Accessible Voting System
Set-up Operation

Toll Free Help Line – 1-800-540-5954
or 603-271-8241

November 2020

NEW HAMPSHIRE
Accessible Voting System

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Introduction

The Help America Vote Act of 2002 (HAVA) requires at least one voting system equipped for individuals with disabilities at each polling place, including nonvisual accessibility for the blind and visually impaired. The State of New Hampshire has decided to deploy a tablet based voting system to satisfy this requirement.

This system is called the **one4all** Accessible Voting System. **one4all** is designed to accommodate persons who cannot mark a "Official" paper ballot without assistance.

one4all provides a voter with multiple options to access and mark a ballot in private. The system marks an "Official" printed ballot, the same ballot that everyone uses whether they are Accuvote or Hand Count. **No telephone or internet connections are required or supported by this system**.

<u>**PLEASE TEST THE SYSTEM AS SOON AS POSSIBLE.**</u>

<u>**CALL THE HELP DESK IMMEDIATELY IF YOU HAVE ANY ISSUES. 603-271-8241 OR 800-540-5954**</u>

Note to Moderators

The Moderator or Clerk shall test the one4all system prior to Election Day and on the morning of the election to ensure the system is up and running.

Moderators should take steps to ensure that more than a single voter uses the system. We recommend that at least five (5) voters use the system so that the **one4all** ballots cannot be linked to a voter or voters using the system. We trust in the judgment and discretion of our Moderators to address this issue in their own way.

EQUIPMENT

The system hardware is composed primarily of a Dell tablet, a Dell folio tablet cover, a Dell docking station, Jabra Headphones, an EZ Eyes keyboard and a Brother Laser printer.

All of the equipment required to operate the *one4all* Accessible Voting System from your polling place is contained in the green and blue plastic storage containers with the exception of the **TABLET**. The printer is stored in the blue container.

The **TABLET** will always be shipped separately for each *State* Election.

Make sure you have all the equipment necessary to operate the one4all accessible voting system. If you have equipment that is damaged or missing, please contact the Help Desk immediately. Please check your equipment ahead of time, do not wait until the day of the election so we may get the needed supply to you.

This equipment includes:

- *Tablet w/ Folio Cover – Dell 11 Pro 7000 Series (7140) Tablet (64GB)*
- *Dell Docking Station with Power Cord/AC Adapter*
- *Brother HL-6250DW Laser Printer*
- *Printer Cable – 3 foot USB A/B*
- *Keyboard – EZ Eyes AKB-8861 high contrast*
- *Headphones – Jabra UC Voice 150 MS Duo*
- *50 foot power extension cord*
- *a surge protector power strip*
- *a desk lamp for added illumination*
- *a Mini Vote Access Kit –*
      clip board, sheet magnifier, signature template, deaf/HOH communication card, poll worker disability assist buttons

IMPORTANT
Please follow these instructions <u>step by step</u> as the system will only work in this sequence.

