

Westchester County

Board of Elections

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www.westchestergov.com/boe



ImageCast Scanner

Manual

Plan A

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Purpose and Introduction

Thank you for accepting an appointment to serve as an Election Inspector. Westchester County has vested in you the authority to participate in the operation of a polling place. This means that you are responsible for the general conduct, efficiency and orderliness of your designated polling place.

This booklet has been prepared to assist you in the operation of the ImageCast Scanner. It is intended to serve as a handy reference during Election Day. The booklet contains general instructions as well as illustrations and diagrams.

It is of the utmost importance that your polling place be conducted in strict accordance with requirements. Please ensure, therefore, that you have read this handbook thoroughly and that you fully understand all aspects of preparing, operating, and closing your polling place.

As a general guideline please remember:

WHEN IN DOUBT, FIND OUT

NEVER ASSUME

Always confirm your understanding by referring to this handbook. If you are still unsure, call for assistance.

Bring your assignment letter with you to the polls! The name and direct phone number of the person who assigned you is on that letter and can quickly assist you with any questions or issues you may have.

A PRINTABLE VERSION OF THIS MANUAL
IS AVAILABLE ONLINE AT:

<http://citizenparticipation.westchestergov.com/voting/election-inspectors>

Introduction to the ImageCast

To meet the HAVA ADA requirements, the county utilizes the ImageCast Scanner.

- A ballot scanning station will be at every polling place for review and deposit of voter's marked ballot.
- There is a main compartment for storing ballots that have been reviewed and cast by the voter.
- There is a write-in compartment for storing ballots with marked write-in votes.

The voter marks their ballot with a writing utensil, which will be provided by the Board of Elections. The marked paper ballot is then inserted into the ImageCast Scanner which reads the ballot and deposits the ballot into a secure internal compartment of the ballot box. At the opening and closing of the polls the ImageCast prints a results tape that shows tabulated results.

**The voter's right to
privacy must be
preserved.**

**DO NOT handle the voter's
completed ballot**

**DO NOT watch them
insert their ballot into the machine**

**DO NOT press any buttons
on the scanner for the voter,
unless they've asked you to do so.**

*Figure 1: ImageCast Scanner Unit
(Front View)*

ImageCast Scanner



**ImageCast Scanner
Cover/Privacy**



Ballot Box

(Back View)



Power cord
(Located on the back of the ballot box)

Completing the Return of Canvass Report (Opening)

The Return of Canvass Header

.....

TOWN/CITY _____ WARD (Yonkers only) _____ ELECTION DISTRICT _____

POLL SITE & LOCATION _____

SCANNER SERIAL #: _____ MACHINE SERIAL #: _____



Scanner Serial Number

Sample Serial Number: NY11111



Machine Serial Number

Sample Serial Number: 2222222

Example:

TOWN/CITY : Yonkers WARD (Yonkers only): 3 ELECTION DISTRICT: 10

POLL SITE & LOCATION: Cola Community Center - Hallway

SCANNER SERIAL #: 1111111 MACHINE SERIAL #: 2222222

Completing the Return of Canvass Report (Opening) Machine Seals

Seal # 1
Ballot Box Door Seal



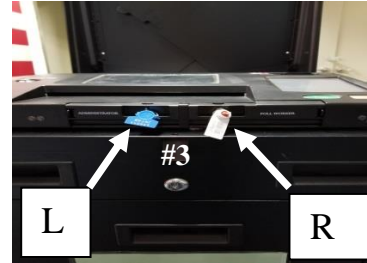
Sample Seal # 1111111

Seal # 2
**ImageCast Scanner Cover/
Privacy Shield Seal**



Sample Seal # 2222222

Seal # 3
**Compact Flash Door Seals
(Left and Right)**



Sample Seal A # 333333A
Sample Seal B # 333333B

Seal # 4 - Port Cover Seal



Sample Seal # 4444444

Seal #5 - Tape Receipt Seal



Sample Seal # 5555555

Enter seal number and check yes or no, if secure or not.
If any seals are NOT secure, call the Board of Elections immediately.

MACHINE SEALS	SECURE?	SEAL NUMBER
1. Ballot Box Door Seal Red Peel 'n Stick SEAL DO NOT REMOVE THIS SEAL	YES [] NO []	# 1111111 -DO NOT REMOVE-
2. SCANNER COVER/ PRIVACY SHIELD White Plastic SEAL	YES [] NO []	# 2222222
3. COMPACT FLASH DOOR SEALS (2) (front of scanner) DO NOT REMOVE THESE SEALS	Left [] Right []	L - # 3333333A R - # 3333333B - DO NOT REMOVE-
4. PORT SEAL (right side of scanner) DO NOT REMOVE THIS SEAL	YES [] NO []	# 4444444 - DO NOT REMOVE-
5. THERMAL PRINTER (Results Tape) Red Peel 'n Stick SEAL	YES [] NO []	# 5555555 (Remove ONLY IF you need to install a new roll)

