

Monroe County Board of Elections

Essentials of the IC-2 (BMD & Scanner)

September 13, 2011



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Monroe County Board of Elections

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Election Day

Contact Numbers

BEFORE POLLS OPEN		AFTER POLLS OPEN	
BMD Problems	753-1522 753-1512	BMD Problems	753-1522 753-1512
Missing Both Inspectors From Same Party	753-1523 753-1539	Supplies not needed immediately	753-1501
<i>(call by 5:45am for General Election or 11:45am for Primary Election)</i>		Missing One Inspector from Either Party	753-1523 753-1539
Missing Critical Supplies Needed to	753-1555	Voter Questions	753-1550
Get Your Polling Site Open and Operating		Call-In District (selected ED)	753-1543

The Image Cast Voting Machine – 2 (BMD & Scanner)

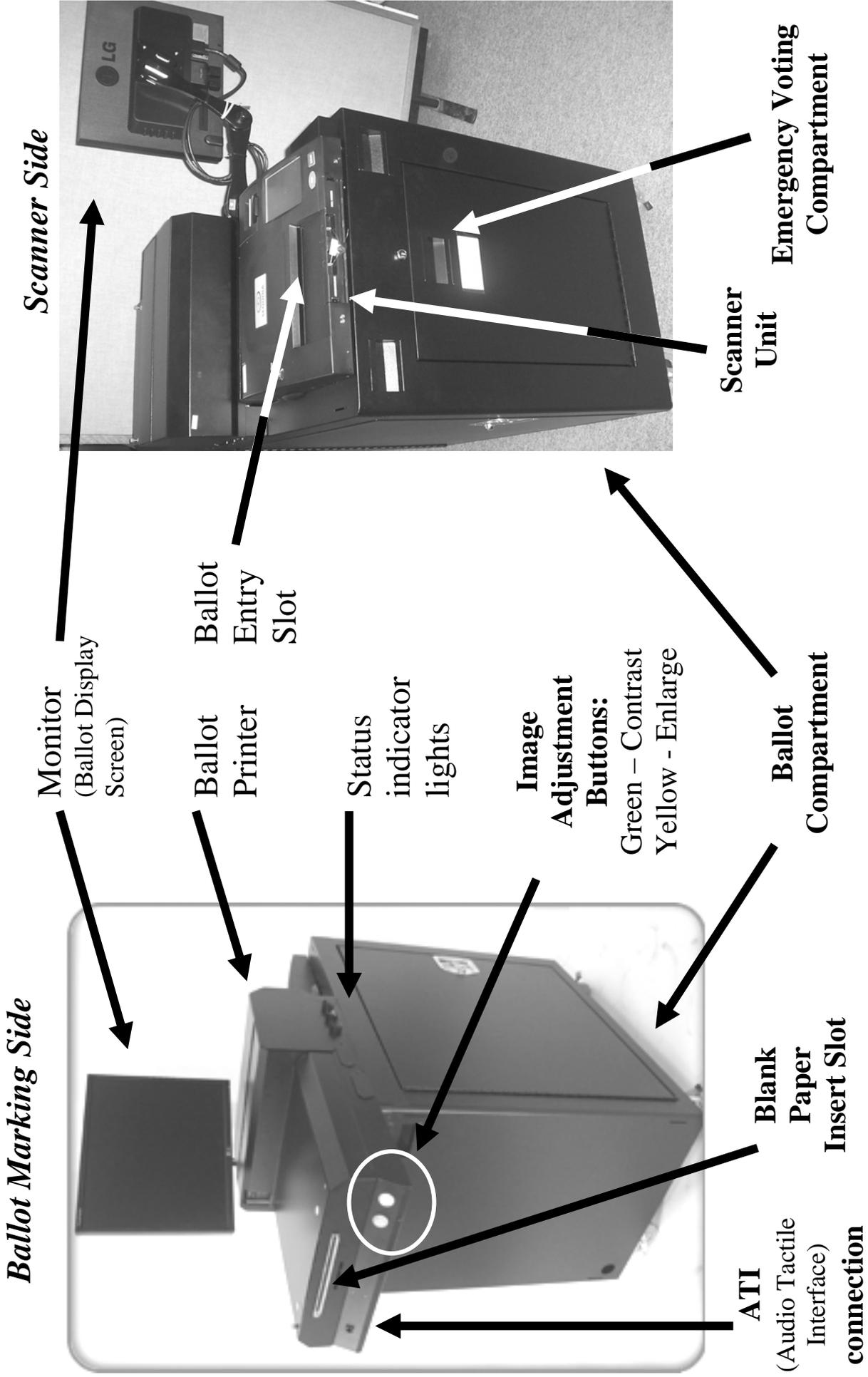


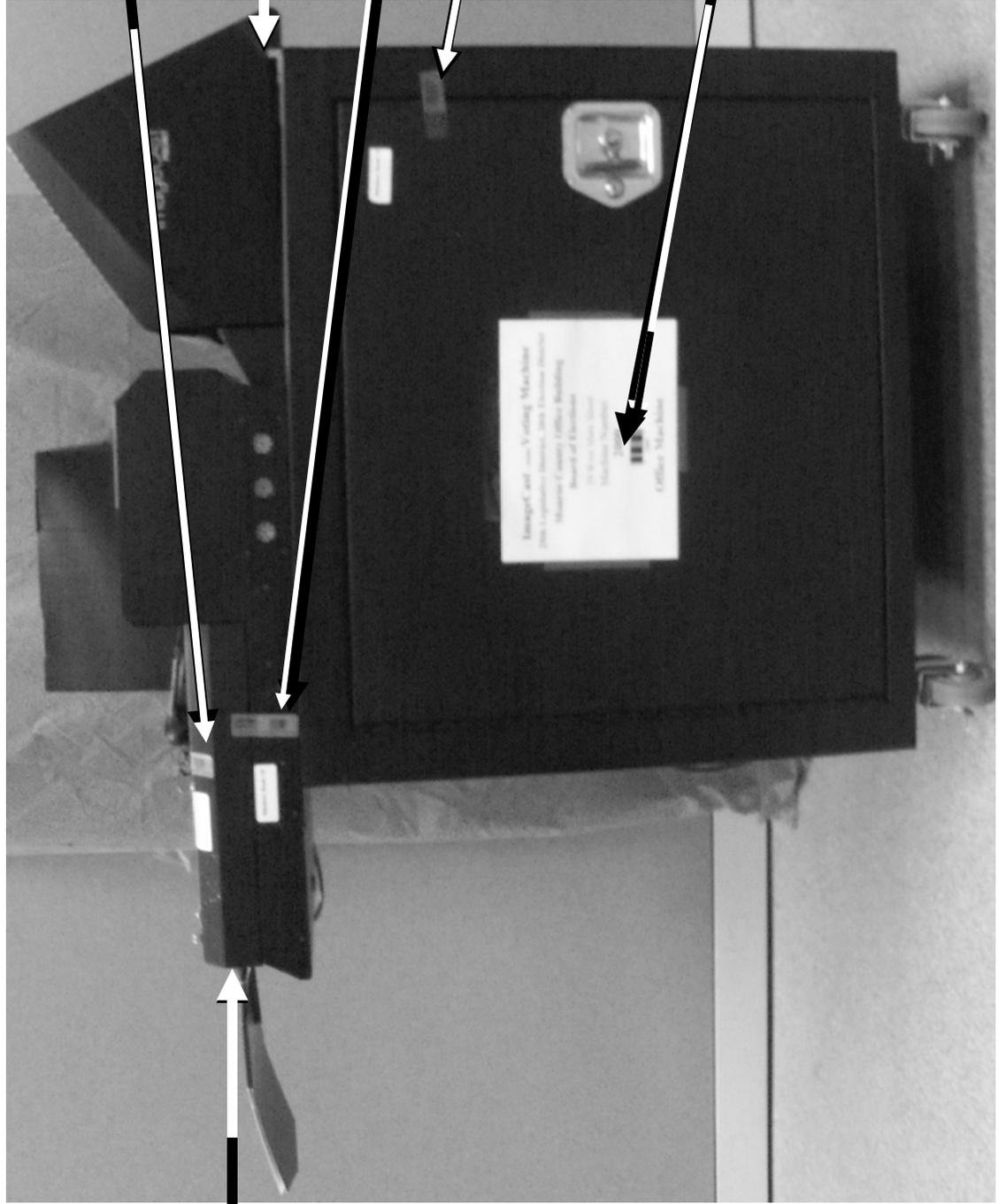
Image Cast Voting Machine (IC-2) Seal and Machine Number Locations



