MODERATOR'S HANDBOOK
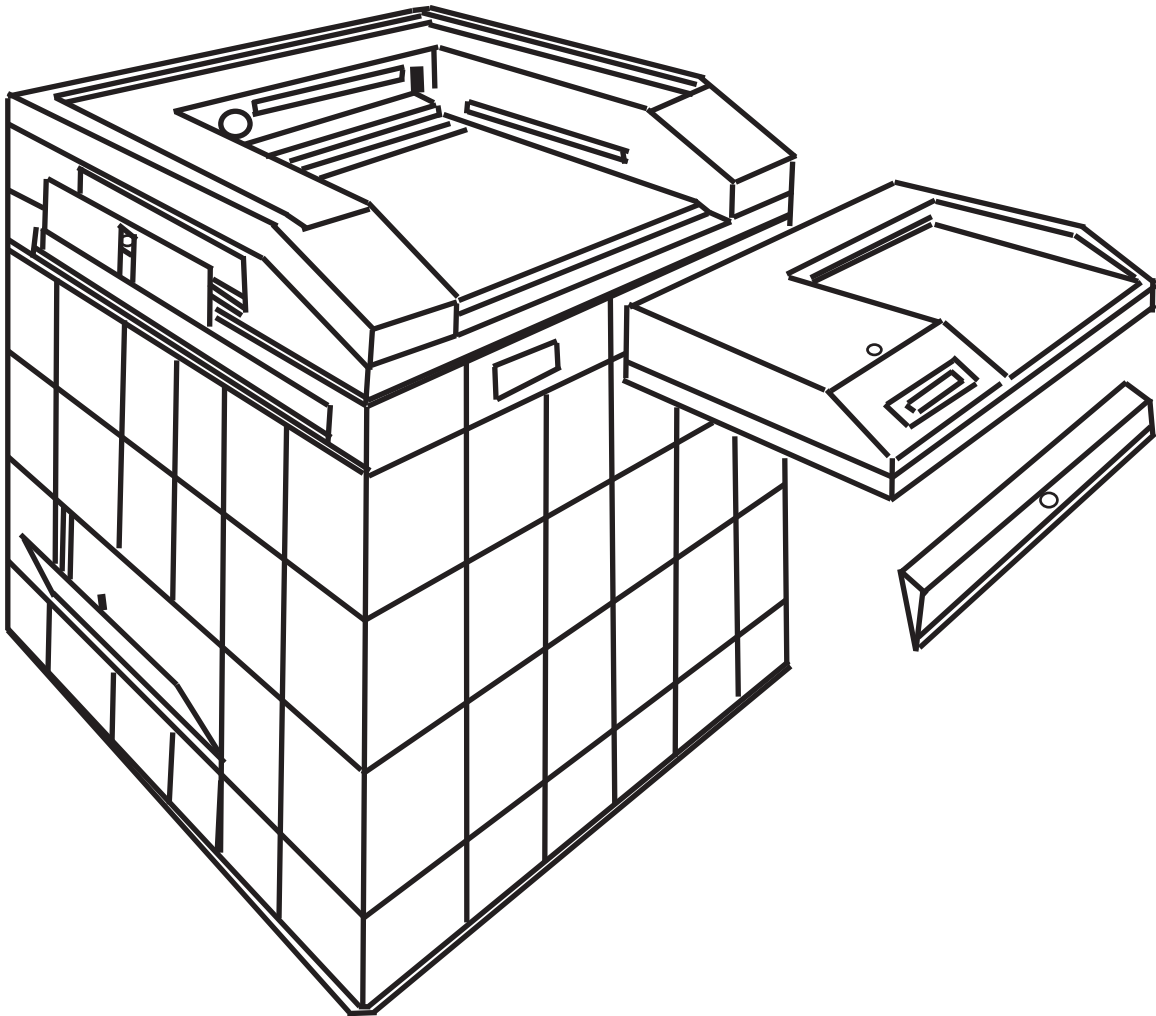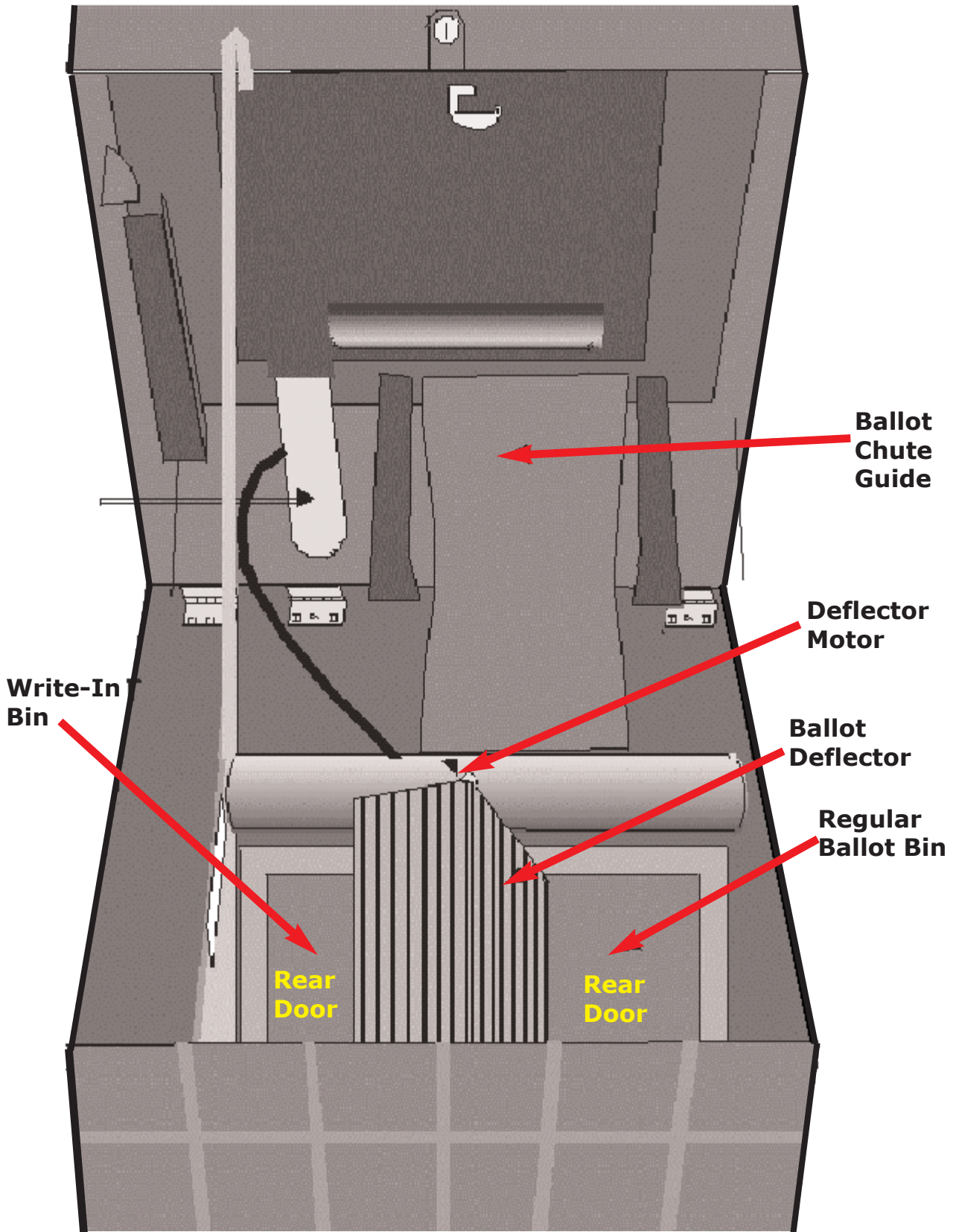
EQUIPMENT SET-UP GUIDE