Completing the Return of Canvass Report (Opening) Security Bag Seals



Used for: Affidavit Ballots, Court Orders, Abandoned Ballots found at the machine, Absentee Ballots brought to the Polling Place, Canvass Report, Opening and Closing Tape Receipt

Orange Security Bag (Top)
Break the seal in the morning and replace it at the end of the night

Sample Seal Number: 22222

Orange Security Bag (Bottom)
DO NOT REMOVE THIS SEAL

Sample Seal Number: 33333



Used For: All Spoiled / Voided Ballots and Abandoned ballots left anywhere else in the Polling Place

Purple Security Bag (Top)
Break the seal in the morning and replace it at the end of the night

Sample Seal Number: 44444

Purple Security Bag (Bottom)
DO NOT REMOVE THIS SEAL

Sample Seal Number: 55555



Used For:
Voting Machine Key, Machine and Bag Seals, and Envelopes for opening and closing receipt tapes.

Green Security Bag (Top)
Break the seal in the morning to retrieve the machine key and replace it at the end of the night.

Sample Seal Number: 66666

Blue Election Inspector Bag
Break the seal in the morning to retrieve all Election Day material and replace it at the end of the night.

Sample Seal Number: 11111

Completing the Return of Canvass Report (Opening)

Security Bag Seals, cont.

Using the example on the previous page, the Canvass should be completed as follows.

Enter seal number and check yes or no, if secure or not.
If any seals are NOT secure, call the Board of Elections immediately.

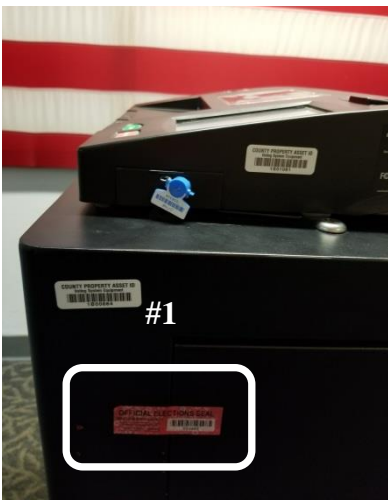
BAG SEALS	SECURE?	SEAL NUMBER
LARGE BLUE SUPPLY BAG (TOP)	YES [] NO []	#11111
LARGE BLUE SUPPLY BAG (SIDE POCKET)	YES [] NO []	#22222
ORANGE SECURITY BAG – TOP SLOT Plastic Tab SEAL	YES [] NO []	#33333
ORANGE SECURITY BAG – BOTTOM Zippered Section Plastic Tab SEAL -DO NOT REMOVE THIS SEAL-	YES [] NO []	#44444 -DO NOT REMOVE THIS SEAL-
PURPLE SECURITY BAG - TOP SLOT (Void/Spoiled Ballots) Plastic Tab SEAL	YES [] NO []	#55555
PURPLE SECURITY BAG – BOTTOM Zippered Section (Void/Spoiled Ballots) Plastic Tab SEAL -DO NOT REMOVE THIS SEAL-	YES [] NO []	#66666 -DO NOT REMOVE THIS SEAL-
SMALL GREEN SECURITY POUCH (iButton, Seals, Tape Roll) Plastic Tab SEAL	YES [] NO []	#77777
POLL PAD SEAL	SECURE?	POLL PAD SEAL NUMBER
LARGE GREEN CASE	YES [] NO []	#88888

ALL
DOCUMENTS
SHOULD BE
COMPLETED
IN BLUE OR
BLACK INK

SETTING UP THE VOTING UNIT

1. Locate the ImageCast Scanner (Plan A) designated for your election district.
2. Choose one DEMOCRAT and one REPUBLICAN to open the ImageCast Scanner (Plan A)
3. Now you will notice that the ImageCast machine was delivered pre-sealed. **Check the seals to be sure they are intact.** If any of the seals are broken or have been removed, **contact the Board of Elections immediately.**
4. Record all seal numbers on the **Seal Recording Sheet** portion of the Return of Canvass booklet.

