Voting Tablet Guide - HP

For Alaska Election Officials

Information in this guide includes:

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- *Opening Instructions.....Pages 5 – 9*
- *Voting Session.....Pages 11 – 17*
- *Tips & Troubleshooting.....Pages 19 – 20*
- *Closing Instructions.....Page 21*

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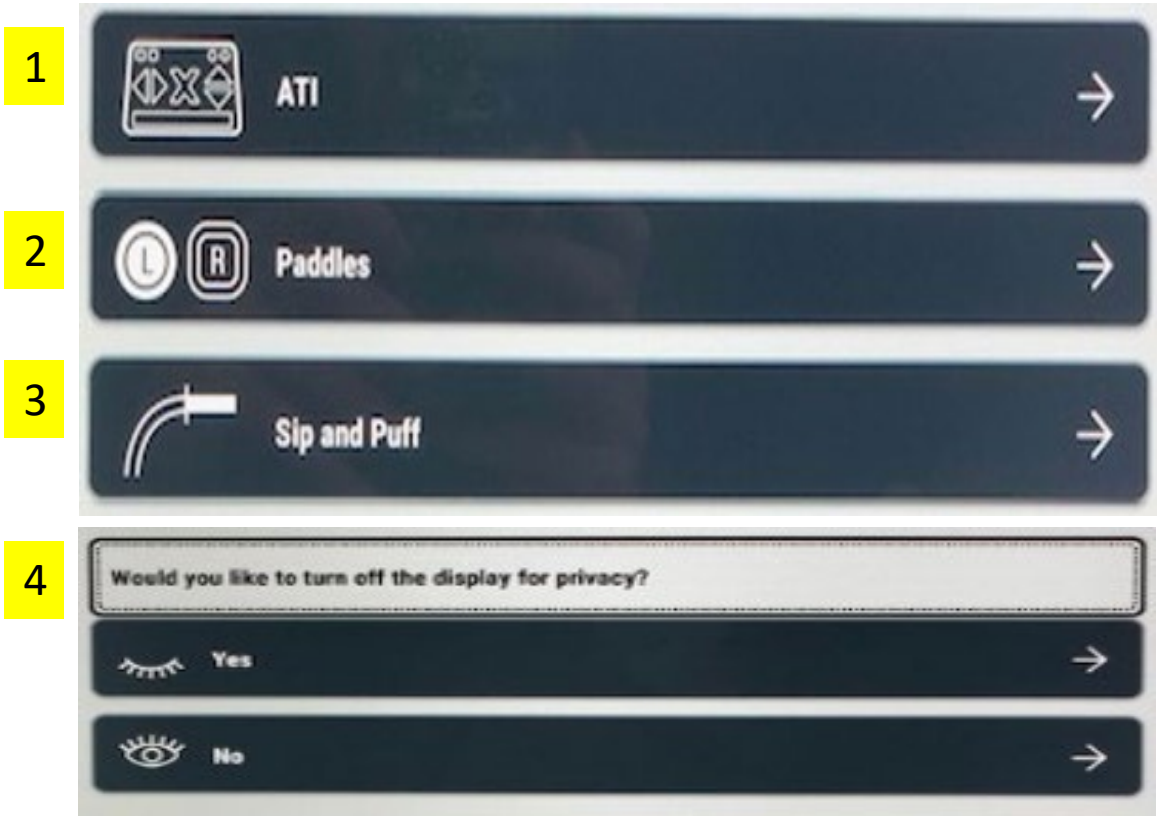
Voting Device Descriptions:

1. **ATI** – The ATI Controller is provided in your supplies. The voter navigates through the ballot by listening to audio instructions and using the ATI device controls.

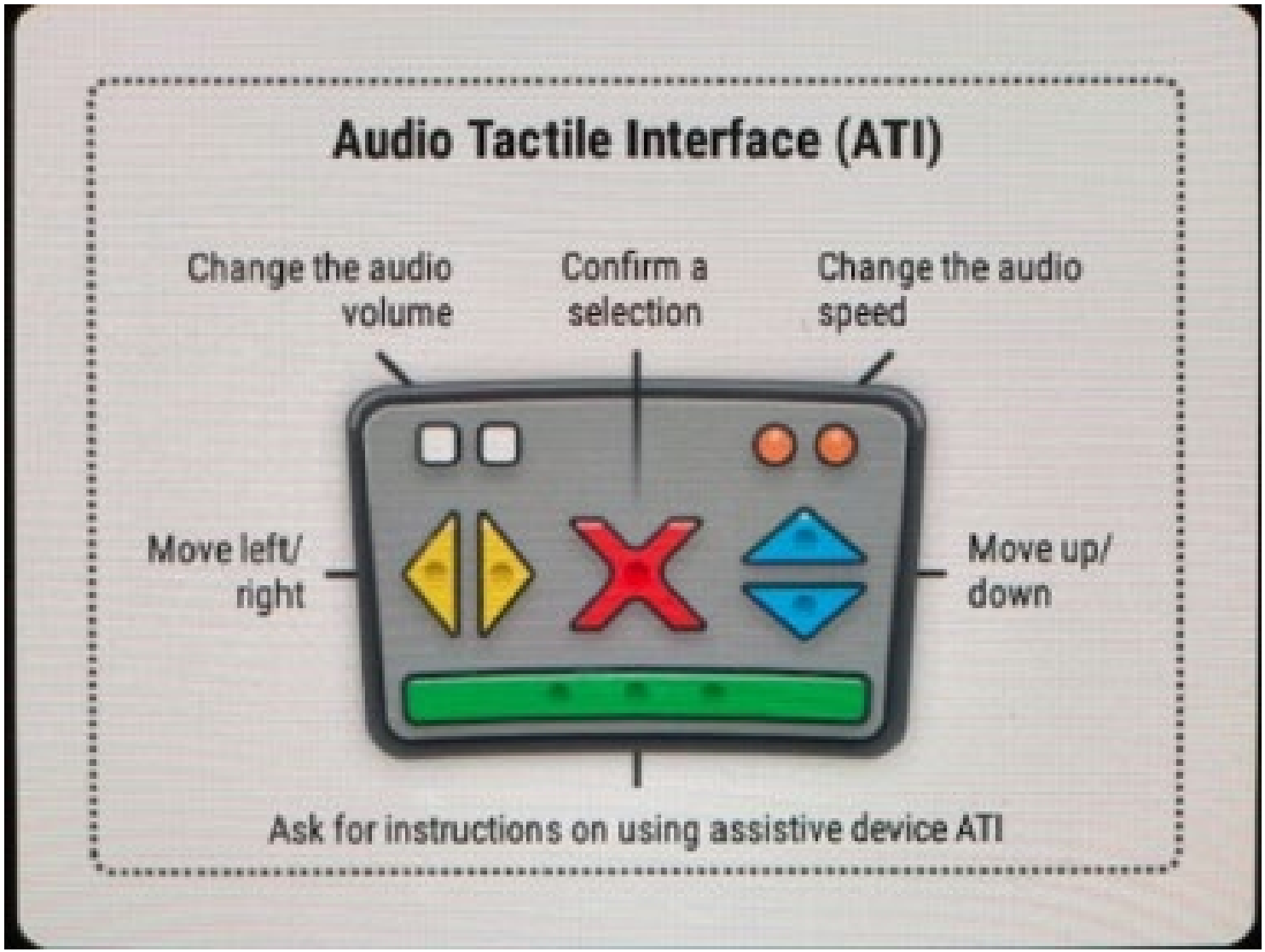
Personal Devices Voter May Bring to Use:

