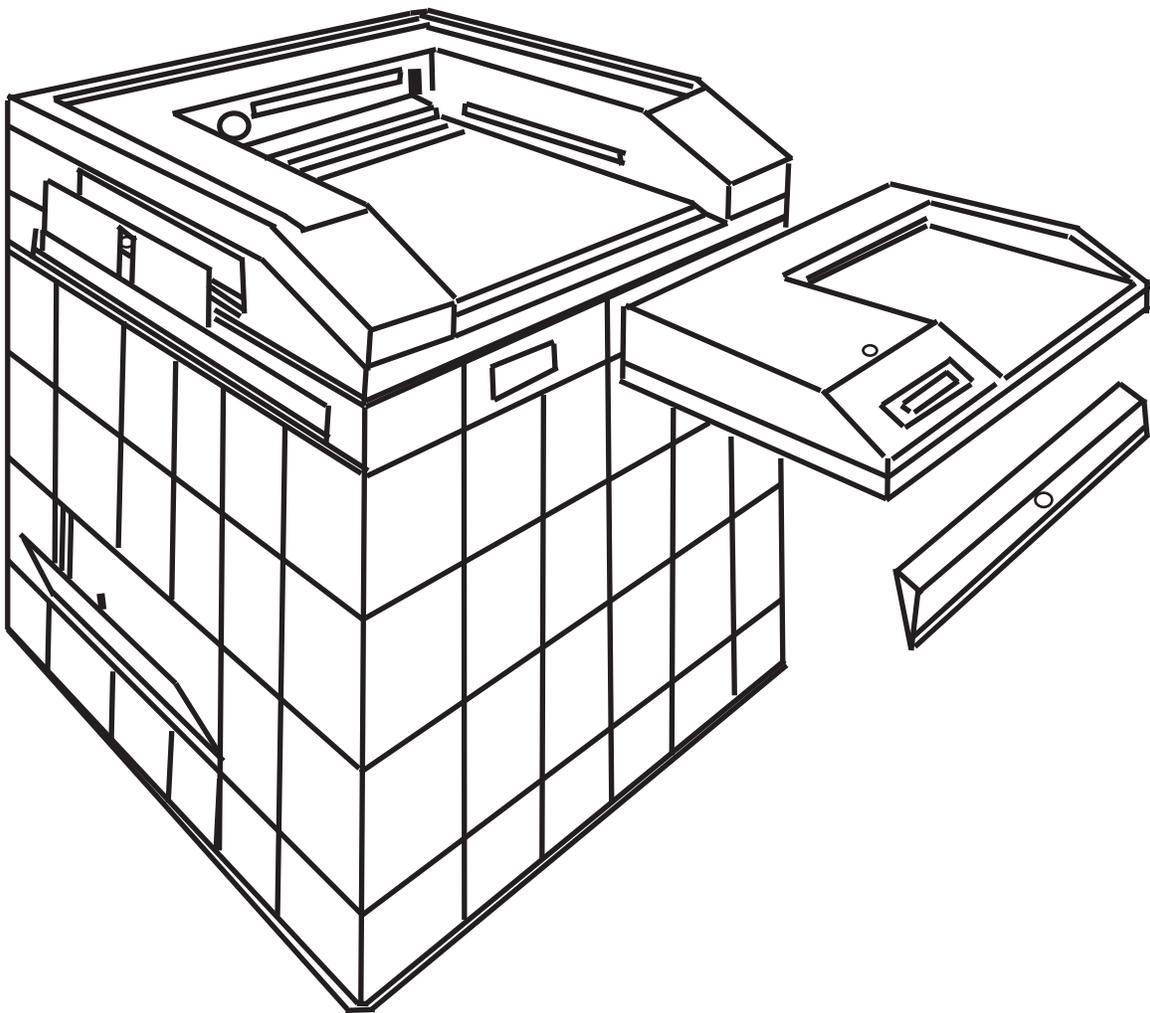
