

# **BOARDWORKER TRAINING GUIDE**

**Spring 2010**

## **GENERAL INFORMATION:**

1. Arrive at your polling station no later than 5:15 AM for primary or general election. **Polls open at 6:00 AM**
2. **If you are working the school election, arrive at your polling station no later than 45 minutes before the start of the election.** Polls open anytime between 7:00 AM to 2:00 PM depending on your municipality. All municipalities end the school elections at 9:00 PM.
3. If the polling station is locked and you can't get in, contact the municipal clerk. (Refer to your municipal clerk's list in your bag). If you can't get in touch with the clerk, call the Board of Elections at 527-4121 or 4792.
4. If you have any difficulties with your voting machine, call the Board of Elections at 527- 4123.
5. **For general or primary election days, you may take a 1-hour break between 1:00 PM and 5:00 PM (when evening rush hour starts).** For the school election, you are entitled to short (15 minute) break. We suggest you request an mail-in ballot application from the Union County Clerk's Office (527-4996) and **vote by mail-in ballot.**
6. All board workers at your polling station must sign the pay voucher page, which is the first page in your poll book. You don't have to sign pay vouchers in both books. (Once is enough). **Please fill in the town and (ward and) district at the top of the page. YOU WILL GET YOUR PAYCHECK NO EARLIER THAN 20 AND NO LATER THAN 30 DAYS AFTER THE ELECTION.**
7. Place all materials on your table. All signs and easels, both in Spanish and English, must be clearly displayed on or around your table. THIS IS FEDERAL LAW. Place a sample ballot on your table or on the wall near your station. Tape the "STATE OF NEW JERSEY VOTING INFORMATION" sheet to your table
8. **Hang up your flag at the entrance of your polling site. The flag must be hung with the stars on the left side. The flag can be found in your supply bag. THERE IS ONLY ONE FLAG PER POLLING SITE. If you are in a site with multiple machines, only one of the supply bags will have a flag. NO ELECTIONEERING IS PERMITTED WITHIN 100 FEET OF THIS FLAG.**
9. **In your supply bag, you will find two (one Spanish and one English) "ELECTIONEERING IS NOT PERMITTED WITHIN 100 FEET OF THIS ENTRANCE" signs. Hang both signs near your flag.**
10. **You will have 5 English and 5 Spanish Voter registration forms.** If a person is not registered to vote, he or she may fill out a registration form. Put the completed registration form in your supply bag. **DO NOT ALLOW THE APPLICANT**

**TO VOTE; THERE IS NO SAME DAY VOTER REGISTRATION IN NEW JERSEY.**

11. If you have any trouble with the voter, send them down to the Election Board, 271 North Broad Street, Elizabeth where a Superior Court Judge will be on call to hear the voter's complaint.

**PRIMARY vs. GENERAL ELECTION:**

1. A person can vote in a **primary only** if he or she is a declared Democrat (DEM) or a Republican (REP). The only exception is if a voter has not declared a party in the poll book; there will be no party designation beside the signature box. The voter can declare himself/herself a Republican or a Democrat. You will then fill in the appropriate party on the blank line. If a voter has "RFM", "CON", "LIB", "GRN", "NLW" in the party designation box, they are not eligible to vote. **A VOTER CANNOT CHANGE PARTY AFFILIATIONS AT THE POLLS. A POLLWORKER CANNOT SWITCH A VOTER FROM "REP" TO "DEM" OR "DEM" TO "REP" ON PRIMARY DAY.**
2. **IF A VOTER WANTS TO SWITCH PARTIES, THEY MUST INFORM THE ELECTION BOARD IN WRITING NO LATER THAN 50 DAYS BEFORE THE PRIMARY.**
3. In a general election, there will be no political party designation near a voter's name. A voter need not be a member of a political party to vote.