Sticker Seal



Plastic Seal



Seal No. 4 (blue)

Seal No. 3 (red)

Memory Compartment Plastic Seal (yellow)

Seal No. 2 (red)

Seal No. 1 Ballot Box Door Seal (blue)

Machine Number

BEFORE POLLS OPEN (CERTIFICATE #1)

To be completed and signed by the Board of Inspectors at the opening of the polls

WE DO HEREBY CERTIFY

That on this day, before polls were opened to the public for voting,

1. Voting machine keys were delivered to us in a secure envelope or pouch.
2. Confirmed voting machine serial number matches the serial number provided on the key envelope. YES NO (If no, contact the Board of Elections immediately)

PROVIDE MACHINE NUMBER HERE: _____

3. The keys were removed in the presence of at least one Democratic and one Republican Inspector

4. IC-1 hood seal number was: _____ (NOTE: hood seal is only found on the IC-1 unit)

5. The Ballots were delivered to us in the sealed ballot box. Opening Seal number was: _____ (Remove Seal #1 from the ballot box door and place the seal HERE)



6. Green ballot storage bags were delivered to the appropriate Election District table.
7. We have inventoried all necessary certificates and accountability forms to be completed by us throughout election day, in accordance with the instructions provided to us by our County Board of Elections.
8. The OPEN POLL tape produced by this voting machine was reviewed to ensure that the public counter and all contest counters are at ZERO, and the tape has been placed in the red security pack. (If counters are not all at ZERO, contact the Board of Elections immediately)
9. The sample ballot provided was compared to the ballots booklets provided, and the candidate names and ballot proposals appearing on the tape, to ensure proper ballots have been delivered. YES NO (If no, contact the Board of Elections immediately)

10. The Protective Counter Number from the Opening tape matches the protective counter number on the key envelope: YES NO (If no, contact the Board of Elections immediately)

PROTECTIVE COUNTER NUMBER was: _____

11. That the plastic seal number on programming card door was _____ (located on the scanner side of the machine and should NOT be removed during Election Day)

12. That Sticker Seal #2 on the Electrical Cover was _____ (This seal should NOT be removed by the inspector on Election Day)

13. That Sticker Seal #3 on the Ballot Printer Cover door: _____ (This seal should NOT be removed by the inspector on Election Day)

14. That Opening Sticker Seal #4 on the ATI connection was _____ (Remove Sticker Seal #4 on the ATI connection. Place the seal HERE)

IC-2 (BMD) ONLY



15. Prior to the Opening of the polls, the ballot box door was secured and locked.

Signature of Inspectors:

(Dem) _____
(Rep) _____

The machine number is located on the front of the ballot box.

The [white plastic] hood seal number is located on the [white plastic] plastic seal

The [blue sticker] ballot box door seal is located on the ballot box door

The Sample Ballot is in the District Specific Bag

The Protective Counter Number is located toward the bottom of the opening tape

The Programming Card Door is located on the front of the scanner; the seal is yellow and is NOT removed until polls close

See the IC-2 (BMD) Diagram provided in this manual: Sticker Seals #2 and #3 are red; sticker seal #4 is blue

Two inspectors, one from each party, must sign

AFTER POLLS CLOSED (CERTIFICATE #2)

To be completed and signed by the Board of Inspectors at the close of the polls

WE DO HEREBY CERTIFY

That on this day, at the close of polls, we,

1. Confirmed MACHINE NUMBER: _____
2. PROTECTIVE COUNTER NUMBER on the closing tape was: _____
3. TOTAL SCANNED on the closing tape was: _____
4. Reviewed the CLOSE POLL RESULTS TAPE produced by this voting machine, signed by at least two inspectors, one Democrat and one Republican.
5. Have placed one copy of the CLOSE POLL RESULTS TAPE in the red security bag, posted a second copy that may be reviewed by the public, and have attached the second copy to this form.
6. Removed the Red Memory Card from the voting machine and sealed it in the red security pack. Red Security Pack Seal Number: _____

7. Ensured the Red Security Pack was sent to the Board of Elections.

8. Re-packed election supplies according to the instructions by the Board of Elections.

9. Secured the voting system against further voting.

Provide Closing Sticker Seal #1 on the Ballot Box Door here: _____

10. Returned voting machine keys to our secure envelope or pouch: YES NO

11. That the Plastic Seal Number on programming card door that was removed was _____

12. That Sticker Seal #2 on the Electrical Cover was _____

13. That Sticker Seal #3 on the Ballot Printer Cover door was _____

14. That Closing Sticker Seal #4 on the ATI connection was _____

15. That the Plastic Seal Number replaced on programming card door that was _____

IC-2 (BMD) ONLY

16. That the blue ballot box closing seal number was _____

17. IC-1 closing hood seal number was: _____ (NOTE: hood seal is found on the IC-1 unit)

18. We have conducted this election in accordance with the instructions provided by the Monroe County Board of Elections and have completed all certificates and accountability forms.

Signature of Inspectors:

(Dem) _____
(Rep) _____

The machine number is located on the front of the ballot box.

The Protective Counter Number is located toward the bottom of the opening tape

The Total Scanned Number shown on the Closing Tape for this voting machine

Note the seal Number from the seal that secures the Red Security Pack

Note the seal number from the plastic seal number that is CUT. Store cut seal in the Machine Bag.