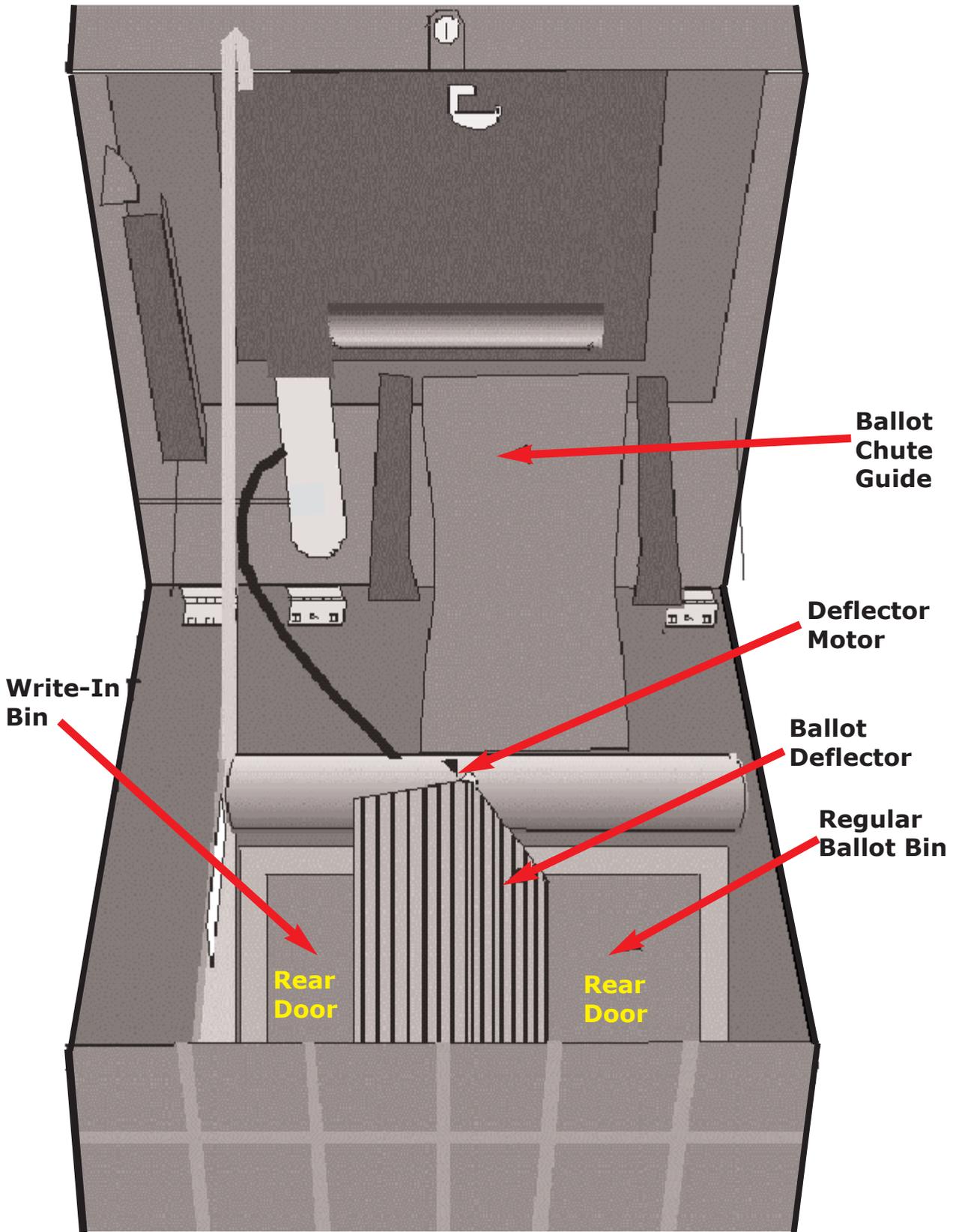