STEP ONE

UNPACK ALL EQUIPMENT
Tablet

Dell Venue 11 Pro 7000 Series (7140) Tablet 64GB

Volume Control

Start Button

Port for attachment
to Docking Station
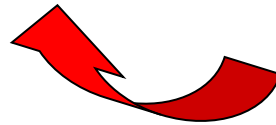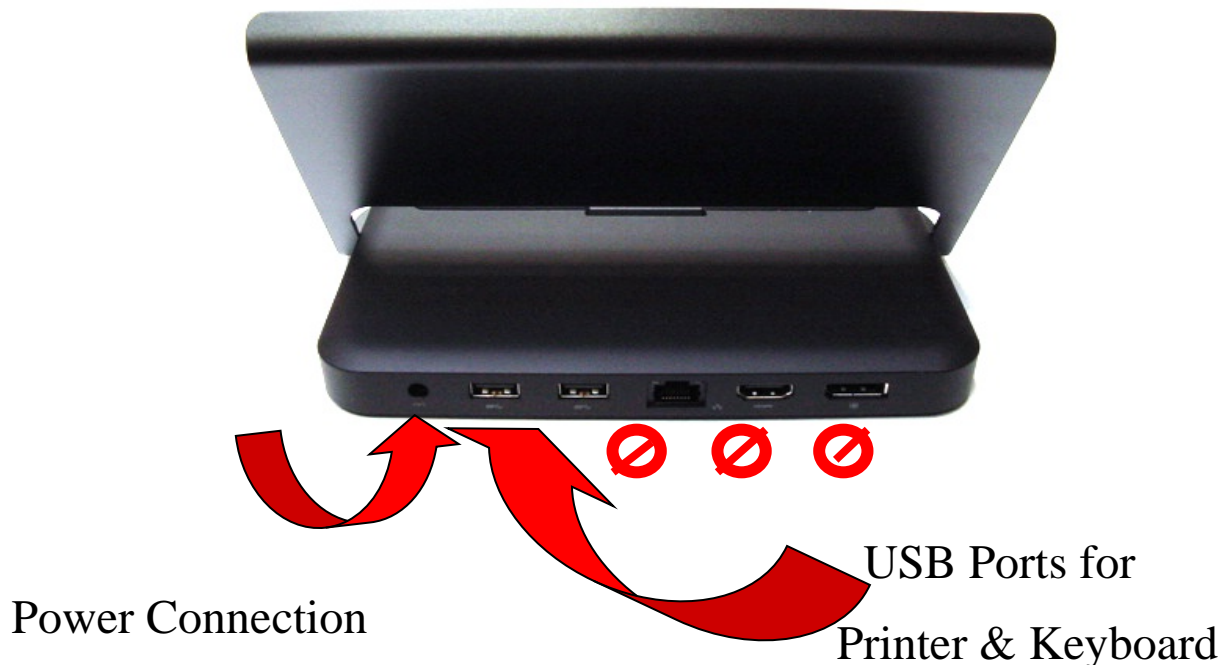
Docking Station

Dell Venue 11 Pro (7140) Tablet
Front View

Mount Connection for Tablet
(Power Supply for Tablet)

USB Port
for Headset

Rear View

Power Connection

USB Ports for
Printer & Keyboard

USB Headphones

Jabra UC Voice 150 MS

Headset Adjustment

Microphone: Not
currently in use

Volume Control

USB Connector

50 Foot Power Extension Cord

Keyboard
EZ Eyes Model No. HPO-J1305
USB Connector

Surge Protector Power Strip
(Must be in "Off" position)

Black Desk Lamp

Mini Vote Access Kit

Printer

Brother HL-L6250DW Laser Printer

USB Connector to Docking Station

Power Cord

Paper Tray

SET UP

Connect All USB Ports to the Docking Station

a. The **KEYBOARD** and the **PRINTER CABLE** connect to the **rear of the DOCKING STATION** with **USB connectors.**

 (See page 6 for picture of the rear of the docking station.)

b. The **HEADPHONES** connect to the **front** of the docking station in the USB Port. (**See page 5 for picture of the front of the docking station**.)

 HEADPHONES

c. Plug the **light-colored connector cable, into the rear of the PRINTER** on the side opposite the power cord.

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d. Connect the two-piece **AC ADAPTER** together and plug it into the **DOCKING STATION.**

POWER CORD   AC ADAPTER   **DOCKING STATION**
                                                        Rear View

e. Plug the power end of AC ADAPTER into the **surge protector power strip**.

f. The **PRINTER** has a **power cord** to be plugged into the rear of the printer and the other end directly into the **surge protector power strip, while in the "OFF" position.**

g. Connect the **surge protector power strip** to a wall outlet and turn the power button to the "**ON"** position. (If necessary, use the extension cord to connect to the wall outlet.)

STEP Three

Turn on the Printer First

The **Power** button is located on the top left side of the **PRINTER. Press and hold for 3 – 5 seconds to power up.**

START

STEP Four

Remove the "Folio Cover" from the TABLET which is attached to the tablet with magnets. Hold the folio cover in one hand and the tablet in the other hand and gently tug the folio cover away from the tablet to completely remove it. Do NOT remove the back cover. Store the folio cover in its cardboard box until election night.

Connect the **TABLET by gently setting it** onto the pins on the **DOCKING STATION** and then lay the tablet back on the **DOCKING STATION.**

There is a **connection port** located at the bottom center of the **TABLET**.