Revision 2.2 — July, 2018

Office of the Connecticut Secretary of the State

Ballot Chute Guide

Deflector Motor

Ballot Deflector

Regular Ballot Bin

Write-In Bin

Rear Door

Rear Door

OPEN BALLOT BOX SHOWING COMPARTMENTS

THE BALLOT BOX

The Ballot Box that accompanies the Accu-Vote OS tabulator is a completely secure ballot storage system which is designed to be used with the tabulator as a single unit. The tabulator causes the ballot box to sort write-in ballots into a separate compartment from other ballots. This eliminates the need for you as a election official to locate and separate out the write-ins at the end of the night, making your job easier.

1. (LEFT SIDE) AUXILIARY BIN

There is a compartment on the left side of the ballot box to hold ballots that have NOT been scanned. If the tabulator is ever off-line, an elector can always cast their ballot into this side compartment and it can be counted later.
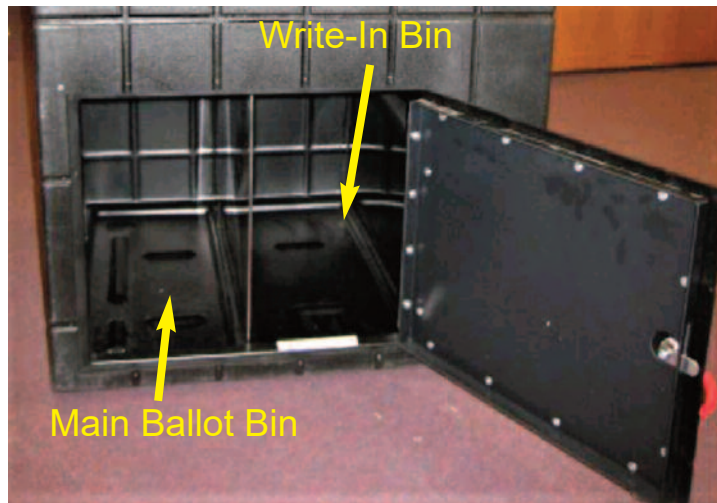

Auxiliary Compartment
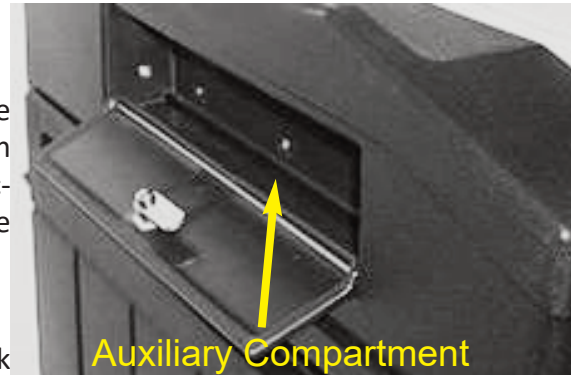
2. MAIN BALLOT BIN

There are two main compartments in the back of the Ballot Box. The first is called the Main Ballot Bin and handles the vast majority of the ballots scanned. It is on the left side of the Ballot Box when viewed from the back. This bin holds up to about one thousand ballots. When the tabulator counter reaches about 900, this bin should be emptied.

3. WRITE-IN BIN

The second main compartment is called the Write-in Bin and holds the write-in ballots sorted by the ballot deflector. It is on the right side of the Ballot Box when viewed from the back. This bin rarely, if ever, needs to be emptied during voting. Just as with the main ballot bin, all the ballots that reach the write-in bin have been fully scanned by the tabulator and every vote in every race has been counted, EXCEPT that the write-in vote has been counted as one "write-in" and election officials must still determine which candidate, if any, are awarded this write-in vote


Write-In Bin
Main Ballot Bin

Zone of Privacy

The ballot box and voting tabulator should be placed at least three feet from any wall, partition, or guardrail and at least four feet from the Tabulator Tender's station. The Registrars of Voters may supply a marking device to be placed around the tabulator to prevent electors, waiting in line to cast their ballot, from encroaching upon an elector who is submitting his ballot into the tabulator. Such marking device, if used, should be placed three to four feet from the tabulator in order to prevent electors from determining the votes cast on each other's ballots submitted into the tabulator.

