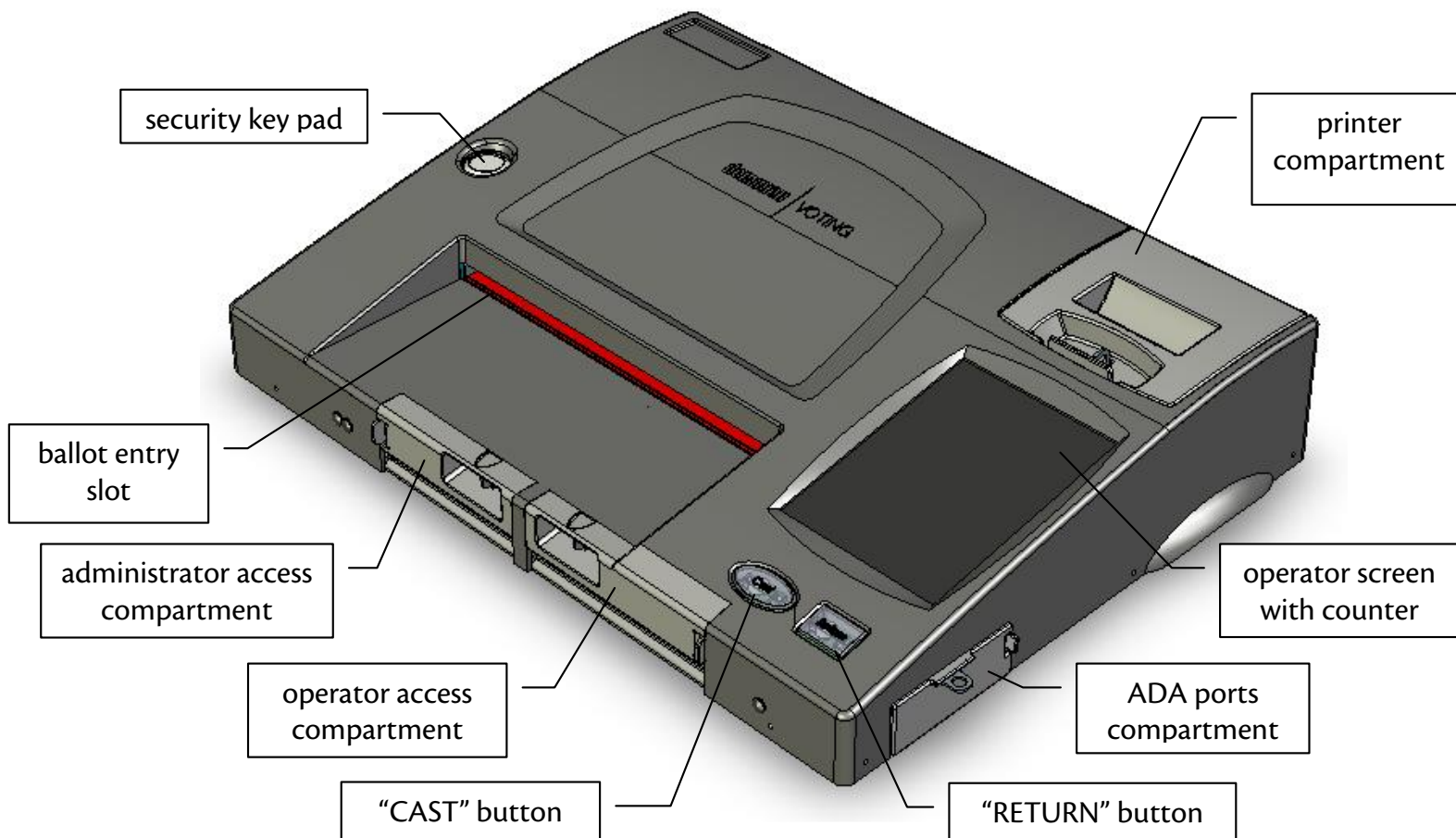




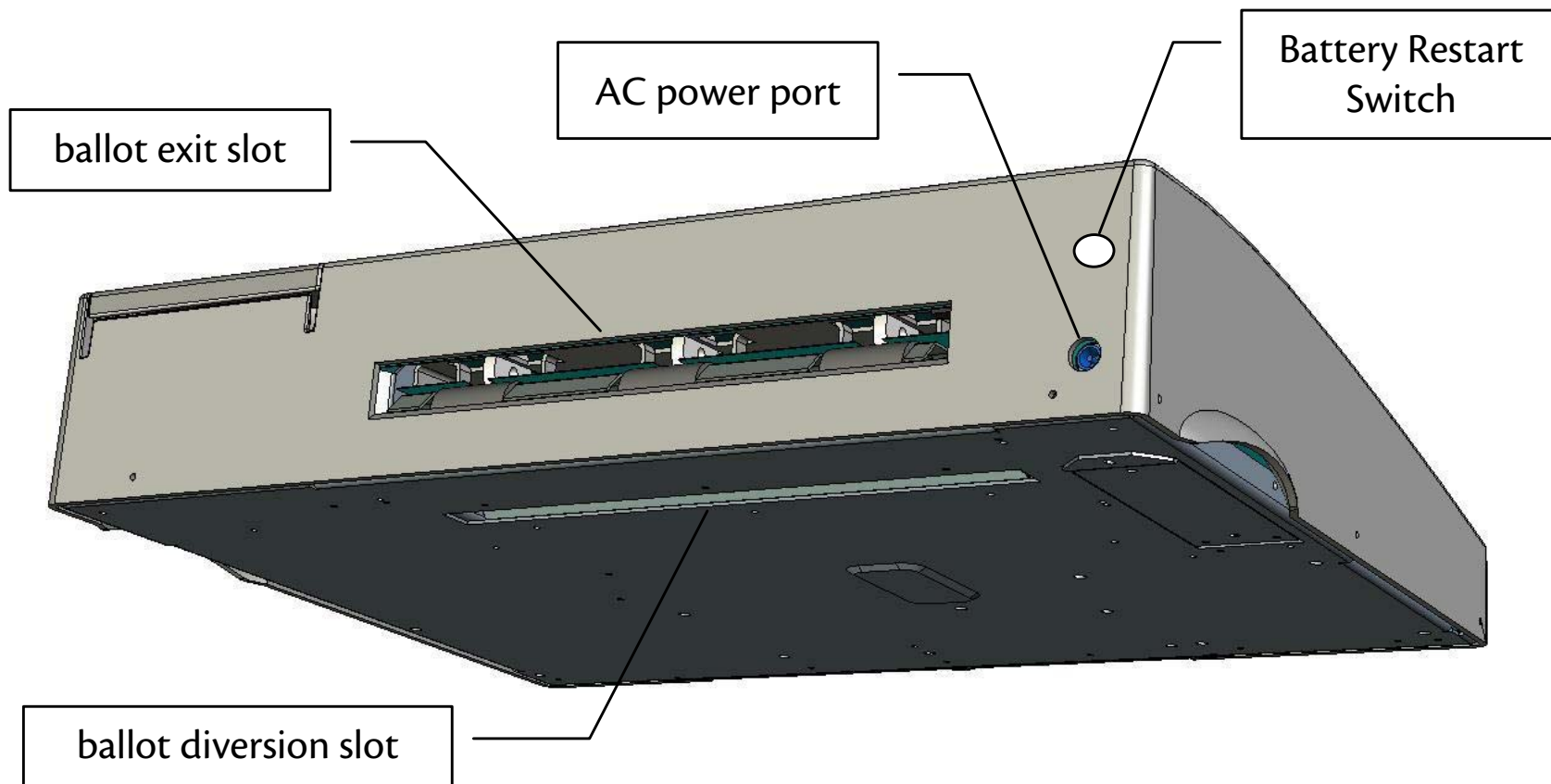
ImageCast Precinct Vote Tabulator

Sample
Poll Worker Training

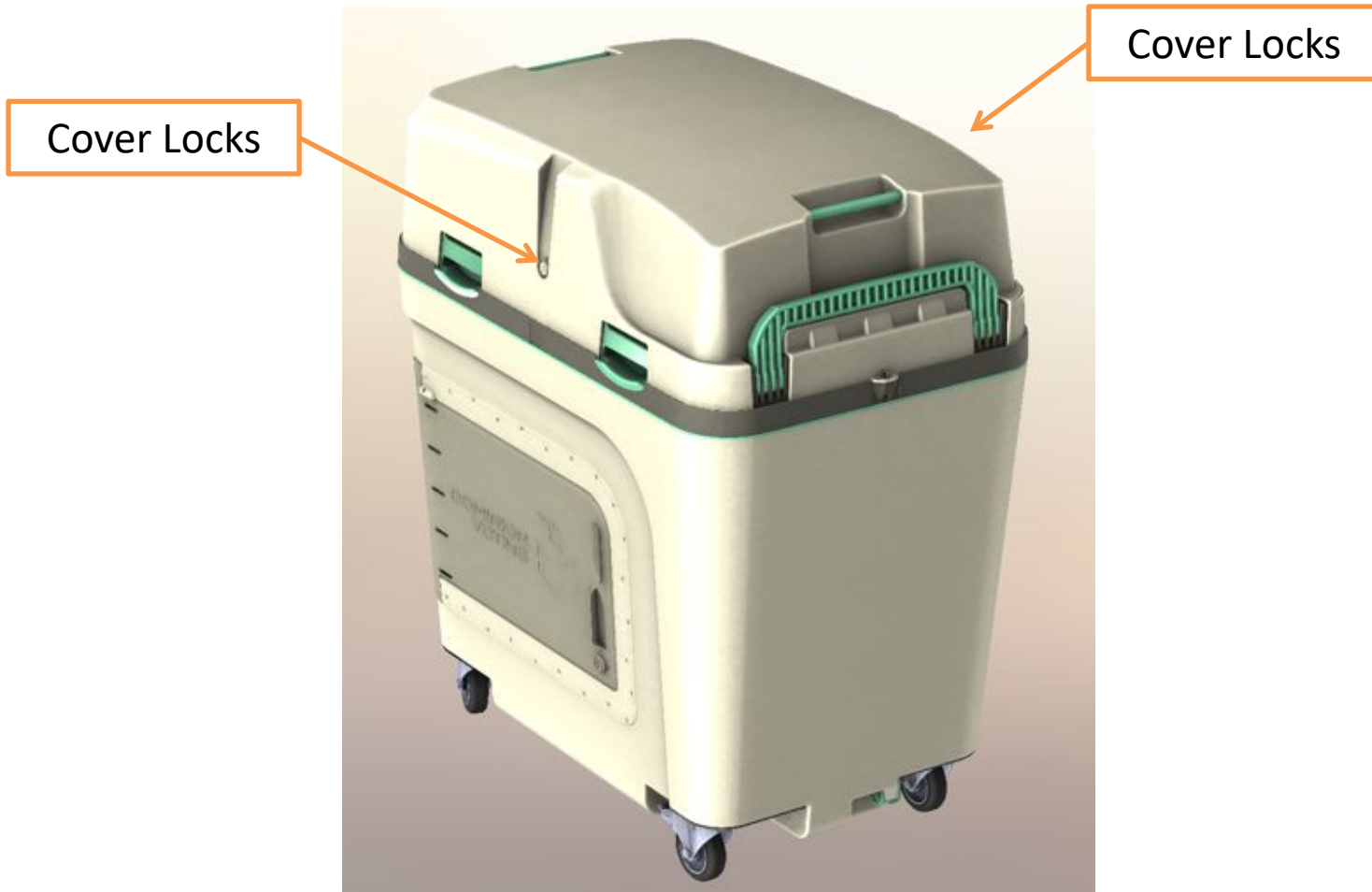
Tabulator Overview



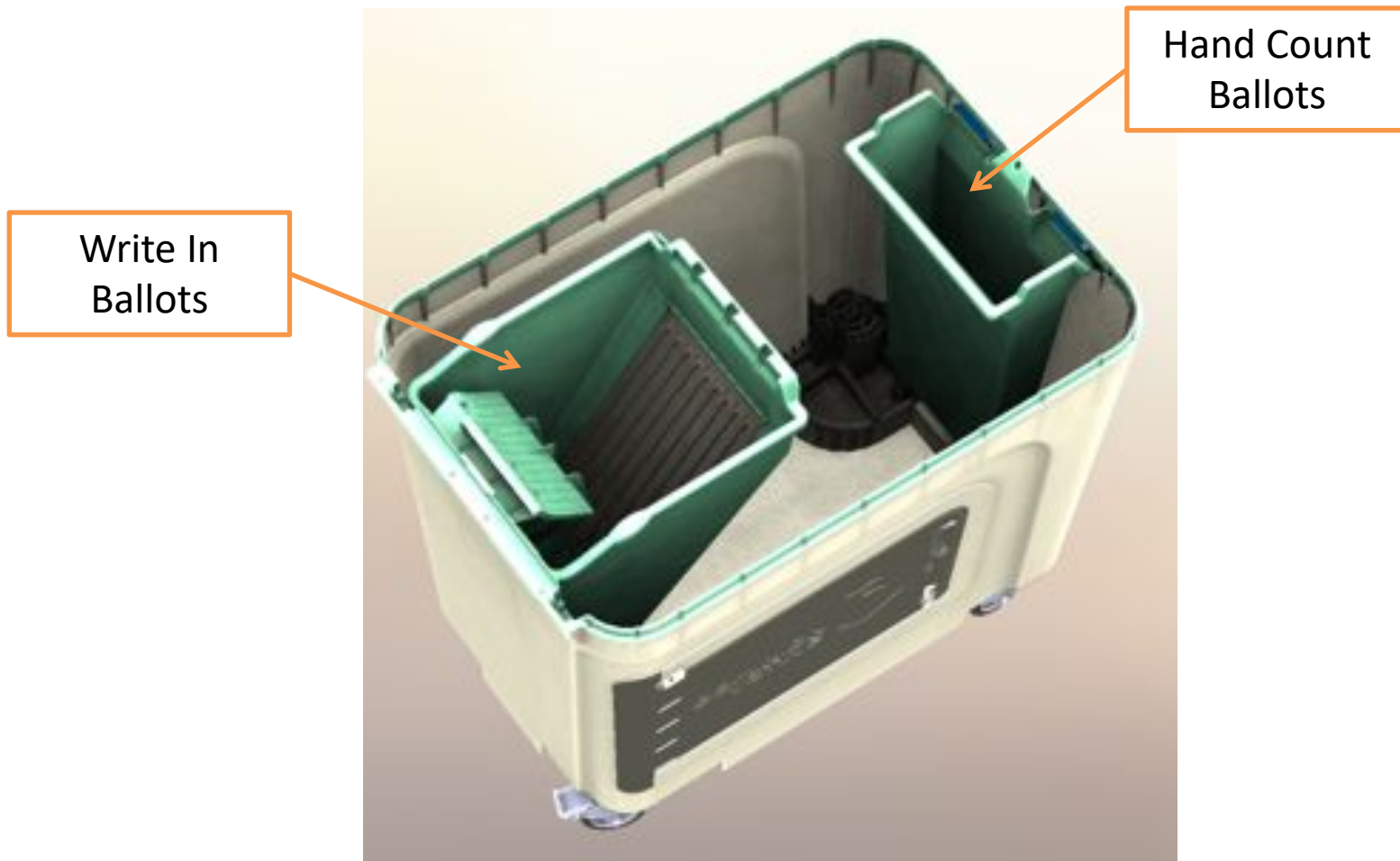
