ES&S AutoMARK™

Pre-Election Day Checklist

Rear Access Door

Touch Screen Monitor

Lid

Compact Flash
Access Door
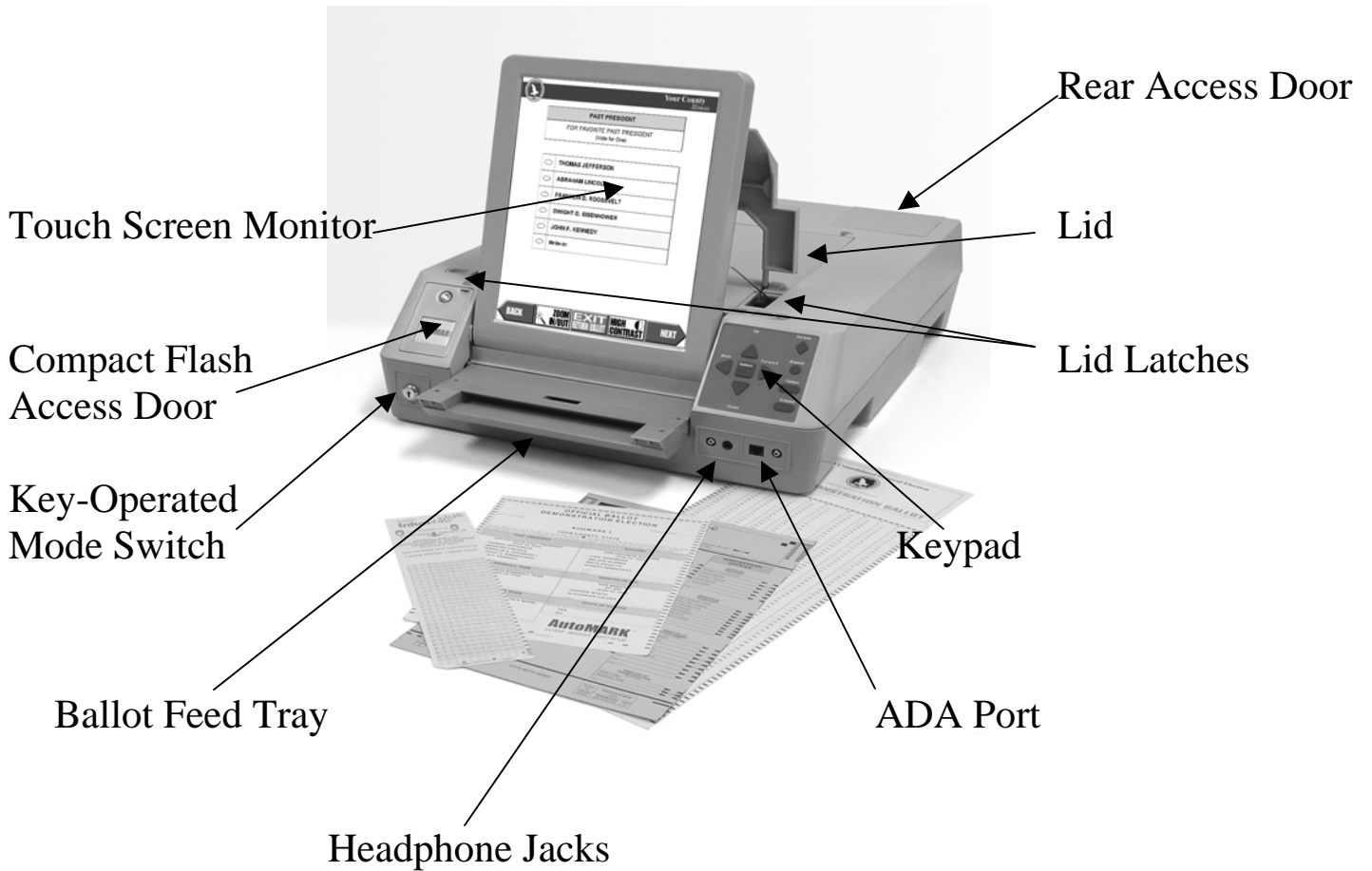
Lid Latches

Key-Operated
Mode Switch

Keypad

Ballot Feed Tray

ADA Port

Headphone Jacks

Checking Supplies and the Equipment

1. 1 set of headphones

2. 1 compact flash card with election definition

3. 1 power cord

4. 1 pack of blank ballot stock

5. 1 mode switch key

6. 1 compact flash access door key

7. 1 container of alcohol wipes

## Preparing the ES&S AutoMARK™ for Use

8. First, Remove the ES&S AutoMARK™, power cord, Access Door Key, Mode Switch Key, and the headphones from the carrying/ storage case.