BALLOT BOX – BALLOT ENTRY SLOT

Ballot Box Metal Plate to Secure the Ballot Slot. Unlock with the plastic capped key and remove the plate. Make sure the locking mechanism stays in the unlocked position! (You may not have this plate in your ballot box, because it was lost – or thrown away. No problem, you don't need it.
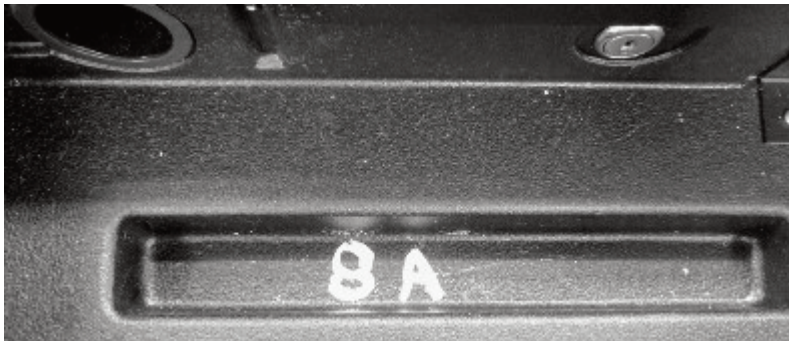
Place the Metal Plate in the tray (indentation marked "8A" in this photo) during the election. It is designed so that it will not interfere with the tabulator installation.

BALLOT BOX – POWER CONNECTIONS

Power Cord chute (hole) in Ballot Box

Ballot Box End of Deflector Power Plug

On the left is the tabulator power cord tube. Use this tube to run the power cord from the back of the tabulator to the electrical power source. On the right is the male end of the electrical wiring which supplies power to the Ballot Deflector. It connects to the back of the tabulator. This allows the tabulator to control the ballot deflector and to decide which ballots are sent to the main bin and which are sent to the write-in bin.

BALLOT BOX – RETAINING DOOR

WHAT DOES THE TABULATOR RETAINING DOOR PROTECT?

The retaining door holds the tabulator in place, protects the memory card, and the electrical connection to the ballot deflector, and prevents unauthorized access to the "YES" and "NO" buttons. Tabulator fully seated in the ballot box, with the retaining door open showing the YES and NO buttons and the tabulator memory card sealed in place. Close door and keep locked during voting.

BALLOT BOX – AUXILIARY BIN

TWO DOORS ON THE BALLOT BOX LEAD TO THE (LEFT SIDE) AUXILIARY BIN

There are two doors to the Left Side Auxiliary Bin. One is at the top where the ballots are deposited during Election Day, and one is at the bottom where these ballots can be recovered and then run through the tabulator at the end.

Door for Casting Ballots
Keep <u>open</u> during voting

Door for retrieving ballots
Keep <u>closed</u> during voting
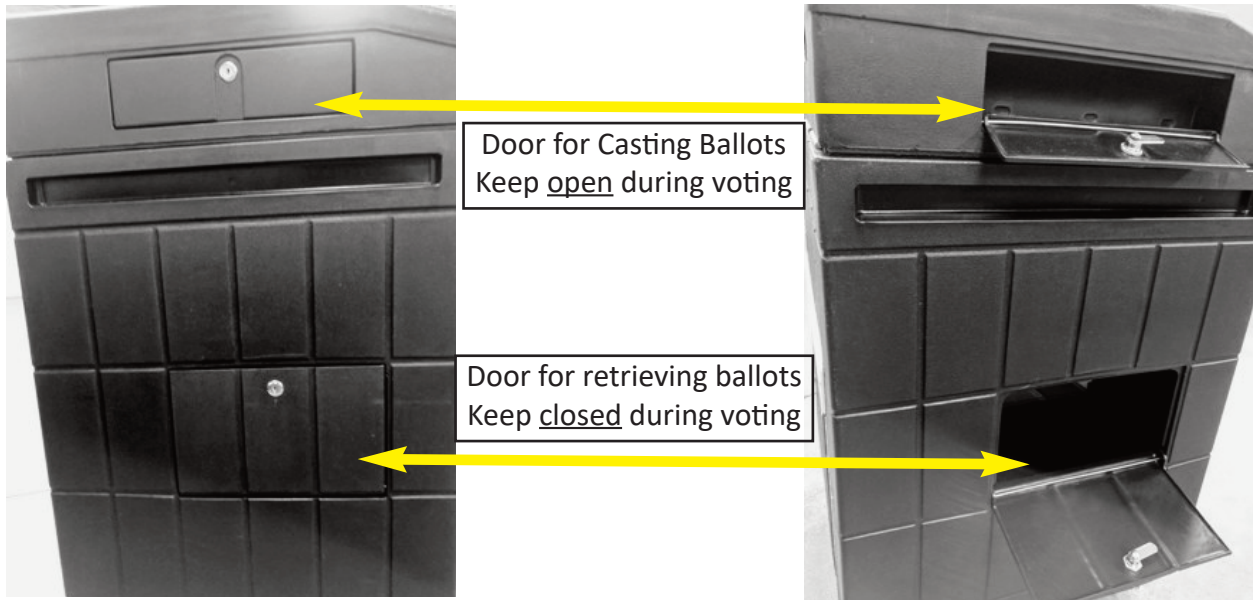
Left Side Auxiliary Bin - Doors closed on the left and doors open on the right. This bin is for ballots that have not yet been successfully scanned and will be processed at the end of the election.

SET UP VOTING PRIVACY BOOTHS

Use the following steps to set up the individual voting privacy booth.