See the IC-2 (BMD) Diagram provided in this manual

Note number from the sticker seal that secures the blue ballot box

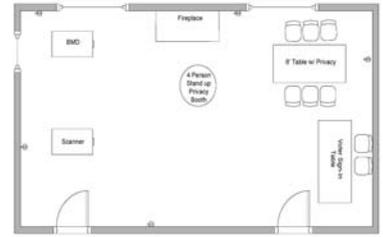
Note number from the plastic seal that secures the hood on the IC-1

Two inspectors, one from each party, must sign

Opening the Image IC-2

Procedure to set-up the IC-2 (BMD)

1. Ensure that the machine is positioned in accordance with the polling site diagram provided by the Board of Elections.
2. Lock the wheels by pressing down firmly on each of the four wheel locks.
3. Remove protective nylon cover. Fold the nylon cover (which will be stored in the Styrofoam that is removed from the printer unit).
4. Slide off the white Styrofoam protective cover from the printer area.
5. Remove the white Styrofoam protecting the scan unit.
6. Remove [BLUE] **Opening Seal #1** from the ballot box door.
7. Unlock ballot box. Turn the key vertically, rotate the handle and pull to open the door.
8. Remove the Extension Cord from the IC-2.
9. Plug the machine cord into the extension cord and plug the extension cord into an outlet. Be sure that cords do not present a tripping hazard.
10. Remove the **Machine Specific Bag** and the **BMD Equipment Bag**. Remove any other bags.
11. Find the “**Before the Polls Open**” Sheet in the IC-2 Machine Specific Bag; place **Seal #1** on it.
12. Press the round **Power** button on the Power Supply located in the lower right corner of the ballot box. The LCD on this box will light up to show power up activity. The monitor will display start-up files. The operator panel will light-up. The red indicator light appears over the ballot box door.
13. Place the **Blue Ballot Bag** back into the Voting Machine.
14. Ensure all other items are removed from the voting machine.
15. Close the ballot box door by rotating the handle and pushing the handle down. Lock the door and keep the keys in a secure location.



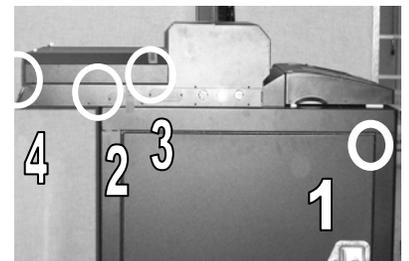
Poll Site Diagram
(step 1)



BMD with Styrofoam covers (Step 3 & 4)



Keys on Keychain



IC-2 (BMD) Seal Locations

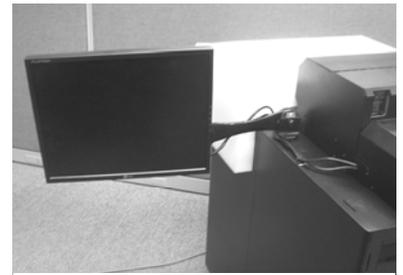


Power Supply: Push Bottom Button to turn power on (step 12)

16. Remove [Blue] **Seal #4** from the Audio Tactile Interface (ATI) connection and place on the “Before Polls Open” sheet.
17. Plug the ATI into the ATI connection on the left hand side of the printer unit.
18. Complete the “**Before Polls Open**” sheet. Place opening required seals on that sheet. Record required seal information.
19. Use the adjustable swivel arm to position the **monitor facing the printer side** of the IC-2. The display screen can be moved to face any direction and can be adjusted for each voter as needed.
20. In a few moments, an audible beeping tone begins sounding. Place the *security key* on the *security key* pad in order to verify the election files.
21. The operator screen displays the message “Key accepted, validating election files, please wait.” The Administrative menu is displayed on the Operator screen.
22. **Important – Do not touch the Operator Screen while the red status light is still on. Wait for the red status light to change to Green.**
23. **DO NOT PRESS the NEXT BUTTON**
24. Connect the headset to the right-hand port (under the blue buttons) of the ATI.
25. Attach the privacy screen over the scanner side of the IC-2 (BMD & Scanner).
26. Attach the privacy hood to the monitor to protect the voter's privacy.
27. Attach the privacy sleeve to the printer end of the machine.
28. **Once the light indicator is flashing green**, the machine is ready for the inspectors to open the polls.



Blue Ballot Bag placed back in the machine (step 13)



Position Monitor (Step 19)



Display Message after Administrative Key is applied



Audio Tactile Interface (ATI)

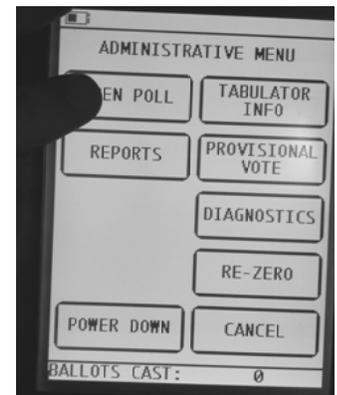


Attaching the Headphones to the ATI
(step 20)

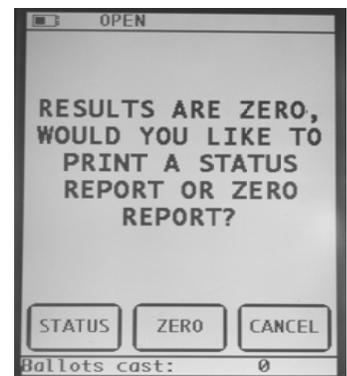
Opening the Image IC-2

PROCEDURE FOR PRINTING THE OPENING TAPE

1. From the Administrator menu, press the **Open Poll** button (upper left hand corner).
2. The Administrative Menu on the operator panel displays “Results are Zero” (no ballots have been deposited into the scanner) and prompts the user to print a STATUS or ZERO Opening Tape.
3. Press the **ZERO** button (Do not press Status Button). The Operator Screen displays the message “**Printing Interrupt Tape.**” The Opening Tape prints.
4. After the Opening Tape is printed, the machine prompts the user to print more copies. Press **No** on the operator screen.
5. Examine Opening Tape. Make sure all results are at zero. On the heading at the top of the tape, verify the correct:
 - a. **Polling Site Name** (Voting Location Name)
 - b. **Election Districts** (Precincts) for the entire polling site.
 - c. The **Total Scanned** is zero
6. Verify that the **candidates** on the opening tape are the same as those on the **sample ballot** (the sample ballot will be found in the district specific bag)
7. At the bottom of the tape, verify that the **protective counter** number on the Opening Tape matches the protective counter number on the key envelope.
8. If the Opening Tape does not show zeros, contact the Board of Elections immediately.
9. The machine is now ready (“**System Ready**”).
10. Place the **Opening Tape** in the **Red Security Pack**
11. On the Administrative Menu, confirm that the **Ballots Cast** (located at the bottom left of the screen) is zero. If a number other than zero is displayed, contact the Board of Elections immediately.



Press “Open Poll” to print Opening Tape (Step 1)



Print ZERO Tape (step 3)



Examine ZERO Tape (Steps 5 through 7)

Opening the Image IC-2

12. Put the keys in a safe place.
13. Frequently check the indicator status lights located above the ballot box door to monitor the status of the IC-2 (BMD & Scanner).

Notes

Use the Indicator Light Chart below to verify the meaning of the lights.



Place the Opening Tape in the Red Security Pack (Step 8)

IC-2 Light Indicator Chart

Solid Red	Flashing Green	Alternating Green and Amber	Flashing Amber	Solid Amber	Alternating Amber and Red	Alternating Red, Amber and Green
Unit is starting up or is not operational	Unit is ready for use by the next voter.	Voter is navigating or marking their ballot.	Voter's ballot is being printed	Voter has inserted their ballot and is reviewing it.	Unit has an error and is not functioning	Voter has pressed the Help button

CHECKING-IN THE VOTER on the IC-2

Purpose

To ensure that voters are processed fairly and politely in accordance with election law.