2. **Paddles** – Voter follows audio instructions and navigates through the ballot using L (left) and R (right) paddles.
3. **Sip & Puff** – Voter navigates through the ballot by listening to audio instructions and by using the Sip & Puff accessory.
4. **Privacy Mask** – Allows voter to hide the screen display for privacy. When activated, the voting screen turns black and voter navigates using the headphones and ATI or personal voting device.



Preparing Headphones & Assisting Voter

1. Place disposable headphone covers on the earpieces of the headphones if not already covered.
2. Confirm voter is comfortably positioned with the ATI controller or other personal voting device and headphones.

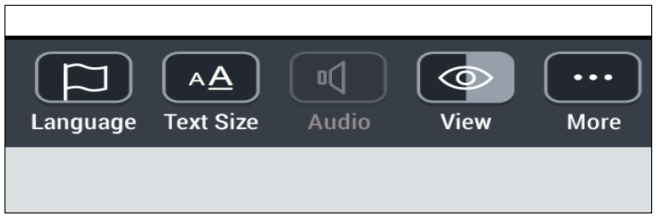

Audio Tactile Interface (ATI)
Change the audio volume
Confirm a selection
Change the audio speed
Move left/ right
Move up/ down
Ask for instructions on using assistive device ATI

Voting Menu Options

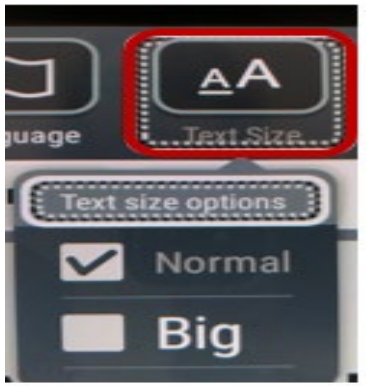
Across the top of the screen is a menu bar that voters may use to select other options. Explain the options to the voter.

Language – If language is required in a precinct, the available languages for that precinct will be displayed by selecting the language button. The voter would then select the desired language.

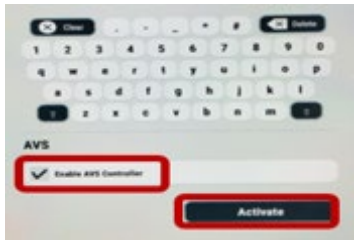
Menu Bar

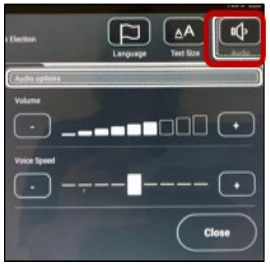


Text Size – The voter can increase or decrease the size of the text by pressing the **Text Size** menu button.



Audio – In order for a voter to use the audio option, the **Enable AVS Controller** box must be checked in the ballot activation screen. When the audio is enabled, voters can adjust the volume and the voice speed by selecting the **Audio** button.

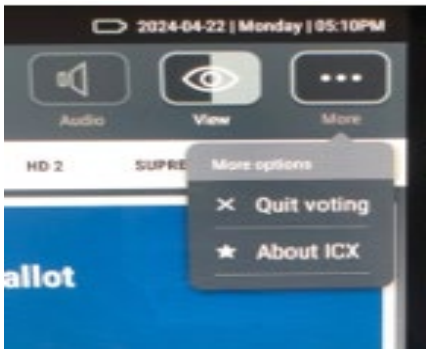




View – The **View** button allows the voter to change the visual theme of the screen. *(Color, Black and White or White on Black.)*

More – The **More** button allows the voter to cancel the current voting session by selecting **Quit Voting.**

If the voter cancels the voting session, the voter may be issued a paper ballot instead as long as the ballot on the Voting Tablet was **NOT** already cast.



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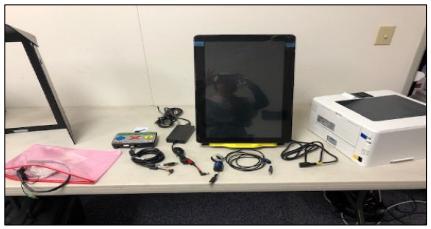
Step 1 – Unpack the Voting Tablet, Printer and Supplies

1. Unpack the Voting Tablet and cords, printer and cords, privacy screen *(privacy screen may be attached to the tablet)*.
2. Remove the Poll Worker card, ATI Controller and headphones from the voting tablet supply pouch or election supply bag.



Step 2 – Expand the Kickstand on Tablet

1. Hold the Voting Tablet upright using the metal handle on the back top portion of the unit.
2. Open the kickstand on the back of the Voting Tablet to stabilize the unit and set on a table.

Step 3 – The Voting Tablet & Printer Cords

1. Voting Tablet Power Cord – red
2. Printer USB Cable – blue
3. Printer Power Cord – yellow
4. ATI Controller Cord – (Two ends: brown and orange)

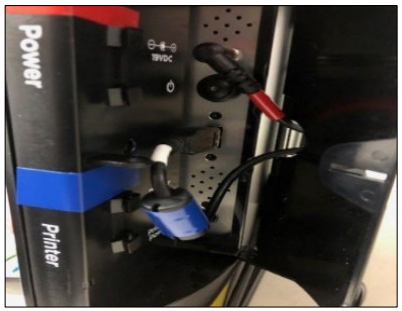
Step 4 – Plug in Printer Cables

On the back of printer connect USB and power cord:

1. Plug the small end of the blue USB cable into top port on the back of the printer.
2. Plug power cord into the bottom port marked yellow and plug pronged end into power outlet.

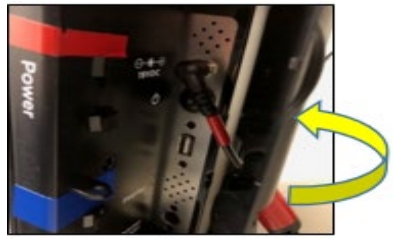
Step 5 – Open Power/Printer Door and Plug in Printer Cords

Feed the USB end of the blue printer cable through the hole in the backside of the door and plug into the USB port.



