Information in this guide includes:

- **Basic Information** .......................Pages 1 – 3
- **Opening Instructions** .......................Pages 5 – 10
- **Voting Session** ..........................Pages 12 – 16
- **Tips & Troubleshooting** .................Pages 18 – 22
- **Closing Instructions** .....................Pages 24 – 25
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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. **Audio/Visual Mode** – Voter navigates through the ballot by listening to the audio instructions and by double tapping selections on the screen.

Preparing Headphones & Assisting Voter

1. Place disposable headphone covers on the ear pieces of the headphones if not already covered.

2. Confirm voter is comfortably positioned with the ATI controller or other personal voting device and headphones.
ATI Help and instructions to use

- Change the audio volume
- Confirm a selection
- Change the audio speed
- Move left/right
- Move up/down
- Ask for instructions on using 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.

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.)

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

More – The More button allows the voter to cancel the current voting session by selecting Cancel Activation.

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

Unpack the following:

- Voting Tablet and cords, printer and cords, privacy screen (may be attached to the tablet).
- Supply Pouch - Poll Worker card, ATI Controller and headphones.

Step 2 – Expand the Kickstand on Tablet and Legs on Printer

Open the kickstand on the back of the Voting Tablet and the legs on each side of the printer to stabilize each unit.

Step 3 – The Voting Tablet & Printer Cords

1. Voting Tablet Power Cord: red
2. Printer Cord: (Two ends: blue and gray)
3. ATI Controller Cord: (Two ends: brown and orange)

Step 4 – Open Power/Printer Door

1. Open the Power/Printer door on the right side of the voting tablet.
2. Feed the blue USB cable (large end) and the gray power cable from the printer through the hole from the backside of door.

Step 5 – Connect Blue Printer Cord

With the Power/Printer door still open, plug the blue USB end of the cable into the USB port.

Step 6 – Connect Gray Printer Cord

1. Plug the gray cord into the bottom serial port. (Turn the cord so the flat side of plug faces towards the back of the unit.)
2. Press firmly to ensure the plug fits securely in place.
<table>
<thead>
<tr>
<th>Step 7 – Plug in Power Cord</th>
<th>Step 8 – Open Accessories Door on Voting Tablet (left side)</th>
<th>Step 9 – Prepare Headphones</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Feed the small end of the red power cord through the hole from the backside of the <strong>Power/Printer</strong> door and plug into the top power jack.</td>
<td>1. Feed orange and brown cords from ATI Controller through the hole in door from the backside.</td>
<td>1. Insert the green plug from headphones into the port on the front right side of the ATI Controller labeled <strong>Audio</strong>.</td>
</tr>
<tr>
<td>2. Plug the 3-pronged end of the red power cord into a power outlet.</td>
<td>2. Plug orange cord into the green headphone port near the top.</td>
<td>2. Place disposable headphone covers onto each earpiece.</td>
</tr>
<tr>
<td>3. Plug the brown USB cord into a USB port.  Close the door.</td>
<td>3. Plug the brown USB cord into a USB port.  Close the door.</td>
<td></td>
</tr>
</tbody>
</table>

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**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.

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**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.

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**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. View the test page through the window of the printer. Leave test page in printer.
4. Tap the Close button

Step 16 – Verify Tabulator & Name of Precinct
In the Tabulators box at the top of the Poll Administration menu, 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**.

Step 20 – Status Zero Tape Prints
1. A **Zero Status** report will print automatically.
2. Using the key provided, unlock and open the printer door.
3. Look at the printed tape and verify the **Total Votes Cast is 0** and **Total Voters is 0**.
4. Sign the **Zero Status** tape. At least 2 workers must sign the tape.
5. Leave the signed **Zero Status** tape in the printer. Close and lock the printer door. Remove the key from the door and keep secure.
6. When printing is done, select **OK** on the pop-up window appearing on the Voting Tablet and remove **Poll Worker** card.
Step 21 – 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 22 – 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 23 – 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.
**Step 24 – 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 side doors on the privacy screen.

3. Lift up the top of the privacy screen and expand the side flaps so they velcro to the outside of each door. Press the velcro tabs together to secure.

4. Press the velcro tabs together to secure.

**Step 25 – 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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<table>
<thead>
<tr>
<th>Step 1 – ATI Controller and Headphones</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the voting session begins:</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>2. Depending on voter’s needs, a personal voting device (<em>i.e.</em> Sip &amp; Puff) may be plugged into the front left side port of the ATI controller labeled <strong>SIP/PUFF</strong>.</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2 – Begin Voting Session</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Insert the <strong>Poll Worker</strong> card.</td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
<tr>
<td>2. At the <strong>Login</strong> screen enter the <strong>PIN</strong> number then touch <strong>Login</strong>.</td>
<td><img src="image4.png" alt="Image" /></td>
</tr>
<tr>
<td>3. At the <strong>Selection</strong> screen touch <strong>Ballot Activation</strong>.</td>
<td><img src="image5.png" alt="Image" /></td>
</tr>
<tr>
<td>4. Enter the <strong>Ballot Activation Code</strong> provided by your election supervisor and check the <strong>Enable AVS Controller</strong> box to activate the ATI device. <strong>August Primary Election</strong> enter the activation code matching the ballot type the voter selected and is eligible to vote. (See instructions provided by election supervisor.)</td>
<td><img src="image6.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Note</strong>: Do Not check <strong>Enable AVS</strong> device if the voter is NOT using the ATI device, headphones or other personal device.</td>
<td><img src="image7.png" alt="Image" /></td>
</tr>
<tr>
<td>5. Press the <strong>Activate</strong> button.</td>
<td><img src="image8.png" alt="Image" /></td>
</tr>
<tr>
<td>6. Remove <strong>Poll Worker</strong> card.</td>
<td><img src="image9.png" alt="Image" /></td>
</tr>
</tbody>
</table>