The **TABLET** connects (*gently)* to the **DOCKING STATION**

Tilt the **TABLET** back so it is resting on the **on the back of the DOCKING STATION** at a **slight angle.**

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STEP Five

Turn on the Tablet

The **Power** button is located on the upper right side of the **TABLET.**
Press and hold the power button in until the tablet vibrates.

START
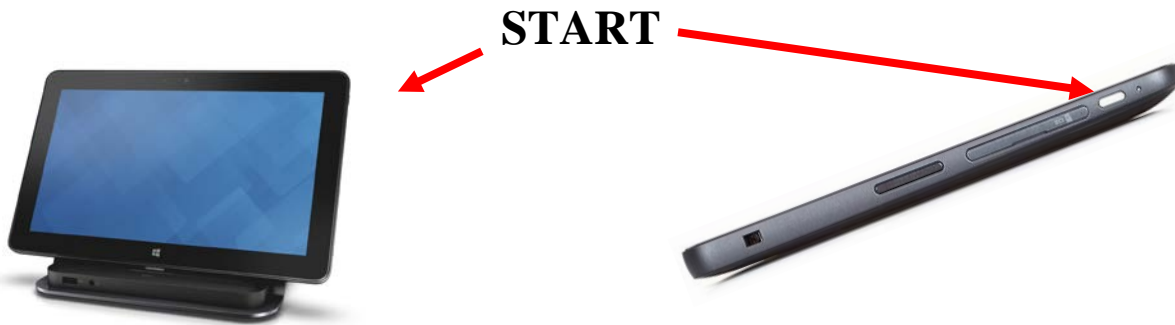
The Tablet screen will appear as below.

Touch the "VOTE" button on the screen to begin

Access Code Field

Enter your town/city ward five-digit access code/pin on
the **touch screen** and touch the "DONE" button.
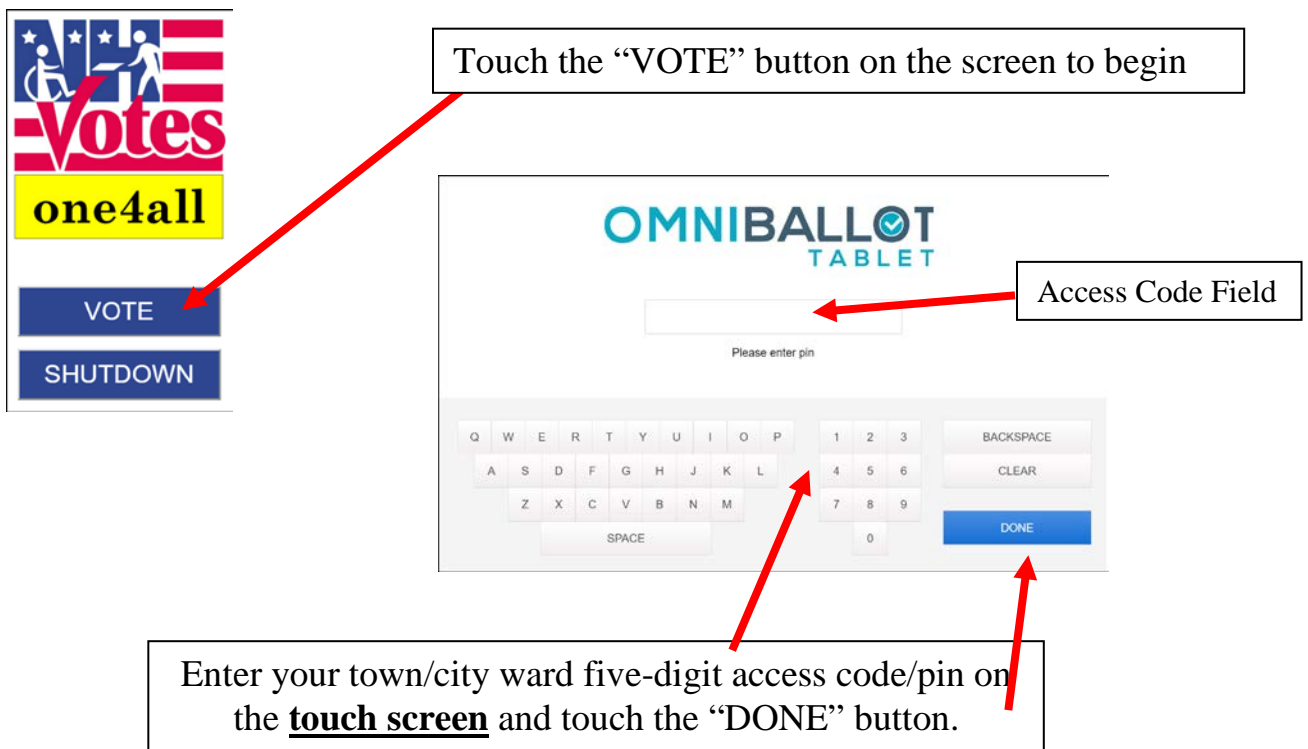
Confirmation Screen:

On confirmation screen confirm the ballot selection and touch "Continue"

You have chosen the ballot for:

New Hampshire General Tuesday November 3, 2020

Anytown

Back   Continue

Ask the voter which experience they would like to use – "Touch" or "Keyboard"

Please select an experience

Touch   Keyboard

- Select the **"Touch"** icon for the voter who wishes to use the *tablet screen*
  - ▪ The instructions on the screen OR on the headset, will instruct the voter how to navigate.
    - ▪ The headset will always stay on, no matter if the user selects the "Touch" or "Keyboard" icon.

Instructions

Touch any item on the screen to hear it read to you (audio only)

Touch an item to make a selection on a contest

Touch again to un-select an option

If available, touch Write-In to enter a name not on the ballot.

- The "T" icon allows the voter to make the text larger. **T↕**

- The "volume" icon allows the voter to adjust the sound. Press the "**Up**" arrow to **increase** the volume. To **decrease** the volume, continue to press the "**Up**" arrow to cycle through the range from 0% to 100%.

- The "contrast" icon allows the voter to change the contrast on the screen.

- The "arrows" icon allows the voter to change the rate of speech range to be slower or faster. Press the "**Down**" arrow to increase the rate of vocal speed, continue to press the "**Down**" arrow to cycle through the rate of speed range from 0% to 100%.

- Select the "**Keyboard**" icon for the voter who wishes to use the keyboard

  - The "Keyboard" use is limited to the keypad on the right of the keyboard, using the left and right "arrows" and "Enter" button for navigation.

  - The verbal instructions through the headset will instruct the voter in how to navigate.
    - The headset will always stay on, no matter if the user selects the "Touch" or "Keyboard" icon.

- The "Keyboard" instructions have all of the icons from the "Touch" screen listed above.

- It has an additional icon of the "Eyeball" which allows the voter to darken or restore the screen.

  - The darkened screen appears as seen below.
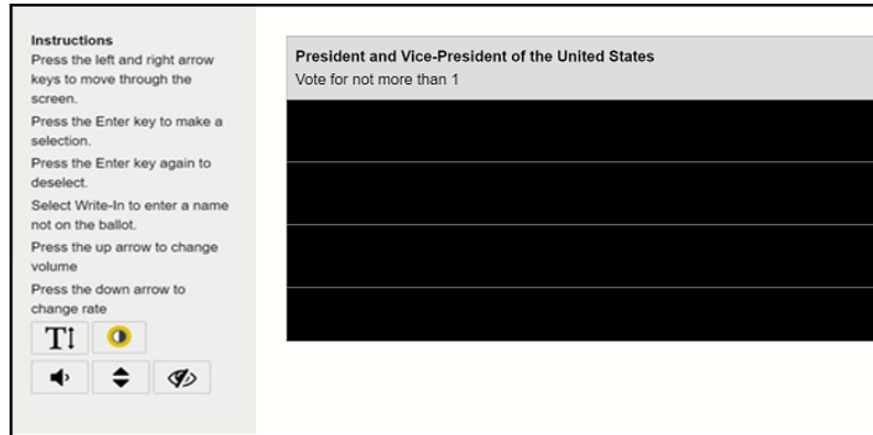
OPERATION

***The election official assigned to assist voters at this station will:***

1. After pressing on the "Touch" or "Keyboard" icon, the tablet will advance to the first voting screen.

2. Verify that the first candidate listed on the screen is the same candidate that is listed first on the "Official" printed ballot.