Tabulator Overview



Ballot Box Overview



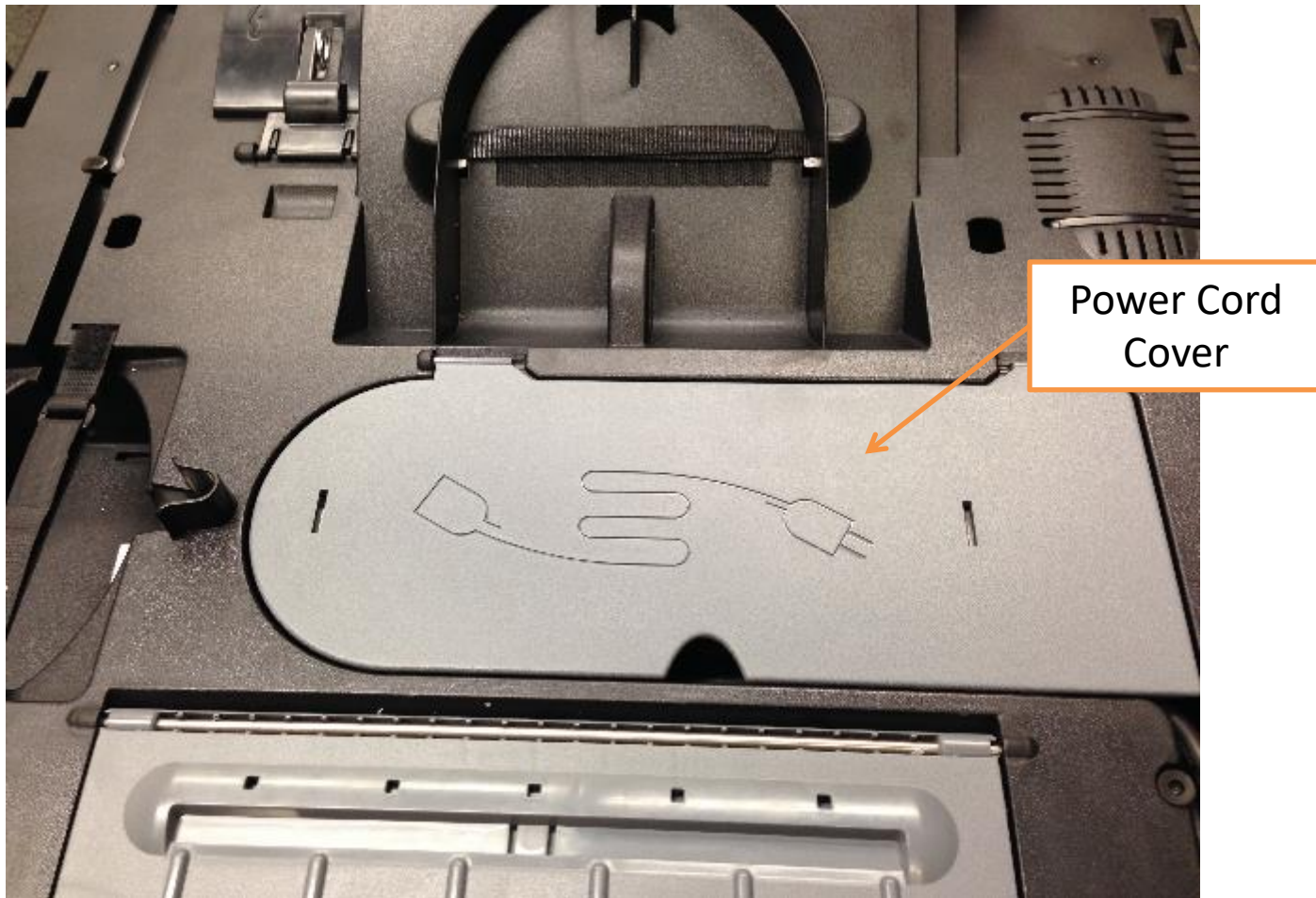
Ballot Box Overview



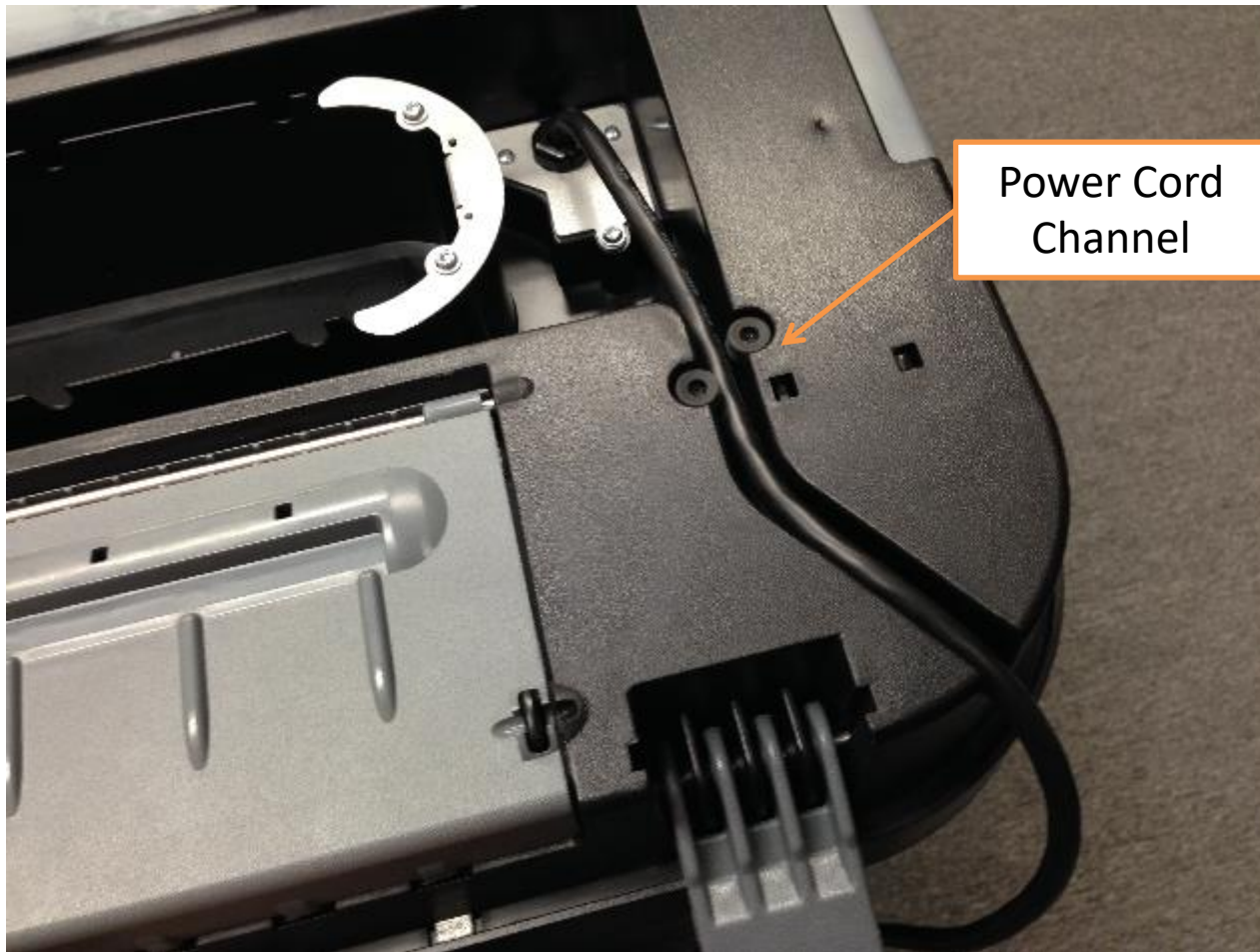
Opening the Polls

1. Retrieve keys from tabulator bag. Unlock both locks on the top cover of the ballot box and remove the cover. Locks are located on right and left hand side of the ballot box cover.
2. Open power cord cover on top of ballot box, uncoil power cord, press power cord into the channel and plug into outlet. Close power cord cover.