**TURNING YOUR MACHINE ON:**

- Determine the location of the AVC Machine
- Take your keys out from the key pouch found in your supply bag and compare the number on the gold tag to the number found on the side of the machine. Also, check the location tag on the side of the machine to see if you have the right machine. If it is not the right machine, call the election board immediately
- Open the back of the machine with your yellow-rim key.
- Take the provisional voter shield out of the back of the machine.
- **Note: Take your blue and red bags out of the supply bag. The blue bag is no longer located in the back of your machine. The blue bag contains your signs and poll books; the red bag contains your authority slips. Also, the envelopes that were in the back of the machine are now located in your supply bag. Set up your table by taking all materials out of your blue, red and supply bags.**

- Do not take the Emergency Ballot box out of the machine. It contains Emergency Ballots which are paper ballots that are used if the machine breaks down. **THESE BALLOTS ARE USED ONLY IF YOU GET PERMISSION FROM A COMMISSIONER, ADMINISTRATOR OR DEPUTY ADMINISTRATOR OF THE UNION COUNTY BOARD OF ELECTIONS**
- If a machine breaks down, call the Union County Board of Elections at 908-527-4123 immediately.
- **NOTHING EXCEPT THE PRIVACY SCREEN GOES INTO THE BACK OF THE MACHINE AT THE END OF THE NIGHT. REMEMBER, THE ONLY THING YOU TAKE OUT IS THE PRIVACY SCREEN**
- Plug your machine into the electric outlet located near your machine
- Take the control panel out and insert into the groove located on either side of machine
- Turn the power switch (Red Knob) on
- Lift voter panel up into the upright position (straight up)
- Open the front doors by turning the knob to the open position and pull up the top privacy panel and hang on the side privacy panels
- Take the two (one Spanish and one English) giant voting instruction signs that you found in your machine and hang them on a visible spot near your machine
- In the bottom of the machine, you will find a cylinder at the foot of the machine. Pop it open with a pencil or pen, pull your curtain out, unfold it and slide the curtain into the knobs at the top of the machine
- Put the machine into the proper voting position by pulling the burgundy handle located on the top (back) of the machine
- **At 10 minutes before the start of voting, take your silver key, insert into the keyhole (which is located next to the red knob) and turn the key from the closed position to the open position. The zero proof will start printing. You will only have ONE (1) zero proof. Check the zero proof. If there is anything other than a zero next to a candidate's name or a referendum question's "Yes" or "No", call the Election Board at 908-527-4121 or 4792 immediately. DO NOT USE THE MACHINE. All poll workers at your station must sign the proof. Drop the zero proof into the appropriately marked envelope.**
- Close the back of the machine with your yellow-rim key
- Drop your key into the key pouch. The key pouch must go back into your supply bag
- Do not touch this key again until you close the polls
- Note that included in your supply bag is an **"Election Day Material Handbook"** which contains:
  - "Municipal Clerks list"**
  - "Opening the Polls" Instruction Sheet**
  - "Activating the Machine" Instruction Sheet**

**“Closing the Polls” Instruction Sheet**  
**“Return All Election Material to the Municipal Clerk”Sheet**  
**“The Flag Sheet”**  
**“Poll worker’s Tip Sheet, A Guide for Working with Voters with Disabilities” (READ THIS CAREFULLY)**  
**“Poll worker’s Guide To Working With Voters With Disabilities” (READ THIS CAREFULLY)**  
**HAVA Instructions**

