



# iVotronic

## Election Day Checklist

### Version Number 9.2.3.0

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Security Recommendations, ES&S, Omaha, NE

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Proprietary Document Section	Description
All	

Table of Changes	
Date of Change	Description of Change
02.29.2008	Initial Documentation Submission
05.05.2008	Updated version information on cover page
07.02.2008	Updated version to 9.2.2.0
07.02.2008	Added information to the Closing process Page 15 - Steps 62 and 63
07.07.2008	Update version to 9.2.3.0
09.11.2008	Removed references to 9.1.x firmware Page 15
07.31.2009	Updated banner, title and header/footer information
08.11.2011	Updated date and general formatting edits

## Assembling the Voting Booth

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**CAUTION:** This booth contains “joints” that could pinch your fingers and hands. Use caution when assembling this booth.

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- ❑ 1. With the wheels down, move the booth to the desired location.



- ❑ 2. Turn the booth over, so that the wheels are on top, facing away from you, and the legs are at the bottom.



- ❑ 3. Carefully pull the legs away from the center. Do not force the legs open. The legs will resist further opening when they are fully opened.



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**NOTE:** The legs should snap into place when you close them for transporting the booth.

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- ❑ 4. Lean the booth forward so that it rests on the legs.
- ❑ 5. Lift the box portion of the booth up and away from you to position it. When correctly positioned, the box snaps in place and is at a 45-degree angle away from you.



- ❑ 6. Open the privacy screen doors outward from the center. Do not force the doors open. The doors resist further opening when they are fully open.



Reverse these steps to prepare the unit for transportation and/or storage.

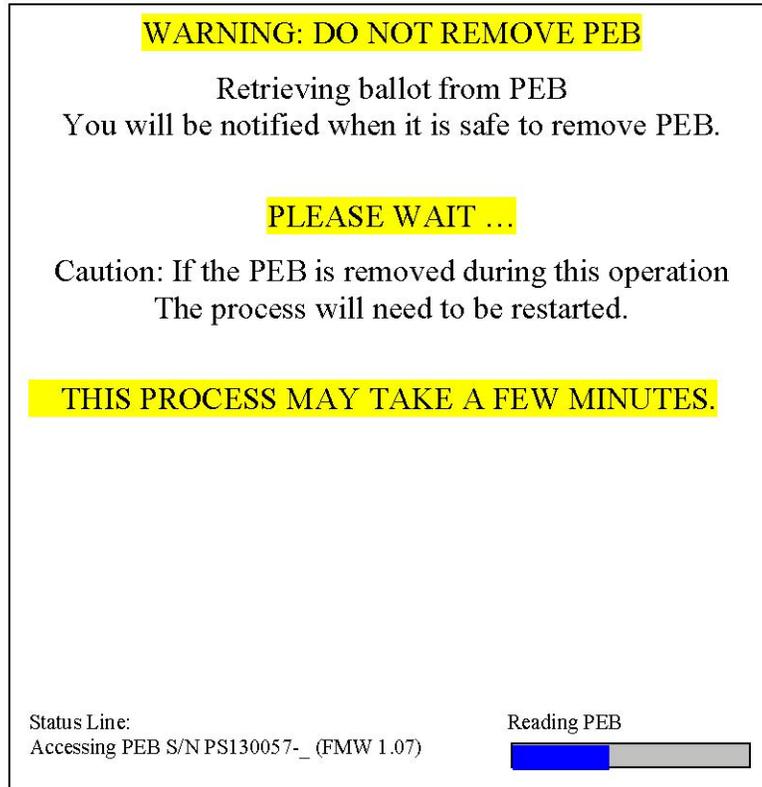
**Equipment installed in assembled RTAL booth.**



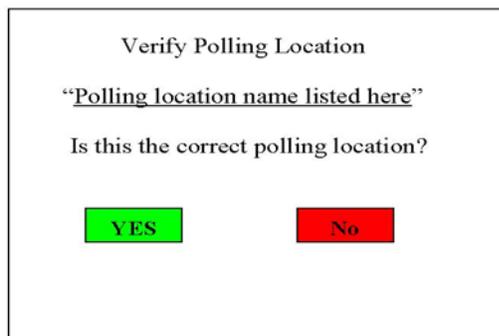
**Opening the Polls**

Before opening the polls ensure that all terminals have Compact Flash Cards installed. ADA terminals that are expected to play the audio ballot require Compact Flash Cards with the appropriate audio (.wav) files.