Opening the Polls



Opening the Polls



Opening the Polls

3. Using the metal key, open lock #3 and slide door to the left. Inspect the main box to ensure no ballots are present. Push up on the white door to view “write-in” compartment and ensure that no ballots are present.
Remember to secure white door back into place. Slide door shut and lock door.

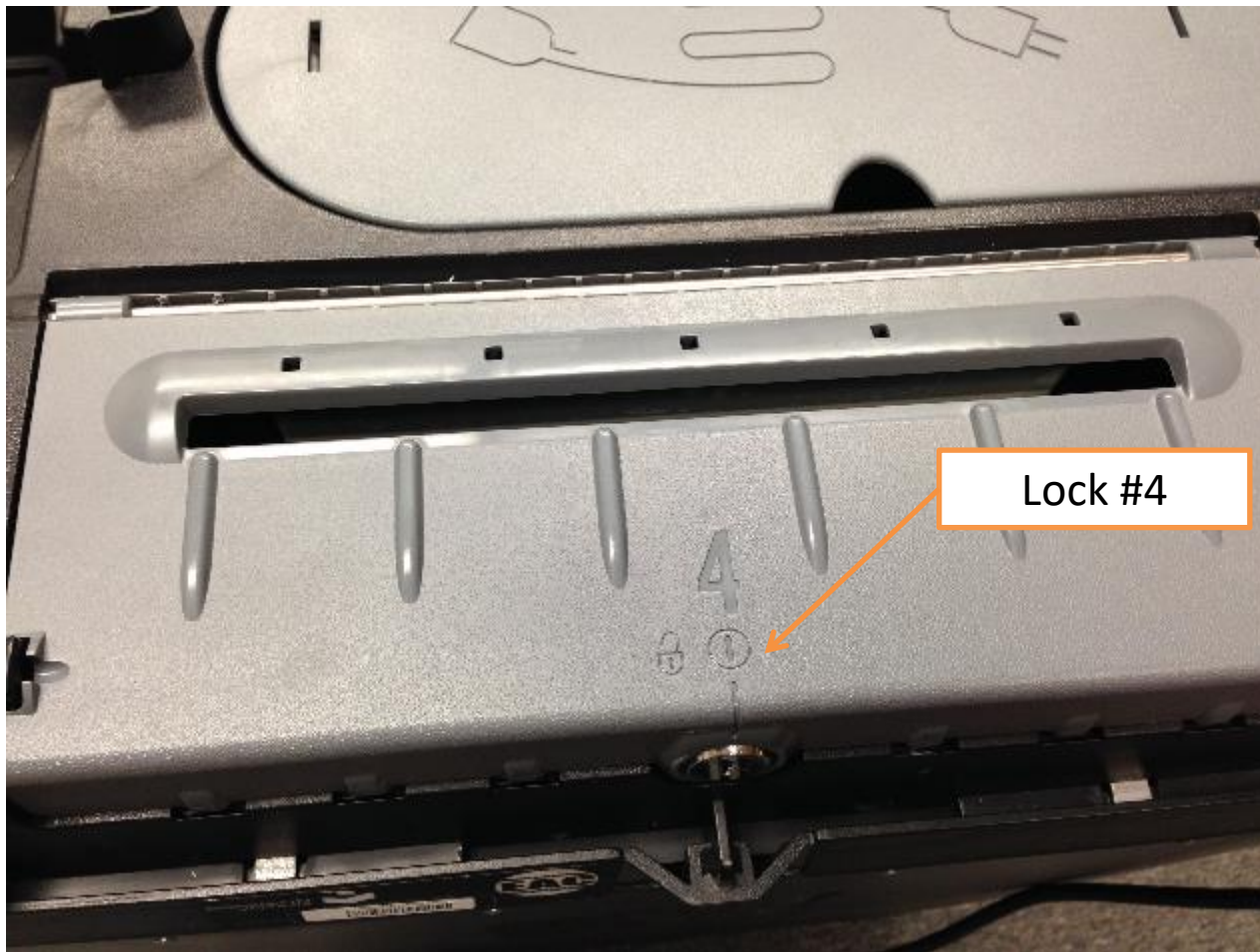
Opening the Polls



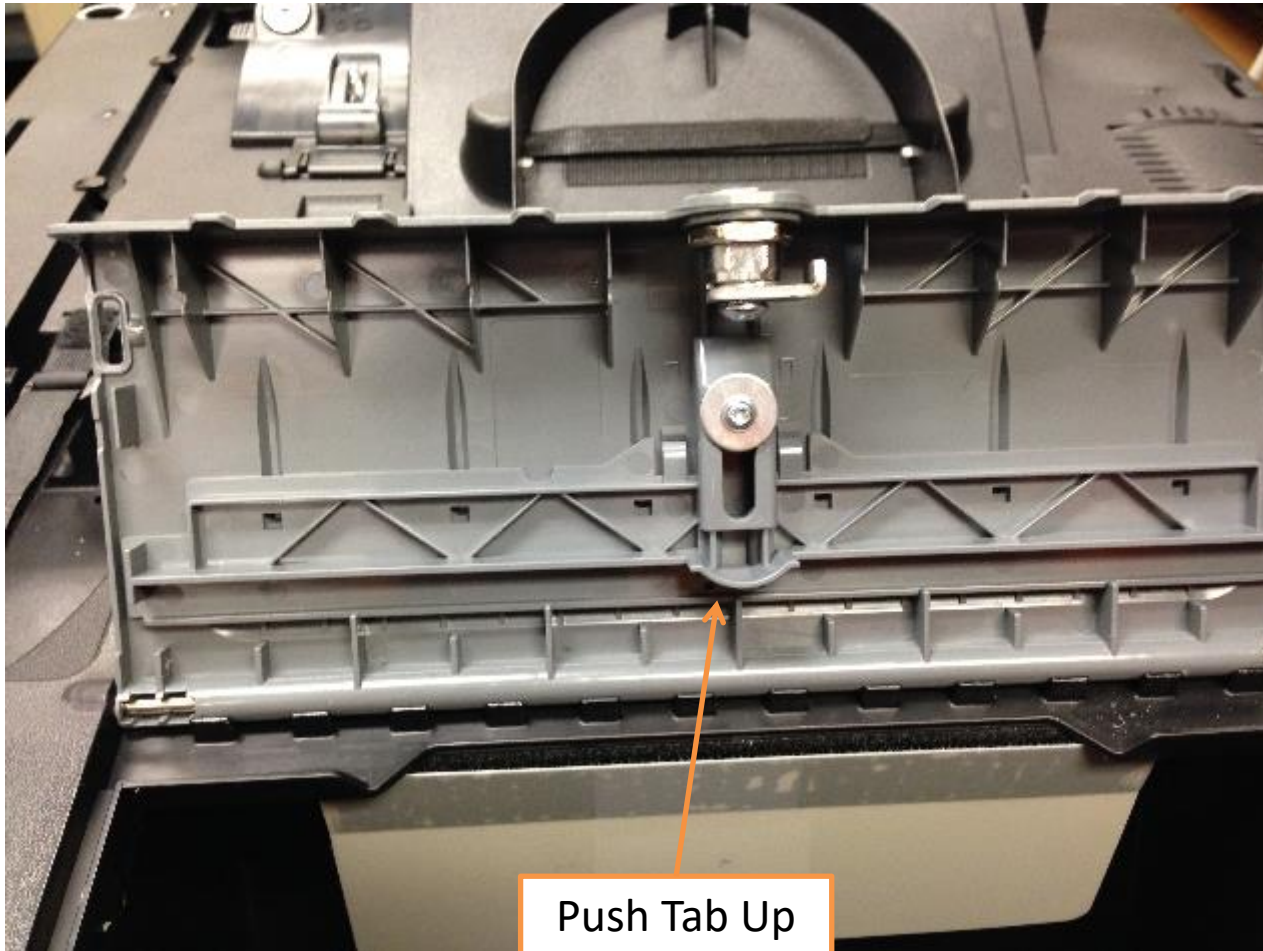
Opening the Polls

4. Unlock auxiliary compartment located at the rear of the ballot box with lock #4, lift auxiliary cover open, check auxiliary compartment to make sure no ballots are present. Push up on tab located on the underside side of auxiliary cover opening auxiliary slot. Close and lock auxiliary compartment.