Step 6 – Plug in Power Cord

1. Feed the small end of the red power cord through the hole from the backside of the door and plug into the top power jack.
2. Plug the 3-pronged end of the red power cord into a power outlet.



Step 7 – Open Accessories Door on Voting Tablet (left side)

1. Feed orange and brown cords from ATI Controller through the hole in the door from backside.
2. Plug orange cord into the green headphone port near the top.
3. Plug the brown USB cord into a USB port. Close the door.

Step 8 – Prepare Headphones

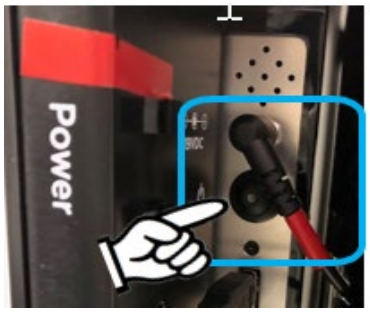
1. Insert the green plug from headphones into the port on the front right side of the ATI Controller labeled **Audio**.
2. Place disposable covers onto each earpiece on the headphones.

Step 9 – Power ON the Printer

1. Power **ON** the printer by pressing the button located on front of the printer in the upper right-hand corner.
2. Open the printer's paper tray and verify that the paper tray is full. Close the paper tray.

Step 10 – Power On the Voting Tablet

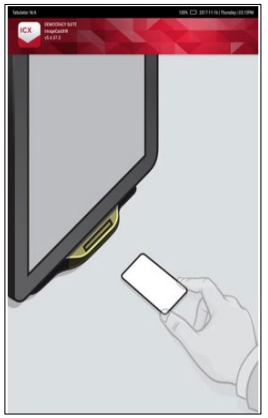
Power **ON** the Voting Tablet by pressing the black button located inside of the **Power/Printer** compartment near the top.

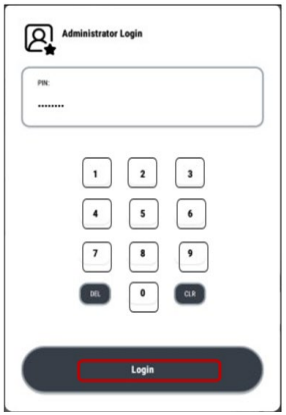


Step 11 – Accessing the Poll Worker Menu

1. Insert **Poll Worker** card, (chip side facing down) into the yellow card reader located at the bottom front of the Voting Tablet.
2. When prompted at the login screen, enter the **PIN** number provided by your election supervisor.
3. Press the **Login** button.

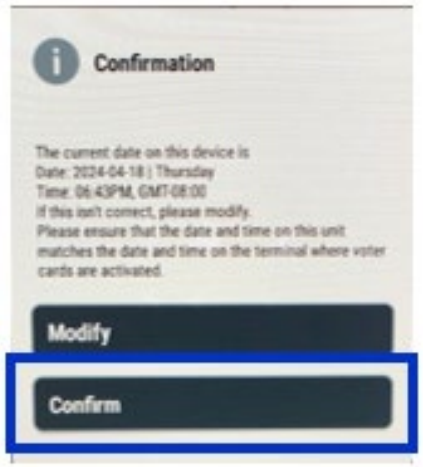
Login Screen





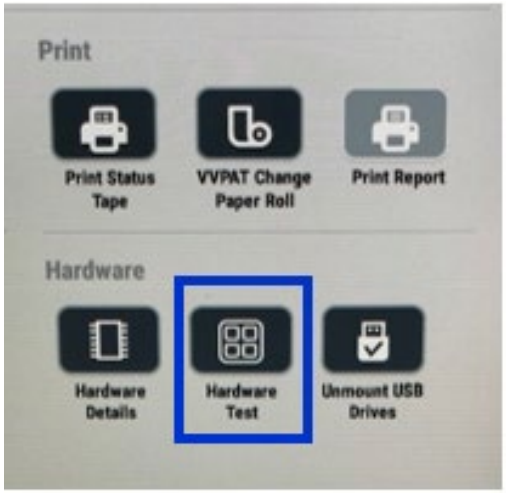
Step 12 – Verify Date and Time

1. Verify date/time are correct then tap the **Confirm** button.
2. If date/time are NOT correct tap **Modify** to change.



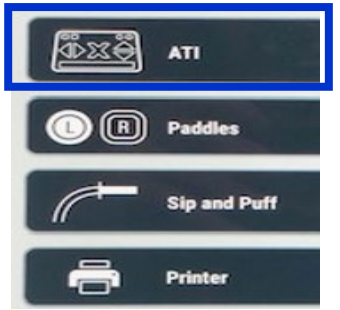
Step 13 – Poll Administration Menu – Hardware Test

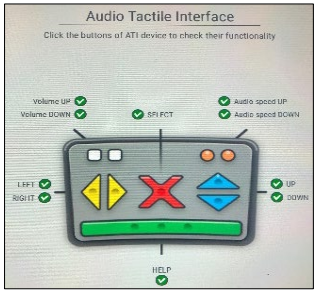
Tap the **Hardware Test** button located in the bottom right corner of the **Poll Administrator** screen.



Step 14 – ATI Controller Test

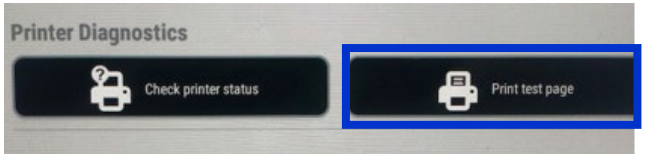
1. Tap the **ATI** button.
2. While holding the controller, press each button on the ATI to test. Green check marks will appear confirming ATI is on, and all buttons are responding.
3. Once test is complete press the **Back to Menu** button.





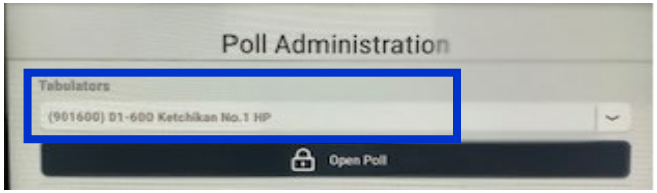
Step 15 – Printer Test

1. Select the **Printer** button.
2. Tap **Print Test Page**. This will generate a test page confirming a good connection between the printer and the Voting Tablet.
3. Discard the test page.
4. Tap the **Close** button.