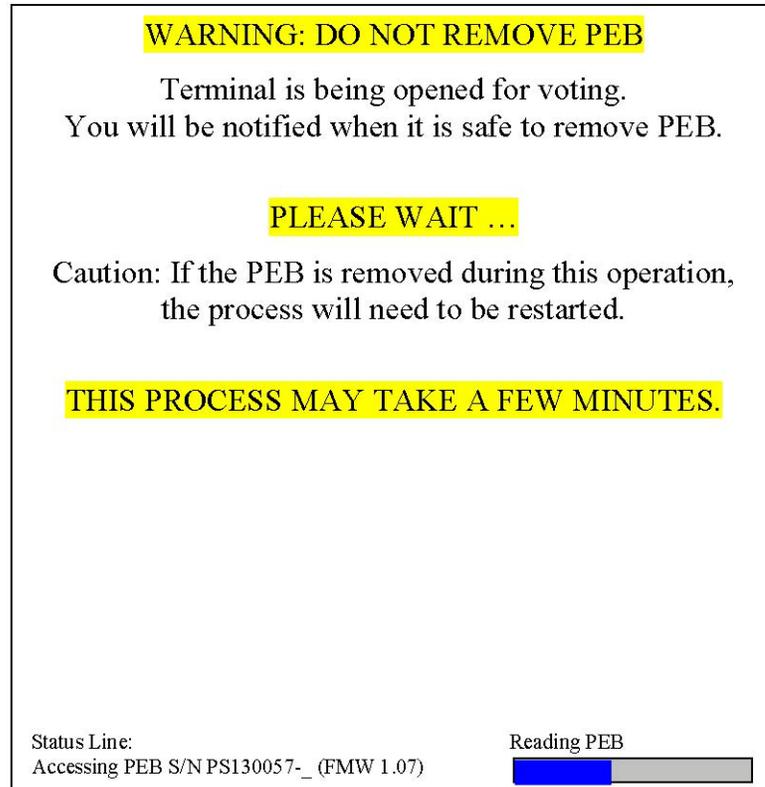
- 7. Insert the Master PEB into the voter terminal. The follow screen will appear:



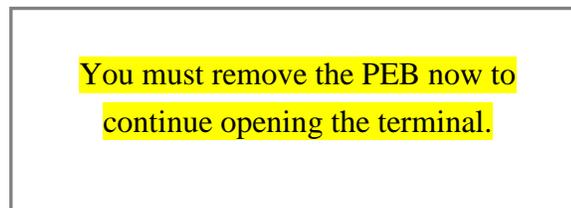
- 8. If progress bars are enabled you will also see these in the lower right hand corner of the screen, displaying the status of the current processes.
- 9. The terminal will then display a polling location verification screen:



10. If the polling location name is correct, select YES. If it not correct, select NO. You will be instructed to remove the PEB and contact the election staff.
11. If “Yes” was selected the terminal will now display the following message:



12. The terminal will then display the following instruction:



13. Remove the PEB. The terminal will continue to open.

14. The screen will then display the following message:

**Terminal opening successful.**

This terminal is now ready for voting

**Insert PEB to Print Zero Tape**  
OR  
**Press VOTE Button to Exit**

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**NOTE:** You will typically only print a zero tape at the last terminal opened.

**NOTE:** If using iVotronic version 9.1.7 or 9.2 with combined reporting functionality, proceed to Appendix A for printing instructions.

