

AutoMARK | ADA Voting Unit

Monday Night Organizational Meeting

- 1** Remove the Green Update Folder from the Green Supply Bag. Retrieve the Location Security Record.

Location Security Record | Election Date: May 2, 2017
 <Polling Location>

Monday Night Recordings			
Green Bag	Engaging Seal	Closing Seal	Replacement Seal (Parameters)
Blue Supply Bag	Engaging Top Seal (DO NOT BREAK THIS SEAL)	Engaging Side Seal	Closing Side Seal
AutoMARK Case	Left Side Tamper Tape	Right Side Tamper Tape	Replacement Tape (Parameters)
AutoMARK Unit	ink Cartridge Door Tamper Tape (DO NOT REMOVE)	Memory Stick Door Tamper Tape (DO NOT REMOVE)	Replacement Tape (Parameters)
Electronics Pullbook (Case 1 of 2)	Engaging Seal	Closing Seal	Replacement Seal (Parameters)
Electronics Pullbook (Case 2 of 2)	Engaging Seal	Closing Seal	Replacement Seal (Parameters)
Tuesday Night Recordings			
Electronics Pullbook (Case 1 of 2)	Closing Seal	Electronics Pullbook (Case 2 of 2)	Closing Seal
Memory Stick Bag	Closing Seal	Green Supply Bag	Closing Seal

Signature of Voting Location Manager _____ Signature of Opposing Part _____
 Pack this completed form in the Gray Ballot box after the polls close.

- 2** Record the Tamper Tape Serial Numbers in the boxes labeled:



Left

Right

- 2.** AutoMARK Case Left Side Tamper Tape Serial Number
 &
3. AutoMARK Case Right Side Tamper Tape Serial Number
 Located on the Monday Night Recordings section of the Location Security Record.

- 3** Remove the AutoMARK, power cord, and headphones from the carrying case and place on the AutoMARK Table as shown on the Polling Location Setup Diagram. Position the AutoMARK facing the nearest wall for voter privacy.



Close and move the AutoMARK case out of the way for the remainder of the Election.

- 4** Record the Tamper Tape Serial Numbers from the Ink Cartridge Door and Memory Card Door in the designated boxes labeled:



4. Ink Cartridge Door Tamper Tape Serial Number

&

5. Memory Stick Door Tamper Tape Serial Number

Located on the Monday Night Recordings section of the Location Security Record.

! DO NOT REMOVE TAMPER TAPE

- 5** Retrieve the surge protector from the Blue Location Supply Bag.

Plug one end of the Power Cord into the back of the AutoMARK.



Plug the other end of the Power Cord into the surge protector or wall outlet.

NOTE: If the unit is receiving power, the "Off" button on the front of the unit will illuminate red.

- 6** Move the lid latches towards the outer edge to open the lid.

Lift the lid flap and rotate it back until it rests on top of the lid.



Lift the entire lid away from you into a vertical position.

The Touchscreen Monitor is now visible under the lid.

- 7** Move the Touchscreen Monitor towards you into a vertical position and close the lid behind the Touchscreen Monitor.

Pull the Ballot Feed Tray into position.



- 8** Place the headphones in front of the AutoMARK so they are ready for use by a voter when needed.

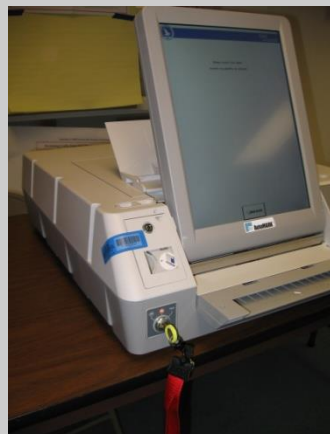


- 9** Remove the **YELLOW** Key from the Clear Plastic Envelope in the Blue Location Supply Bag.

Insert the **YELLOW** Key into the front panel and turn one click clockwise to the "ON" position.

The AutoMARK may take up to 45 minutes to power up completely.