# MODERATOR'S HANDBOOK EQUIPMENT SET-UP GUIDE



Revision 2.1 — July, 2013



**OPEN BALLOT BOX SHOWING COMPARTMENTS**

Set-Up

## THE BALLOT BOX

The Ballot Box that accompanies the Accu-Vote OS is a completely secure ballot storage system. It allows for the storage of all voted ballots. The ballot box will also sort out ballots into a different compartment. For instance, the box sorts write-in ballots into a separate compartment from other ballots. This eliminates the need for you as an election official to sort out the write-ins at the end of the night, making your job easier.

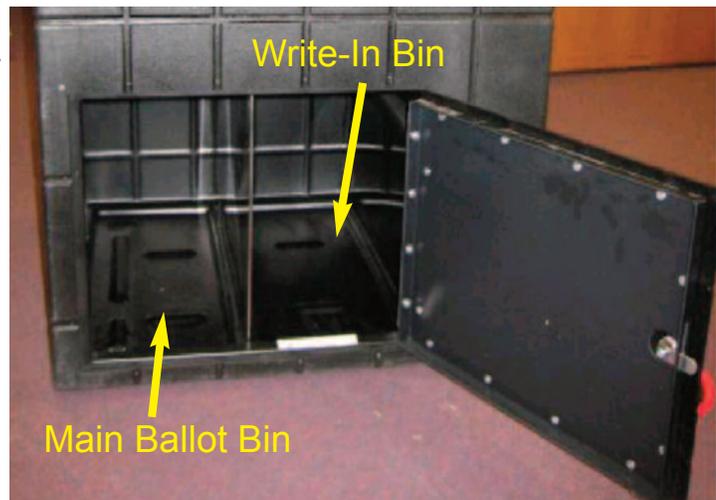
### 1. AUXILIARY COMPARTMENT

There is a compartment on the side of the unit to hold ballots that have NOT been scanned. If there is ever a problem, an elector can always place their ballot into this side compartment and it can be counted later according to procedure.



### 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 box. 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.

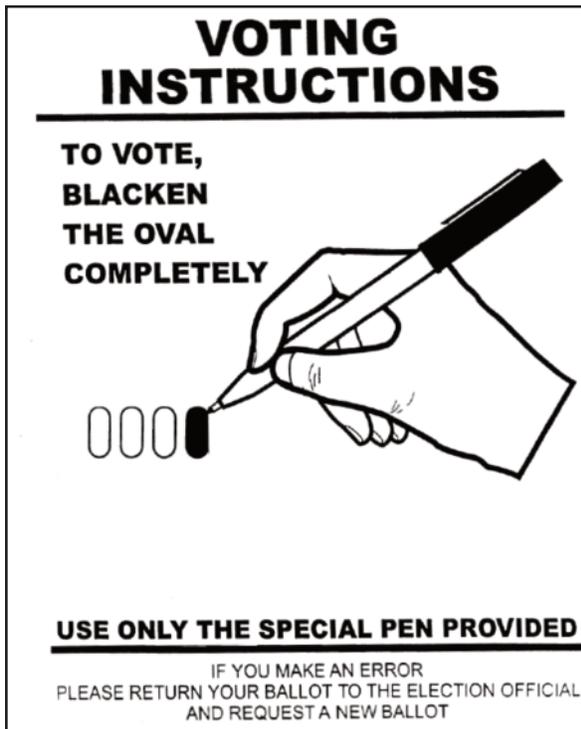
### Zone of Privacy

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.

## 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 up-right.
9. Open case and rotate side panels up and snap into the lid of the case.
10. Booth is ready to use.



### 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

## THE ACCU-VOTE TABULATOR

The Accu-Vote Optical Scan Tabulator is a straightforward, simple, and reliable piece of election equipment. As an 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 shutdown. 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.