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15. If you will be printing Zero tapes at each terminal, continue with step 16. If you plan to only print from the last terminal, skip to step 21.
16. Re-insert the PEB. The terminal will then display report-printing choices. Depending on how your election is coded, there will be either one or two printing options.
- Option #1 - If only one is displayed, it will read: “Print polling location zero tape now?” This option will print a zero tape that will be inclusive of all terminals opened to this point. This option should be selected on the last terminal opened after having opened all terminals for this polling location. After making this selection, follow the printing instructions on the screen, or at step 21.
  - Option #2 - If a second option is displayed, it will read: “Print this terminal zero tape now?” This option is used if you wish to print individual zero tapes for each terminal as you open them.

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**CAUTION!** If using iVotronics with RTAL (Real Time Audit Log) functionality, follow the instructions on the screen exactly. **DO NOT** unplug the RTAL printer until instructed on the terminal screen.

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17. After printing, you will be returned to the printing options screen. Select Done to exit. You will be prompted to remove the PEB.
18. Continue to open terminals and print as described in steps 7-17, until you have opened and printed all terminals. Continue to step 25.
19. Press the VOTE button and the screen will go blank.

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**NOTE:** You will typically only print when you have opened the last iVotronic terminal for your location.

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- 20. Continue to open terminals as described above.
- 21. Follow the instructions display on the terminal screen. If using the RTAL printer functionality, DO NOT unplug the RTAL until instructed to do so.
  - Disconnect the RTAL printer from the terminal. (RTAL booth ONLY)
  - Make sure the communication pack is connected to the back of the voting terminal.
  - Turn communication pack selector switch to PRINTER.
  - Press and hold the small black button on the printer until the green light turns on.
  - Press the green button labeled “PRINT” to start printing the report.
- 22. After the programmed number of tapes has printed, you will be asked “Do you want to print another?” Select “YES” if you want another tape. When desired number of tapes has been printed, answer “NO” to this question and continue.
- 23. Then the terminal displays the report printing options screen again. If you are through printing, select Done.
- 24. The terminal will prompt you to turn off the communication pack, reconnect the RTAL printer and then press the screen to continue. Press the iVotronic screen.

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**NOTE:** Be sure to reconnect the RTAL printer (if applicable) before pressing the screen to continue. Failure to connect prior to continuing will result in a RTAL error.

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- 25. After the message “Please remove PEB. Terminal is now open for voting” appears remove the Master PEB.
- 26. Store the Master PEB in a secure place in accordance with jurisdiction procedures. (It is common to store the Master PEB in the Communications Pack/Printer Pack, and place the pack in a secure location.)
- 27. Have the appropriate election official(s) sign the Zero tape(s), and store the tape according to jurisdiction procedures.

**iVotronic Terminal Ballot Initialization Instructions**

The poll worker must initialize a ballot for each voter. The Supervisor PEB is always in the possession of the poll worker. Your actual procedures regarding initializing a ballot for a voter will vary depending on what has been coded in your election. Any, or all, of the following may be applicable to your election.

- 28. The poll worker inserts the Supervisor PEB.
- 29. Precinct Selection: If this is an early voting site or a consolidated polling location handling multiple precincts, a Precinct Selection screen may be displayed. Based upon information provided by the Registrar at the polling location, the poll worker will select the appropriate precinct for the voter.