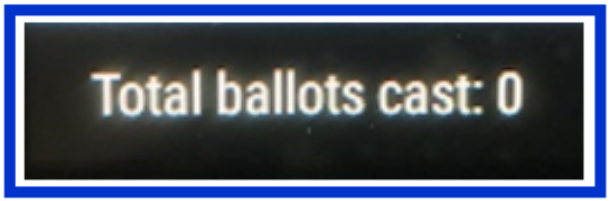
Step 16 – Verify Tabulator & Name of Precinct

In the **Tabulators** box, verify that the name of the **Tabulator** matches the precinct you are working in. *(District-Precinct #)*



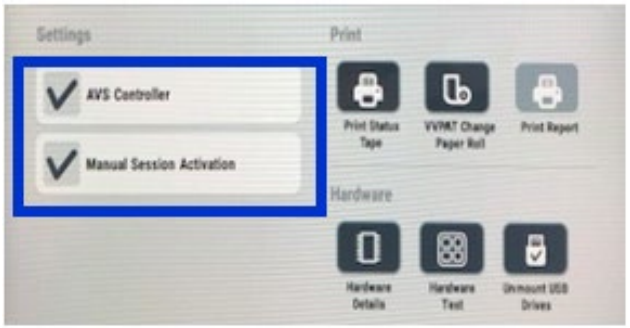
Step 17 – Verify Total Ballots Cast is 0

In the lower left-hand corner of the screen, verify that the **Total ballots cast is 0**.



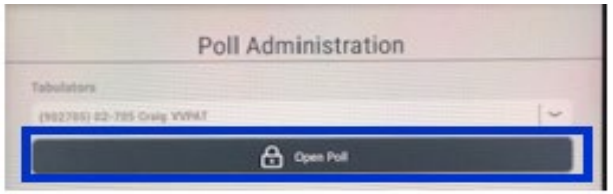
Step 18 – Verify Settings

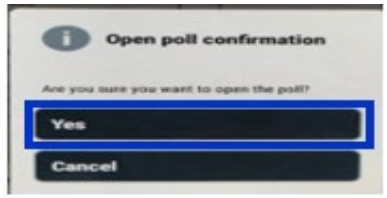
Under **Settings**, verify that both the **AVS Controller** and **Manual Session Activation** boxes are checked.



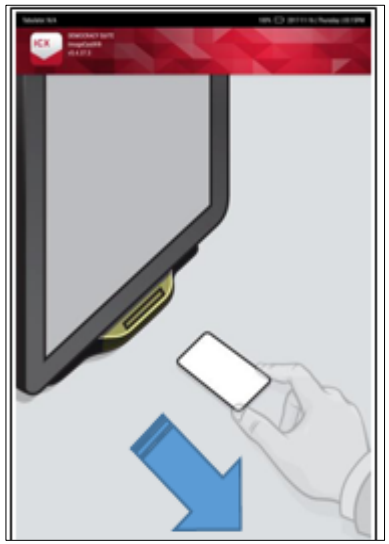
Step 19 – Open Polls

1. Tap the **Open Poll** button.
2. At the confirmation screen select **YES**. The **Poll Status** will change from closed to **OPEN**.





3. Remove the **Poll Worker** card.



Step 20 – Security Log & Seals

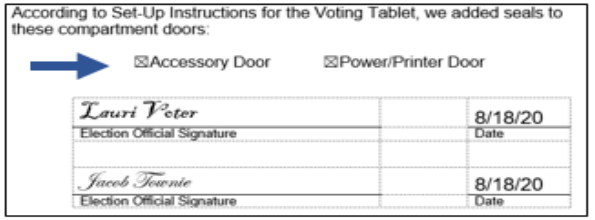
1. Verify the numbered security seals on **Election Data** and **Battery** doors match the numbers listed on the Voting Tablet Security Log.
2. Contact your election supervisor if seal is broken or does not match.

Step 21 – Add Additional Seals

1. Close the **Accessories** and **Power/Printer** doors.
2. Then place a numbered security seal on each door.
3. Verify each seal is securely locked.

Step 22 – Complete and Sign the Voting Tablet Security Log

1. Check the boxes on the security log confirming that seals were placed on the Accessories and Power/Printer doors.
2. Sign the security log. At least two workers MUST sign the log. Keep the signed security log with election paperwork.


According to Set-Up Instructions for the Voting Tablet, we added seals to these compartment doors:

☒Accessory Door ☒Power/Printer Door

Lauri Voter		8/18/20
Election Official Signature		Date
Jacob Townie		8/18/20
Election Official Signature		Date

Step 23 – Attach the Privacy Screen

1. Attach the privacy screen to the front of the Voting Tablet by lining up the Velcro strips.
2. Open the left and right doors on the privacy screen.
3. Lift up the top of the privacy screen and expand the side flaps so the Velcro fastens to the outside of each door. Press the Velcro tabs together.

Step 24 – The Voting Tablet is Ready for Voting

1. Turn the Voting Tablet away from public view to allow for voter privacy.
2. The Voting Tablet is now ready for voting.

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Step 1 – ATI Controller and Headphones

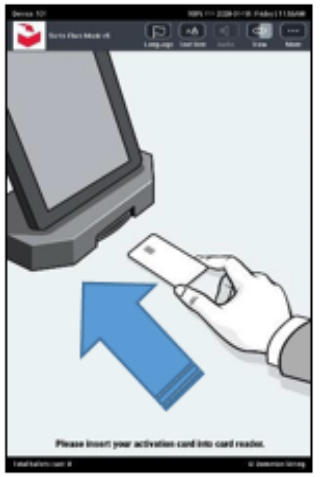
Before the voting session begins:

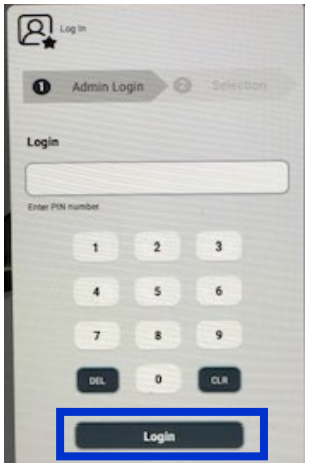
1. Confirm that the ATI Controller is connected to the voting tablet and the headphones are plugged into the green audio port on the front of the controller.
2. Depending on voter's needs, a personal voting device *(i.e. Sip & Puff)* may be plugged into the front left side port of the ATI controller labeled **SIP/PUFF.**

Port on the left is for voter's personal device.