Opening the Polls



Opening the Polls

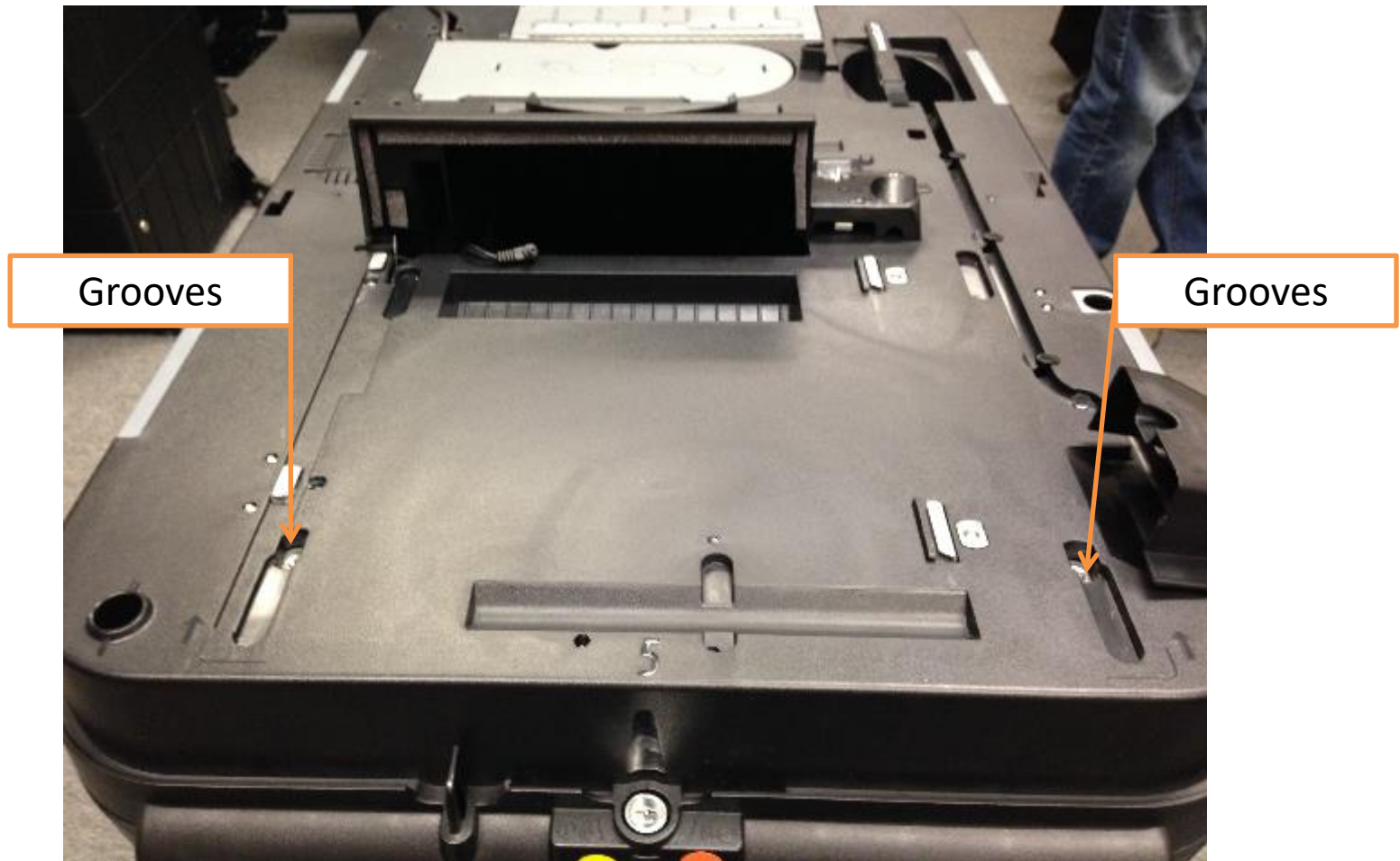


Push Tab Up

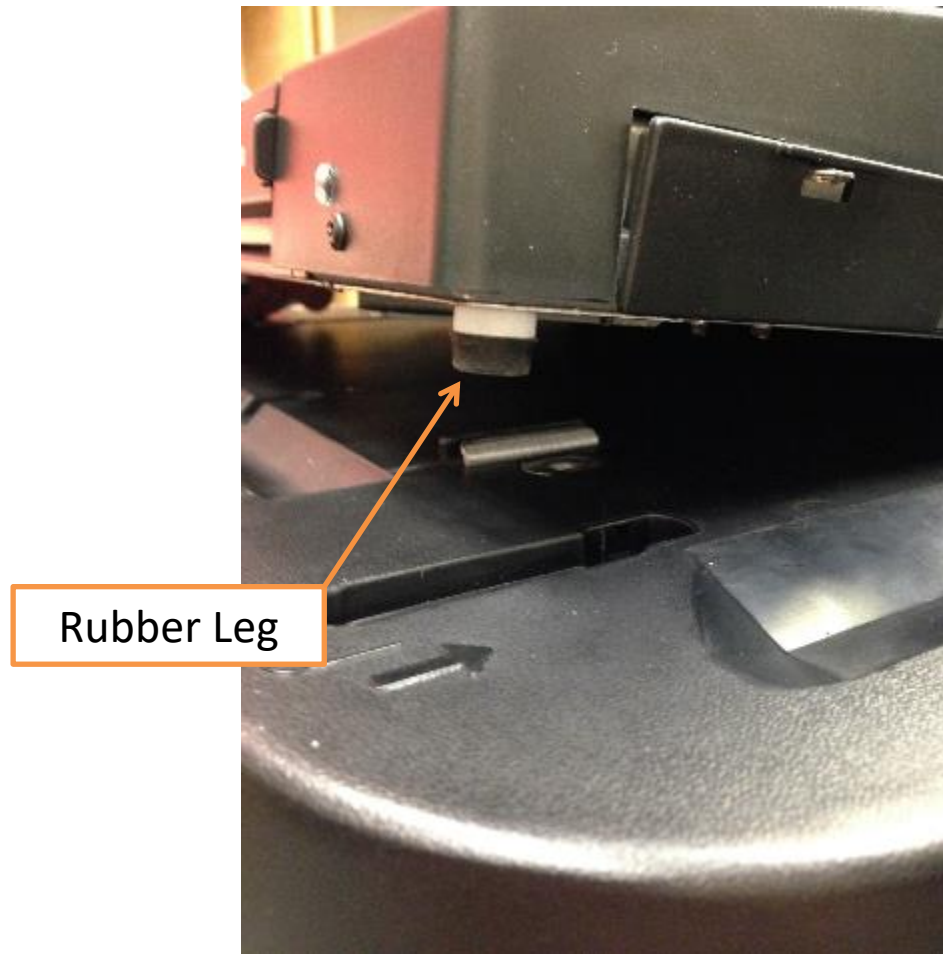
Opening the Polls

5. Place the Imagecast unit on top of the box. Line up the rubber legs on the bottom of the machine with the corresponding grooves on the top of the ballot box. Once the legs are in place, slide the machine towards the front of the ballot box. Plug the power cord (located in the ballot path) into the lower hole of the Imagecast. Imagecast will now power on.

Opening the Polls