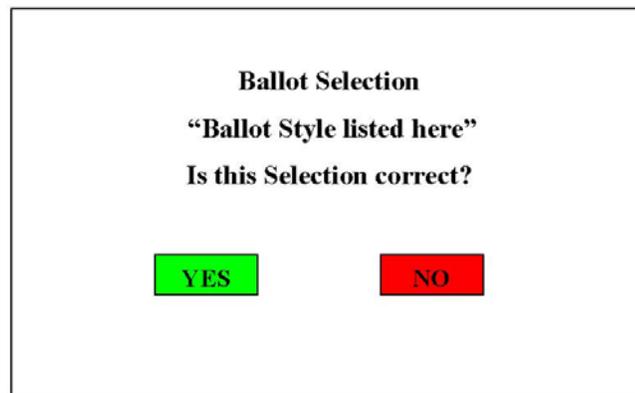
<input type="checkbox"/> PRECINCT 1
<input type="checkbox"/> PRECINCT 2
<input type="checkbox"/> PRECINCT 3
<input type="checkbox"/> PRECINCT 4

- 30. A Precinct Verification screen will be displayed:

<p><b>Precinct Selection</b> “Precinct name listed here” Is this Selection correct?</p> <p><input type="button" value="YES"/>      <input type="button" value="NO"/></p>
--

- 31. If the precinct name is not correct, press NO. The terminal will then display the Precinct Selection screen again, and allow the poll worker to make a new selection.
- 32. If the precinct name is correct, press YES, and continue to the next screen.

- 33. Ballot Selection: If Challenged/Provisional/Coded Ballots are coded for your election and/or multiple ballot styles are available for the selected precinct, a Ballot Selection Menu will be displayed. If a coded ballot is not needed for a voter, the poll worker may skip to step 36 in this checklist.
- 34. If Challenged/Provisional/Coded ballots are coded for your election and the polling location Registrar has indicated that the voter needs to vote a coded ballot, the poll worker will select the coded ballot option and enter the unique ballot code provided by the Registrar and press OK.
- 35. The terminal will return to the Ballot Selection Menu again and display the unique ballot code entered along with available ballot styles. Ensure the ballot code has been entered correctly. If not, select the coded ballot option again and repeat step 35.
- 36. Based upon information provided by the Registrar, the poll worker will select the appropriate ballot style for the voter.
- 37. A Ballot Selection verification screen will be displayed:



- 38. If the Ballot Style is not correct, press "NO". The terminal will display the Ballot Selection screen again, and allow the poll worker to make a new selection.
- 39. If the Ballot Style is correct, press "YES", and continue to the next screen.
- 40. The terminal will prompt the poll worker "Please Remove Supervisor PEB". After removing the PEB, the poll worker may leave the voter to vote in private.
- 41. Zoom Feature: If the zoom feature is available and enabled, the voter will choose to zoom or not zoom the ballot display.
- 42. Language Selection: If multiple languages are coded for the election, the next screen will allow the voter to choose the language of their understanding, and then the ballot will be displayed.

## **iVotronic ADA Terminal Instructions**

The poll worker will still make the same screen selections as with the Non-ADA terminals. If available, these might include: Precinct selection, Coded/Provisional Ballot selection and entering the code, and Ballot Style. If a Visual ballot is selected for a sighted voter, the poll worker should remove the PEB and allow the voter to select a language, if available, and vote in privacy. When an Audio Ballot is selected (by pressing the diamond shaped button), the voter should be wearing the headset. The screen will prompt the poll worker to remove the PEB. The poll worker should remove the PEB, and the screen will display Audio Assisted Ballot is Selected. If multiple languages are available, the first audio selection for the voter would be to select a language by using the up and down arrow buttons.

### **Voting instructions will then be given:**

- 43. To repeat instructions, press the up arrow button.
- 44. To begin voting, press the diamond-shaped button.
- 45. To move from contest to contest, use the arrow-shaped buttons to move up and down the contest titles.
- 46. To vote a contest, locate the contest and press the diamond-shaped button. The first candidate or selection will be read.
- 47. Use the up and down arrow buttons to move from one candidate/selection to the next.
- 48. When you locate the candidate/selection of your choice, press the diamond-shaped button to vote for that candidate/selection.
- 49. You may change your vote at anytime until you cast your ballot.
- 50. To move to the next contest use the down arrow button. It will be necessary to scroll down through the remaining candidates/selections in the current contest, to get to the next contest.
- 51. When the voter reaches the end of the ballot, they will be prompted to press the vote button at the top center of the terminal. When the vote button is pressed the voter will be notified of any un-voted, or under-voted contests or if the ballot has been left blank. The voter has the option of reviewing their ballot and making any changes before casting their ballot. Pressing the vote button a second time will cast the ballot.

