

SETTING UP THE AUTOMARK | MONDAY NIGHT ORGANIZATIONAL MEETING

1. Remove the **GREEN** Update Folder from the **GREEN** Supply Bag.
Retrieve the Location Security Record. Record the tamper tape serial numbers from the left and right sides of the AutoMARK Case in the Monday Night Recordings section.



Location Security Record Collection Date: _____			
Polling Location: _____			
Monday Night Recordings			
Green Bag	Sealing Seal	Closing Seal	Replacement Type
Blue Supply Bag	Sealing Seal	Closing Seal	Replacement Type
AutoMARK Case	Left Side Tamper Tape	Right Side Tamper Tape	Replacement Type
AutoMARK Unit	On Case Memory Card	Memory Card Door	Replacement Type
Case 1	Reporting Code	Replacement Seal	
Electronic Pollbook Case 1 (if present)	Sealing Seal	Replacement Seal	Electronic
Tuesday Night Recordings			
Electronic Pollbook Case 2 (if present)	Closing Seal	Memory Card Bag	Closing Seal
Electronic Pollbook Case 2 (if present)	Closing Seal	Screen Supply Bag	Closing Seal
Signature of Polling Location Manager: _____		Signature of Counting Party: _____	
Date: _____		PEC Line #/Code: _____	
Inspector: _____		Any GRAY Ballot Box	



2. Open the case. 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.

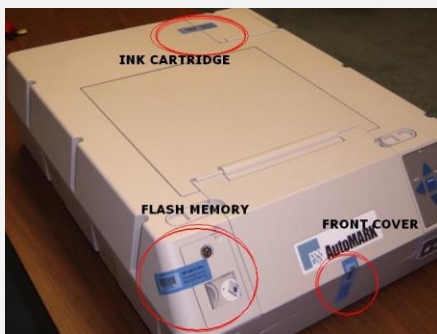
Headphones

Power Cord



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

3. Record the tamper tape serial numbers from the **Ink Cartridge Door** and **Memory Card Door** in the designated boxes in the Location Security Record Monday Night Recordings section.



! DO NOT REMOVE TAMPER TAPE.

4. Retrieve the surge protector from the Scanner Team (delivered in the Ballot Compartment of one DS200).

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.

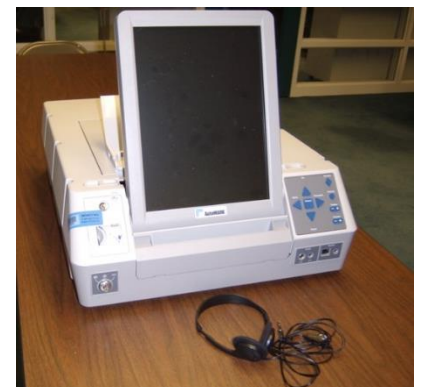
5. Move the lid latches towards the outer edge to open the lid.



Lift the lid flap and rotate it back until it rests on top of the lid, then lift the entire lid away from you into a vertical position. The Touchscreen Monitor will now be visible under the lid.

6. Pull the top of the Touchscreen Monitor towards you into a vertical position and close the lid behind the Touchscreen Monitor.

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



7. Pull the ballot feed tray up then out into position.



8. Remove the **YELLOW** Key from the Clear Plastic Envelope in the **GREEN** Supply Bag.



9. Insert the **YELLOW** Key into the front panel and turn one click clockwise to the "ON" position. The AutoMARK will begin the power-up process.