### 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 for approximately 2 hours.

### LCD Display

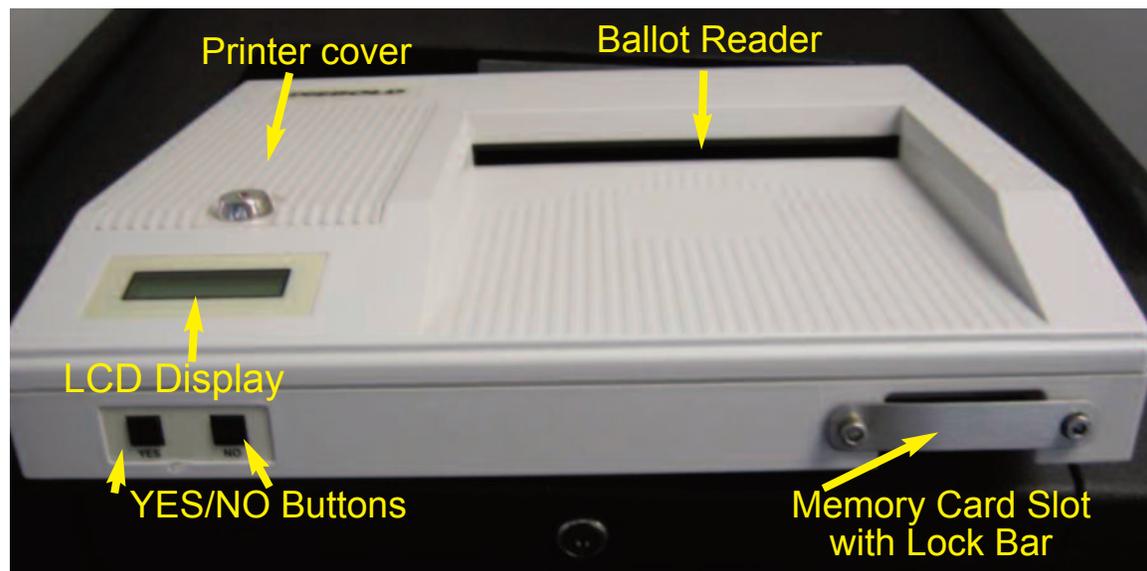
Election officials can see what is going on with the tabulator by looking at the Liquid Crystal Display (LCD). Messages will be displayed on the LCD allowing the election official to act accordingly.

### 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.



# EQUIPMENT SET-UP AND CLOSE-DOWN

## TABULATOR SET-UP THE MORNING OF THE ELECTION

### I. OPENING PROCEDURES FOR OPTICAL SCAN TABULATORS

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.
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 information is not correct for the polling place in question, contact the Registrars of Voters immediately.
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.

**Plug UPS into wall outlet. If supplied, plug extension cord into back of UPS. Tabulator plug connects to the back of the UPS, or to the extension cord.**



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



Step 4 – Unpack Optical Scan unit and inspect it.

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.



Step 6-7 – Unlock security plate and retainer door

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



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

8. Slide the ACCU-VOTE tabulator half-way onto the ballot box.



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

9. Feed the power cord through the tube from the back of the ballot box.



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

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



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

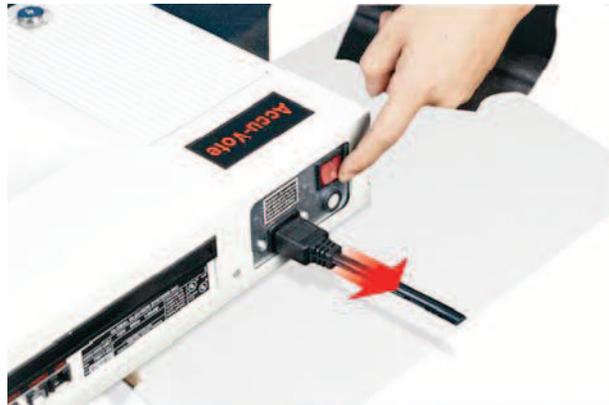
11. Be sure to turn the UPS unit 'On' by pressing and holding the power button until the unit is on.

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



Step 12 – Unlock and remove printer cover.

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

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.



Step 14 – Review and sign the Zero Report

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

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.



Step 17 – Fold up third copy of tape and replace printer cover

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.

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.



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

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



Step 20 – Close and lock retaining door

20. Close and lock the front panel access door.

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.