3. Open the paper tray in the front of the PRINTER. (**Choose the instruction below for the ballot that is applicable to your city/town)**

8.5 X 14 inch Ballot:

*The paper tray must be extended to receive this size ballot. To extend the paper tray:*

a. Remove the paper tray from the printer.

b. In the rear of the tray, press (pinch) and hold the green lever (shown)
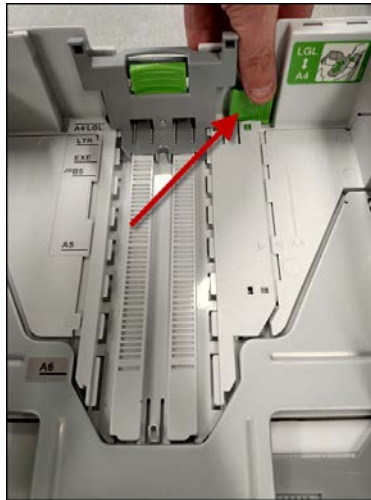
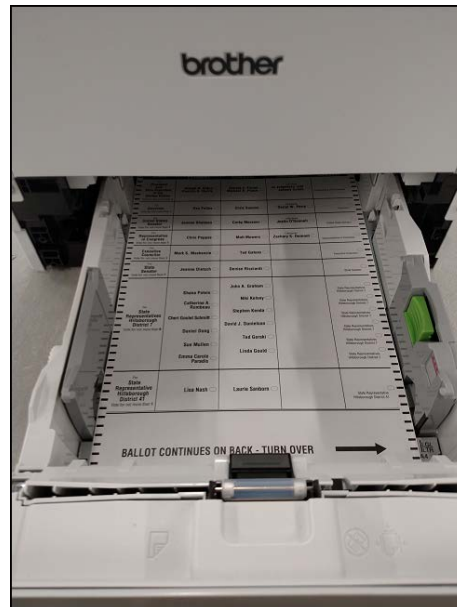c. Gently slide the back of the tray away from you until it is fully open.
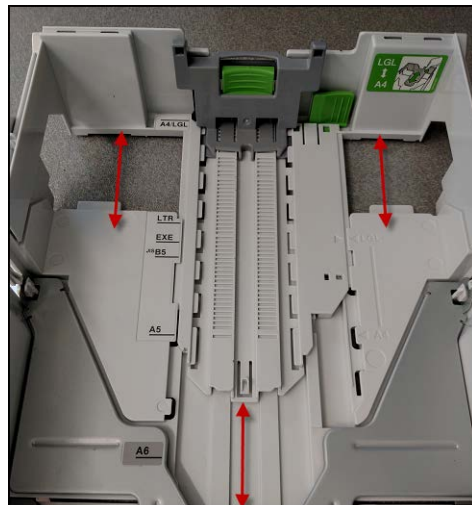
d. Next, pinch and hold the green tab located on the gray paper length extender tab that is defaulted to "LTR" (letter). Slide the gray tab all the way to the rear of the tray to "A4/LGL" (legal).
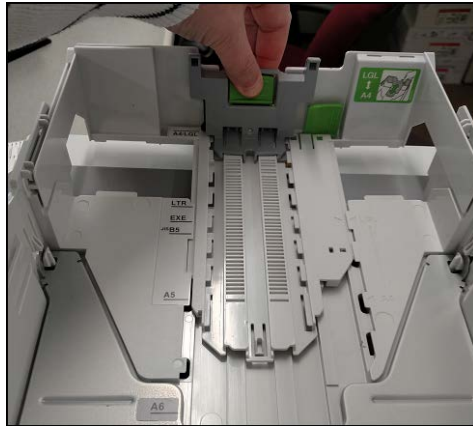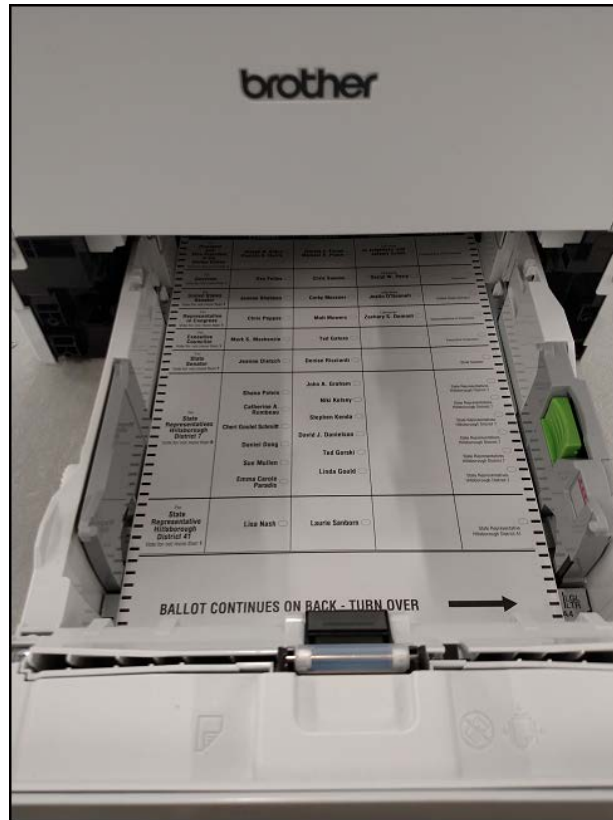