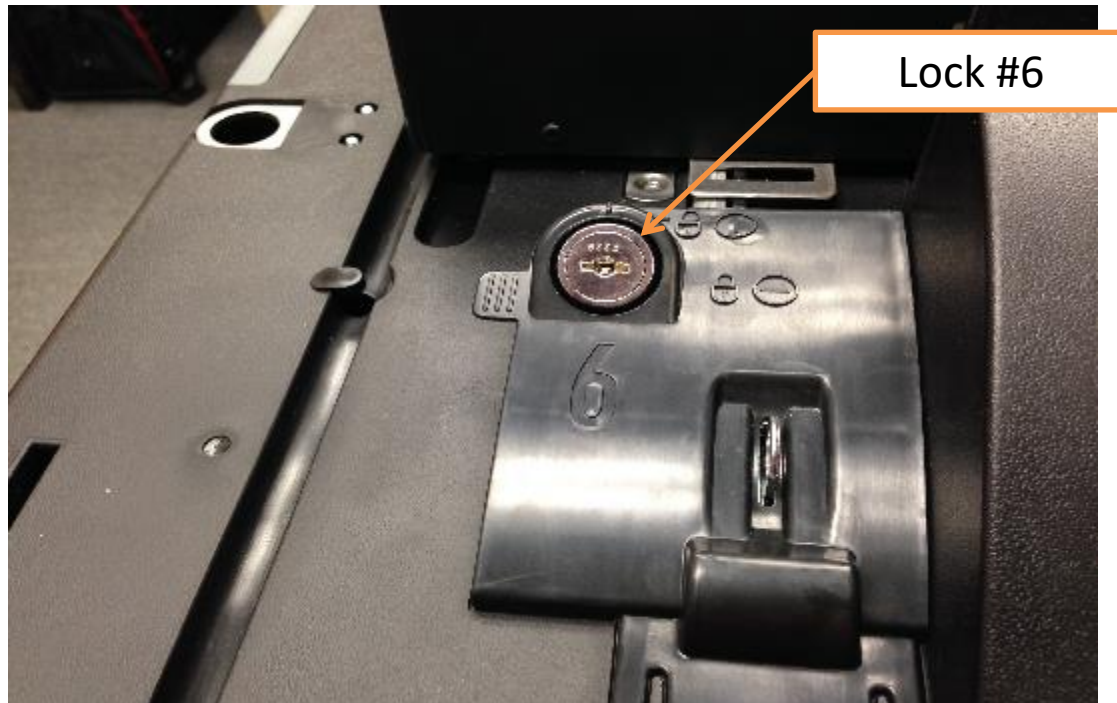


Opening the Polls



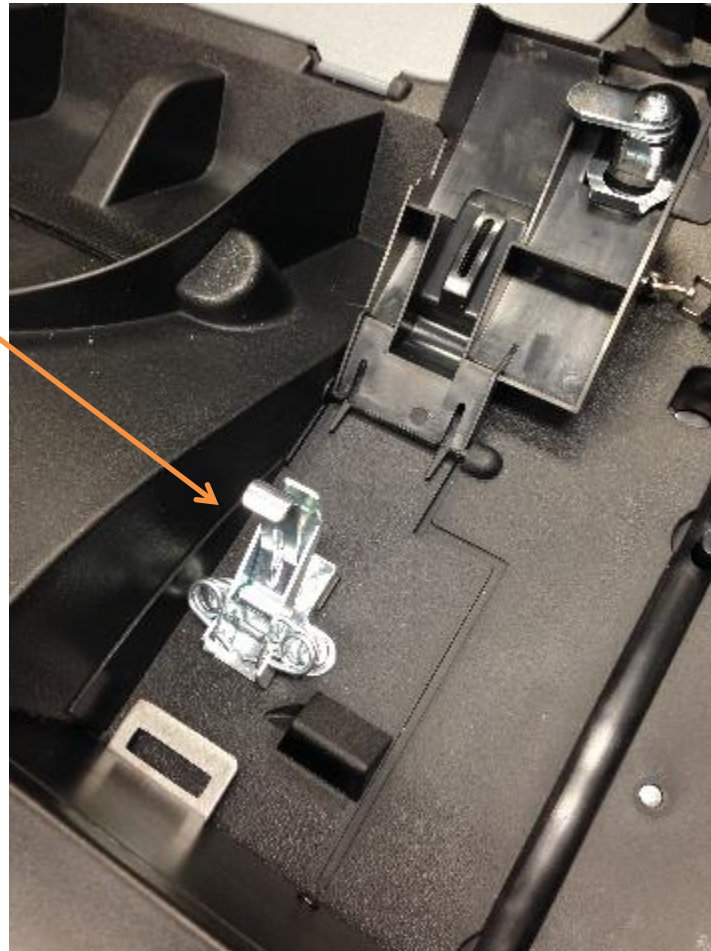
Opening the Polls

6. Using the metal key unlock lock #6, lift the cover revealing the latch on the ballot box located to the right of the ballot path.



Opening the Polls

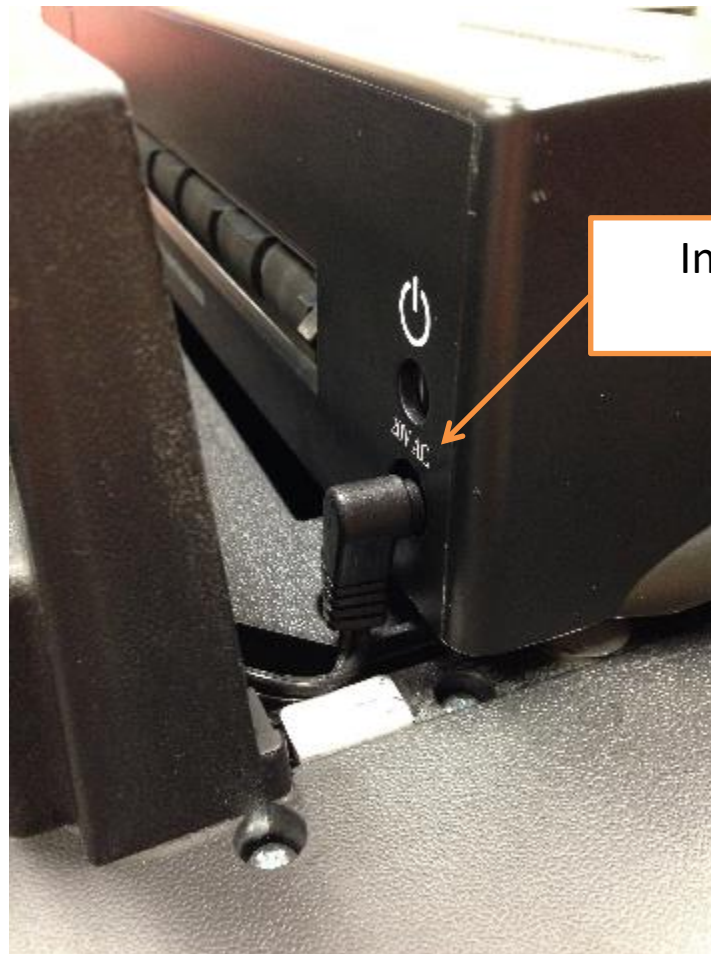
Latch



Opening the Polls

7. Making sure that the power cord does not hinder the path of the machine slide the Imagecast towards the back of the box making sure that both sides of the machine are securely in place.