Step 21 – Unlock and open Auxiliary Slot

22. Ensure all signage is posted.

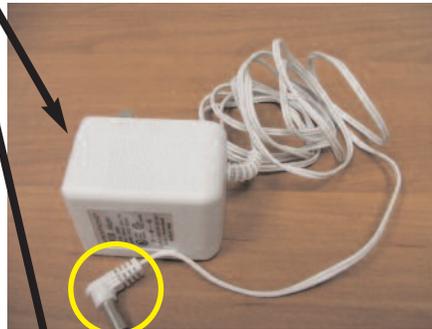
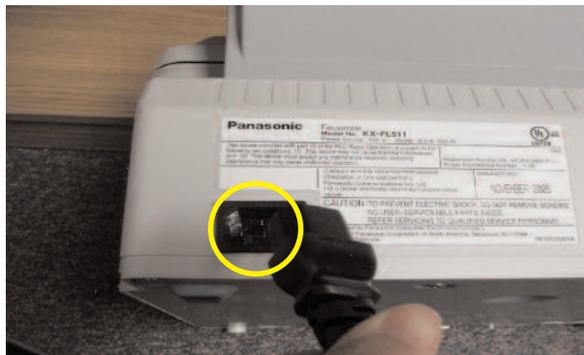
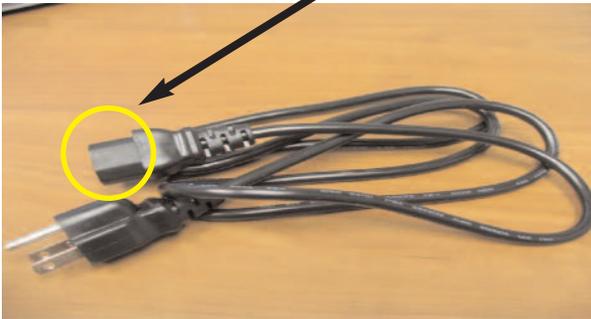
## IVS SET UP AND BREAKDOWN

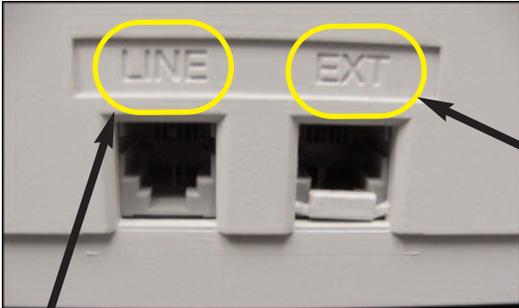


Panasonic KX-FL511 Fax-Copier



- IVS VOTE BY PHONE SYSTEM**
- Unpack all hardware and cords.
  - Ensure that the Fax handset is on the hook.
  - On the telephone, the DIAL must be set to T (tone) – DIAL switch is located on the right hand side of the Ameriphone telephone.
  - Connect the black power cord from a wall outlet, or from an extension cord, to the Fax
  - Connect the white power cord from a wall outlet, or from an extension cord, to the Big Button Telephone





- Connect the Inbound / Regular telephone line from the wall to the "LINE" slot on the back of the Fax.
- Connect the additional (telephone) cord from the EXT socket on the fax to the LINE socket on the back of the big button phone.
- Setting Fax Mode – all NEW fax machines will power up automatically with the auto answer capabilities turned on. To know if this is on look for the red light to be lit.
- ALWAYS MAKE SURE THERE IS PAPER LOADED IN THE FAX MACHINE**
- Using the system, vote a "Test" ballot between the hours of 6 a.m. and 8 a.m. This ballot should be marked "VOID" and filed with your Moderator's Paperwork at the end of the night.
- Using headphones – (Note: the headphones must be mono – if stereo headphones are used, the audio will only be heard in one ear.)
- Plug headphones into the Audio slot – audio slot is located on the right hand side of the telephone.
- When using the headphones, lift the Ameriphone receiver off the hook when you are making a call.
- Do not put the receiver back on the hook until you have completed voting.



- To program Fax Only mode,**
- Press the menu button.
  - Press (#) then [0][0]. Display will read "Quick Setup Press Set"
  - Press Set – a Quick Set up Guide will be printed.
  - On the fax press the [+] or [-] buttons repeatedly until the display reads "Select a Set Up = Fax Only".
  - Press the [SET] button.
  - Press the [MENU] button.
- Confirm that the AUTO ANSWER light is ON.