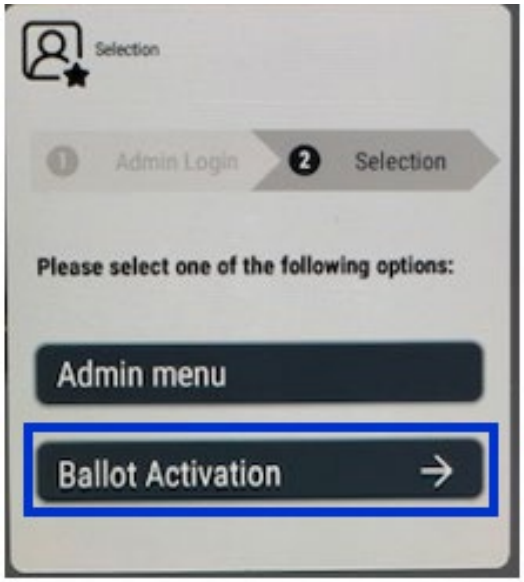
Step 2 – Begin Voting Session

1. Insert the **Poll Worker** card.
2. At the **Login** screen enter the **PIN** number then touch **Login**.



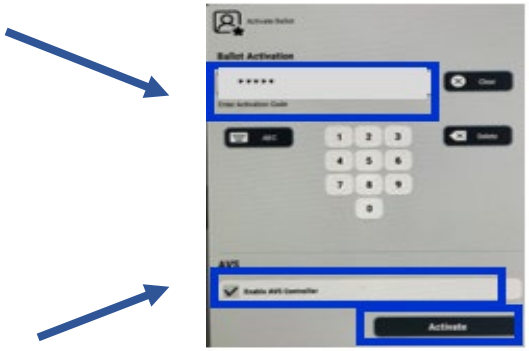


3. At the **Selection** screen touch **Ballot Activation.**



4. Enter the **Ballot Activation Code** provided by your election supervisor and check the **Enable AVS Controller** box to activate the ATI device if the voter chooses to use it.

Note: Do Not check Enable AVS device if the voter is NOT using the ATI device, headphones or other personal device.



5. Press the **Activate** button.
6. Remove **Poll Worker** card.

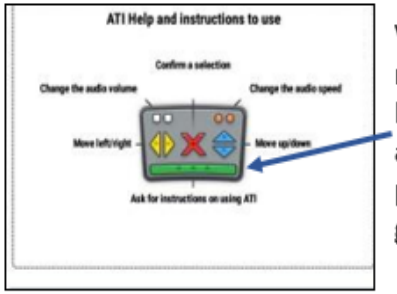
(If language options are available in your precinct, a screen will appear providing language options. Select the voter's desired language.)

Step 3 – Select Accessible Voting Device *(This step is only needed if voter is using an accessible device.)*

1. If voter is using the **ATI** device, select the **ATI** button.
2. If voter is using a personal voting device select the appropriate button.

Step 4 – Navigating through the Voting Session

1. If using the **ATI** or personal voting device, a **Help** page provides instruction. Voter uses the selected accessible device to navigate through the voting session.

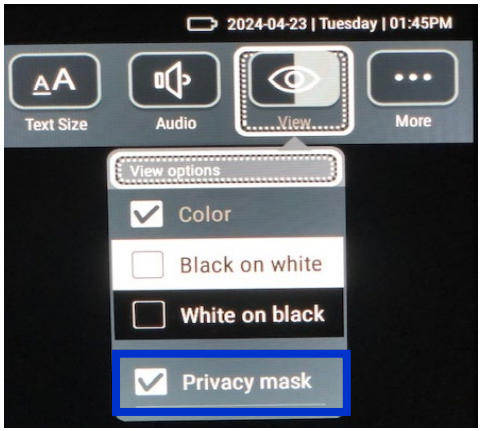


Voter can return to the **Help** menu anytime by pressing the green bar.

2. When the ATI or personal voting device is in use, an additional screen appears allowing the voter to hide the screen display for privacy by selecting **Yes** or continue with the display screen visible by selecting **No**.

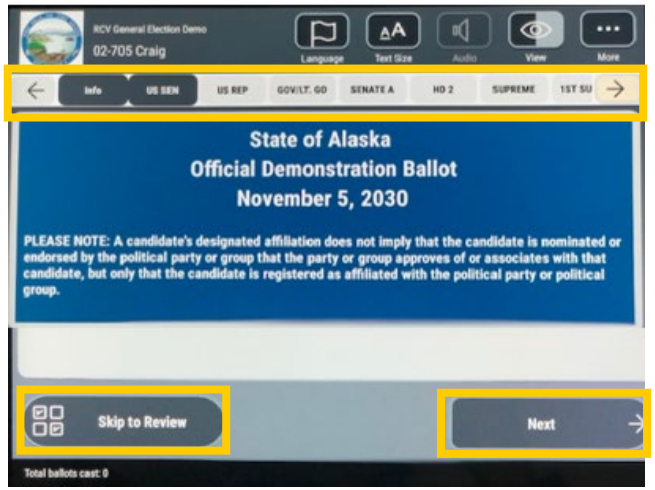
Selecting **YES** turns the screen black so nothing is visible. The voter uses the headphones and ATI or personal voting device to navigate the ballot.

The **Privacy mask** can be turned off anytime by selecting the **View** menu at the top, select the **Privacy Mask** box to de-select it and return to normal view.

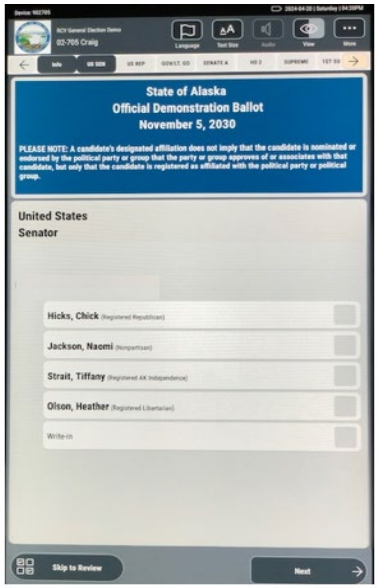


Selecting **NO** advances the ballot to the information screen and the voter navigates through the ballot using the headphones and ATI or personal voting device.

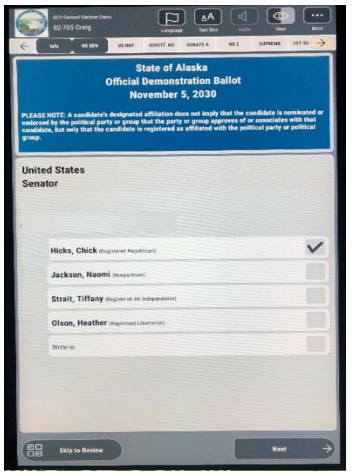
3. Voters NOT using an accessible device use the contest tabs at the top of the screen or the navigation buttons at the bottom to move through the voting session.



4. The opening screen displays ballot information and the first race to be voted on.

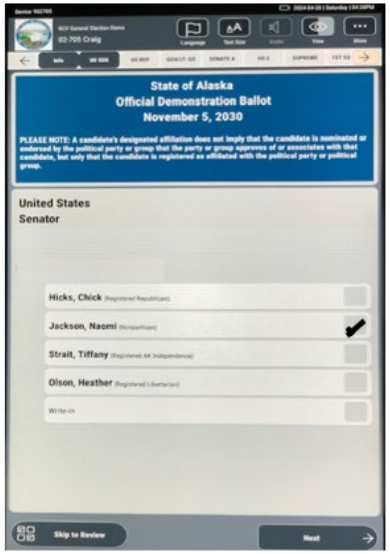


5. To vote the ballot, the voter marks their selections by touching the box next to the candidate's name or by using the controls on the accessible device.