Opening the Polls



Insert cord into the
bottom opening

Opening the Polls

8. Use the latch to lock the bracket attached to the rear of the machine, securing the Imagecast in place.

Bracket



Opening the Polls

9. Using the metal key, lock the plastic cover over the latch and apply security seal if necessary.
10. While the election is loading, please make sure you have **SECURITY KEYS** and the **KEY PASSWORD** ready. Loading will take 20-30 seconds.
11. When the machine begins beeping, place the **SECURITY KEY** on top of the **SECURITY KEY PAD**, located on the left side of the Imagecast labeled **SECURITY KEY**. This is to authenticate election files. Once number pad appears remove security key. Note: If error occurs keep key firmly pressed on keypad until the number pad appears on the LCD screen.

Opening the Polls



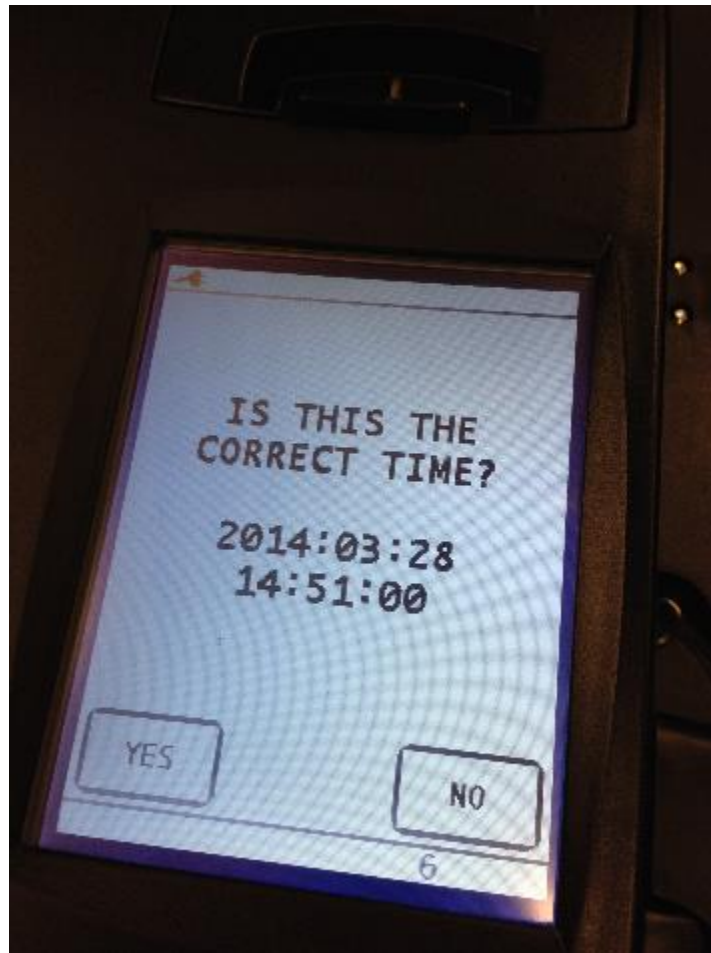
Security Key
Pad

Opening the Polls

12. When prompted, enter the **KEY PASSWORD** using the **OPERATOR SCREEN**, then, press **ENTER**.

13. Please verify that date and time are correct. If correct, press **YES**, if not, press **NO**, then follow instructions to correct the date and time.

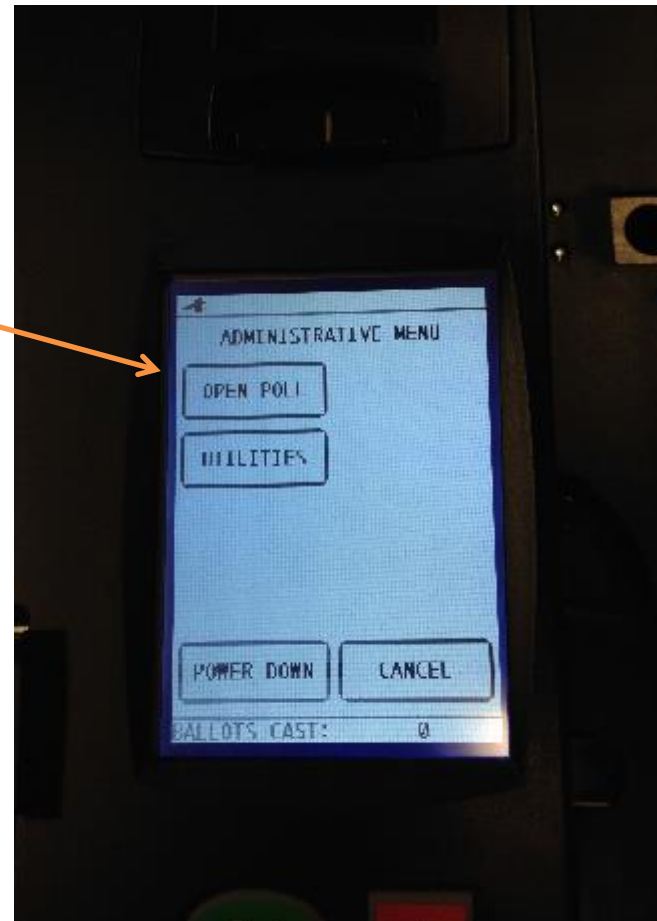
Opening the Polls



Opening the Polls

14. You are now in the **ADMINISTRATIVE MENU**
– press **OPEN POLLS**.

Open Polls
Button



Opening the Polls

15. Press **ZERO** to print a **ZERO REPORT**.
16. Check the print out to verify the election title and date, are accurate and that all candidates show zero votes. Remove the report from the Imagecast and have the election officials sign the report. Tape the report to the wall of the polling place near the specimen ballots.
17. When asked “**WOULD YOU LIKE ANOTHER COPY**”- press **YES**. Sign the second copy and place it with your election materials.
18. Once the desired number of reports has been produced, the display will ask “**WOULD YOU LIKE ANOTHER COPY**”- press **NO**. Once pressed, the display will read **SYSTEM READY** and the counter should read “**0**”. If the counter does not read “0” please call the Town Clerk.
19. Verify that both memory card slots are sealed.

The Polls are Open

1. _____ Did you verify the DATE and TIME?
2. _____ Did you have all necessary KEYS and PASSWORDS?
3. _____ Did you lock the Imagecast to the ballot box?
4. _____ Are doors #3, #4, and #6 locked ?
5. _____ Did you open the auxiliary cover?
6. _____ Did you print a ZERO REPORT, sign it and tape it to the wall of your polling place?
7. _____ Does the Imagecast counter read “o”?
8. _____ Does the correct person have possession of the keys?