9. Position the ES&S AutoMARK™ in front of you. The Keypad is located on the front of the terminal.

10. Inspect the power cord for damage. If the cord is damaged, discard it and contact ES&S for a new cord.

11. Plug the female end of the power into the slot on the back of the ES&S AutoMARK™.

12. Plug the male end of the power cord into the wall outlet.

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

14. Lift the lid flap and rotate it back until it rests on top of the lid.

15. Lift the entire lid away from you into a vertical position.
The Touch Screen Monitor under the lid is now visible.

16. Lift the Touch Screen Monitor towards you into a vertical
position.

17. Adjust the angle of the Touch Screen Monitor for viewing
comfort.

18. Close the lid, leaving the Touch Screen Monitor in the
upright position. The Touch Screen Monitor is held in place by
tension bearings which allows it to remain in the upright
position.

19. Pull up on the Ballot Feed Tray, then pull it towards you
and lower it into position.

20. Plug the headphones into the appropriate headphone jack in front of the
terminal.

Cleaning the ES&S AutoMARK™

21. Use alcohol wipes to clean the outside panels and screen of the ES&S
AutoMARK™ unit. Ensure the unit is dry before turning it on.

Installing The Compact Flash Card

Compact Flash
Card

Compact Flash
Access Door

Compact Flash
Access Door
Key
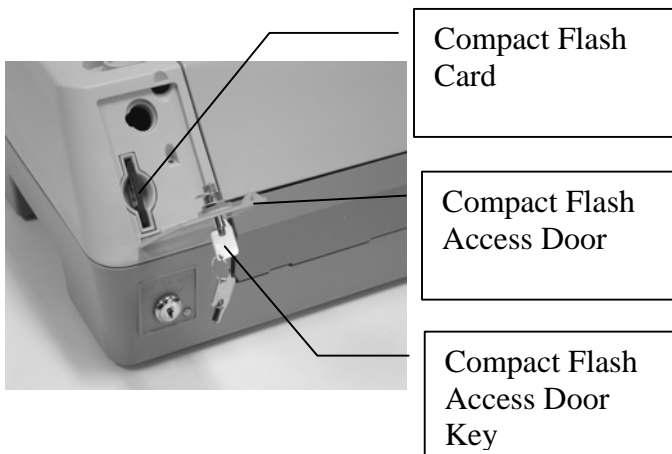
22. Using the Access Door key provided, unlock the Access Door containing the compact flash card.

23. Remove the current compact flash card from the slot, replacing it with the compact flash card containing your new election files. The back of the card has a tab on it. When inserting the compact flash card, ensure the tab is pointing towards the right of the unit.

NOTE: The compact flash card must be installed before ballots can be processed using the ES&S AutoMARK™.

24. Close and lock the Compact Flash Access Door.

Installing the Test Ink Cartridge

The Test Ink Cartridge is a regular inkjet cartridge that is used only for testing prior to election day. This ink cartridge must be replaced on election day before the unit is turned on. The test ink cartridge may be replaced with another regular Inkjet cartridge or an Infrared Ink Cartridge depending upon which tabulator is being used in conjunction with the ES&S AutoMARK™.