Procedure

- 1) Check to see if the voter's address is within the range of house numbers in the Street Guide.
- 2) Locate the voter's name in the poll book.
- 3) Check to see if "ID Required" or "Absentee Ballot" is under voter's name. If so, implement those procedures.
- 4) If the voter's name has changed, please see "Special Procedures" section, "Name Change."
- 5) Cover the voter's previous signature with the signature cover slip; this is an important ANTI-FRAUD PROCEDURE. Have the voter sign next to it.
- 6) Compare the signatures. Remember: a voter's signature may change through the years.
- 7) **Ask the voter: "Do you require assistance in marking your ballot?"**
 - a. If the voter indicates that they **do not** require assistance in marking their ballot, carefully rip-off the pre-printed ballot and give it to the voter inside of a privacy sleeve. Direct the voter to mark their ballot in a privacy booth or at a table.
 - b. If the voter indicates that they **do** require assistance in marking their ballot, carefully rip-off the blank ballot and give it to the voter. The voter must then proceed to the **IC-2 (BMD)**. Go to **Processing the IC-2 (BMD & Scanner) Voter.**
 - c. If the voter is unsure if they require assistance, explain the purpose of the **IC-2** (BMD & Scanner).

Notes

- In order for the voter to receive a ballot, they must live in the district.
- The inspectors must make sure that the voter's pre-printed signature is covered as the voter signs the poll book.
- ALL voters MUST be asked if they require assistance marking their ballot.

Poll Book with **anti-fraud cover**. Notice the **lines** where the inspector in charge of the poll book is **REQUIRED** to place their **initials** and the voter's **Stub** (public counter) **number**

Checking in the Voter on the IC-2 (Continued)

Procedure

- (8) The Inspector must fill-in voter's public counter number in the poll book from the tab remaining after the blank ballot is given to the voter.
- (9) When signing in a voter, the inspector must record their initials in the poll book.
- (10) Inspectors should present to the voter the "I Voted Today" sticker.



Inspectors must record the public counter from the tab in the poll book (step 8)



Give the Voter an "I Voted Today" sticker (step 10)

Stub BMD 01
Insp AR

How to fill in the Inspector Initial line and Stub (Public Counter number) line in the poll book (steps 8 & 9)

Processing the IC-2 (BMD & Scanner) Voter

Procedure

- 1) The Inspector must fill-in the Inspectors initials in the appropriate box. In the public counter number box, the inspector must note "BMD" and above it, note the number of the tab from the blank ballot removed from blank ballot packet.
- 2) Go to "Guiding the Voter on the IC-2"
- 3) If a voter returns from the IC-2 and has not used the BMD (i.e. Not printed a ballot), an inspector must take the blank sheet of paper, spoil it, and cross-off ~~BMD~~ and the ~~number~~ in the poll book. The Inspectors should then give the voter a pre-printed ballot. The voter's new public counter number must be entered next to the public counter number box.

Stub ~~BMD~~ 01 78
Insp AR

BMD: How to fill in the Inspector Initial Box and Public Counter number box in the poll book if the voter returns from the BMD

Guiding the Voter on the IC-2 (BMD & Scanner)

Purpose To ensure the voter using the BMD understands the process of voting on the BMD

Procedure 1. Make sure the headphones are connected to the right port of the Audio Tactical Interface (ATI). Make sure the headphones are set to mid-range volume.

Introducing the Voter to the BMD 2. Offer to place the hand of any visually impaired voter on the back of the chair that is front of the display screen.

3. When seated, hand the voter the ATI and headset.

4. Explain to the voter that instructions on how to use the ATI are presented before the voting session begins.

5. Make sure the voter knows that they may get assistance by raising their hand, asking for assistance, or pressing the HELP (green) button on the ATI .

6. Ask the voter if the contrast (green button) or zoom (yellow button) will make their voting experience easier.

7. Explain that the ballot may take up to 2 minutes to print, that the printed ballot will be in a privacy sleeve.

Starting an Audio-Visual Ballot Voting Session 1. Insert a blank ballot into the slot of the BMD printer unit.

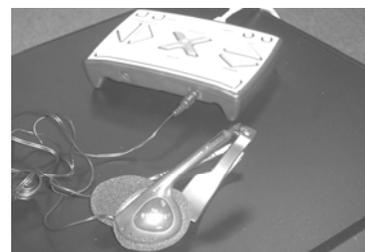
2. Affix the privacy sleeve to the printer unit's slot.

3. Contact the Security Key to the Security Key pad. The Administrator Menu is displayed.

4. Press **Audio Session** (third button down on the left on the keypad).

5. A menu will appear: "Please Enter Ballot ID for Accessible Voting Session"

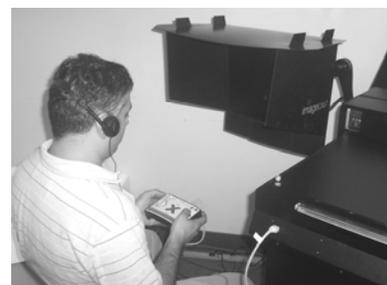
a. The Ballot ID is printed on the cover of the Poll Book located at the voter's district table.



ATI and headphones



Photo showing the **green** (contrast) button on the left and the **yellow** (zoom) button on the right



Voter using the ATI to create and mark their ballot



Administrative Key touched to security key



Blank ballot being inserted into printer

Guiding the Voter on the IC-2 (BMD & Scanner)

(Continued)

Starting an Audio-Visual Ballot Voting Session

- b. Enter the Ballot ID by pressing the numbers on the numeric key pad corresponding to the Ballot ID number.
- c. Press “ENTER”

OR

6. A menu will appear: “Are you certain the Ballot ID is xxx?”
 - a. Press “YES” if the Ballot ID entered is the same as that on the Poll Book.
 - b. If a wrong Ballot ID is entered the Operator Panel will show “Invalid Ballot ID Entered.” The Ballot ID Entry Menu will re-appear. Re-enter the correct Ballot ID.
6. **The audio session begins, and the BMD instructs the voter on how to vote with an Audio ballot.**

NOTES

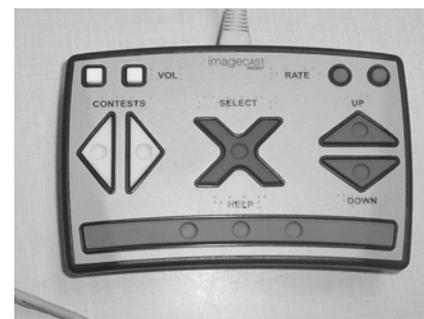
- (A) The BMD is designed to create access for voters with disabilities so they can vote independently and without assistance.
- (B) During voting, if the voter is inactive for a period of 20 seconds, a message will be provided in both audio and visual format. If the voter is confused, please suggest to them to activate the help (green) button.
- (C) While the BMD is in use, the alternating amber and green status lights will be flashing.
- (D) At anytime if the voter needs assistance they can press the green help button on the ATI. This will cause alternating red, amber, and green status lights to flash.
- (E) Either the voter or the inspectors may take the printed ballot, in the privacy sleeve, over to the scanner for the ballot to be cast.