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**NOTE:** When scrolling through contests, candidates, or the audio alphabet for write-ins, it is not necessary to wait for the entire voice file to play before proceeding. This can be especially helpful when scrolling through the audio alphabet. You may press the up or down arrow buttons several times to “Skip ahead” to get to a desired alpha character, race or candidate.

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**Cast/Cancel the Vote for the Voter Who Walked Away**

If a voter leaves without casting his or her own ballot, the ballot will have to be Cast or Cancelled according to state or local law. If the ballot has not been selected, the only option is to cancel the ballot. An open ballot left unattended (no screen activity), will begin “chirping” after 10 minutes. The poll worker should have someone return with them to the terminal, to perform the following steps.

- 52. Reinsert the Supervisor PEB.
- 53. The screen displays “Last ballot was not cast”. Options are “Cast Ballot” or “Cancel Ballot”. As mandated by state or local law, select either Cast or Cancel.
- 54. The next screen will ask to confirm the previous choice and select either YES or NO.
- 55. If canceling the ballot, select the reason why the ballot is being cancelled from the list.
- 56. The screen then displays the cancellation reason, and select whether to proceed with vote cancellation or Exit the Menu.
- 57. Remove the Supervisor PEB from the iVotronic when prompted, and voting can continue.

**Voting After Scheduled Poll Closing Time**

- 58. When the terminal’s internal clock reaches the pre-programmed official poll closing time and a PEB is inserted, the screen will display the Close Option Menu. If qualified voters are still waiting in line, select the box next to Exit This Menu to initialize a ballot for the voter.
- 59. This Close Option Menu will come up every time a PEB is inserted past the scheduled poll closing time. Select “Exit This Menu” each time and initialize a ballot for each voter until all qualified voters have been allowed to vote.
- 60. Allow the voter cast their vote as normal.

**Closing the Polls**

When poll closing time is reached and all voters have voted, put away the Supervisor PEB(s) and follow the steps below to close each terminal.

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**NOTE:** iVotronic firmware automatically collects Audit Data during the poll close procedure if it detects a flash card installed in the terminal. If election officials want the audit data collected on a single flash card, or flash cards other than those already installed in the terminals, they should provide additional instructions to the poll workers.

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- 61. Remove the Master PEB from the secured location, and insert the Master PEB into the first voter terminal.
- 62. When the terminal displays the Close Option Menu, select Close The Polls then confirm the action by answering YES to the question “Are you sure you want to close the terminal?”
- 63. The terminal will display the following messages as it closes the terminal :

Preparing RTAL Vote Summary Report

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**NOTE:** The RTAL Vote Summary Report will only display if the RTAL feature is being used. The report will print to the RTAL printer and commence with closing the terminal.

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**WARNING: DO NOT REMOVE PEB**

Preparing to collect votes to PEB  
You will be notified when it is safe to remove PEB.

**PLEASE WAIT ...**

Caution: If the PEB is removed during this operation,  
the process will need to be restarted.

**THIS PROCESS MAY TAKE A FEW MINUTES.**

**WARNING: DO NOT REMOVE PEB**

Collecting votes to PEB  
You will be notified when it is safe to remove PEB.

**PLEASE WAIT ...**

Caution: If the PEB is removed during this operation,  
the process will need to be restarted.

**THIS PROCESS MAY TAKE A FEW MINUTES.**

64. The terminal will then display the following instruction:

You must remove the PEB now to  
continue closing the terminal.

65. Remove the PEB. The terminal will continue to Close.
66. The following screen is displayed when closing is complete. Touch the screen and the terminal will power down.