Rear Access Door

Ink
Cartridge
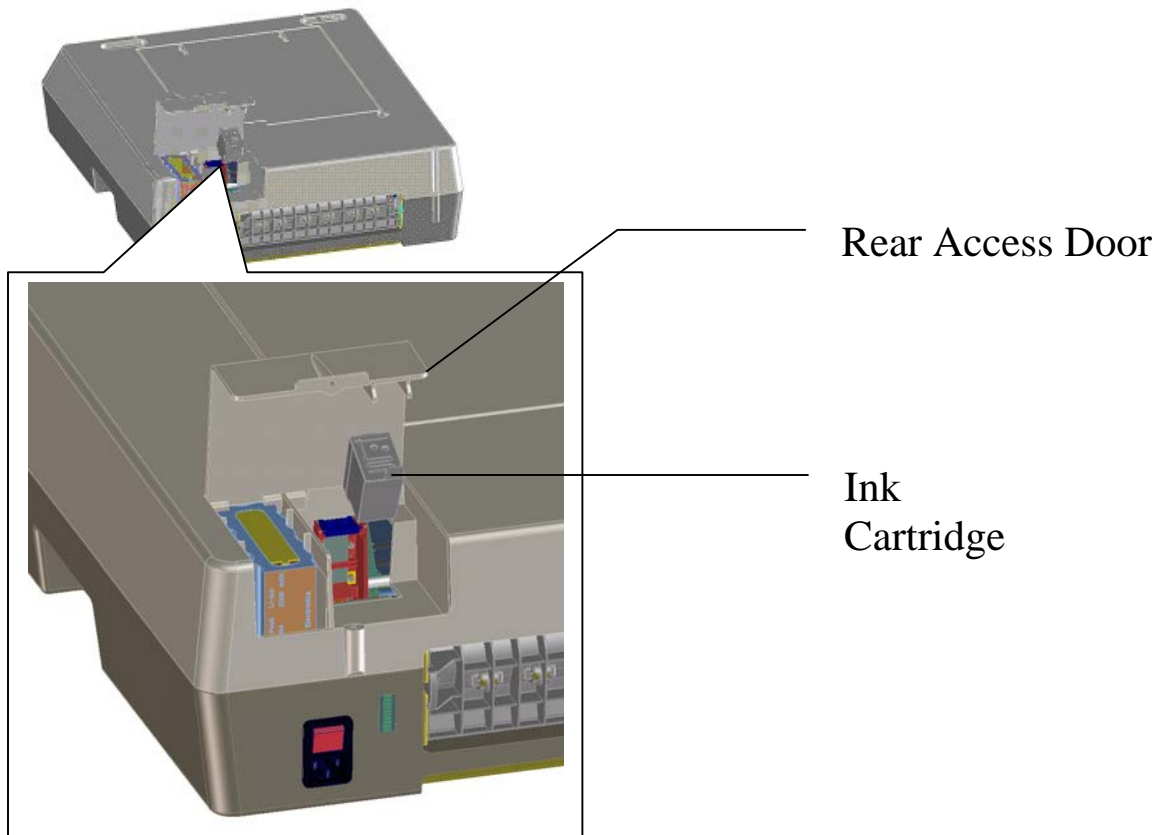
25. Remove the screw or snap that secures the Rear Access Door. Open the Door.

26. Insert the new ink cartridge and using the screw or snap, re-secure the Rear Access Door.

27. Insert the mode switch key into the Key-Operated Mode Switch and turn to the **Test** Position to access the Test Menu.

NOTE: The screen will remain blank for approximately one minute after the key is turned to the Test position. The screen will display the Main Menu once the unit is finished downloading the data from the compact flash card.

28. Select **Service Print Cartridge** and when prompted select **Yes** to the question, "Have you changed your printer cartridge?" Answering yes to this question resets the Ink Remaining percentage to 100%. The Ink Remaining percentage is displayed in the lower left corner of the Test Menu.

Conducting the Ballot Print Test
Conducting the Ballot Print Test is done to test the accuracy of the election definition and the accuracy of the print on the ballot once it is marked. All ovals/arrows are filled in and the candidate names are printed on the ballot. If the ovals are not filled in properly, adjustments should be made accordingly.

29. Press **Test Ballot Print** on the screen.

30. Select the **Enable Calibration Suggestions** box.

31. Insert an unmarked ballot being used in this election into the ballot feed tray.

32. Once the ES&S AutoMARK™ prints and ejects the ballot, confirm the ES&S AutoMARK™ filled all ovals/arrows and printed the name of each candidate next to the oval/arrow.   Press **Yes** to recalibrate the printer.

33. Repeat steps 31 and 32 inserting the ballot in all possible orientations (right-side up, upside down, inserted front-wards, inserted backwards). Confirm the ES&S AutoMARK™ filled all ovals/arrows and printed the name of each candidate next to the oval/arrow.

34. Press **Done.**

Checking the Battery Status

Check the battery status to ensure that the battery is fully charged.

35. Press the **Battery Status** button.

36. Confirm the Power source is **External** and the battery strength is **Good**. The power source is External when the unit is operating on power from the wall outlet. The power source is Battery when the unit is operating on power from the internal battery.