Inspector touching the “Audio Session” button on the Administrative Menu



Ballot ID Entry Screen



Audio-Tactical Interface (ATI)

Guiding the Voter on the IC-2(BMD & Scanner)

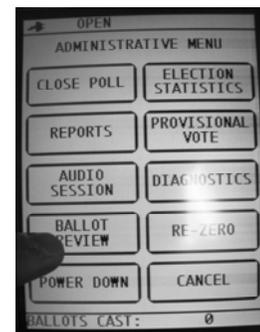
(Continued)

Depositing the Printed Ballot in Scanner

1. Insert the printed ballot, inside the privacy sleeve, into any scanner. The scanner will draw the ballot from the sleeve.
2. See *Depositing the marked ballot into the scanner* (page 27)

Reviewing the Printed Ballot in the Scanner

1. Place the Security Key in the Security Key Pad. The Administrative Menu appears.
2. Press the “Ballot Review” button. The Ballot Review Type Menu appears.
3. Press the “Accessible Voting” button. The Operator panel is now in Review mode and displays “System Ready.”
4. Insert printed ballot, inside the privacy sleeve, into the scanner. The scanner will draw the ballot from the sleeve.
5. The operator panel displays “To Cancel the AVS Review, please press the Return Button.”
6. The voter may review their printed ballot both visually on the monitor and by voice through the headphones.
7. The voter may either decide to cast the printed ballot (by pressing the red “X” on the ATI) or returning the ballot (by pressing the blue down arrow on the ATI).
 - a. The voter may choose to return the ballot.
 - i. Confirm with the voter that they meant to return the ballot. If the voter did not intend to return the ballot, re-insert the ballot.
 - ii. If they still wish to return the ballot, instruct the voter to spoil their ballot. *See spoiled ballot procedure.*
 - iii. After spoiling the ballot, the voter may choose to use the BMD again (in which case the inspector’s must initiate a new Audio Session) or opt to complete a pre-printed ballot.
 - b. If the voter accepts the ballot, a message will appear on the Operator Panel displaying “Casting Ballot” and then “Ballot Successfully Cast.” The ballot will then be cast into the ballot box.



Notes

The Inspector may assist the voter by inserting the voter’s marked, printed ballot into any scanner (*see ordinary assistance*).

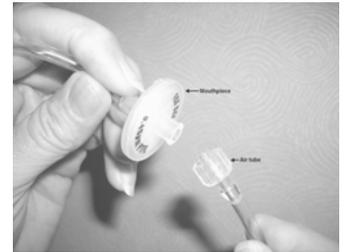
Sip & Puff Voting – IC-2 (BMD & Scanner)

1. Ensure the ATI is set up and connected to the BMD.
2. Make sure the status light is flashing green, signaling the unit is ready for use by the voter.
3. Make sure the headphones are plugged into the right hand port on the ATI.
4. Plug the Sip and Puff Unit into the left port (under the yellow arrows) of the ATI marked “Sip Puff.”
5. Make sure a blank sheet of paper is inserted into the slot of the BMD printer unit.
6. Open the package containing the sanitary mouthpiece and plastic gloves.
7. Slip on gloves.
8. Remove the sanitary mouthpiece from the bag. Plug the other end of the air tube into the sanitary mouthpiece. Slide the halves together and gently twist the lug nut.
9. Connect the sanitary mouthpiece to the snap fit fastener on the padded headset. The headset is ready for use.
10. Direct the voter to a chair in front of the display screen.
11. Slip the Sip & Puff head-frame over the ears and behind the neck of the voter, and place the headphones on the voter.
12. Contact the yellow administrative key to the Security Key pad on the BMD.
16. The Administrator menu is displayed. Press Audio Session.
17. **See normal BMD Audio-Visual Process**
19. Explain to the voter that:
 - a. The SIP action equals making a selection and the PUFF action equals moving to the next candidate or screen.
 - b. The BMD gives audio and visual instructions on how to use the Sip and Puff Device.
 - c. They are welcome to ask for assistance. If the voter needs assistance, the light indicators will alternate red, amber, and green. If they are idle for 20 seconds, a message will be provided in audio and visual format.
 - d. The ballot may take up to 2 minutes to print.
 - e. They may request that the contrast (green button) or zoom (yellow button) be adjusted to make their voting experience easier.
 - f. Either the voter or the inspectors may take the printed ballot, in the privacy sleeve, over to the scanner for the ballot to be cast.

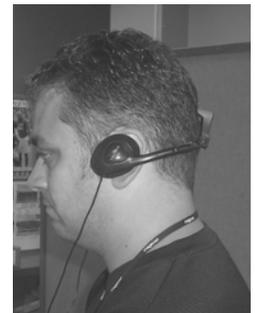
Depositing the Printed Ballot - See normal BMD Audio-Visual Process.



Sip and Puff Device



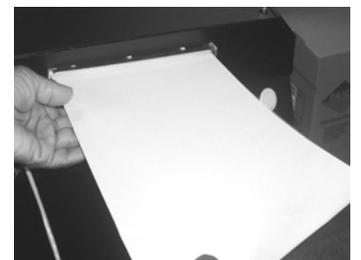
Sanitary Mouthpiece



Voter with Headphones on



Buttons: green button is contrast; yellow button is Zoom

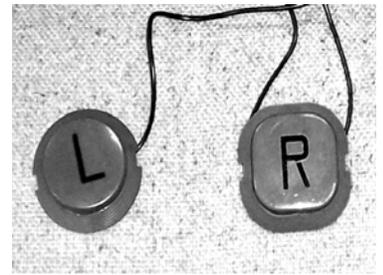


Insert blank sheet of paper

Paddle Button Voting – IC-2 (BMD & Scanner)

1. Ensure the ATI is set up and connected to the BMD.
2. Make sure the status light is flashing green, signaling the unit is ready for use by the voter.
3. Make sure the headphones are plugged into the right hand port on the ATI.
4. Plug the paddles into the left port (under the yellow arrows) of the ATI marked “Sip Puff.”
5. Make sure a blank sheet of paper is inserted into the slot of the BMD printer unit.
6. Direct the voter to a chair in front of the display screen.
7. Position the paddles for the voter. The paddles are operated by simply pressing them. They have been designated as LEFT and RIGHT for ease of positioning them for the voter. Depending on the voter’s range of motion and how they choose to operate the buttons, place on the left and right respectively within the voter’s reach.
8. Contact the yellow administrative key to the Security Key pad on the BMD.
9. The Administrator menu is displayed. Press Audio Session.
10. **See normal BMD Audio-Visual Process**
11. Explain to the voter that:
 - a. The BMD gives audio and visual instructions on how to use the paddle devices.
 - b. They are welcome to ask for assistance. If the voter needs assistance, the light indicators will alternate red, amber, and green. If they are idle for 20 seconds, a message will be provided in audio and visual format.
 - c. The ballot may take up to 2 minutes to print.
 - d. They may request that the contrast (green button) or zoom (yellow button) be adjusted to make their voting experience easier.
 - e. The Paddle Buttons are operated by simply pressing them. They have been designated as LEFT and RIGHT for ease of positioning them for the voter. Depending on the voter’s range of motion and how they choose to operate the buttons, place on the left and right respectively within the voter’s reach.
12. Either the voter or the inspectors may take the printed ballot, in the privacy sleeve, over to the scanner for the ballot to be cast.