**THE PROCESS OF VOTING:**

- Voter walks up to your table
- The voter tells you his or her name
- If you can’t find the voter’s name, make sure the voter is at the correct voting place. You do this by looking at your **“POLLING PLACE/STREET INDEX”**. If the voter is not at the correct polling place, send him or her to the correct polling place.
- Have voter sign the poll book and the authority slip (Make sure voter indicates address on slip). **In a primary, you will have pink voting authority slips (DEM) and blue voting authority slips (REP).**
- **In a primary, it is CRITICAL that you give the voter the correct color voting authority slip.**
- **There is one type of colored ballot for a school election (yellow), general election (white) and special election (green).**
- **There are blank pages in the back of your poll books. These are for voters who have registered on time but the election board received the voter information after the poll books were published. These voters will either have a court order or a Board of Election written authorization notice permitting them to vote. You will not find their name in the book; the voter information must be entered on the back, blank pages. Please put down the voter id, the name of the voter, the address of the voter and their birth date. Have the voter sign the signature box and then treat this voter like a “regular” voter.**
- **Write the slip number in the poll book next to the voter’s signature**
- Tear off the right side of the authority slip and give it to the voter
- The voter will hand the slip to the poll worker sitting at the side of the machine
- The poll worker then places it onto a thin wire that was attached to the machine
- **If a voter brings a small child with him/her, the child may be brought into the voting machine. However, advise the voter to keep the child on his/her left while the voter votes. If the voter**

**is in the process of voting and if the child presses the “CAST VOTE” button, the vote will be considered as recorded. The voter will not be allowed to vote a second time.**

**ACTIVATING AND USING THE MACHINE:**

- Press the **GREEN “ACTIVATE” BUTTON** on the control panel. **In a primary, you have to press the button next to the name of the party and then press GREEN “ACTIVATE” BUTTON on the control panel. If you press the wrong party’s button, you then press the button next to the “right” party and hit the green activate button, again**
- You will hear a sound and the machine will light up. In order to avoid a fleeing or incomplete voter situation (see below), **do not** rely on the sound especially when you have more than one polling site at your location. **Check the voter panel which will say “Active or Inactive” and look for feet in the booth**
- Voter goes into the booth. The voter presses the “number/letter” box next to the name. An “X” will light up next to the selection. The voter can change his/her mind by simply pressing the “number/letter” box next to the name of the selection. The “X” will disappear and the choice is de-selected
- If a voter wants to vote for a candidate that does not appear on the ballot, he or she may do so by using the **PERSONAL CHOICE option. (You will have information in your supply bag about how to use personal choice)**
- **TO RECORD A VOTE, THE VOTER MUST PRESS THE CAST VOTE BUTTON- THE “CAST VOTE” BUTTON IS LOCATED ON THE LOWER RIGHT HAND SIDE OF THE BOOTH. IF THE VOTER DOES NOT PRESS THE “CAST VOTE” BUTTON AFTER COMPLETING ALL OF HIS OR HER SELECTIONS, THE VOTE IS NOT RECORDED**

## AUDIO VOTING INSTRUCTIONS

- **SEE PAGE 16**

### IF A VOTER IS UNSURE OF HOW TO VOTE ON THE MACHINE:

1. As the voter is approaching the table to sign in, have him or her look at the sample ballot that must be displayed at your table. Ask the voter if they know how to use the machine. If they say “no”, instruct the voter by pointing to the sample ballot and explain the process
2. If you are the poll worker at the side of the machine, hand the voter “**3 SIMPLE STEPS TO VOTING**” sign. (You can find this sign in your supply bag. The voter may take this sign into the booth)
3. If the voter is still unsure while in the booth, tell the voter to step out of the machine and pull the curtain back. Point in the general direction of the face of the ballot. Explain the process of voting (see above). **Do not emphasize a particular candidate or office – it will seem to other people around you that you are trying to influence the election. In fact, you should do this process with another board worker.**

### INCOMPLETE VOTER:

**A incomplete voter is a voter who has made his or her selections but FAILS TO PRESS THE “CAST VOTE” BUTTON.**

- If a voter walks out of the booth without pressing the “**CAST VOTE**” button and if you see him or her before he or she leaves the building, call him or her back to press the “**CAST VOTE**” button
- If the voter walks out of the booth and the polling station and if you can’t catch him or her, you can **reach under the right-side of the booth and press the “CAST VOTE” button.**

### **FLEEING VOTER:**

- If the voter signs the book and doesn't go into the voting booth or goes into the voting booth, but doesn't make any selections and then leaves, you must do the following:
  1. Take the authority slip off the wire
  2. Write "VOID" on the slip and place it back on the wire
  3. Write "VOID" where the voter signed in the poll book
  4. Write "VOID" on the authority slip where he signed