1. Open case and remove legs.

2. Close case, and lay so the bottom is facing up.

3. Expand the 4-piece leg section by rotating the A legs opposite the B legs.

4. Insert the A legs into the A slots.

5. Insert the B legs into the B slots.

6. On the expanded leg unit, fit the large silver peg into the round hole. This keeps the leg unit from collapsing.

7. Add one leg extension to each of the four legs.

8. Flip booth over so that it stands upright.

9. Open case and rotate side panels up and snap into the lid of the case.

10. Booth is ready to use.

VOTING PRIVACY BOOTH

VOTING BOOTH SUPPLIES
Marking Pen
Voting Instructions Sheet
Magnifying Sheet

CLOSE OF POLLS
Put Caps on felt pens
Collect the pens & magnifiers
give them to Asst. Registrars
Close up privacy booths
Take privacy booths to storage area
Take polling place signs
& sign posts to storage area

VOTING INSTRUCTIONS

TO VOTE, BLACKEN THE OVAL COMPLETELY

USE ONLY THE SPECIAL PEN PROVIDED

IF YOU MAKE AN ERROR
PLEASE RETURN YOUR BALLOT TO THE ELECTION OFFICIAL
AND REQUEST A NEW BALLOT

THE ACCU-VOTE TABULATOR

The Accu-Vote Optical Scan Tabulator is a straightforward, simple, and reliable piece of election equipment. As a election official you will find that the Accu-Vote OS (aka "OS" or "Optical Scan") will allow you to run a smooth and trouble-free election. The unit is easy to set-up, run, and shut-down. This section will take you on a tour of the unit.

Power Cord/Power Supply
The power supply and power cord are important in that they allow the Optical Scan to have power in order to operate. They also allow the battery to charge while the unit is in use.

Keys
The keys supplied to you with your Optical Scan unit are of critical importance. Without them you will not be able to lock or unlock the ballot box or the unit itself. The key with a plastic cap around it is for the ballot box and the plain key is for the printer compartment on the Optical Scan unit. Keys will be given to each Moderator.

Battery
The Accu-Vote OS was designed to ensure that voting never stops. To do that the unit was given an onboard battery. The battery charges anytime the unit is plugged in AND turned on. When fully charged, the battery will last at least 2 hours, and probably more.

LCD Display
Election officials sees what is going on with the tabulator by looking at the Liquid Crystal Display (LCD). Messages will be displayed on the LCD allowing the election official to act accordingly.
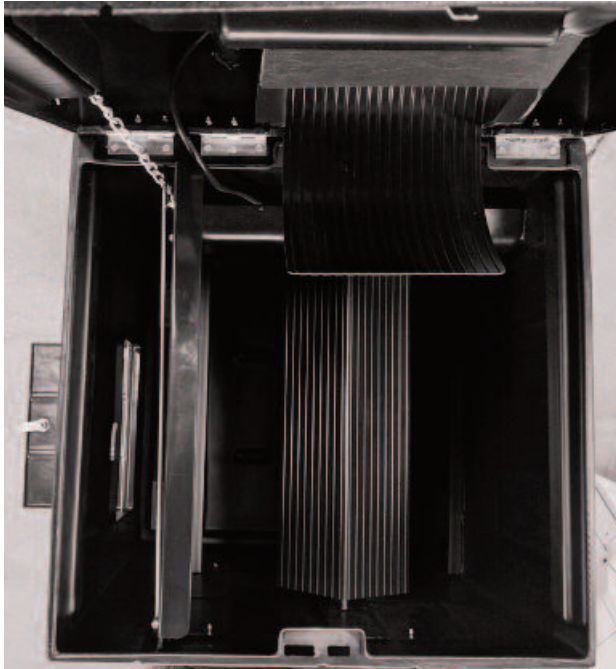
Memory Card
The memory card contains ALL the election data.

Uninterruptible Power Supply
You will also have access to an uninterruptible power supply. A UPS is designed to keep electronic devices running even when the power goes out. The UPS systems you have access to will add up to 16 hours of power for the Optical Scan unit.
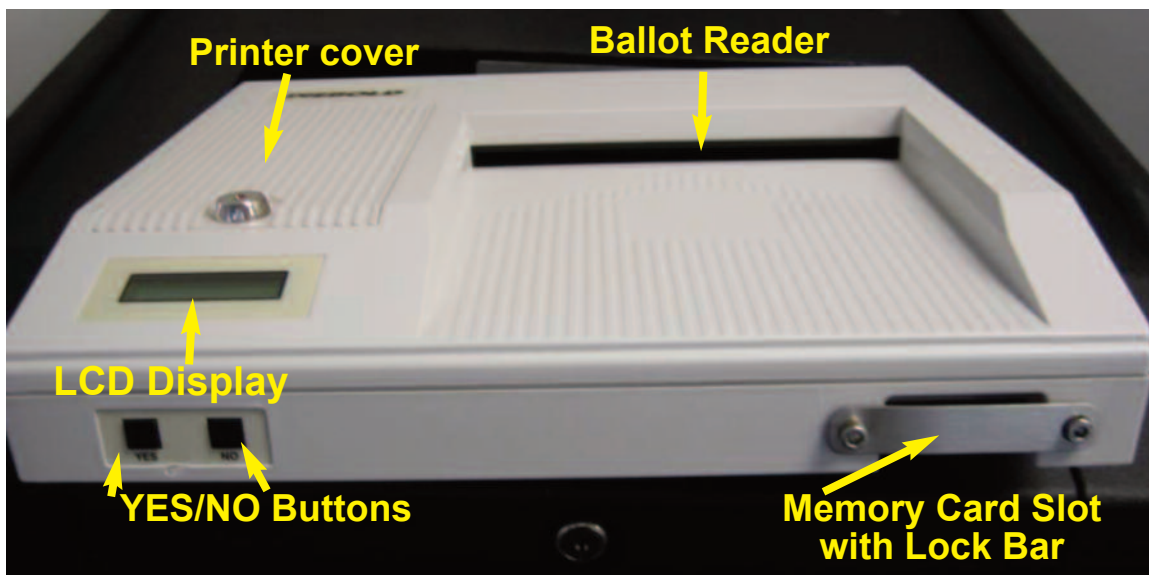
TABULATOR SET UP FOR ELECTION