Terminal Closing is Complete!  
Vote Data Collection Successful  
Audit Data Collection Successful  
Touch screen to exit.

67. Continue closing all terminals following steps 61 - 66 of this checklist until all terminals are closed.

### **Print Totals Tape**

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**NOTE:** If using iVotronic version 9.1.7 with combined reporting functionality, proceed to Appendix A for printing instructions.

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68. Insert the Master PEB in this terminal. When the terminal displays “Print totals now?” press the box next to YES.

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**NOTE:** If all terminals that were opened have **not** been closed, a message will appear specifying the opened terminal(s). Take the Master PEB and find that terminal(s) and insert the Master PEB and follow steps 61 – 66 in the *Closing the Polls* Section of this checklist. When all terminals are closed, return to step 66 of this checklist to commence with printing the totals.

**CAUTION!** If using iVotronics with RTAL (Real Time Audit Log) functionality, follow the instructions on the screen exactly. **DO NOT** unplug the RTAL printer until instructed on the terminal screen.

---

69. Disconnect the RTAL printer from the terminal. (RTAL booth ONLY)
70. Make sure the communication pack is connected to the back of the voting terminal.

- 71. Turn communication pack selector switch to PRINTER.
- 72. Press and hold the small black button on the printer until the green light turns on.
- 73. Press the green button labeled “PRINT” to start printing the report.
- 74. When the predetermined number of tapes has been printed, the screen will ask, “Do you want to print another?” Answer appropriately. When finished, select “NO”.
- 75. If your election is coded to transmit results via modem, skip to step 81.
- 76. If your election is **not** coded to transmit results via modem, continue with these steps. Turn the communication pack selector switch to OFF. Disconnect the printer cable, and close the Communications Pack/Printer Pack and reconnect the terminal to the RTAL printer. These steps are also displayed on the screen.

---

**NOTE:** Be sure to reconnect the RTAL printer (if applicable) before pressing the screen to continue. Failure to connect prior to continuing will result in a RTAL error.

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- 77. Press the iVotronic screen to continue. The next screen will give instruction for modeming results. Proceed to steps 81 - 92.
- 78. If not modeming results, press Cancel. The following screen will be displayed:

Do you want to re-collect this terminal?

Yes

No

- 79. Select No. Upon selecting no, a message in the lower left corner will display:

**“Please remove PEB. Re-collection not chosen.”**

---

**NOTE:** If recollection is necessary, be sure to recollect the terminal totals on a PEB that does **not** have totals stored on it already.

---

- 80. Have the appropriate election officials sign on the results tape. If required, disassemble the voting booths. Take the Totals Tape, the Zero Tape, and the Master PEB and follow the county’s directions for delivery to Election Central.

**Modeming (Transmitting) Results**

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**NOTE:** If using iVotronics with RTAL (Real Time Audit Log) functionality, follow the instructions on the screen exactly. DO NOT unplug the RTAL printer until instructed on the terminal screen.

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- 81. If programmed, the terminal will display the message, “Modem precinct totals now?” Select YES.
- 82. Disconnect the RTAL printer from the terminal. (RTAL booth ONLY)
- 83. Make sure the communication pack is connected to the back of the voting terminal.
- 84. Plug phone line into the phone jack on the selector box.
- 85. Turn the selector switch to MODEM.
- 86. Press the green ‘MODEM’ button to send results of all terminals.
- 87. If upload is **not** successful, the terminal will ask “Try Again?” Select YES. At this point, if instructed by Election Central, enter another phone number if different from the programmed number.
- 88. If the data transfer is unsuccessful after several tries, press NO when prompted with the question, “Try Again?”
- 89. If the upload is successful, press the screen.
- 90. The next screen will ask “Recollect Votes” Select NO, and remove the Master PEB.

---

**NOTE:** If recollection is necessary, be sure to recollect the terminal totals on a PEB that does **not** have totals stored on it already.