### **THE DISABLED VOTER:**

- A voter who is **blind, physically disabled or illiterate** and requires assistance may bring an assistant into voting booth while he or she is voting
- If a voter does not have an assistant, two board workers (**preferably one Democrat and one Republican**) must go into the voting booth with the voter
- **Have the assistant or board workers who will aid the voter fill out a "CERTIFICATE OF ASSISTANCE"** which is located on the 2<sup>nd</sup> page in the poll book behind your pay voucher

**IF A VOTER STATES THAT HE OR SHE IS DISABLED, BLIND OR ILLITERATE AND REQUIRES ASSISTANCE, DO NOT QUESTION THE VOTER ABOUT HIS OR HER DISABILITY. TREAT THE DISABLED VOTER WITH RESPECT AND DIGNITY.**  
(Read the guide and tip sheet about working with disabled voters in your "Election Day Material Handbook")



**INFORMATION REPORT:**

**IF A VOTER STATES THAT ANOTHER VOTER HAS MOVED OR DIED, HAVE THE VOTER FILL OUT AN “INFORMATION REPORT” WHICH IS LOCATED BEHIND THE “CERTIFICATES OF ASSISTANCE” IN THE POLLBOOK. PLEASE MAKE SURE THE VOTER SIGNS THE INVESTIGATION REPORT AND INDICATES HIS OR HER RELATIONSHIP TO THE VOTER IN QUESTION.**

**NAME CHANGE:**

- IF A VOTER INDICATES THAT HIS/HER NAME HAS BEEN CHANGED DUE TO MARRIAGE, DIVORCE OR COURT ORDER, THE PERSON MAY VOTE BY SIGNING BOTH THE PRESENT AND FORMER NAME IN THE SIGNATURE BOX. HAVE THEM VOTE ON THE MACHINE.
- AFTER THE VOTER VOTES, GIVE HIM OR HER A BLANK REGISTRATION FORM. HAVE THE VOTER FILL OUT THE REGISTRATION FORM. **MAKE SURE THE VOTER SIGNS THE FORM.** TAKE THE FORM AND DROP IT INTO YOUR SUPPLY BAG.

**ADDRESS CHANGE:**

IF A VOTER INDICATES THAT HE OR SHE HAS MOVED TO ANOTHER ADDRESS **IN** UNION COUNTY AND **NO LONGER RESIDES IN YOUR DISTRICT, HE/SHE MUST GO TO THEIR NEW POLLING DISTRICT TO VOTE. THEY ARE NO LONGER ELIGIBLE TO VOTE IN YOUR DISTRICT.** YOU CAN LOCATE THEIR NEW POLLING SITE BY USING YOUR STREET INDEX AND POLLING PLACE LOCATOR.

**MAIL IN BALLOT:**

WITH ONE APPLICATION, A VOTER MAY REQUEST TO RECEIVE A BALLOT FOR A SINGLE ELECTION OR FOR ALL ELECTIONS IN THE CURRENT YEAR. WITH THAT SAME APPLICATION, A VOTER MAY RECEIVE A BALLOT FOR EVERY NOVEMBER ELECTION AS LONG AS THE VOTER WANTS.

**IF THE SIGNATURE BOX NEXT TO THE VOTER'S NAME IS STAMPED 'MAIL-IN BALLOT', DO NOT ALLOW THE VOTER TO VOTE ON THE MACHINE. INSTRUCT HIM OR HER THAT THEY MUST VOTE ON THEIR MAIL-IN BALLOT.**

**IF THE VOTER CLAIMS THAT HIS/HER MAIL-IN BALLOT HAS BEEN DESTROYED, MISPLACED OR HAS NEVER BEEN RECEIVED, HE OR SHE MAY VOTE ON PROVISIONAL BALLOT**