37. Press **Done.**

Note: If the battery needs to be charged, refer to steps 93-98.

Calibrating the Touch Screen

The Touch Screen must be calibrated before every election to ensure it is functioning properly. If the Touch Screen is not functioning properly, ballots could be marked incorrectly.

38. Select **Calibrate Touch Screen**.

39. Press the **Calibrate** button to start the calibration.

40. Carefully press and briefly hold the stylus on the center of the target then release. Repeat as the target moves around the screen.

41. **Tap** the screen to save your calibration settings. If you make a mistake, just wait 30 seconds and your settings will not be saved.

42. Press **Done** after you complete the calibration. If you skip this step, the settings may not be remembered when the system is re-booted.

Setting Date and Time

43. Select **System Maintenance**

44. Enter the System Password and press **OK.**

45. Select **Set Date/Time**.

46. Confirm **Date** is selected from the menu.

47. If the Date is NOT correct, press **CLEAR**.

48. Using the Keypad enter the correct Date in the MM-DD-YY format and press **Apply**. A message will state "Change was successfully applied." If you enter the date in the wrong format and press Apply this error message will appear "ERROR! Format: MM-DD-YY". Press **CLEAR** and re-enter the Date in the correct format.

49. Select **Time** from the menu.

50. If the Time is NOT correct, press **CLEAR**.

51. Using the Keypad enter the correct Time in the HH:MM AM or PM format and press **Apply**. A message will state "Change was successfully applied." If you don't select AM or PM, the system will automatically select AM.

52. Press **Done** to exit and return to the **System Maintenance** screen. Press **Done** again to return to the **Main Menu** screen.

Testing the ES&S AutoMARK™

Perform thorough testing to ensure everything is in working order *before* the election. The sooner the tests are performed, the sooner an issue that may arise can be resolved. You will need multiple blank copies of your current election's ballot to test the printer. Please ensure you are using ballots for precincts stored on your compact flash card.

53. Turn the mode switch key to the **ON** mode position.

54. The *Insert Your Ballot* screen should be displayed.

55. Using a ballot from your current election, insert an <u>unmarked ballot</u> into the ballot feed tray.

56. Select **Language**.

57. Test all buttons at the bottom of the touch screen to ensure proper operation (**Back, Zoom In/ Out, High Contrast, Exit Return Ballot, Next**).

58. *Proceed and Vote Ballot Using Touch Screen (Only)*

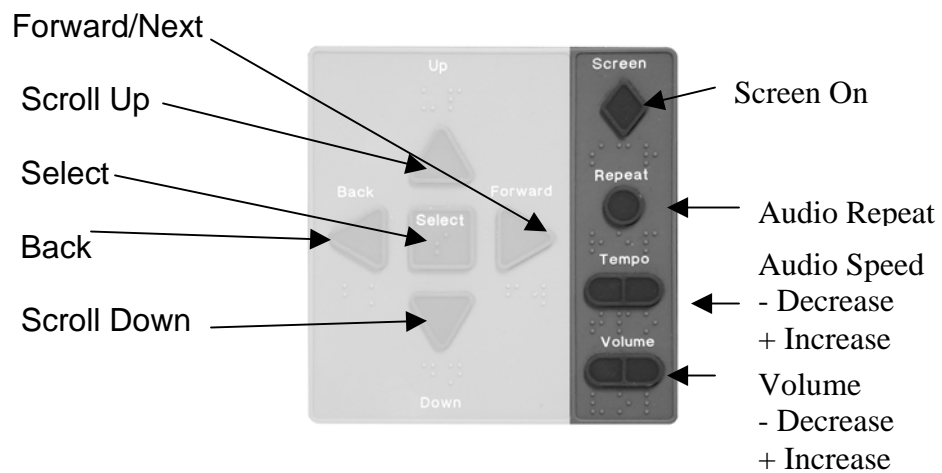**To write-in a candidate using the Touch Screen**

59. On the Contest Screen, select **Write-In.**

Note: Press the **Cancel** button to close the write-in screen without entering a candidate and return to the contest screen.