6. The voter may change their selection by touching box of the candidate to deselect then making a new selection.

7. Voters may change their selections up until they print their ballot.



8. The voter may review their ballot at anytime throughout the voting session by selecting the **Skip to Review** button.

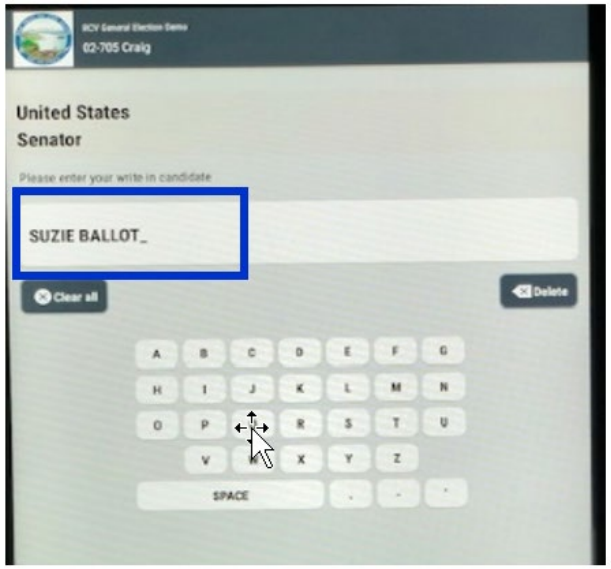
8. The **Previous** button returns to the prior screen and **Next** advances to the next screen.

General Elections Only

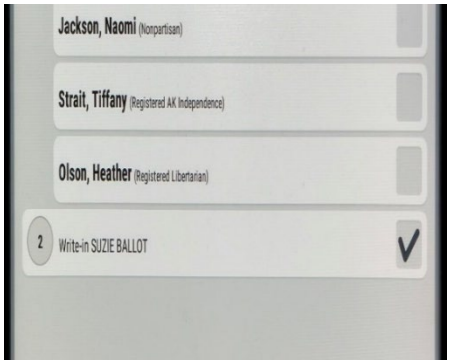
Write-Ins:

1. To vote for a write-In candidate, the voter selects the write-in box.

2. At the keypad, the voter types in the name of the write-in candidate for that race.



3. Voter selects **Accept** to record the write-in name.



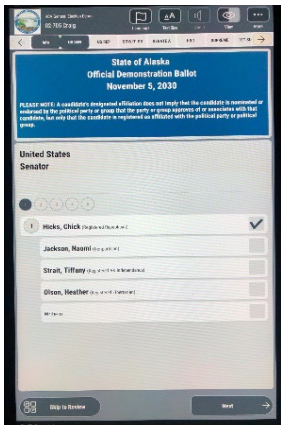
General Elections Only

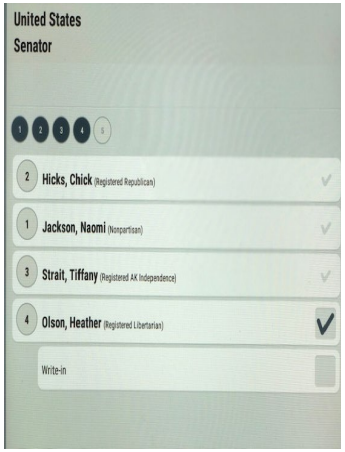
Ranked Choice Voting:

All general elections are conducted by Ranked Choice Voting, which allows voters to rank candidates in order of preference.

1. The voter selects their 1st choice, then 2nd choice, etc. and can rank as many or as few candidates in a race that the voter would like.

2. The voter makes corrections in ranking by de-selecting the highest ranked candidate to the lowest ranked candidate in sequential order until all candidates are unranked. (Ex: 5,4,3,2,1) Then the voter can proceed with ranking candidates in the order they prefer. (Ex: 1,2,3,4,5)

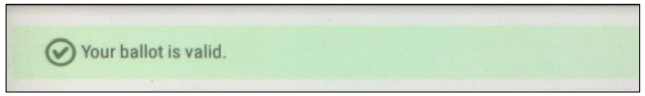




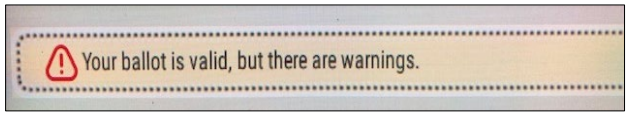
Step 5 – Reviewing and Printing the Ballot

1. At the end of the ballot, the voter has the option to **Review** their ballot or return to the **Previous** page.
2. The **Review** button advances to the ballot summary screen so the voter can review their selections.
3. The **Previous** button returns to the prior screen.

4. If the **Review** button is selected, the system advances to the ballot summary screen and a message appears:
   1) Either a green message indicating that all races have been voted and the ballot is valid;

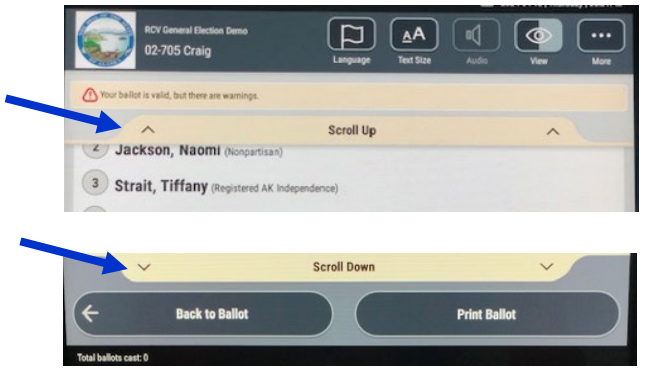


   2) Or a yellow warning message indicating one or more contests were left blank or unranked.



5. At the ballot summary screen the voter can review the entire ballot by using the **Scroll Up** or **Scroll Down** arrows to view their selections in each contest.

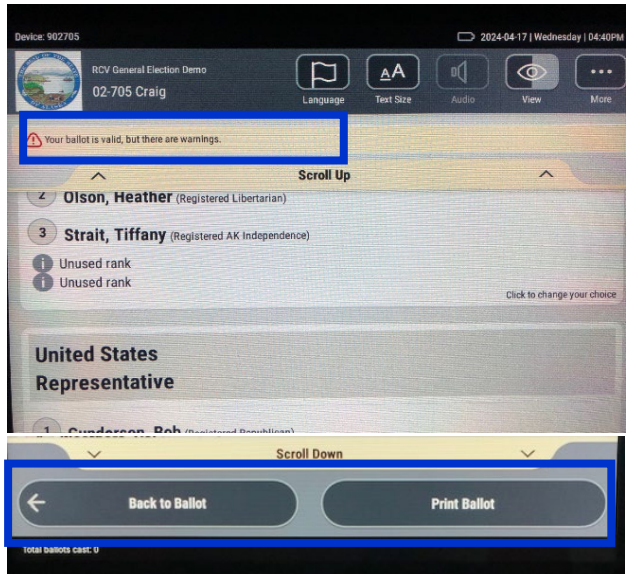
To return to the top of the ballot voter uses the **Scroll Up** arrow.