**Seal # 1
Ballot Box Door Seal**



**Seal # 2
Scanner Cover/Privacy Shield Seal**



**Seal # 3
Compact Flash Door Seals (2)**



**Seal # 4
Port Cover Seal**



**Seal #5
Tape Receipt Seal**

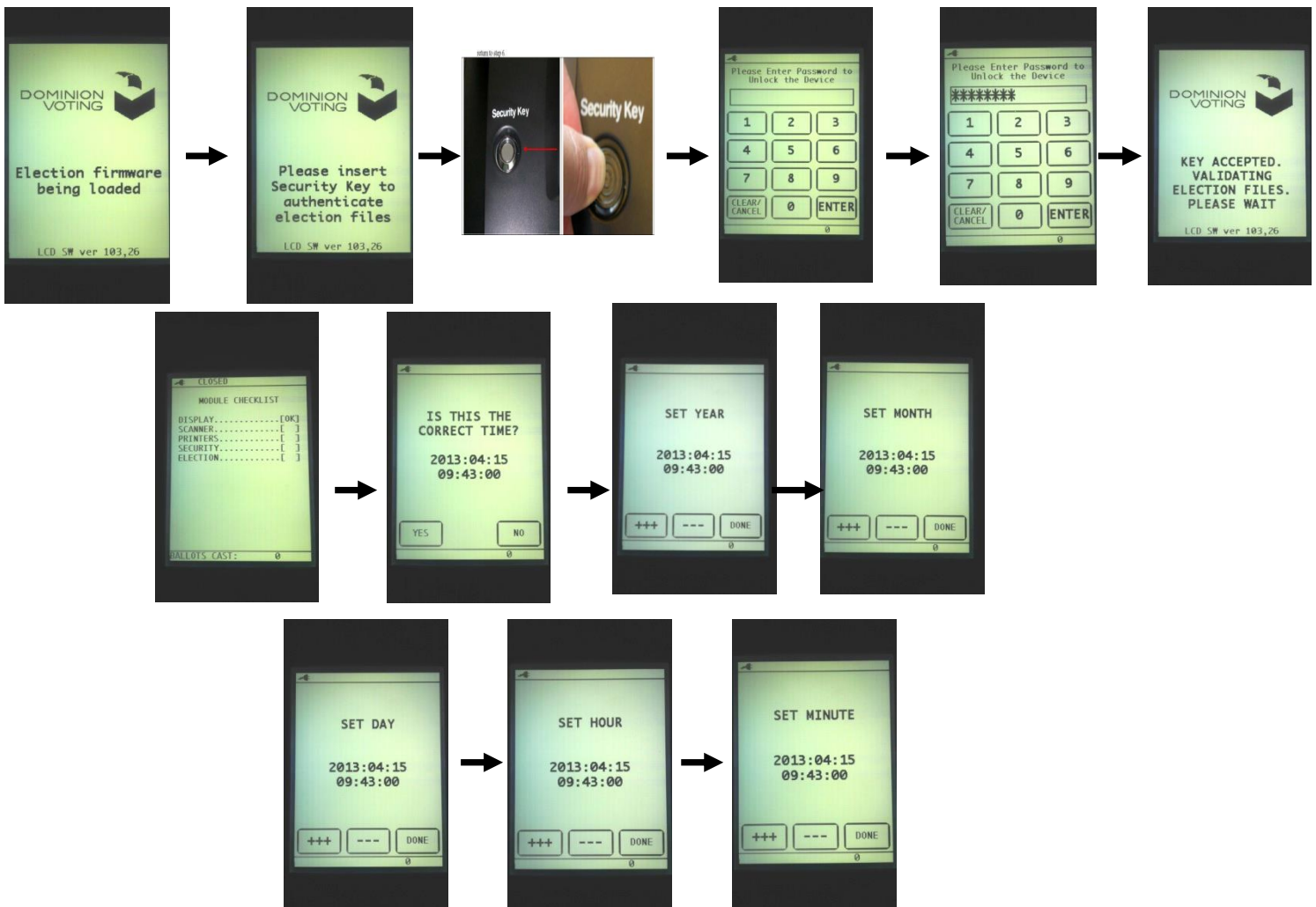


NOTE: ONLY REMOVE Seal # 2 (Scanner Cover/Privacy Shield) and place it in the "RETURN ENVELOPE FOR THE SECURITY KEY".

5. Unravel the power cord from the storage clip (located on the back of the Ballot Box), and plug it into a power source.
6. The ImageCast will start up as soon as you plug it into the wall outlet.
7. **"Election firmware being loaded"** will appear on the display screen.
8. After all firmware has downloaded an audible beeping tone begins sounding and the display screen will read: **"Please insert Security Key (iButton/security key) to authenticate election files"**.
9. Hold your security key against the metal pad labeled **Security Key**.

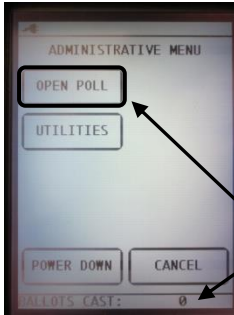
Before the security key is accepted, you will be prompted to enter a password to unlock the device. **PLEASE ENTER THE 8-DIGIT CODE PROVIDED.**

10. The operator screen will then display the message **"Key Accepted. Validating Election Files, Please Wait."**
11. Next, the display screen will show the Module Checklist and verify that all systems are [OK]. Wait a few seconds and the display screen will continue to the next step. If they are not all [OK] **call the Board of Elections immediately.**
12. The system will ask **"IS THIS THE CORRECT TIME?"** If the date and time are not correct, press NO on the screen. (See below for the sequence of screenshots that would appear). Otherwise, if the date and time are correct, press YES and wait for the **Administrative Menu** to display on the Operator Screen.