Your IMAGECAST is now ready for Election Day.

Operator Display Messages

- **Invalid Ballot ID:** An invalid ballot is one that is recognized as a legitimate ballot, but that is not programmed to be accepted at the current precinct. When the ImageCast detects an Invalid Ballot, it generates an audible warning in the form of a series of beeps, displays a message on the LCD screen, and automatically returns the ballot to the voter.
- **Defective Ballot Scan:** If, for any reason, the ImageCast Precinct cannot read a given ballot, it will display a message indicating that a defective ballot scan has been detected, and will automatically return the ballot to the voter for correction. This can occur for a number of reasons - for example, the ballot may be physically damaged, the ballot may be marked in such a way that the ImageCast cannot clearly detect certain registration marks, or there may be a problem with the way a particular ballot has been printed.
- **Blank Ballot:** A blank ballot is one that has been processed successfully and has been interpreted to contain no voter markings at all. The ImageCast generates an audible warning in the form of a series of beeps, displays a warning message on the LCD screen and automatically returns the ballot to the voter for correction. .

Operator Display Messages

- **Overvote:** If the voter has made detectable marks in more voting spaces than the maximum allowable for a given contest, this is called an overvote. The ImageCast will generate an audible warning in the form of a series of beeps and will display a message on the LCD screen explaining that an over-vote has been detected. If the 'show ballot error details' feature is enabled, the voter will have the option to press a 'More' button on the LCD screen in order to display a list indicating which contests have been overvoted. If the 'show ballot error details' feature is disabled, the 'More' button will not appear. If the 'ballot review' feature is enabled, the LCD will display a complete listing of all contests contained on the ballot and will indicate the results that will be recorded for each contest once the ballot is cast. In all cases, the ICP will ask the voter to confirm its interpretation by pressing either the 'Cast' or 'Return' button. If the voter presses the 'Cast' button, the ballot is accepted and placed in the ballot box, and no votes will be recorded for the over-voted contest. However, any valid voter markings for other contests on the ballot will still be counted. If the voter presses the 'Return' button, the ballot will be returned to the voter for correction.

Operator Display Messages

- **Ambiguous Mark:** The ImageCast determines voter intent based on the number of pixels detected in each voting box. Prior to the election, the jurisdiction determines the thresholds to be used when making this determination. Typically, two thresholds are defined: an upper threshold, X%, and a lower threshold, Y%. Any mark made in a voting target area that registers above the upper threshold is interpreted as a vote, and any mark that registers below the lower threshold is interpreted as a non-vote. The region in between the two thresholds is called the 'Ambiguous Region,' and any mark that registers in this region is considered an ambiguous mark. If the ImageCast detects an ambiguous mark in any voting target area on the ballot, it will alert the voter using a series of audible beeps and a warning message on the LCD screen, and it will automatically return the ballot to the voter. The voter can press the 'More' button on the LCD to display a list of the contests that contain ambiguous marks. Before the ballot can be processed by the ICP, the voter must clarify their intent, either by making the ambiguous mark darker if they wish for it to register as a vote, or by obtaining a new ballot if they do not wish for the mark to register as a vote.

Operator Display Messages

- **Multiple Ballot Feed:** If the ImageCast detects that more than one ballot has been simultaneously inserted (i.e. overlapping), it will alert the voter with a series of audible beeps, it will display a multiple sheet warning message on the LCD screen, and it will not accept the ballot(s).
- **Consecutive Sheet:** If a second, non-overlapping ballot is inserted after the first ballot has cleared (but not yet processed), the ImageCast will process the first ballot accordingly, but the second ballot will be returned through the front of the unit. Under certain conditions, the ImageCast may display a message indicating that a paper jam has been detected.
- **Language Toggle:** If multiple LCD languages are enabled, a Language Toggle Button will appear every time a voter notification message is displayed on the LCD screen. By pressing the Language Toggle Button, the text toggles between the different languages that have been defined as part of the election. The Language Toggle Button looks like a speech bubble with an icon of a globe contained within it.

Operator Display Messages

- **Paper Jams:** In the unlikely event that a ballot has been jammed in the ImageCast the LCD screen will prompt the voter and election official with a message indicating that the ballot results **have** or **have not** been saved.
 - If the LCD screen indicates that the results **have** been saved press the “CLEARED” button once, if the jam does not clear itself unlock lock #6, unlatch the ImageCast from the ballot box then carefully slide the ImageCast forward on the box and guide the jammed ballot into the correct compartment. Reattach the ImageCast, secure lock #6, and press “CLEARED” on the LCD screen to resume normal ballot processing.

OR

- If the LCD screen indicates that the results **have not** been saved unlock lock #6 and unlatch the ImageCast from the ballot box then carefully slide the Imagecast forward on the box. Carefully pull the ballot from the ballot path, reattach the ImageCast to the ballot box, press the “CLEARED” button on the LCD screen, and refeed the ballot through the tabulator.

Closing the Polls

- ***Before proceeding make sure you have SECURITY KEY and the KEY PASSWORD ready.***

Closing the Polls

1. After the last voter has cast his/her ballot, use the metal key to unlock #4, the auxiliary cover and check for ballots. Remove any ballots that may be present. Once assured that all ballots have been removed, slide tab down on underside of auxiliary cover. Close and lock the auxiliary compartment.
2. Using the **SECURITY KEY**, place it on top of **SECURITY KEY PAD**. Remove key once **ADMINISTRATIVE MENU** appears.
3. To obtain results, press **CLOSE POLLS**.

Closing the Polls

4. When prompted, enter the **KEY PASSWORD** using the **OPERATOR SCREEN**, then, press **ENTER**.
5. When asked “**ARE YOU CERTAIN YOU WISH TO CLOSE POLL**”- press **YES**.
6. The Imagecast will now print a results tape. If you experience problems with your printer, please call the LHS Help Desk for assistance.

Closing the Polls

7. The Election Officials will remove the report, sign the report and mark the report as UNOFFICIAL RESULTS.
8. When asked “**WOULD YOU LIKE ANOTHER COPY**” - press **YES**. Remember to sign any and all reports and mark them UNOFFICIAL RESULTS. A copy can be taped to the wall next to the zero report from the morning.
9. Once the desired number of reports has been produced, the display will ask “**WOULD YOU LIKE ANOTHER COPY**” - press **NO**.

Closing the Polls

10. You are now in the **ADMINISTRATIVE MENU** - press **POWER DOWN**, then press **YES**.
11. Open lock #6, lift cover and unlatch Imagecast from the ballot box. Pull Imagecast forward and unplug cord from back of the tabulator. Secure lock #6.
12. Return the ImageCast to its carry case and return it to the Clerks Office.

Closing the Polls

13. Unplug power cord from wall outlet and recoil power cord back into its compartment on top of the ballot box.
14. Use metal key to open lock #3, slide door open to the left and remove ballots in accordance with the Town Clerks ballot handling procedures. Remove ballots from main compartment first. Then lift white door to remove write in ballots. Make sure all ballots are removed from both compartments and do not mix ballots.
15. Slide door to the right and secure lock #3.
16. Place ballot box cover back on top of ballot box and lock both sides with metal key.

The Polls are Closed

1. _____ Did you check the Auxiliary Compartment?
2. _____ Did you generate and sign the proper number of reports?
3. _____ Did you Power Down the ImageCast?

**Your IMAGECAST is now ready for
Transport to the Clerk.**