<u>If warnings appear at the top of the summary screen:</u>

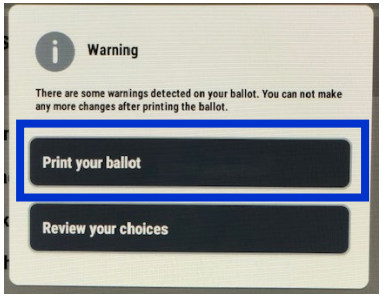
1. Selecting **Back to Ballot** returns the voter to the ballot to make changes if desired.

2. If the voter chooses to continue with printing their ballot with the warnings, voter selects **Print Ballot**.



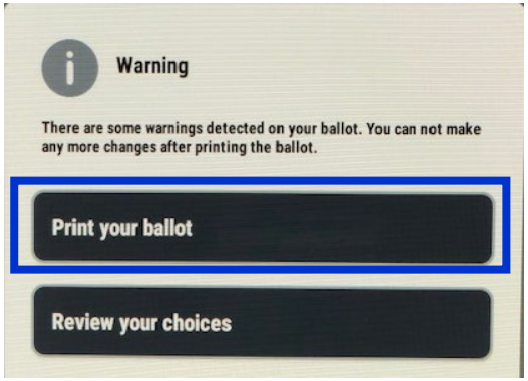
3. If warnings are not corrected, and the voter selects **Print Your Ballot,** a pop-up reminder shows there are still warnings, and no changes can be made after printing the ballot.

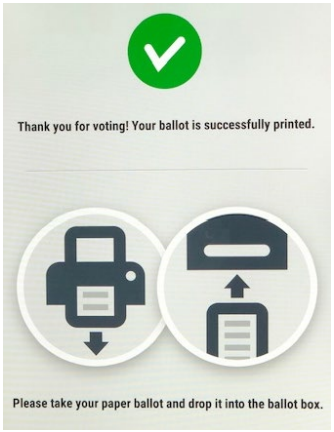
Selecting **Review your choices** returns the voter back to the ballot for further review.



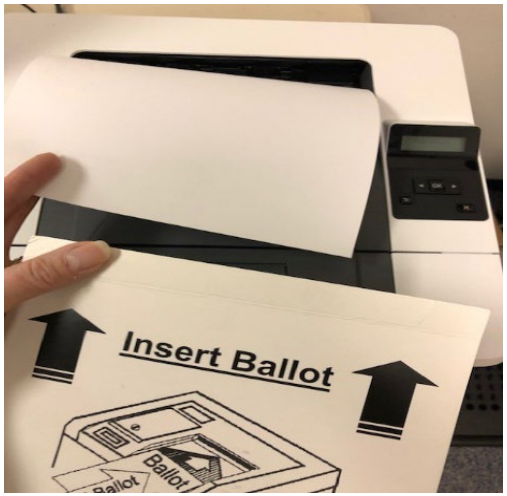
6. If voter selects **Print your ballot**, the voter's ballot is sent to the printer and cast as is.

7. Once the voter selects **Print your ballot** the voting session ends, and the voter's ballot prints to the printer.





8. Provide the voter with a secrecy sleeve and instruct them to remove their ballot from the printer and place it inside the secrecy sleeve.



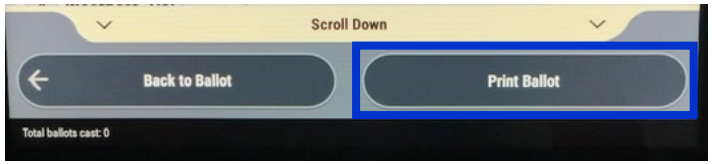
Step 6 – Voter Casts Ballot by Feeding through Precinct Scanner

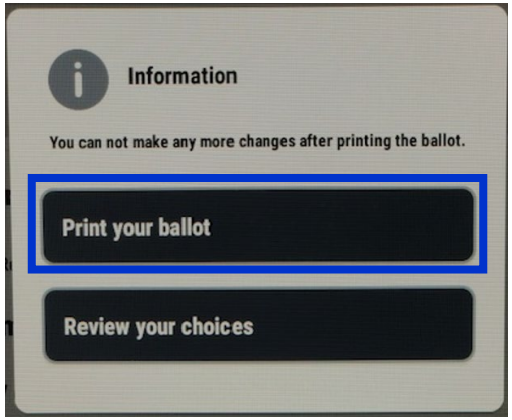
1. Instruct the voter to take their ballot from the Voting Tablet printer to the Precinct Scanner and feed their voted ballot through the scanner so it can be tabulated and deposited into the ballot box.

2. Thank the voter for voting and provide them with an "I Voted" sticker.

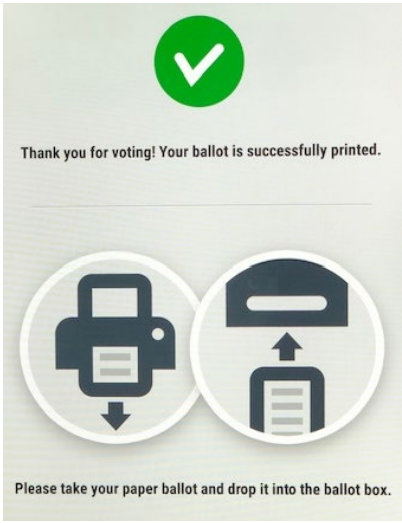
<u>If NO warnings appear at the ballot summary screen:</u>

1. Voter selects **Print Ballot** if they are satisfied with their choices and do not have any changes.
2. A pop up appears informing the voter that no changes can be made after printing their ballot. Voter selects either **Print your ballot** or **Review your choices**.
3. Selecting **Review your choices** returns the voter back to the ballot for further review.

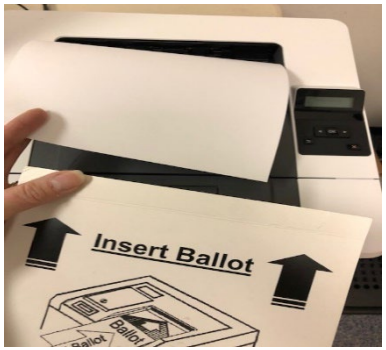




4. Selecting **Print your ballot** ends the voting session and the voter's ballot prints to the printer.



5. Provide the voter with a secrecy sleeve and instruct them to remove their ballot from the printer and place it inside the secrecy sleeve.