Step 1 – Check Main, Write-in, and Auxiliary Compartments to ensure no ballots are inside

Step 3 – Check the bag seal. It must match the number in the Moderator's Return

1. Open the top of the ballot box and insure that no ballots are in the box. Then close and lock the compartments.

2. Ensure that all other ballot box compartments are locked and secure.

3. Check the seal on the bag and record the number in the Moderator's Report. Must match number on Pre-Election Report.

Step 4 – Unpack Optical Scan unit and inspect it. Check the precinct label, the seals, and the tabulator serial number. They must match the numbers in the Moderator's Return

Step 5 – Check the tabulator memory card seal. It must match the number in the Moderator's Return

4. Remove the seal on the bag and inspect the tabulator delivered to the polling place and record the Voting District and Town information located on the tabulator label in the Moderator's Report. If the in-

TABULATOR SET UP FOR ELECTION (Cont.)

formation is not correct for the polling place in question, contact the Registrars of Voters immediately. **(Hopefully the back-up tabulator will be correct for your district. Either way, you have the tabulator for another district and some other district has yours.)**

5. Check the seal on the front of the tabulator to insure it is not broken and record the number in the Moderator's Report. Must match number on Pre-Election Report.

Step 6-7 – Unlock security plate and retainer door

Step 7 – Set the security plate in the groove in the ballot box as shown

6. Using the plastic cap key, unlock and open the retainer door (front panel access door) where the Optical Scan is to be placed on the ballot box.

7. Remove the security plate from the back of the ballot box. **Be sure to leave lock in open position.**

Step 7 – Don't leave the lock closed – check with your hand to see that the slot is clear.

8. Slide the ACCU-VOTE tabulator half to three-quarters way onto the ballot box.
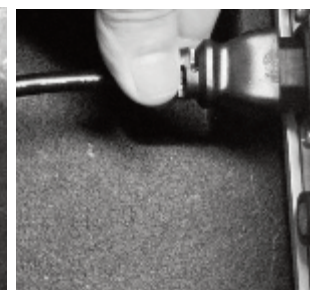
9. Feed the power cord through the tube from the back of the ballot box.

Step 8 – Slide the Optical Scan halfway into the ballot box

Step 9 – Feed the power cord through the tunnel in the back of the ballot box

Step 10 – Plug the female end of the power cord into the Optical Scan unit

TABULATOR SET UP FOR ELECTION (Cont.)

10. Insert one end of the cord into the ACCU-VOTE and the other end into the Uninterruptible Power Supply (UPS Back-Up Battery) then plug the UPS into an extension cord or wall outlet.

11. Be sure to turn the UPS Battery unit 'On' by pressing and holding the power button until the unit is turned on.

Step 12 – Unlock and remove printer cover.

12. Remove (with the bare key) the printer cover to the ACCU-VOTE.

13. Turn the ACCU-VOTE on with the red switch located in the rear of the tabulator.

**Step 13 – Turn the Optical Scan unit on**   **Step 14 – Review and sign the Zero Report**

14. The tabulator will automatically print a zero report. The Moderator and both Assistant Registrars will sign the bottom of this printout. Place this tape in the transfer case with the ballots at the end of the night. Check to ensure that the Town, State, Date and Voting District are correct.

15. Inspect the zero report to ensure that all Offices, Candidate's Names, Questions, Write-In Lines are correct.

TABULATOR SET UP FOR ELECTION (Cont.)

16. When the ACCU-VOTE asks for another printout, press the YES button on the front of the tabulator. Detach this printout and tape it to the wall at the polling place.

17. When the ACCU-VOTE asks for another printout, press the YES button on the front of the tabulator. Sign this printout and leave it attached to the tabulator. Fold it so it will fit under the printer cover and lock it with the bare key.
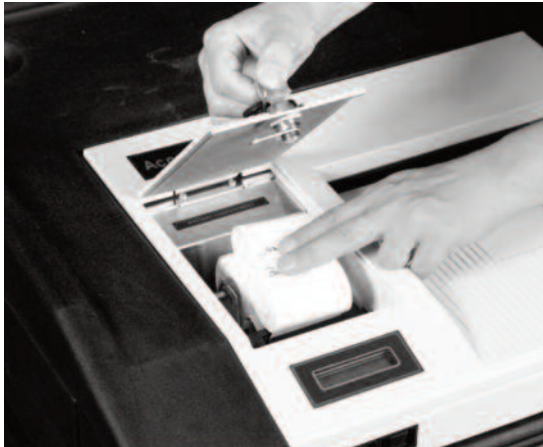
Step 17 – Fold up third copy of tape and replace printer cover

Step 19 – Slide the Optical Scan unit all the way back until securely seated

18. When the ACCU-VOTE asks for another printout, press the NO button on the front of the tabulator and lock the front panel access door. The tabulator should now display the voting district number and show a vote count of zero. If the tabulator does not display this information, contact the Registrars of Voters immediately.