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- 91. Turn off the Communications Pack/Printer Pack, and put the terminal back in the voting booth, plugging it into the AC adapter and connecting the RTAL printer. Have the appropriate election officials sign on the results tape. Take the Totals Tape, the Zero Tape, and the Master PEB and follow the county’s directions for delivery to Election Central.
- 92. If required, take down the voting booths.

## Appendix A

### USING THE M100 EQUIPMENT TO PRINT COMBINED REPORTS

This functionality is for iVotronic version 9.1.7.0 or 9.2.0 only.

#### Zero Report

If you plan to use combined Results between iVotronic PEB and Model 100, you will need to print a combined Zero Tape report for both machines utilizing the printer in the Model 100 Optical Scanner. Below are the instructions for printing the Zero's Report and Results Report using the Model 100 equipment.

1. On the Model 100 Optical Scanner, turn the key to the OPEN/CLOSE POLL position, waiting for the machine to initialize.
2. When the screen displays, S-MODE ELECTION CARD INSERTED. OPEN POLLS NOW? select YES.
3. The screen will then display, S-MODE OPENING POLLS. Turn Key switch to the VOTE position.
4. The screen will then display, PLEASE CONNECT THE PEB READER. THEN INSERT THE SUPERVISOR PEB.
5. Connect the PEB reader to the COM port on the Model 100 (front access door) and into a power source.
6. Insert the supervisor PEB programmed for the election into the PEB reader.
7. Select CONTINUE on the Model 100 screen. It will indicate that it is reading the information from the Supervisor PEB.
8. A combined Model 100 Optical Scanner and iVotronic Touch Screen Zero Tape report will be generated; it will print from the Model 100 Optical Scanner printer.
9. After the report is generated, the Model 100 Optical Scanner will respond with a message reading, GENERATE ADDITIONAL ZERO TAPE REPORTS? and you will be given a YES or NO option. Select accordingly to county procedures.

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**NOTE:** Before making a YES selection for an additional report, you must remove the Supervisor PEB from the PEB Reader and then re-insert it. Press CONTINUE. This must be done for each copy needed.

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10. Have the appropriate election official(s) sign the Zero tape(s), and store according to jurisdiction procedures.
11. Remove the Supervisor PEB from the PEB Reader when the INSERT BALLOT screen appears on the Model 100.
12. Disconnect the PEB Reader from COM Port on Model 100 Optical scanner.
13. Continue with section iVotronic Terminal Ballot Initialization Instructions - (step 28).

**Totals (Results) Report**

If you're using the combined reports for the iVotronic and Model 100, you will follow the steps listed in this section INSTEAD of Steps 68 – 80.

1. Proceed with Model 100 Optical Scanner, making sure that all the ballots have been counted and processed.
2. Turn the key from the VOTE position to the OPEN/CLOSE POLL Position. Select CLOSE POLLS.
3. Connect the PEB Reader to the Model 100 Optical Scanner by inserting the Serial Port cord into COM Port One in front access door of Model 100. Also plug the PEB Reader into a power source.
4. Insert the Supervisor PEB into the PEB Reader.
5. The display on the Model 100 will offer two options: CONTINUE or CANCEL. Select CONTINUE.
6. The display will show CONNECTING TO PEB READER.
7. A combined Model 100 Optical Scanner and iVotronic Touch Screen Results Totals Tape report will be generated; it will print from the Model 100 Optical Scanner printer.
8. After the report is generated, the Model 100 Optical Scanner will respond with a message asking if you would like to print additional Results Total Tape reports and you will be given a YES or NO option. Select accordingly based upon county procedures.

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**NOTE:** Before making a YES selection for an additional report, you must remove the Supervisor PEB from the PEB Reader and then re-insert it. Press CONTINUE. This must be done for each copy needed.