Step 6 – Voter Casts Ballot by Feeding through Precinct Scanner

1. Instruct the voter to take their ballot from the Voting Tablet printer to the Precinct Scanner and feed their voted ballot through the scanner so it can be tabulated and deposited into the ballot box.
2. Thank the voter for voting and provide them with an "I Voted" sticker.

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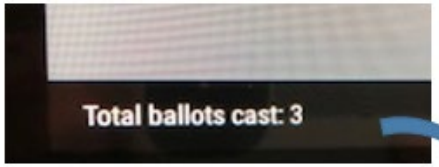
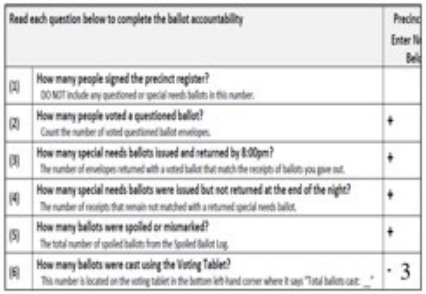
TOPIC	TROUBLESHOOTING
▪ **Missing Components**	If one or more components or pieces of the Voting Tablet are missing, contact your regional election supervisor immediately.
▪ **Loss of Power**	Voting may continue on the Voting Tablet using the internal battery. If power is out for long periods, instruct voters to use regular paper ballots for casting their ballot.
▪ **Audio Voting Issues**	If the voter is not able to hear the audio on the headphones try the following: 1) Verify the headphones are correctly plugged in to the headphone jack on the ATI Controller. 2) Verify the volume is turned up by pressing the raised WHITE square button in the upper left-hand corner of the ATI controller. If the volume still doesn't work, cancel the ballot and return to the Ballot Activation screen. 1) In the Ballot Activation screen, enter the ballot activation code and verify that Enable AVS Controller box is checked. 2) Next select the required language if applicable then select the ATI option. 3) The screen with a picture of the ATI Controller should appear. The voter can now proceed with the voting session following the audio instructions. 4) This does NOT count as a replacement ballot. 5) If audio still does not work, contact the election supervisor.
▪ **ATI Device Loss of Connectivity**	If the ATI device loses connection, please do the following: 1) Verify the ATI device is plugged into the USB port on the Voting Tablet. 2) Verify that the power indicator light on the back of the controller is on. 3) Perform hardware test of the ATI device following the ATI Controller Test section in the Voting Tablet Opening Instructions.

TOPIC	TROUBLESHOOTING
▪ **Printer Paper Jam**	Open paper tray and check for a paper jam. Remove any paper jams being careful not to tear paper in the process.
▪ **Add Paper**	Open paper tray and place additional paper into the paper tray. Close the tray.
▪ **Printer Not Printing**	1) Verify that the power to the printer is on. 2) Verify that there is sufficient paper in the paper tray. 3) If still not printing, check the connection between the Voting Tablet and the printer. If the cable connection was the issue and you are able to secure the connection, a message will appear alerting the Election Official that a USB device was changed. Insert Poll Worker card and PIN to proceed.
▪ **Printer Loses Connection while Casting Ballot**	If printer loses connection to the Voting Tablet while casting the ballot a warning is displayed. 1) Verify the READY light on the printer is ON. 2) Verify printer is plugged into power outlet. 3) Verify the USB cable is plugged into both the printer and the Voting Tablet.
▪ **Ballot will Not Print**	1) Verify the power to the printer is on. 2) Verify that there is sufficient paper in the paper tray. 3) Check to see if there is a paper jam.
▪ **Voting Tablet NOT Responding to Touch**	1) Clean the tablet's screen using soft cloth. 2) If still unresponsive, power the tablet off and then power it back on according to opening instructions.

Step 1 – Record Total Ballots Cast from Voting Tablet

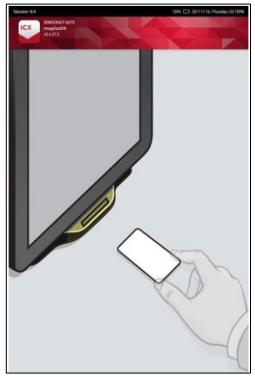
1. Locate the **Total Ballots Cast** on the Voting Tablet located in the lower left corner of the screen.
2. Record the above number on the **Ballot Accountability** located on the back of the precinct register cover under *"How many ballots were cast using the Voting Tablet?"*

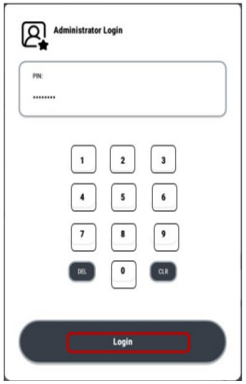




Step 2 – Insert Poll Worker Card

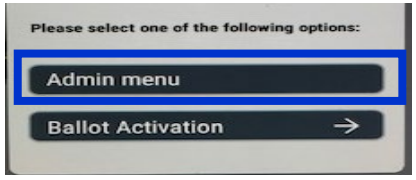
Insert **Poll Worker** Card and enter **PIN** number.

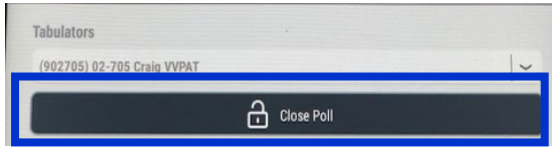


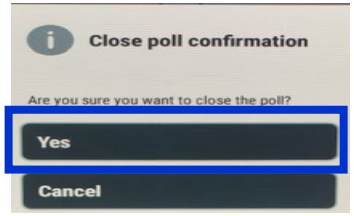


Step 3 – Close Polls on Voting Tablet & Power Down

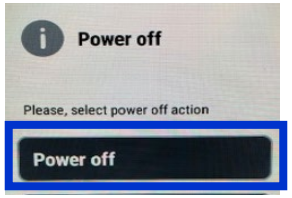
1. Select **Admin Menu** then **Close Poll** to end voting on the Voting Tablet and **Yes** to confirm.

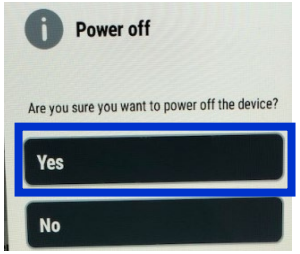






2. Press the Red Power Off button on the Voting Tablet, then **Power off** and **Yes** to confirm.
3. Lastly, turnoff the HP printer by pressing the power button.





Step 4 – Pack Equipment

1. Pack equipment and all cords back into their transport cases.
2. Refer to Job Cards for return instructions.