60. On the Write-In Pop-Up Screen, type the name of your write-in.

61. Confirm your write-in on the top of the write-in screen.

62. Press **OK** to accept your write in and return to the previous screen.

63. Review Summary Screen once all races are voted. Press **NEXT.**

64. Press the **MARK BALLOT** button.

65. Remove marked ballot. The "Insert Your Ballot" screen will appear.

66. *Proceed and Vote Ballot Using Keypad (**Only**)*

To write-in a candidate using the Keypad

67. On the Contest Screen, select **Write-In.**

Note: Press the **LEFT Arrow** on the Keypad to close the write-in screen without entering a candidate and return to the contest screen.

68. On the Write-In Pop-Up Screen, using your Keypad, press **UP** and **DOWN** to hear each letter read. Once you hear the letter you want, press **Select**.

69. Confirm your write-in on the top of the write-in screen.

70. Using your keypad press the **RIGHT Arrow Key** to accept your write in and return to the previous screen.

71. Review **Summary Screen** once all races are voted.

72. Mark ballot.

73. Remove marked ballot. The "Insert Your Ballot" screen will appear.

Conducting the Ballot Read Test

74. Insert the marked ballot into the ES&S AutoMARK™ paper tray.

75. The paper feed mechanism should feed your ballot into the ES&S AutoMARK™. If the test is successful, the ES&S AutoMARK™ scans the ballot and displays the **Language Selection** or **Voter Instruction** screen followed by the Verification Summary Screen. If the test is not successful, the ES&S AutoMARK™ will eject the ballot or displays an error message. If this happens, continue on to the troubleshooting section at the end of the maintenance manual.

76. After reviewing the ballot, Press **Next.**

Printing the Operation Log (System Log File)

77. Turn the mode switch key to **TEST**.

78. Select **Operations Log** from the menu.

79. Review the operations log and press **Print**. Press the Up and Down buttons to review all the pages of the operations log. To view a specific page of the operations log, touch the white space under "Go to page:" and enter the page number using the on-screen keypad and press **Done**. Press **Go** and the page that you entered will be displayed on the screen.

80. When the screen displays *Insert a blank ballot stock paper*, place completely blank ballot stock into the Ballot Feed Tray. After inserting the paper, the machine automatically begins printing the operation log, printing 66 lines per page.

Note: Use only ballot stock paper in the ES&S AutoMARK™, any other paper will greatly increase the risk of paper jams.

81. If there are more than 132 entries in the operation log, you will need several pages. After a page has been ejected from the ES&S AutoMARK™, if the message *"insert a bank ballot stock paper"* appears, insert another blank ballot stock into the Ballot Feed Tray. Repeat this process until the message *printing done* appears.

82. Press **Done** to return to the main menu.

83. Turn the mode switch key to the **Off** position, remove, and store in a secure location.

Note: The Operations Log File is stored on the Compact Flash Card, not the unit itself.

Remove the Test Ink Cartridge

84. Remove the screw or snap that secures the Rear Access Door. Open the Door.

85. Remove the Test Ink Cartridge and using the screw or snap, re-secure the Rear Access Door.

Note: The Test Ink Cartridge must be replaced <u>on election day</u> prior to the ES&S AutoMARK™ being turned on. If the unit is turned on without the ink cartridge installed, this message will appear "*Alert! A problem has occurred. Please notify an election official. The print cartridge is missing.*"

Closing the Touch Screen and Storing the ES&S AutoMARK™

86. Unplug the headphones.

87. Lift under the front of the ballot feed tray and fold it inwards.

88. Open the lid and fold the Touch Screen Monitor back into the recessed area.

89. Lower the lid over the Touch Screen Monitor.

90. Lower the lid flap over the ballot feed tray.

91. Move the lid latches inwards to secure the lid.

92. Unplug the power cord from the wall outlet.

93. Remove the power cord from the ES&S AutoMARK™.

94. Place the ES&S AutoMARK™, power cord, Access Door Key, Security Key, and the headphones into the carrying/ storage case.

Charging the Battery

95. Plug the power cord into the rear panel of the ES&S AutoMARK™ VAT

96. Plug other end of power cord into your local power outlet.

97. The power meter on the rear panel of the ES&S AutoMARK™ indicates the battery power level. The battery can be fully charged in approximately 2-3 hours.

98. Once the battery is charged: turn the mode switch key to **Test** Position.

99. From the main menu, select **Battery Status**.

100. Confirm the Strength is **Good** and that the power source is **External**.

Note: The power source indicating **External** when the ES&S AutoMARK™ is plugged into an outlet confirms the power supply cord is in good working condition.