Once the screen reads "Please Insert Your Ballot" in English and Spanish, the AutoMARK is functioning properly.



- 10** Leave the AutoMark on overnight and ready to be used on Election Day morning.

! DO NOT UNPLUG THE AutoMARK

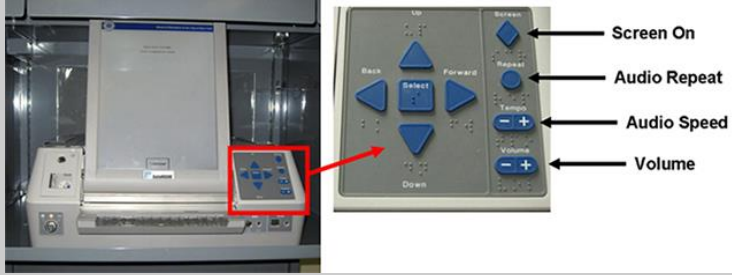
The AutoMARK must remain plugged in until the polls close on Election Night.

AutoMARK | ADA Voting Unit

Using the AutoMARK

1 Once it is determined that the voter is eligible to vote, the Election Official at the Check-In Table will have the voter sign the Electronic Pollbook (and choose his/her ballot style in a Primary Election).

The Election Official will give the voter a ballot and Privacy Folder and direct the voter to the Voting Location Manager who will assist the voter with the AutoMARK.



2 Prior to instructing the voter to insert his or her ballot, press the "+" button several times to increase the volume. Then provide the voter with the following instructions:

The voter can navigate through the ballot and make his/her selections by using the touchscreen or the keypad on the front panel.

The voter may use the DIAMOND button to blank the screen for privacy purposes. The voter will press the button again to return to the ballot.

The voter can follow the voting instructions on the screen or through the headphones.

The voter can adjust the volume on the headphones by pressing the volume "+" or "-" buttons.

3 Instruct the voter to remove Stub A from the ballot prior to insertion into the AutoMARK.

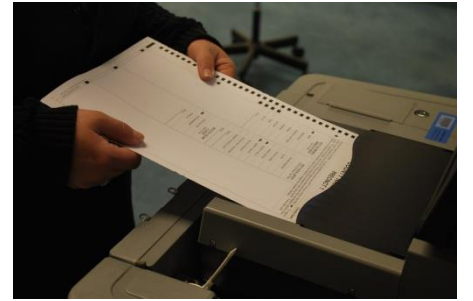
Hold on to the stub for placement in the Stub A Envelope.

Instruct the voter to insert the ballot into the Ballot Feed Tray one sheet at a time. The AutoMARK will accept the ballot in any direction, but should be inserted as straight as possible.



4 Once the voter has completed marking the ballot using the AutoMARK, the Voting Location Manager will direct the voter to Scanner Official.

The Scanner Official must then instruct the voter on how to insert the ballot into the next available DS200 Scanner.



Tuesday Closing

1 Remove the **YELLOW** Key from the Clear Plastic Envelope in the Blue Location Supply Bag. Insert and turn the **YELLOW** Key one click counter clockwise to the OFF position.



2 Remove the **YELLOW** Key from the AutoMARK and return it to the Clear Plastic Envelope.



3 Pull up on the Ballot Feed Tray and push it away from you to put in back into a closed position.



4 Open the lid behind the Touchscreen Monitor and push the Touchscreen Monitor back into closing position.



5 Close the lid of the AutoMARK. Close the lid flap and move the lid latches towards the inner edge to secure the lid.



6 Unplug one end of the Power Cord from the Surge Protector or wall outlet. Unplug the other end of the Power Cord from the back of the AutoMARK. Return the surge protector to the Alpha Precinct DS200 Ballot Compartment.



7 Place the AutoMARK, Power Cord, and headphones into the AutoMARK case and close. Make sure all latches are securely fastened.



8 Lift the handle and wheel the AutoMARK next to the Transport Cart.