19. Carefully slide the tabulator back until it stops in place.

20. Close and lock the front panel retaining door.

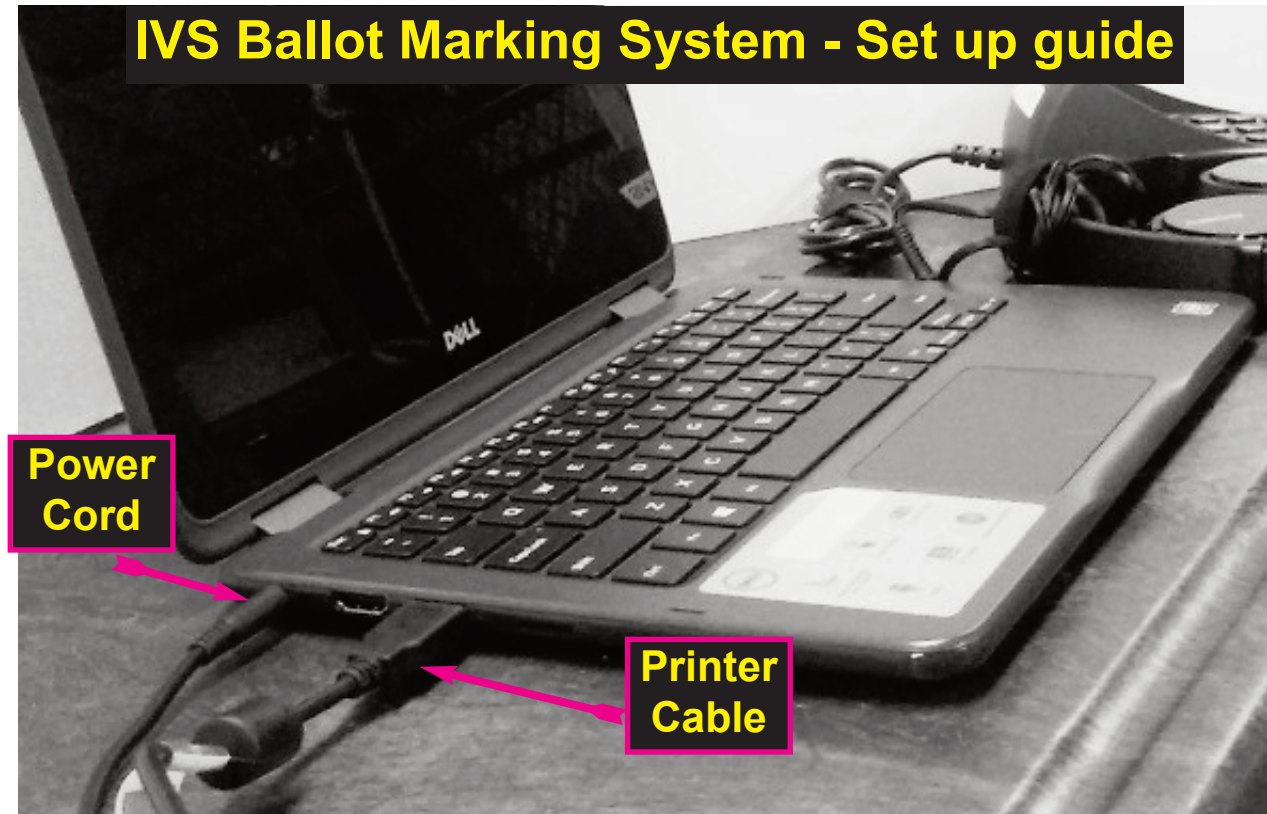
Step 20 – Close and lock retaining door

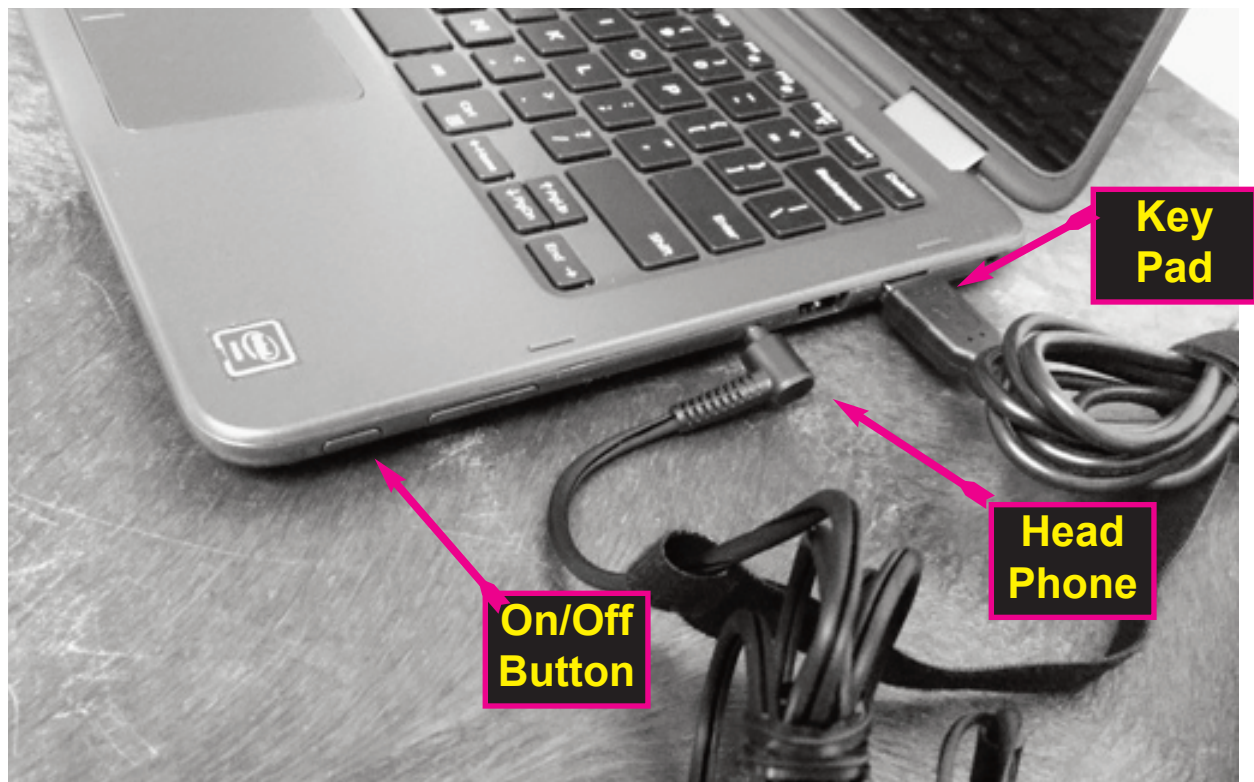**Step 21 – Unlock and open Left Side Auxiliary Slot**