THE MAIL-IN-BALLOT, IN ORDER TO BE COUNTED, MUST BE BROUGHT BY THE VOTER OR BY A BALLOT MESSENGER TO **THE BOARD OF ELECTIONS, 271 N. BROAD STREET IN ELIZABETH BEFORE THE CLOSE OF POLLS**

**YOU MAY FIND IN YOUR SUPPLY BAG A WHITE ENVELOPE WITH A RED CHECK MARK ON ITS FACE. OPEN THE ENVELOPE AND TAKE THE SLIP OF PAPER OUT. THIS PAPER WILL CONTAIN A LIST OF VOTERS WHO APPLIED FOR AN MAIL-IN BALLOT AFTER THE POLL BOOKS WERE SENT OUT TO BE PROCESSED. PLEASE MAKE A NOTATION THAT A MAIL-IN BALLOT BALLOT WAS REQUESTED IN THE VOTER'S SIGNATURE BOX IN THE POLLBOOK. DO THIS WHEN YOU TAKE OUT YOUR SUPPLIES IN THE MORNING.**

## **PROVISIONAL BALLOTS**

- A provisional ballot is a **paper** ballot
- A provisional ballot is for the voter who has moved from one address to another **WITHIN Union County and has not informed the Board of Elections of the move. (Hint: Their name is still in the polling books at their OLD address).**
- **The voter must vote by provisional ballot at their NEW address' polling station.** They can no longer vote at their old address
- It doesn't make a difference how long ago they moved
- The provisional ballots are located in the orange bag in your supply bag
- If a voter says he/she lives in your district and if you can't find their name in the book, make sure they are at the right polling station (Hint: Use your street index). If they give you an address in your polling district, **take their word for it and let them vote on a provisional ballot.** (The Board of Elections counts the vote the next day. They will check the accuracy of the information)
- Take the orange bag, break the white seal and take out an envelope and a ballot (tear the ballot off from the pad). If it's a primary, you will have pink envelopes and ballots for Democrats and blue envelopes and ballots for Republicans. **DO NOT** break the seal and open the bag unless you have a provisional voter. **Otherwise, keep the bag sealed with the white seal**
- Set up your privacy screen (the three piece cardboard that you found in the back of the machine), give the voter a ballot and envelope and let the voter vote behind the screen
- **Make sure the voter knows to fill out the ballot and insert the ballot into the envelope. Make sure the voter fills the face of the envelope out completely and SIGNS it. If there is no signature, the vote does not count. The properly filled out and sealed envelope (with the vote inside) serves as an authority to transfer the voter to his/her new address.**
- **Drop the completed provisional ballot into the orange bag**
- **Give the voter the "Notice to Provisional Voters"**

- **Keep the orange provisional bag with you at all times. Do not let it out of your sight. It contains live votes**
- **At the end of the night and if you have opened the bag, you seal the bag with a red seal that is located in a pouch which is located in the provisional bag.**
- **Fill out the affidavit that is located on a plastic sleeve on the bag and put the affidavit back into the plastic sleeve**
- Note that if a voter **has changed addresses within the same district, he or she does not vote by provisional ballot.** Have them fill out a registration form and let them vote on the machine.

**AFFIRMATION OF RESIDENCY REQUESTED:**

- A voter will have the words “Affirmation of Residency Requested” stamped on his signature box. This means the voter’s sample ballot was returned to the Board of Elections. The voter’s residency is in question.
- **The voter comes to your polling station and you see “Affirmation of Residency Requested” stamped on the signature box. Ask if the voter has moved. If he/she replies “NO”, have the voter sign the poll book and fill out and sign a YELLOW “VOTER-DID NOT MOVE” form. Do not ask for legal proof that the voter still lives there. Let the voter vote on the machine.**
- **If a voter moves to another municipality OUTSIDE UNION COUNTY within 29 days of the election, he/she has one more chance to vote in Union County. Have the voter sign in the poll book and fill out and sign a GREEN “VOTER MOVED OUT OF COUNTY” form. Let the voter vote in the machine.**
- **If a voter moves OUTSIDE UNION COUNTY 30 days or more before the election, they can’t vote in Union County. The voter had an opportunity to register for the election and did not do so**
- **The green and yellow forms are in your supply bags**
- **Note that both the yellow and green forms are now in Spanish and English.**