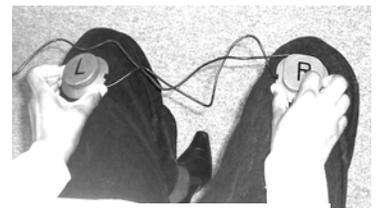
Depositing the Printed Ballot - See normal BMD Audio-Visual Process.



Paddles: left red,
right blue



Connecting Paddles
into the ATI



Voter with
paddles



Contrast and Zoom
Buttons

Status Light Conditions (IC-2 BMD)

IC-1 (Scanner Only) does not have light indicators

Solid Red	Unit is starting up or is not operational.
Flashing Green	Unit is ready for use by the next voter.
Alternating Green and Amber	Voter is navigating/marketing their ballot.
Flashing Amber	Voter's ballot is being printed.
Solid Amber	Voter has inserted their ballot and is reviewing it.
Alternating Amber and Red	Unit has an error and is not functioning.
Alternating Red, Amber and Green	Voter has pressed the Help button and is receiving Help instructions on the unit. <i>Note: The Inspectors will have to monitor this during an Audio session.</i>

BMD Issues

ISSUE	Explanation/Solution
Security Key error	Contact the security key to the key pad again. You may need to reposition the key and contact the key pad again.
BMD produces a beeping sound	<ol style="list-style-type: none"> 1. Make sure the BMD power cord is plugged into an electrical outlet. 2. The electricity is out to the power outlet. 3. The machine is running on battery power. The beeping will stop intermittently and resume again until the unit is running on AC power.
Red light remains illuminated on the BMD	Call the Board of Election Immediately.
Monitor is not positioned correctly for voter	On the back of the computer monitor, firmly hold the long repositioning arm and move backward, forward, higher or lower to adjust monitor for the voter.
Machine is rolling or needs to be repositioned for voter	<ol style="list-style-type: none"> 1. Roll the machine into the position of use and lock the wheels using the foot locks. 2. Press down firmly to lock each of the four wheels.

Returning a Blank Paper Sheet

The blank sheet of paper will be returned if the inspectors press the red button located to the middle on underside of the printer unit.



Pressing the red return blank paper button

Cancelling the Voting Session

If you need to cancel an audio ballot while it is in session, do the following:

1. Use the yellow administrative key to display the operator screen menu.
2. Press **Audio Session**.
3. Press **Cancel Audio**.
4. That audio voting session is canceled.



Operator touching the administrative key to the security key pad



Cancelling an audio session from the administrative menu

Printer is not working

If a message appears on the monitor indicating a printer error and/or any display of red lights appears on the printer unit:

1. Press the top button on the printer unit (circle symbol) until the printer unit powers down.
2. Wait 3 seconds
3. Press the top button again on the printer unit (circle unit). Print will go through start-up process.
4. Wait until end of start-up process.
5. The solid green circle (top button of printer unit) should be displayed.
6. If the top circle is not displayed, call the Board of Elections.



Printer unit buttons

Top green button

Red indicators.

Closing the IC-2

Notes

Polls close at exactly 9:00 p.m.

- Voters in line must be permitted to vote
- All activities must be done in bi-partisan teams.

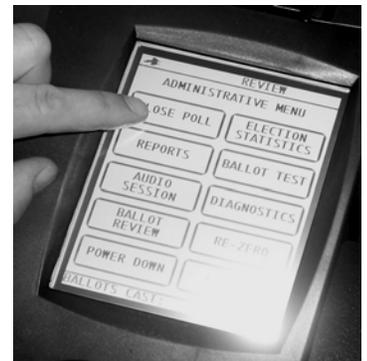


Procedure

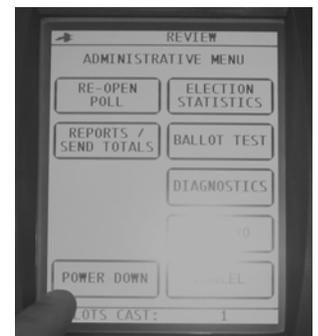
1. Contact the **Security Key** to the security key pad to bring-up the administrative menu on the operator panel.
2. Press the *Close Poll* option. The message “Are you certain you wish to close polls” is displayed. Press “**Yes**”.
3. The message “Poll is being closed please wait” is displayed.
4. The closing results tape is printed.
5. The message “Would you like to print more copies of this report” is displayed. Press “No.”
6. Tear off the Closing Tape.
7. Divide the Closing Tape into two parts. The inspectors must sign the bottom of all tapes.
8. Place one copy of the tape in the **Red Security Pack**.
9. Post the second copy on the wall for public viewing.
10. Press the “**Power Down**” button on the Administrative Menu. The message “Are you certain you wish to shut down tabulator?” is displayed. Press “**Yes**”.
11. Cut the [yellow plastic] **seal** on the memory card compartment on the scanner side of the voting machine. Place the plastic seal in the machine bag.
12. Wait until the Operator Panel is dark before removing any memory card (see step 14).
13. Open BOTH memory card compartments.
14. Place the red memory card in the **Red Security Pack**.
15. Snap shut and seal the **Red Security Pack**; record the seal (seal found in IC-2 closing seal bag).
16. A Site Chair must transport the **Red Security Pack**. to the Town Hall in the Towns or the Board of Elections in the City.



Contacting administrative key to security key pad (step 1)



Pressing “Close Poll” on Administrative Menu (step 2)



Pressing “Power Down” on Administrative Menu (step 10)



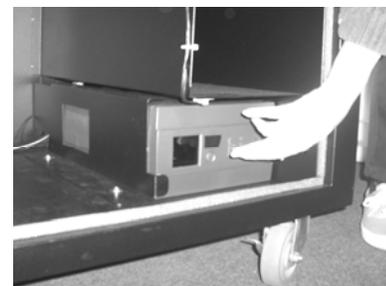
Plastic Seal: Cut at closing and remove memory cards (step 11)

Closing the IC-2

17. Unlock the **ballot box door**.
18. On the **IC-2**, **turn off the power supply** by pressing the button. The green status light turns off.
19. Remove the **Blue Ballot Security Bag** (it will contain voted paper ballots).
20. Remove the **blue memory card**.
21. Place the **blue memory card** in the **Blue Ballot Security Bag** in the zipper pouch.
22. Remove any ballots from the diverter compartment to the right of the Blue Ballot Security Bag area. Count the number of ballots.
23. Place ballots from diverter area in the **Write-In Return Envelope**; enter number of ballots on front of envelope.
24. Place the **Write-In Return Envelope** in the **Blue Ballot Security Bag**.
25. Carefully unplug the **headphones** from the ATI. Place them, with all hardware, into the plastic "BMD Supply Bag."
26. Carefully unplug the **ATI** from the machine. Place it, with all hardware, into the plastic "BMD Supply Bag."
27. Place a new [blue sticker] **seal #4** over the ATI connection (1st blue closing sticker seal).
28. Record [blue sticker] **Seal #1** that will be used to secure the Ballot Box Door.
29. Complete the **Certificate #2, After the Polls Closed** for each machine; record seal information.
30. Unplug the machine and secure the power cord.
31. Place the extension cord in the machine.
32. Pack and place the **Closing Supply Bag** in one of the voting machines.
33. Remove all **privacy devices** and place them in the IC-2.
34. Pack and place the **BMD Equipment Bag** into the IC-2 machine.
35. Place the **Court Order Return Envelope** and the **Spoiled Ballot Return Envelope** in the **Green Ballot Storage Bag** into any voting machine.