! DO NOT UNPLUG OR TURN OFF THE AutoMARK

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

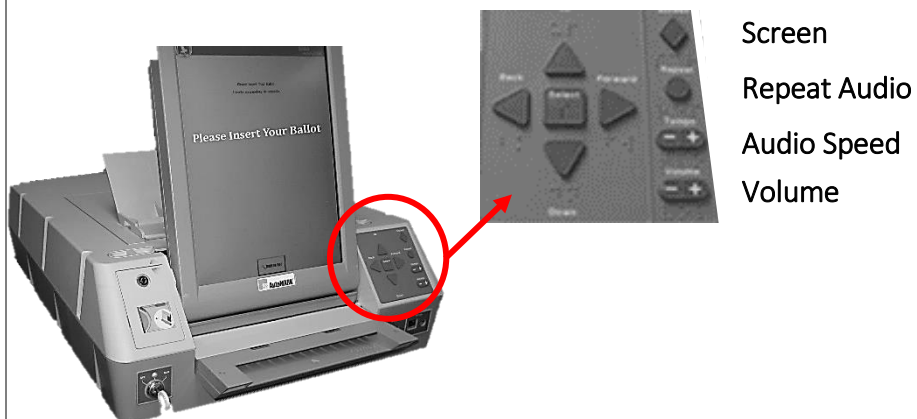
The AutoMARK may take up to 45 minutes to power up completely.

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

USING THE AUTOMARK | VOTER INSTRUCTIONS

1. After the voter checks in on the Electronic Pollbook and receives his/her ballot, the voter will be directed to the Voting Location Manager who will assist the voter with the AutoMARK.

Prior to instructing the voter to insert his or her ballot, press the “+” button several times to increase the volume.



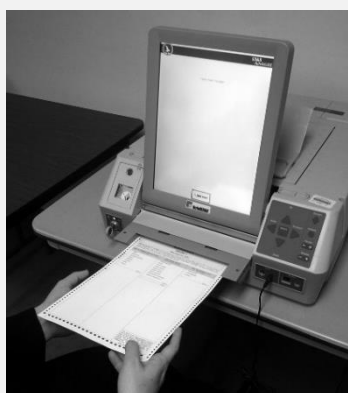
2. Provide the voter with the following instructions:

- Navigate through the ballot and make his/her selections by using the touchscreen or the keypad on the front panel.
- Press the DIAMOND button to hide the screen for privacy purposes. Press the button again to display the ballot on screen.
- Adjust the volume on the headphones by pressing the volume “+” or “-” buttons.
- Follow the voting instructions on the screen or through the headphones.

3. Instruct the voter to remove Stub A from the ballot and then insert the ballot sheet into the Ballot Feed Tray.

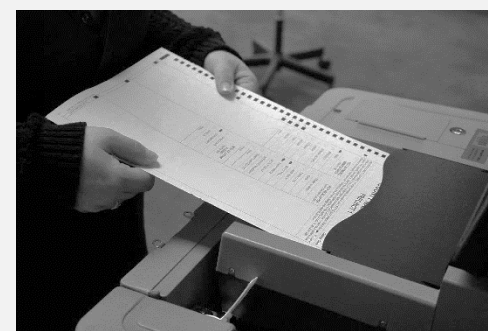
The AutoMARK will accept the ballot in any direction, but it should be inserted as straight as possible. The AutoMARK will walk the voter through making his/her selections, reviewing and printing the markings on the ballot.

After marking the ballot, the voter must repeat this process for each sheet of the ballot.



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

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



SHUTTING DOWN THE AUTOMARK | TUESDAY NIGHT

1. Remove the **YELLOW** Key from the Clear Plastic Envelope in the **GREEN** 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.



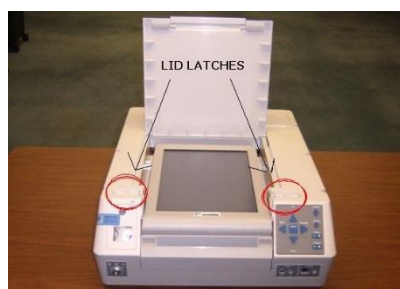
3. Pull the Ballot Feed Tray towards you, then fold up to the closed position.



4. Open the lid behind the Touchscreen Monitor and push the Touchscreen Monitor down into the closed position.



5. Close the lid of the AutoMARK lid flap, then 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 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 to extend and wheel the AutoMARK case next to the Transport Cart.