## **CHALLENGERS:**

- A challenger is a representative of a political party, candidate or the proponent or opponent side of a public question. His or her function is to sit in your polling place and be the eyes and ears of their campaign. **THE BOARD OF ELECTIONS DOES NOT HIRE THEM.**
- Challengers must wear a computer-generated badge (created by the BOARD OF ELECTION) and must surrender to you a computer-generated certificate. (This certificate can't be given back to the challenger). **The only exceptions to this rule is a candidate whose name appears on the ballot may challenge but not politic at the poll. He or she need not have a certificate or badge.**
- **The certificate will designate a district or a ward and district where the challenger can challenge. If the certificate is for another district other than yours, the challenger can not sit at your district table.**
- **When the challenger hands you his/her certificate, hand him/her a "CHALLENGER'S DO'S AND DON'T'S" SHEET. The sheets are now in Spanish and in English**
- **Do not give the challenger back his or her certificate**
- **Challengers must not:**
  1. **sit behind your table,**
  2. **touch any of your material including your poll books,**
  3. **talk with the voter while the voter is signing the book while the voter is on line to vote,**
  4. **be near or behind your machine**
- Challengers can't talk to the voter. The voter can't walk up to the challenger to give him his or her name. The challenger can't walk up to the voter and ask for information
- **Your only obligation to the challenger is to call out in a clear, loud voice the voter's address and name so the challenger can check it off on his/her registry list.**
- If the challenger or anybody else wants the vote count, please call it out. The vote count is the number located on the right side of the control panel's screen. **The challenger, candidate or voter cannot touch or look at the control panel.**
- A challenger may question a voter's right to vote. In your supply bag, there are two (one English, one Spanish) "VOTER/CHALLENGER FORM" envelopes. Remove a

“CHALLENGER’S AFFIDAVIT” from this envelope and have the challenger fill it out and sign it.

- **AT LARGE CHALLENGER: Both county chairpersons (Republican and Democrat) may appoint an additional 21 challengers. THESE AT-LARGE CHALLENGERS ARE PERMITTED IN THE POLLING PLACES LOCATIONS WITHIN THE COUNTY.**
- Do not let a challenger intimidate or threaten you. You control the polling station. **If you feel intimidated or threatened, call the Board of Elections at 908-527-4121 or 4123 immediately.**

### **CLOSING THE POLLS:**

- **At 8:00 PM (for primary and general elections) or 9:00 PM (for school), a poll worker must announce in a loud, clear voice “POLLS CLOSED”. Use a cell phone to determine the time.**
- **Any voter that is in your polling site at that time must be afforded the opportunity to vote**
- **Do not put away your materials until polls are closed and the last voter has voted. If your machine is in a multiple-district polling site and even if your district has no voters waiting to vote, do not close the machine until all the voters at your site have voted and left the site.**
- **Anybody can get voting results- have them away from your machine – DO NOT LET ANYONE NEAR OR BEHIND THE MACHINE**
- **One poll worker can close the front of the machine and one poll worker can close the back of the machine at the same time**
- **Take the curtain. Roll it up and return it to the cylinder**
- **Take your giant voting instructions and return them to the front of the machine**
- **Close the front of the machine. Lower the front using the burgundy latch. Be careful when you release the latch.**
- **Unlock the rear door with yellow-rim key**
- **Insert your silver key and turn the key to “closed” position**

