

ELECTION OFFICER TRAINING MANUAL

Terminology

Accu-Vote	Name of the optical scan voting equipment
Ballot Box	The large black plastic container that the optical scanner is placed on. After the ballots are inserted into the scanner, the ballots are collected into the ballot box. The side compartment is used for any hand counted ballots.
Ballot Box Key	The plastic rimmed key that opens any compartment to the Ballot box.
Display Window	Small screen located on the bottom left side of the scanner that provides the public counter and other messages (also called the LCD)
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 in at the same time the yes and no button are pressed.
Front Panel Door	Upper front lock on the ballot box where the scanner slides into. Use plastic rimmed key
Printer Key	Small gold key that opens the printer cover.
Printer Tape	Small role of paper that is attached to scanner and prints The results/tally of the Accu-Vote.
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 Auxiliary Compartment)
Spoiled Ballots	Ballots that were marked in error and are not counted. These ballots go in a separate envelope.
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.

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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.

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.

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Returned Ballots from the Accuvote 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.

**“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).