot.
- Zero Report** Prior to the opening of the polls, the warden will turn the scanner on and a printer tape will automatically be generated. This tape will list the races, candidates names and the number “0” (votes). This report is signed and left attached to the printer.

OPENING PROCEDURES FOR THE ACCU-VOTE SCANNER

Retrieve the ballot box key (plastic rimmed) from the Election Box.

Open the lower lock on the front of the ballot box with the ballot box key (plastic rimmed key).

Look into all three compartments to ensure that no ballots are inside the box before voting begins. Close and lock the door.

Open the front panel access door (upper front lock on the ballot box), this is where the ACCU-VOTE goes in.

Slide the ACCU-VOTE onto the ballot box and put the power cord through the tube and out the back of the ballot box. Insert one end of the cord into the ACCU-VOTE and the other into the wall outlet or power strip.

Remove (with the bare key) the printer cover from the top of the ACCU-VOTE.

Turn on the Scanner by pressing the red switch located in the rear of the machine then slide the machine back until it stops in place.

The Scanner will automatically print a zero report, listing all the races and candidates in this election with “0” votes. The Warden and Clerk sign the bottom of this printout and leave it attached to the printer.

The Display Window (LCD) will ask for another printout, press the YES, (if you want another copy of the zero report) or the NO button on the front of the Scanner. The display will then indicate the Public Counter at “0”. (If another number shows, call the Clerk’s Office.) Put printer cover back onto the machine and lock into place.

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Lock the front panel access door on the ballot box to secure the machine.

Open the top slot of the “Side Compartment” located on the upper left side of the ballot box and leave it open for the day.

RETURNED BALLOTS FROM THE ACCU-VOTE SCANNER

An Election Officer is stationed at the Scanner to deal with ballot problems. When the ballot is rejected **do not look at the ballot. Read the display window.**

**“Ballot not read,
please re-insert.”**

Have the voter try inserting again a few times. If it still comes back out. Mark the ballot spoiled, place it in the “Spoiled Ballot Envelope” and issue another ballot. Ask the voter if the ballot was filled out correctly and go over how to fill in the oval.

“Over voted race”. The voter has marked more candidates than allowed or has other stray markings. Mark the ballot spoiled, place it in the “Spoiled Ballot Envelope” and issue another ballot. If the voter insists on keeping the ballot as is, instruct the voter to insert the ballot into the side compartment. Let the voter know that the over-voted race will not be counted but the other races will be counted.

“Blank voted ballot”. The voter has not marked any ovals on the entire ballot. Instruct the voter to make sure they have properly filled in the ovals for all candidates they intended to vote for. If necessary spoil the ballot and allow the voter to try again.

**“Invalid ballot,
see official”.**

Have the voter try again a few times. If it still rejects, mark it spoiled, place it in the “Spoiled Ballot Envelope” and issue another ballot.

**“Returned ballot
jammed in reader”.** You must retrieve the ballot by opening the front panel access door with the plastic rimmed ballot box key. Slide the Scanner towards you to retrieve the ballot sticking out of the back of the unit. Place the scanner back into position and try inserting the ballot again.

**“Counted ballot
jammed in reader”.** Using the same procedure as above, retrieve the ballot. However, the ballot has already been counted, drop the ballot into the ballot box through the opening and secure the Accu-Vote back in place.

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ACCU-VOTE CLOSING PROCEDURES

1. After the last voter has cast his/her ballot, open the side compartment compartment and try to insert those ballots (if any) through the machine in different orientations. If they still don't read, hand count these ballots onto the HAND-COUNT TALLY SHEET. After they are hand counted, put them in the BALLOT TRANSFER BOX.
2. Unlock the front panel access door (upper front lock on the ballot box) with the plastic covered key. This will make available the control panel with the YES and NO buttons.
3. From the machine, unlock and remove the printer door with the bare key.
4. Obtain the PRECINCT ENDER card from the inside pocket of the black carrying case and insert it into the machine WHILE pressing BOTH the YES and NO buttons at the same time, this will automatically print the precinct election results tape. Sign and mark this printout as "UNOFFICIAL RESULTS".
5. When the machine asks for another printout, press YES. (This printout is returned to Town Hall along with the machine).
6. When the machine asks for another printout, press NO.
7. Turn the Accuvote off with the red switch located in the rear of the machine - lock the printer cover back on. Place the machine along with the power cord into the black carrying case for transport to the Town Hall.

***** **BALLOT HANDLING** *****

DO NOT MIX BALLOTS FROM THE DIFFERENT COMPARTMENTS.

8. Using the rear door of the Ballot Box, empty the ballots from the LEFT compartment. Place them in the BALLOT TRANSFER BOX. These ballots have been fully counted by the machine.
9. Remove the ballots from the RIGHT compartment, these are the write-in and blank voted (ballots with no ovals filled in) ballots. Record any write-in votes onto the WRITE-IN TALLY SHEET (remember, all other votes have already been counted by the machine) then put these ballots in the BALLOT TRANSFER BOX. Blank voted ballots, those with no ovals filled or invalid marks, checks, X's need to tallied on the "Hand Count Tally Sheet" used in Step 1.
10. To obtain official results: combine **STEP 1** (hand count tally), **STEP 4** (unofficial machine results tape) and **STEP 9** (write-in votes).