**5. Volume vs Amplify**

**a. Incoming Voice Volume**

You can adjust the volume of your voting session by simply sliding the VOL control. This gives you up to 18 db more volume.

**b. Amplify**

If you need the volume to be louder, follow the direction below:

i. Press the blue AMPLIFY button as shown below to turn the incoming voice amplifier on or off. When AMPLIFY is on, the AMPLIFY indicator comes on.

ii. Adjust the volume while on a call by moving the VOL slide control as shown below. With AMPLIFY on, incoming volume will be up to 48 db louder.

**PACKING UP THE IVS VOTE BY PHONE SYSTEM**

- Unplug the Fax machine and telephone from the wall outlets to prevent additional votes from being recorded.
- All IVS ballots, cover sheets and ending pages should be given to the election officials designated by the Registrars of Voters for counting.
- The designated officials shall ensure that the total amount of ballots recorded on the IVS log (\_\_\_\_) equals the total number of ballots contained in the ballot box (\_\_\_\_).
- The designated officials shall count the total votes cast for each candidate on the ballots.
- The totals for each candidate shall be reported on the Moderator’s Return in the “Hand-Count” column for each candidate.
- The Moderator shall continue to close the polls and produce the Moderator’s returns as normally required.
- The ballots produced by the IVS system are not absentee ballots, however, they may be counted centrally or at the polling place as determined by the Registrars of Voters.

**SUPPLIES**

Accessible table, privacy shield, chair, disposable wipes, paper & diagrams of phone key pad uses.

Fax/Copier (Panasonic KX=FL511) with black power cord, long telephone cord

Telephone (Ameriphone XL-50) with white power cord, short telephone cord, headphones

## IMPORTANT PHONE NUMBERS

**IVS Server Phone # 1-866-486-3841**      **IVS Help Phone # 1-502-426-7905**

Election Official ID# \_\_\_\_\_ and Ballot Access ID# \_\_\_\_\_ Our Analog Phone # \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

### TESTING THE IVS VOTE BY PHONE SYSTEM

- a. On Election morning a test fax will be sent from the server to the polls to verify that your equipment is set up properly and working.
- b. Using the system, vote a "Test" ballot between 6:00 a.m. and 8 a.m. This ballot should be marked "VOID" and filed with your Moderator's Paperwork at the end of the night.

### OPERATING THE IVS VOTE BY PHONE SYSTEM

#### 1. ELECTOR:

- a. CHECKS-IN to vote and is marked as voting in-person.
- b. notifies election official of intent to use Accessible Voting System.

#### 2. ELECTION OFFICIAL:

- a. Escorts elector to IVS location.  
(Optional: Ballot Clerk gives elector an IVS pass & directs them to the IVS machine.)
- b. Mark "Log Sheet" to keep track of the # of electors using IVS system.
- c. Dial IVS telephone line @ 1-800-866-486-3841.
- d. Enter election official ID# when prompted by IVS. (ID# different for each precinct)
- e. Enter Ballot Access ID# when prompted by IVS.  
(\*\*If you receive a message asking whether the previous ballot should be spoiled answer YES. This means that the previous ballot was not completed correctly.)
- f. \*For Primaries ONLY-select appropriate ballot (Democrat or Republican).
- g. Hand phone to elector, when prompted by IVS (offer headphone option).
- h. Instruct/Inform elector:
  - i. to press any key to begin the voting process.
  - ii. that verbal instructions are given during the vote by phone process.
  - iii. to put completed ballot into auxiliary bin.
- i. Leave voting area to allow for elector privacy.
- j. From a distance watch to see if assistance is needed.

#### 3. ELECTOR:

- a. Presses any key to begin the voting process.
- b. Navigates the audio ballot by pressing the 2-4-5-6-8-0-#keys on the telephone as instructed by IVS.
  - i. Press 4 & 6 to go back & forth one Candidate at a time.
  - ii. Press 2 & 8 to go back & forth one Contest at a time.
  - iii. Press 5 to select/deselect a Candidate.