- **A pre-set number of result statements will print out. Do not tear anything from the printer until the printer finishes printing (after the last statement has printed). You may read the results after the first copy has printed. DO NOT GIVE A COPY OF THE RESULT STATEMENTS TO ANYONE!!**
- **In your key pouch you will find a green seal. Record the seal's number on ALL COPIES of the result statement. Every poll worker at your station must SIGN ALL COPIES of the result statement**
- **Gently separate the copies; put them into the appropriately marked envelopes**
- **Break the seal above the cartridge that is located on the left hand side. Remove the cartridge by pressing the button above the cartridge and pulling the cartridge out. Drop the cartridge into the yellow bag. Take the new seal and slide it thru the two holes where the cartridge was; lock the seal.**
- **Turn the power off. Unplug the machine. Put the privacy shield back into the machine. Put the control panel back. If you took out the emergency ballot box for any reason, PUT IT BACK. Lock the back with the yellow-rim key. Drop the key back into the key pouch.**

**PUT EVERYTHING (EXCLUDING THE PRIVACY SHIELD) BACK IN THE SUPPLY BAG. TAKE THE SUPPLY BAG BACK TO THE MUNICIPAL CLERK**

## AUDIO VOTING

The AVC voting accessory for audio voting provides visually impaired voters with a private and secure way to cast their vote. The audio voting accessory unit is designed for use with the AVC Advantage voting unit.

### USING AUDIO ACCESSORY COMPONENTS

The audio voting accessory components consist of:

- a) An audio accessory keypad voting unit attached to a Velcro strap;
- b) A pair of headphones.

### ENABLING AUDIO VOTING

The audio voting unit is stored in the rear of the voting machine in a black canvass bag and should already be connected. If it is not connected, contact the warehouse to dispatch a technician at: 908-789-3120

**Should a voter arrive that requests audio voting, please have a board worker call the Board of Elections immediately at 908-527-4123, while you begin to process the voter.**

#### TO USE:

1. On the Operator Control Panel, press the yellow **TEST** button. The Operator Panel will display **Return to Voter Inactive** with **NEXT** and **START** arrow.
2. Press the yellow **TEST** button again to select **NEXT**. The Panel now reads **Enable Audio Voting** with **NEXT** and **START** arrows.
3. Press the green **ACTIVATE** button and to select **START**. The Operator Panel displays a message that audio is being loaded, then displays **Voter Inactive Audio Mode**. The machine is now ready, TO BE ACTIVATED FOR VOTING.
4. Once the operator panel window reads, **VOTER INACTIVE AUDIO MODE**, press the green **ACTIVATE** button to enable audio voting.

**SUMMARY:** Press the yellow button two (2) times, green button once.

**CAUTION:** If this is a Primary Election, **YOU MUST** select the appropriate party **before** you **ACTIVATE** the booth for voting.



## **IF THE VOTER REQUIRES ASSISTANCE**

1. Instruct the voter to put on the headphones. Press the (round) **SELECT** button to begin language selection, English or Spanish. If it is not in a language of their choice, tell them to press the (triangle up) **NEXT BUTTON**. Once they are in their proper language (English or Spanish), press the round **SELECT** button for their choice.
2. The first ballot contest is presented automatically, Press the (round) **SELECT** button to hear choices. Once the options are complete, press the (right triangle) **NEXT** button until they reach the candidate of their choice. Continue in this fashion until all selections have been made.
3. If they wish to do a **WRITE-IN** or **PERSONAL CHOICE** vote, select the **PERSONAL CHOICE** category for that particular contest. Use the (right triangle) **NEXT** button and (left triangle) **BACK** button to navigate the alphabet and punctuation marks. They must press the round **SELECT** button when they have reached the alphabet of their choice. (If all contest were not fully voted, they will hear the message “**You have not made all of the choices you are entitled to**”) They may then go back and complete their vote.
4. When voting is completed, they are to press the round **SELECT** button to cast their vote. The system says “**Press the round red SELECT button when you are finished. This will record your vote, or press the yellow BACK button to return to the ballot.**” If they have missed a contest, they may then press the yellow (triangle down) **BACK** button to continue with their vote.

**NOTE: At the end of each selection, the machine will inform the voter of their choice.**

**RETURNING TO REGULAR VOTING:** After voter has cast his or her ballot, the voting machine will *automatically* return to **REGULAR VOTING MODE**