e. Insert the paper tray back into the printer.

f. Insert the **"Official"** ballot, Face Up and Header First into the tray.

Note: Remember to slide the tray back into the default, "LTR" position, before storing it in the blue bin to avoid any breakage.
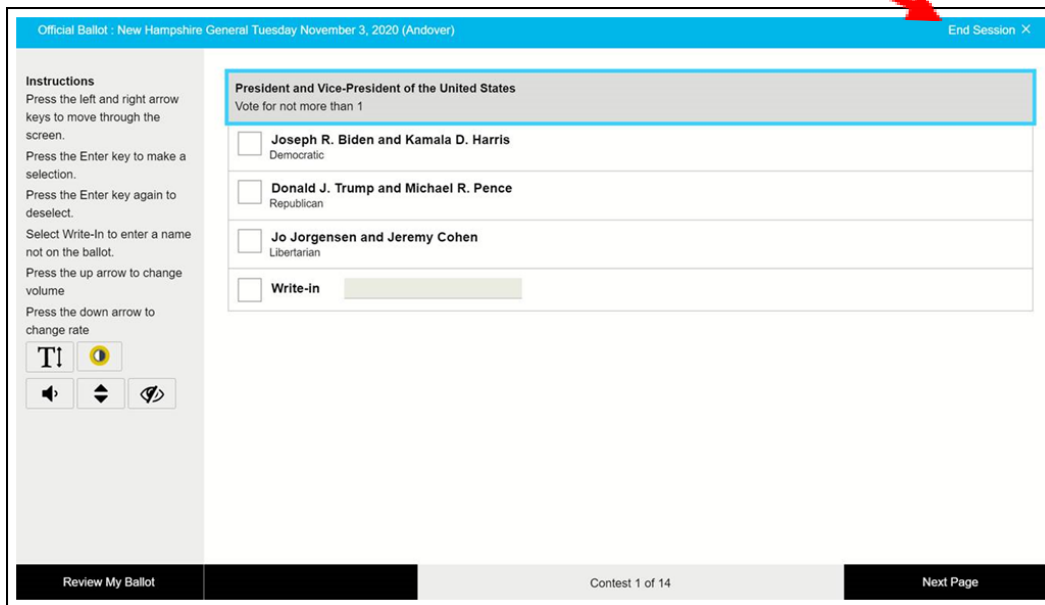
8.5 X 11 inch Ballot:

Insert the **"Official"** ballot, Face Up and Header First into the tray.

Call the HAVA office at 603-271-8241 IMMEDIATELY, if the election official is having _ANY_ issues with the tablet.

TABLET

1. The election official may "End Session" at any time to start over.

2. You will receive a pop up stating:
   "Are you sure you want to end your session?"
   - Touch "Cancel" or "Yes" on the screen.