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9. Have the appropriate election officials sign on the results tape. Take the Totals Tape, the Zero Tape and the Master PEB and follow the county's directions for delivery to Election Central.
10. Turn off the Model 100 Optical Scanner by turning the key to the OFF position.
11. Remove the Supervisor PEB from the PEB Reader.
12. Disconnect the PEB Reader from the Model 100 Optical Scanner and place it back in case.

## Appendix B

### Changing the Real Time Audit Log (RTAL) Printer Paper

When the RTAL equipped iVotronic/booth runs out of paper, the iVotronic will stop operations until the paper is replaced correctly. To change the RTAL paper:

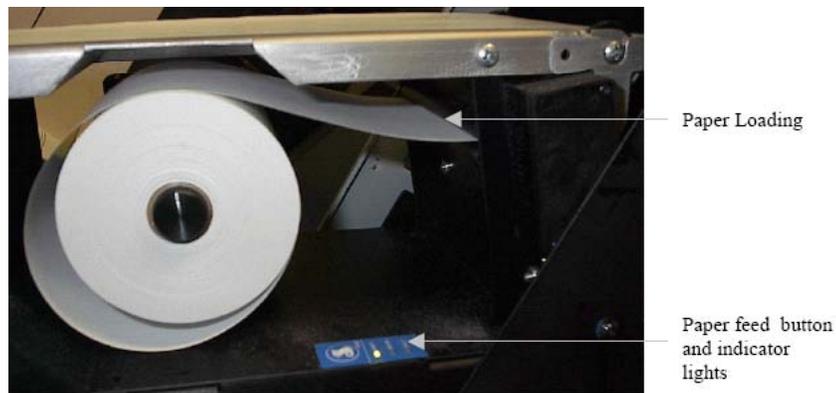
1. Insert the key into the RTAL printer lock on the back of the terminal booth.
2. The RTAL door will open. Inside you will see a gold/yellow handle that reads, "PULL TO RELEASE." Pull the handle down. The printer door will open downward.
3. To remove the take-up spindle, push down on the metal spring axle caddies on both sides of the spindle and the spindle will release toward you.

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**NOTE:** Pay attention to the orientation of the paper on the spindle roll, as this is the same way a new roll will need to be inserted for the RTAL to print correctly.

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4. Handle and store the paper roll in accordance with your jurisdiction regulations and directions.
5. Remove the empty cardboard roll from the printer roller by gently pressing down on the metal spring clip on the end of the printer roller.
6. With the new thermal paper roll, you will receive a new black plastic spindle. Remove the spindle and assembled by connecting both guide disks to the axle. Set the spindle aside for now.
7. Take note of the paper orientation instructions below the printer roller. The orientation is crucial to successful printing functionality. The paper must come from over the top of the roll and feed into the rollers.



8. Place the new roll of paper on the printer roller and feed into the mouth of the RTAL printer. A sensor inside will detect the paper and will automatically begin feeding the paper through the printer.

- 9. Approximately 30-40 inches of paper will advance for the positioning on the printer and attaching to the take-up spindle.
- 10. Feed the paper through the center slot in the take up spindle axle. The take up spindle will need to be oriented so the axle gear aligns with the right side of the RTAL printer.



- 11. Snap the take up spindle into the metal spring axle caddies.
- 12. At the top left corner of the RTAL printer, you will see a yellow slack-adjuster lever. Press this lever away from you and the RTAL will begin taking up any paper slack in the take up spindle.
- 13. Close the RTAL printer by lifting it back into place until it locks behind the gold/yellow handle.
- 14. Close the RTAL door and lock it with a key.
- 15. If a ballot was in progress, the ballot will need to be cancelled by the Poll Worker for Printer Failure. The Election Day Checklist has the steps to cancel a ballot.
- 16. The Poll Worker will then need to initialize another ballot for the voter to cast their ballot.

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**NOTE:** ES&S recommends beginning each election with a new roll of RTAL printer paper. The thermal paper is available from ES&S at 877-377-VOTE (8683).

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