21. Open the top slot of the Auxiliary compartment located on the upper left side of the ballot box and leave it open for the day. The ACCU-VOTE is now ready to accept ballots.
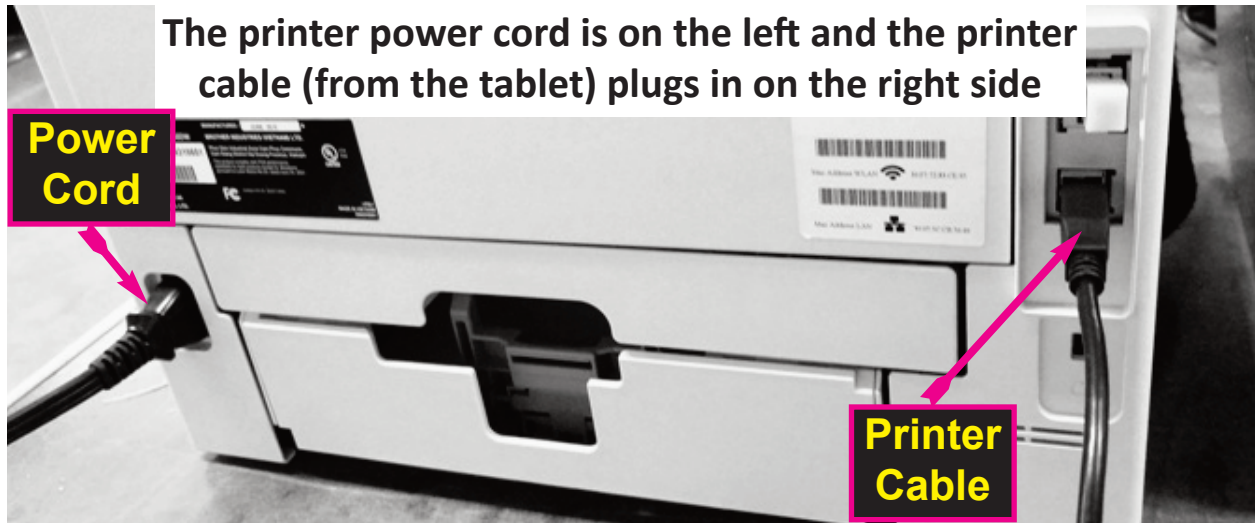
22. Check the LCD screen to verify that it reads "0".

IVS Ballot Marking System - Set up guide

Power Cord

Printer Cable

IVS SET UP. Power Cord and Printer Cable (from the tray) are plugged in as shown above. Key Pad and Head Phone (for visually impaired) are plugged in as shown below. The On/Off button is on the right hand side of the tablet. Turn on, and follow Touch Screen instructions.
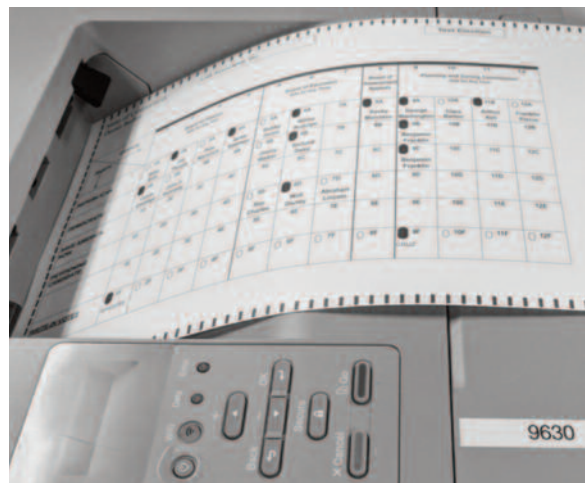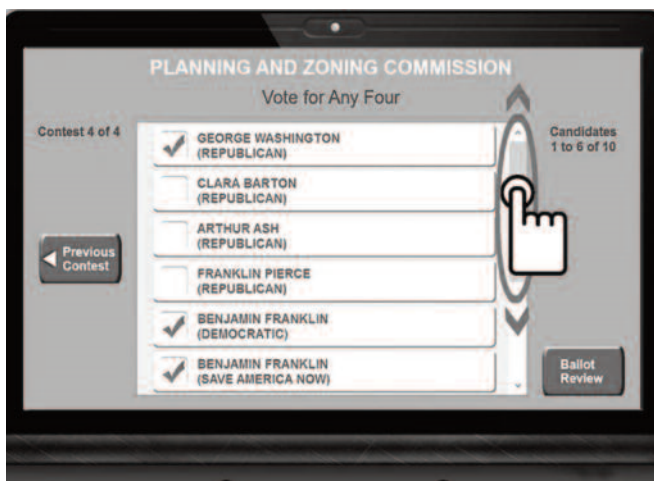

Key Pad

Head Phone

On/Off Button

Set-Up

The printer power cord is on the left and the printer cable (from the tablet) plugs in on the right side

Power Cord

Printer Cable

The Elector's blank ballot is inserted into the printer's auxiliary tray face up (front up) and with the left or top edge (with the full line of ----------- timing marks) facing into the printer.

On/Off Button

9630

New IVS Ballot Marking System: Elector makes selections using either the Touch Screen on the Tablet, OR, the Keypad and Headphones.

PLANNING AND ZONING COMMISSION

Vote for Any Four

Contest 4 of 4

GEORGE WASHINGTON (REPUBLICAN)

CLARA BARTON (REPUBLICAN)

ARTHUR ASH (REPUBLICAN)

FRANKLIN PIERCE (REPUBLICAN)

BENJAMIN FRANKLIN (DEMOCRATIC)

BENJAMIN FRANKLIN (SAVE AMERICA NOW)

Candidates 1 to 6 of 10

Previous Contest

Ballot Review

9630

The printer marks the Elector's ballot with his or her choices, by filling in the candidate and question ovals. The ballot is cast using the tabulator.

Set-Up

TABULATOR – CLOSING OUT ELECTION

Step 1 – Unlock and open retaining door

Step 3 – Open Auxiliary Compartment and re-move un-scanned ballots

1. 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.