Site Chair Transports Red Security Pack (step 16)



Turn Power Supply Off on IC-2 (step 18)



Blue Ballot Bag (step 19)



Marked ballot with a write-in in the write-in diverter compartment (step 24)

Closing the IC-2

36. Keep the each district's Affidavit Ballot Return Envelope, Abandoned Ballot Return Envelope and Unscannable Emergency Ballot Return Envelope with each district's **Green Ballot Storage Bag**.
37. Take the Closing Tapes down from wall and place on a table. Two inspectors should be assigned to do Ballot Reconciliation.
38. Complete the **Ballot Reconciliation Form**, "After the Polls Closed" section.
39. Pack and place the **Green Ballot Storage Bag(s)** into any voting machine.
40. Close the ballot box door. Rotate the handle and push the handle down. Lock the ballot box door.
41. Place the closing sticker [blue sticker] **seal #1** across the ballot box door. (2nd blue closing sticker seal). Record seal #1 number on the "**After the Polls Close**" Sheet.
42. For the **IC-2**, seal the memory card compartment with a [white plastic] seal.
43. For the **IC-2**, replace the **protective Styrofoam covers** over the printer unit and the scanner unit.
44. For the **IC-2**, replace the **nylon cover**.
45. **THE MACHINE SHOULD NOW BE PACKED, SEALED AND LOCKED.**
46. Place **Affidavit Ballot Return Envelope(s)**, **Abandoned Ballot Return Envelope(s)** and **Unscannable Emergency Ballot Return Envelope(s)** in a **Blue Ballot Security Bag** (remember, there is one of these envelopes for each district in the polling site).
47. Place each machine's **closing tape** in that machine's **Blue Ballot Security Bag** (match machine numbers).
48. Place the **machine keys** for each machine in that machine's **Blue Ballot Security Bag**. (match machine numbers).
49. Bring together the zipper pulls and use the [white plastic] **Plastic Seal** to secure the **Blue Ballot Security Bag** for each voting machine.
50. **A Site Chair must transport the Blue Ballot Security Bags to the designated location.**



Replace Seal #4 on the IC-2
(step 27)



Pack the Green Ballot
Storage Bag (step 39)



Seal the hood on the IC-1
(step 42)



Seal the memory card
compartment on the IC-2
(step 42)



Seal the Blue Ballot Bag
(step 49)

GLOSSARY OF TERMS

Abandoned Ballot – A marked ballot that is found in the polling site, but NOT in the scanner of any machine. An abandoned ballot must be placed in the Abandoned Ballot Return Envelope.

Absentee Ballot – A paper ballot issued by the Board of Elections, prior to Election Day, for voters who will be out of the County or in County but ill.

Active Inspector – An inspector working at a polling site for a given election.

AD (Assembly District) – An area encompassing a number of election districts in which an Assembly member is elected.

Affidavit Ballot – A paper ballot issued to a voter who is otherwise not in a poll book but who lives in the ED. After voters have voted the ballot, it is placed in an affidavit envelope, sealed, signed, and then placed in the Affidavit Return Envelope.

Arm – The bendable metal connection between the body of the BMD and the monitor.

ATI – Audile Tactile Interface. Used by a voter at the ATI to interact with the BMD in the creation of a marked ballot.

BMD Equipment Bag – The bag that stores all of the BMD equipment.

Ballot Box – The large open area inside the voting machine. The Blue Ballot Security Bag will be inside the Ballot Box when the Polls Open. Inspectors will remove the Blue Ballot Bag from the Ballot Box at closing and a Site Chair will transport it to the Designated Location.

Ballot Face – The ballot as displayed on the pre-printed ballot.

Ballot Markers – Board of Elections approved marking implements that voters should use when marking their pre-printed ballots.

Ballot Marking Device (BMD) – A device that creates a marked paper ballot that is the result of voter interaction with visual or audio prompts.

Blue Ballot Security Bag – The blue bag located in each machine in which cast ballots are deposited.

Call-In District - An ED selected by the Board of Elections to call-in turnout figures (public counter number) at specific times throughout the day.

Certificate of Service – A green sheet of paper that all inspectors must sign to be credited for working on an election day; contains the Oath of Office and must be certified by the Site Chairs.

Challenge Report – A blue sheet of paper where name changes, challenges, court orders, affidavit ballots, and instances of assisting voters are recorded.

Closing Slip - The paper receipt produced from the voting machine After the Polls Close.

Consolidated Districts – Occurs when the voters in two or more Election Districts are combined into one poll book and machine.

Contrast Button – Located on the BMD, a toggle button that produces a black background with white letters.

District – A generic term that can refer to an ED, LD, AD, State Senate District, or any other jurisdictional area.

District Maps – A street map, usually of an LD or Town, displaying an ED overlay. Used to locate polling sites and direct voters.

ED (Election District) – The smallest political unit usually comprising neighborhoods and indicted by a number (e.g. ED 24). Voters must vote in their ED. Inspectors serve in an ED. Committee members are elected from an ED.

Emergency Unscannable Ballot – A marked ballot that is rejected by every scanner in the polling site. An emergency unscannable ballot should be placed in the Emergency Unscannable Ballot Return Envelope.

General Election – An annual election open to any registered voter.

Green Ballot Storage Bag – The duffle bag in which pre-printed ballots are packed and stored. Ballot reconciliation forms are also packed in this bag.

Hispanic District – An ED determined by census figures to possess over 5% Spanish-speaking population.

I Voted Stickers – a round adhesive that has “I voted today” on it. Inspectors should hand these

GLOSSARY OF TERMS

stickers to voters, not place them directly on clothing.

LD (Legislative District) – An area encompassing a number of election districts in which a County Legislative Member is elected.

Leader – The political head of a local (Town, City, or LD) Committee. Minimum function is to act as liaisons between their County Committee and their local Committee.

LTED – A Board code for a Legislative District or Town and an Election District (eg.60002: Riga, ED 2)

Machine Diagram – see sample ballot

Machine Number – The Number that identifies each voting machine.

Monitor – The display screen used by the voter during a voting session.

Opening Slip – The paper receipt produced from the voting machine Before the Poll Open.

Pay Voucher – A form that inspectors must fill out completely in order to be paid for their work. It is a purple color for City Pay Roll.

Poll Book – The ledger containing a voter’s name, address, and signature in which a voter must sign before they allowed to vote on the machine. In a Primary, all eligible voters enrolled in each party having a Primary will be in separate poll books labeled by party.

Power Supply – Located to the lower right of the ballot box in the IC-2, this supplies the IC-2 with a 2 hour battery back-up in case of power failure.

Primary Election – An election within a party for an office or offices. The winner appears on the General Election ballot.