*(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.

   ![Help Menu]

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

3. A ballot information screen shows before advancing to the contests for voting.

4. 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.

5. The voter may change their selection by choosing the candidate to deselect then make a new selection.

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**November Election Only:**

To vote for a write-In candidate, the voter selects write-in then types the name of the candidate for that race by using the keypad on the screen or an accessible voting device.

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**November Election Only:** To vote for a write-In candidate, the voter selects write-in then types the name of the candidate for that race by using the keypad on the screen or an accessible voting device.
Step 5 – Reviewing and Printing the Ballot

1. After the last contest has been voted, a summary of the ballot appears so the voter may review their selections.

2. Voter touches the Scroll Down arrow to view selections in each contest for the entire ballot.

3. To return to the top of the ballot voter touches the Scroll Up arrow.

4. At the top of the summary screen a message appears:
   1) Either a green message indicating that all races have been voted;
   2) Or a yellow warning message indicating one or more contests were left blank.

5. At this point, the voter has the option to Print Ballot or go Back to Ballot to review.

   If warnings appear:
   - Selecting Back to Ballot returns to the contest with the warning for voter to change if desired.

6. Selecting either Review button returns to the ballot summary screen. Print Ballot option will again appear at the ballot summary.

7. When voter selects Print Ballot, if warnings were not corrected, an information screen alerts voter of the warning and provides option to review choices or print their ballot.

8. Selecting Print your ballot, allows the voter to print their ballot ‘as is’ to the VVPAT printer.
9. A pop-up appears prompting the voter to review their selections on the VVPAT printer by looking through the lighted window.

10. If satisfied with selections, voter selects **Accept ballot** to cast their ballot ‘as is’ without corrections.

11. If voter selects **Reject ballot** an information screen pops up alerting the voter of limited times they may reject their ballot.

12. Voter selects **OK** at the information screen to return to their ballot in order to review their selections.

13. Voter is returned to the ballot to make corrections then directed back to **Print** their ballot.

14. The voter can reject their ballot two times before being required to print their ballot.

15. **If no warnings appear at the ballot summary screen:**
   - Voter selects **Print Ballot**.
   - An information screen appears prompting the voter to print their ballot or review their choices.
16. Voter selects **Print your ballot.**

17. The voter can view their printed ballot through the window of the printer.

18. Voter selects **Accept ballot** to cast their ballot. The ballot prints to the VVPAT printer and is secured inside the printer.

19. The voting session ends once the voter has printed their ballot.

20. Voter selects the **Continue** button to return to the home screen. If no action is taken, the tablet will automatically return to the home screen.

21. Thank the voter for voting and hand the voter an “I Voted” sticker.
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<table>
<thead>
<tr>
<th>TOPIC</th>
<th>TROUBLESHOOTING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Missing Components</strong></td>
<td>If one or more components or pieces of the Voting Tablet are missing, contact your regional election supervisor immediately.</td>
</tr>
<tr>
<td><strong>Loss of Power</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Audio Voting Issues</strong></td>
<td>If the voter is not able to hear the audio on the headphones try the following:\n1) Verify the headphones are correctly plugged in to the headphone jack on the ATI Controller.\n2) Verify the volume is turned up by pressing the raised WHITE square button in the upper left hand corner of the ATI Controller.\n\nIf the volume still doesn’t work, cancel the ballot and return to the Ballot Activation screen. (This does NOT count as a spoiled ballot)\n1) In the Ballot Activation screen, enter the ballot activation code and verify that Enable AVS Controller box is checked.\n2) Next select the required language if applicable then select the ATI option.\n3) The screen with a picture of the ATI controller should appear. The voter can now proceed with the voting session following the audio instructions.</td>
</tr>
<tr>
<td><strong>ATI Device Loss of Connectivity</strong></td>
<td>If the ATI device loses connection please do the following:\n1) Verify the ATI device is plugged into the USB port on the Voting Tablet.\n2) Verify that the power indicator light on the back of the controller is on.\n3) Perform hardware test of the ATI device following the ATI Controller Test section in the Voting Tablet Opening Instructions.</td>
</tr>
<tr>
<td>TOPIC</td>
<td>TROUBLESHOOTING</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>§ Change or Check Paper Roll</td>
<td>1) Insert Poll Worker card and touch the Admin Menu icon. Next, select the VVPAT Change Paper Roll icon on the screen. Confirm you wish to change the paper roll and wait for printer to stop printing message, “Keep Safe. Official election results. Authorized personnel only.”</td>
</tr>
<tr>
<td></td>
<td>2) When paper roll has finished printing, remove the paper from the roll, have election officials sign the tape and place the Voted Ballot tape in the “Voting Tablet – Voted Ballot Tape” envelope.</td>
</tr>
<tr>
<td></td>
<td>3) Install the new roll of paper following the on screen prompts. Once new paper roll is installed, close and lock the printer cover door.</td>
</tr>
</tbody>
</table>