# NAVIGATION OF THE KEYBOARD

NOTE: Ask the Voter if they need assistance with the KEYBOARD, if so, guide the voter to place their fingers on the "right and left arrow" keys and the "Enter" key.
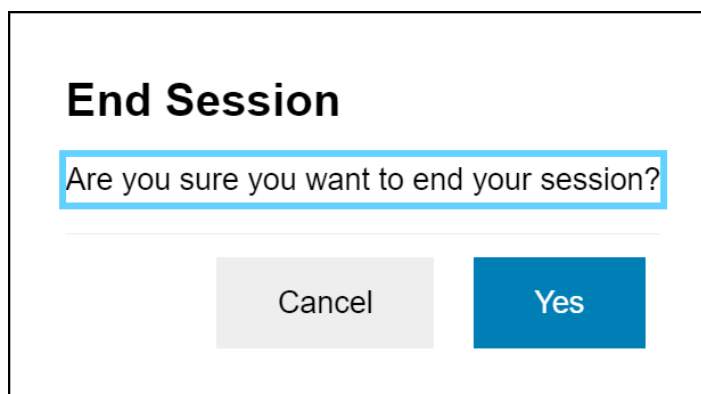
➢ Use the "Enter" key when prompted by the audio to "Continue".
➢ Use the "Right & Left Arrows" to navigate through the candidates and press the "Enter" key to go the 'Next Page."
➢ Use the "Up" arrow to change volume.
➢ Use the "Down" arrow to change rate of speed.
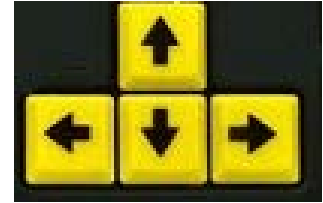
➢ Use the keyboard letters to type in a write-in candidate name. Press the left or right arrow key to continue.

3. _Election Official leaves the booth after giving the voter the following instructions:_

a. The election official advises the voter they are on the first office on the ballot screen.

b. The election official gives the voter a "Ballot Privacy Folder" to put their completed ballot in to bring to the Moderator (or appointed official) overseeing the ballot box or ballot counting device.
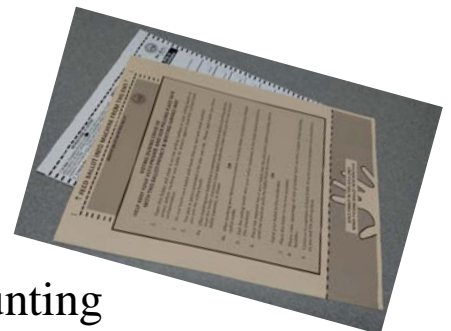
c. They will navigate through the instructions using the right and left arrow keys.

d. To select a candidate, the user will press on the "Enter" key.

e. Once a candidate has been selected, the voter continues to press on the right arrow key until they hear or see "Next Page."

f. The user will press on the "Enter" key to continue to "Review My Ballot."

Reviewing the Ballot

1. The voter may review the ballot by office and change the candidate selection by touching the "Change" button on the screen.

a. If the user has no changes, they will press the right arrow key until they hear "Accept and Print."

b. The user may submit the ballot at any time by touching the "Accept and Print" button or pressing the "Enter" key.

c. When the ballot is submitted, the system marks the "Official" ballot in the printer.

Official Ballot : New Hampshire General Tuesday November 3, 2020 (Andover)   End Session ✕

Your ballot is now printing
Your ballot is being printed. Please deposit into the ballot box.