Protective Counter – A number located at the bottom of the Opening and Closing Tapes showing the total number of ballots that have been scanned through the scanner.

Public Counter – The number appearing on the tab in the pre-printed ballot packs.

Red Security Pack – The pouch that is used to store the most critical of election supplies. Must be

returned by a Site Chair to the Town Hall in the Towns or Board of Elections in the City.

Sample Ballot – A paper diagram of the ballot face.

Scanner Number – The number displayed at the bottom right of each scanner unit. Starts the day at zero and shows the total number of ballots scanned in any election day through that particular scanner.

Seal – (1) Plastic strips that are used to secure the memory card compartment, the blue ballot bag, the IC-1 hood, and other items; or (2) sticker strips that are placed over critical areas of the voting machines (such as seal number 1 that secures the ballot box door).

Site Chair – Two inspectors, one from each party, are assigned to each polling site to supervise the polling site and the other inspectors in the polling site.

Sip and Puff – a technology that allows the voter to interact with the BMD by measured breathing in or out.

Spoiled Ballot – A printed ballot that is rejected by a voter.

Stanchion – A standing device used to give voters privacy. It can appear as a “quad” unit consisting of four stations or a “double” consisting of two. Many units also contain a section for voters who use a wheelchair.

Street Directory - Listings with all house numbers and streets within a polling site.

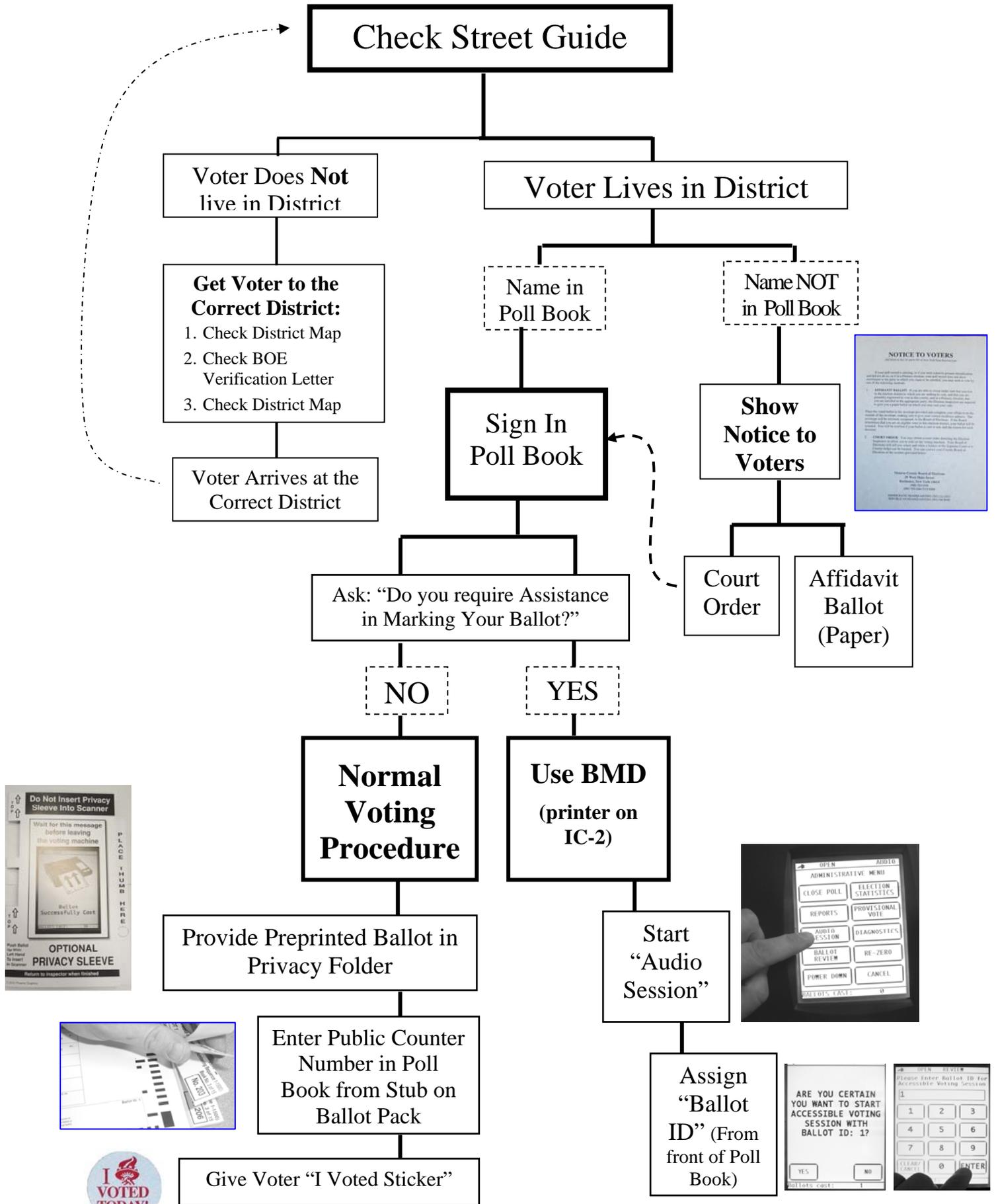
Street Guide – Listings with house numbers and streets within an ED.

Substitute Inspector – A trained inspector interested in working in an election district on election day, but not assigned to an election district.

Privacy Booth – A “U” shaped device used to give voters privacy when they vote at a table on their pre-printed ballot..

Zoom Button – Located on the ballot printer unit, a button that when pushed produces three magnification levels.

Normal Check-In Flow Chart



IC-2 Simple steps to Open and Close

Opening the IC-2

1. Remove Nylon cover
2. Remove Styrofoam covers
3. Remove Opening Ballot Box Door Seal and Open the Ballot Box Door
- 4. Plug the cord into an outlet**
5. Press "ON" Power button
- 6. Wait for about 20 seconds for a beeping sound**
- 7. Touch the Administrative Key to the Security Key Pad.**
8. DO NOT touch the Administrative Menu until the indicator light above the ballot box door turns green. While waiting:
 - a. Plug in the ATI
 - b. Position the Monitor
 - c. Attach Privacy Devices
9. When the indicator light above the ballot box door turns green, **press "Open Poll" on the Administrative Menu**
- 10. Print out one ZERO opening tape**
- 11. When "System Ready" is displayed on the Administrative Menu, the machine is ready.**

Closing the IC-2

- 1. Touch the Administrative Key to the Security Key Pad**
- 2. Press "Close Poll" on the Administrative Menu**
- 3. Print out closing tape; divide closing tape**
- 4. Place one copy of the closing tape in the Red Security Pack and post one closing tape on the wall**
- 5. Press "Power Down" on the Administrative Menu**
- 6. Wait until Administrative Menu is blank and the machine appears to be off**
- 7. Remove the Red Card from a memory card compartment**
- 8. Place the Red Memory Card into the Security Pack and send with a Site Chair**
9. Open the Ballot Box Door
10. Press "OFF" Power button
- 11. Unplug the cord from the outlet**
12. Unplug the ATI
13. Detach Privacy Devices
14. Close the Ballot Box Door
15. Replace Styrofoam covers
16. Securely rest the monitor on the Styrofoam cover