- iv. Press 0 for Help
- v. Press ## to end the ballot -----the call
- c. Fax machine will print out the cover sheet & ballot
  - i. Elector should call election official if additional assistance is needed
- d. Verify the accuracy of the printed ballot (if able)
- e. place cover sheet & ballot into a ballot box

**4. ELECTION OFFICIAL:**

- a. make sure elector inserts ballot into auxiliary bin or SPOILS ballot. (If ballot is SPOILED elector has the option of voting AVS again or by paper ballot)

No	Issue	Action
1.	When I enter my ballot access ID the system is telling me it's an invalid number.	a. Check to make sure that you are entering the correct ballot access ID provided to you by the SOTS.
2.	The telephone doesn't seem to be recognizing the buttons as I push them. "I hear a clicking noise as I dial".	a. Check on the side of the Ameriphone to see if the Dial switch is set to T (for tone) and not P (for pulse).
3.	How do I know if the fax machine is on auto answer?	a. On the front of the fax machine, there is a RED light that says "Auto Answer". If the RED light is lit, auto answer is all ready on.
4.	I do not have a dial tone.	a. Check to make sure that the inbound phone line is plugged properly into the jack. Pick up the receiver on the fax machine... see if it has a dial tone. Unplug the wire from the wall to the fax, and plug it directly into the phone
5.	The telephone keeps ringing and says it's connecting but my fax isn't coming through.	a. Check to make sure that the Ameriphone cord is connected to the EXT port on the back of the fax machine and the inbound telephone line (the one connected to the wall) is connected to the LINE port on the fax machine. b. Check to make sure there is paper in the fax machine. c. Make sure the fax machine is set to Auto Answer.
6.	My fax doesn't work. I took another fax machine that we use all the time and plugged it in and it doesn't work either?	a. Plug the fax machine directly into the inbound phone line to see if you have a dial tone. If you have no dial tone, you have a bad line. b. Make sure your wiring is connected correctly to the LINE and the EXT. (see instruction in #5)
7.	I have paper in the paper tray but it's not feeding?	a. Take out all the paper, fan it and then replace. The feeders should grab it once you put the paper back in. Make sure the paper isn't too thick for the rollers to grab it. You should use standard weight paper.

# CLOSING THE TABULATOR

## II. CLOSING PROCEDURES

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.



Step 1 – Unlock and open retaining door

2. 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.



Step 3 – Open Auxiliary Compartment and remove un-scanned ballots

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.



Step 4 – Override overvote rejections by holding the YES button and feeding the ballot

5 If there are any ballots that continually reject, and the ballot is mis-marked, 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.

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.



Step 7 – Record the vote totals



Step 8 – Unlock and remove printer cover



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

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.



Step 10 – Review and sign Election Results Report.

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.



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

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

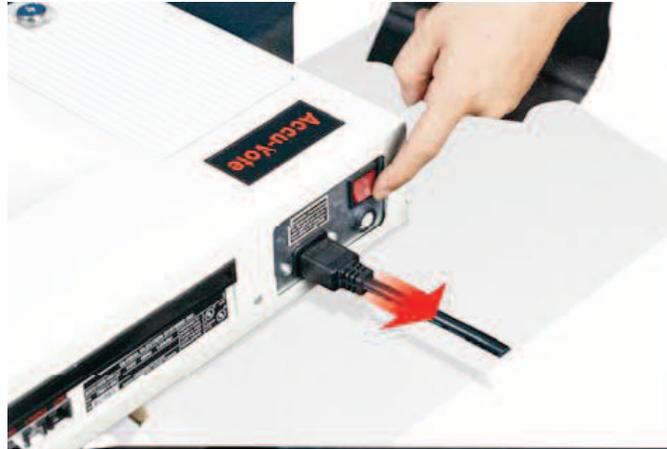
13. When the tabulator asks for another printout, press YES. (This printout is signed by the Moderator and Assistant Registrars of Voters and post in the polling place for public inspection.)



Step 14 – Press NO after you have printed three copies

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 15 – Turn the Optical Scan unit off

16. Replace and lock the printer cover back on.



Step 16 – Replace and lock the printer cover

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



Step 18 – Place the tabulator unit 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 19 – Main Compartment and Write-In Bin should be completely emptied



Step 22 – Ballot Transfer Case