**Step by Step Check Paper**

1. Open the printer door and make sure the paper is loaded in the printer.  

2. Release paper by lifting up on the blue lever in the bottom left corner inside the printer.  

3. Release top lever by pulling down on the lever until the paper spool is exposed.  

4. Press firmly on the blue paper spool to confirm it is seated correctly and snapped into place.
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>TROUBLESHOOTING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step by Step Change Paper Roll</strong></td>
<td></td>
</tr>
<tr>
<td>1. Feed paper into the slot on the blue paper spool.</td>
<td>2. Roll the paper spool away from you towards the printer so paper is snug.</td>
</tr>
<tr>
<td>3. Align the knob on the left of the spool with the guides located on the inside left corner of the printer and click spool into place.</td>
<td>4. Secure both levers by pressing back into place. Close and lock the door.</td>
</tr>
<tr>
<td>TOPIC</td>
<td>TROUBLESHOOTING</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Printer Paper Jam</strong></td>
<td>1) Unlock and open the printer door.</td>
</tr>
<tr>
<td></td>
<td>2) Pull up on the blue lever in the bottom of the left corner where the paper is jammed.</td>
</tr>
<tr>
<td></td>
<td>3) Pull out the paper roll.</td>
</tr>
<tr>
<td></td>
<td>4) Place the paper roll back into the slot and pull the lever back down over the paper roll to secure in place.</td>
</tr>
<tr>
<td></td>
<td>5) Test the printer by pressing the blue button in the bottom right corner. If the printer works close the printer door.</td>
</tr>
<tr>
<td><strong>Printer Not Printing</strong></td>
<td>1) Verify there is enough paper on the roll by opening the printer door and testing the printer by pressing the blue button in the bottom right corner.</td>
</tr>
<tr>
<td></td>
<td>2) If printer is not feeding paper, disconnect and reconnect the printer’s power cable and repeat the test procedure.</td>
</tr>
<tr>
<td></td>
<td>3) If still not printing, check the connection between the Voting Tablet and the VVPAT 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.</td>
</tr>
<tr>
<td>TOPIC</td>
<td>TROUBLESHOOTING</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Printer Loses Connection while Casting Ballot** | If printer looses connection to the Voting Tablet while casting the ballot a warning is displayed.  
1) Insert Poll Worker card and enter the PIN.  
2) Select Reprint. If the printer is properly connected, the status report will reprint. |
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<table>
<thead>
<tr>
<th>Step 1 – Insert Poll Worker Card</th>
<th>Step 2 – Record Total Ballots Cast from Voting Tablet</th>
</tr>
</thead>
</table>
| Insert **Poll Worker** card and enter PIN number. | 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?” |

<table>
<thead>
<tr>
<th>Step 3 – Close Polls on Voting Tablet</th>
<th>Step 4 – Print Results Tapes</th>
</tr>
</thead>
</table>
| 1. Select **Admin Menu** then **Close Poll** to end voting on the Voting Tablet.  
2. Select **Yes** at confirmation screen.  
3. Result tapes will automatically start printing. | 1. After result tapes finish printing, if no other copies are needed, press **OK**. Unlock and open printer door.  
2. Election officials sign all three (3) copies of the result tapes.  
3. Remove paper from spool by lifting the spool out of the printer and pulling apart the two blue ends. |
### Step 5 – Secure Result Tapes

Separate tapes by tearing underneath the last signature line of each copy and place one in the following locations:

- **FIRST TAPE:** After results print, tear the 1st tape below signature area keeping it attached to zero report and voted ballots. Place inside the Voting Tablet – Voted Ballot Tape envelope.

- **SECOND TAPE:** Place 2nd copy in the Memory Card Envelope.

- **THIRD TAPE:** Place the 3rd copy inside the precinct register cover.

### Note: Hand Count Precincts

Remember you will need to use a copy of the results tape from the Voting Tablet to transfer totals to the Summary Sheets.

See Sort and Stack instructions.

### Step 6 – Call in Results

1. **If in a hand count precinct:** Finish counting the paper ballots and record totals in the Summary Sheets.

2. After recording the totals from both the paper ballots and the Voting Tablet onto the Summary Sheets, call your election supervisor to report the results before packing up the equipment.

### Step 7 – Power Down and Pack Equipment

Press the red **Power Off** button on the Voting Tablet to turn off the Voting Tablet and printer.

### Step 8 – Return Equipment

1. Follow Job Card instructions or instructions provided by your regional supervisor for returning your equipment.

2. If returning by mail, make sure all labels are attached and that the return address of the regional elections office is showing.