2. Re-check the seal on the front of the tabulator and insure that it is not broken. Record the seal number in the Moderator's Report.

3. Open the Auxiliary Compartment and remove any un-scanned ballots.

4. Process the ballots (if any) from the Auxiliary compartment by feeding them into the tabulator. If there are any ballots that continually reject, and the ballot is marked correctly, but contains an over-vote, over-ride the ballot in the tabulator by pressing and holding the YES button while feeding the ballot through the tabulator.

5   If there are any ballots that continually reject, and the ballot is mismarked, hand count these ballots in accordance with the Moderators Handbook.

6   If the Absentee ballots are to be counted at the polling place, they may be processed at this time. The number of Absentee ballots that were processed at this time is entered in the Moderator's Report. All absentee ballots, worksheets and Record of Vote were sealed in depository envelopes and labeled by voting district.

7   The Moderator and Assistant Registrars of Voters record the number on the public counter (number of tabulator counted ballots) in the Moderator's Report.

8   From the tabulator, unlock and remove the printer door with the bare key.
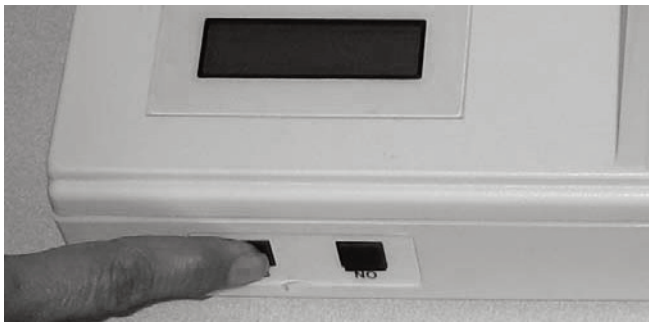
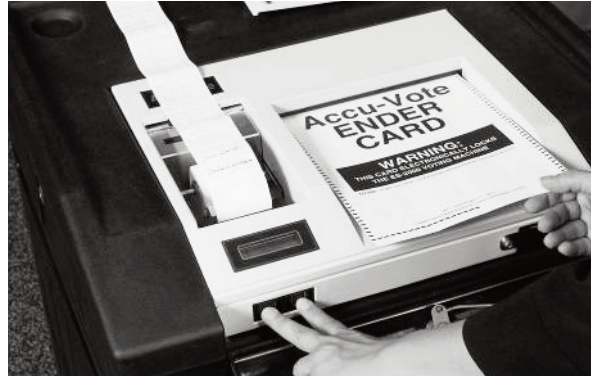**Step 4 – Override overvote rejections by holding the YES button and feeding the ballot**

Step 7 – Record the vote totals. The total count will be on the tape as "Ballots Cast"

TABULATOR – CLOSING OUT ELECTION (Cont.)

Step 8 – Unlock and remove printer cover

Step 9 – Feed Ender Card while pressing and holding the YES and NO buttons

9. Obtain the ENDER card from the inside pocket of the black carrying case and insert it into the tabulator WHILE pressing BOTH the YES and NO buttons at the same time, this will automatically print the Election results report.

10. Remove and sign the Elections Results Report from the tabulator. The Moderator shall read the tabulator results for each Candidate and Question as shown on the Elections Results Report. Suggestion: Each Assistant Registrar of Voters should enter the total in the column Tabulator Total on the Tally Sheets.

11. Record the number of Total ballots from the bottom of the report in the Moderator's Return. It then must be attached to the Tally Sheet that is filed with the Municipal Clerk.

12. When the tabulator asks for another printout, press YES. Detach this printout and place it in the ballot transfer case.

13. When the tabulator asks for another printout, press YES. (This printout is signed by the Moderator and Assistant Registrars of Voters and post in the polling place for public inspection.)

14. When the tabulator asks for another printout, press NO.

15. Turn the Accu-Vote off with the red switch located in the rear of the tabulator.

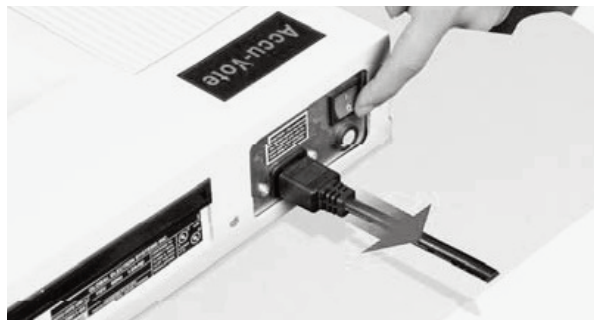**Step 10 – Review and sign Election Results Report.**

Step 12 & 13– Press YES for second and third copies of Results Report

TABULATOR – CLOSING OUT ELECTION (Cont.)

Step 14 – Press NO after you have printed three copies

Step 15 – Turn the Optical Scan unit off

16. Replace and lock the printer cover back on.

17. Check the seal on the front of the Optical Scan and ensure that it is not broken. Record the seal number in the Moderator's Return

18. Place the tabulator along with the power cord into the black carrying case for transport to the secure location.

Step 16 – Replace and lock the printer cover

Step 18 – Place the tabulator back into its carrying case

19. Unlock the Write-In bin and record the number of ballots in the bin in the Moderator's Report. The Moderator and Assistant Registrars shall count by hand the write-in votes cast for the office in which the elector indicated a write-in vote and shall record them on the tally sheet.

20. All ballots containing write-in votes are sealed in a separate depository envelope marked write-in bin and placed in the ballot transfer case.

21. The Moderator shall total all tabulator and hand counted votes and publicly declared the total votes cast for each candidate and question, and the officials shall then sign the Moderator's Return.

22. All ballots from the regular bin must be placed in the Ballot Transfer Case.

23. The ballot transfer case and tabulator bag are sealed with seals whose numbers are to be written in the Moderator's Report.

Step 22 – Ballot Transfer Case