If ballot did not print, touch here or press enter to lock the screen.
Contact poll worker for assistance.
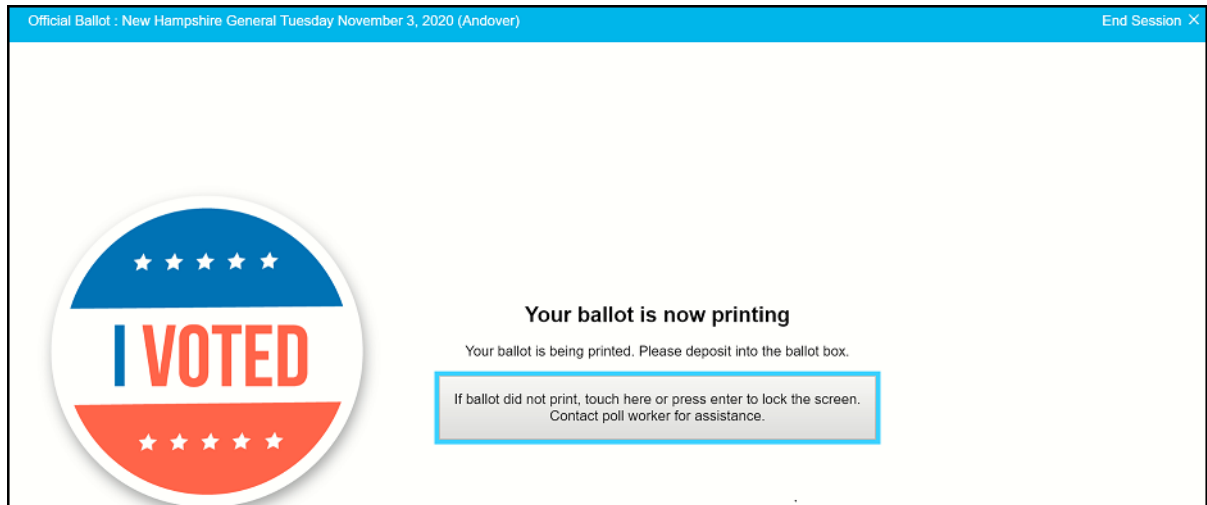
    d. The screen will appear as above.

2. If the ballot does not print, the user can touch the button on the screen or press the "Enter" key. This will lock the screen.

3. The poll worker will then enter the 5-digit code on the screen for their town or city ward and touch "Done."
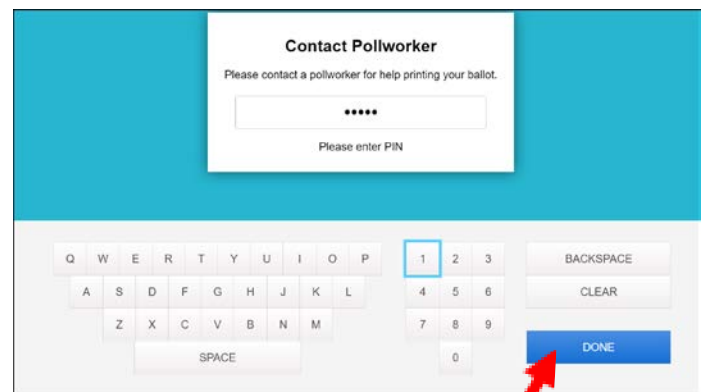
4. The poll worker will touch "Reprint Ballot."
5. After the ballot has printed, the system will return to the one4all screen.
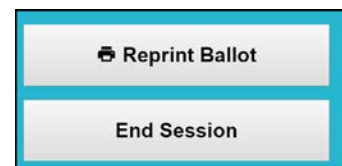
No voting information is stored on the tablet.

The **TABLET** never sleeps. The screen should be on all day long at the polling place.

Shutting off the Tablet & Printer at the end of Election Day

FIRST - Shut the Tablet down, by pressing the "SHUTDOWN" button.

- It will take 2 – 3 seconds for the printer removal prompt to appear.
- Press "OK" on the pop-up window and the tablet will shut down.

SECOND – Shut down the Printer

- Hold the power button for 3 – 5 seconds.

Note: For town/city with 8 1/2 X 14 in ballots, remember to slide the printer tray back in to the default LTR position before storing it in the blue bin to avoid any breakage

THIRD – Turn the surge protector to the "Off" position. Unplug all plugs remaining in the surge protector. Unplug the surge protector from the wall.

FOURTH – When the tablet has shut down, find the tablet's brown cardboard box. (It should be stored in the green AVS bin.)
- Place the "Folio Cover" on the TABLET
- It has two magnetic prongs that fit on the "Windows" symbol side of the tablet.
- Place the tablet in its brown cardboard box and secure the box with the two elastics.

THE TABLET MUST BE RETURNED ELECTION NIGHT WITH THE RETURN OF VOTES PAPERWORK

IMPORTANT

Give the tablet to the City/Town Clerk to return it with the "Return of Votes" envelope to the Secretary of State's office Election Night.