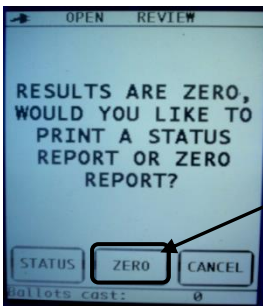
The ImageCast Scanner is now ready to open the polls.

OPENING THE POLLS ON THE SCANNER

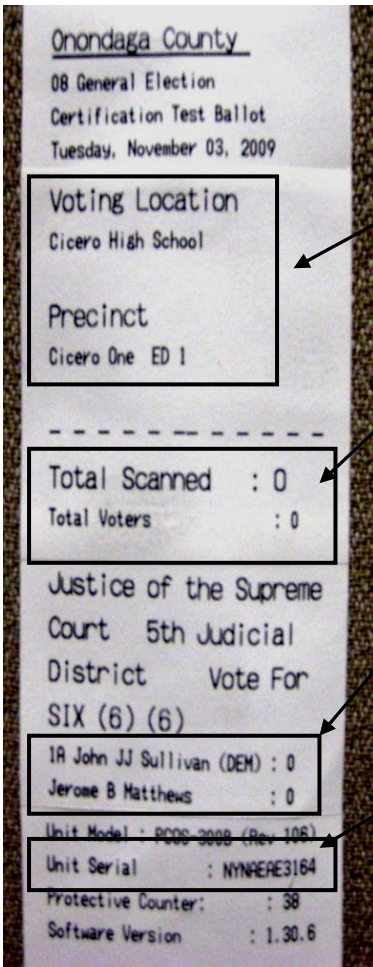


1. On the Operator Screen, confirm that the number of ballots cast at the bottom of the screen is **zero**. If a number other than zero is displayed, **contact the Board of Elections immediately**.

During the day, the number of ballots cast through the scanner will be displayed.



2. From the Administrative Menu, open the polls by selecting the **OPEN POLL** option.
3. The screen displays "Results are zero, would you like to print a status report or zero report."
4. Press **ZERO**. DO NOT PRESS STATUS!
5. A single tape will print
6. The display screen will then ask "Would you like to print more copies". Press **NO**



Verify that:

1. The tape displays the correct **polling place name and election district number(s)** for your location.
2. The tape shows **Total Scanned** as zero and **Total Voters** as zero. This means that no ballots have been deposited into this ImageCast unit.
3. The **candidate names** on the tape **match the candidate names**:
 - on the ballot in the ballot book
 - on the Affidavit Ballot
 - on the sample ballot

Also make sure the candidates on the tape have zero next to their names. *If the tape does not have the same candidates as the ballot or they do not show zero next to their name, contact the Board of Elections immediately*****
4. The **Serial Number** on the tape matches the scanner serial number located on the right-hand side of the scanner. Also write the machine number on the bottom of the tape receipt.

All four inspectors must sign the bottom of the zero report.

Place the opening tape receipt in the envelope labeled for the Opening Tape Receipt, and then place the envelope in the orange security bag.

NOTE: The machine is now ready for voting. Put the security key in a safe place at this time so it cannot be misplaced

The Voting Process

This chapter explains how to deposit a marked ballot into the scanner and any errors that may occur.

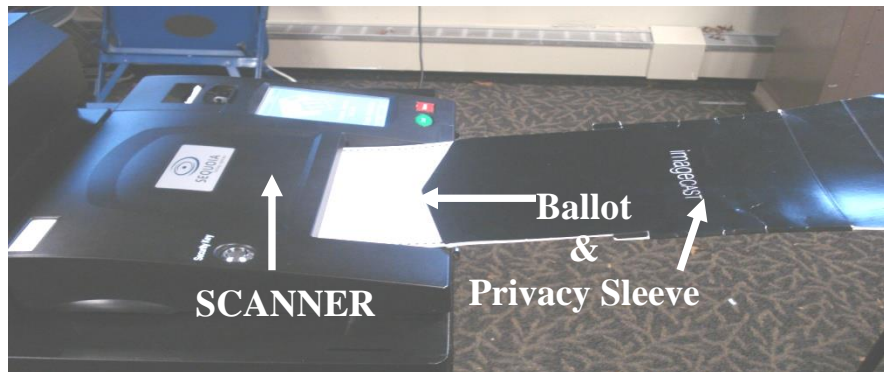
Feeding the Ballot into the Scanner

Important: The ballot can be inserted into the scanner FACE UP or FACE DOWN.

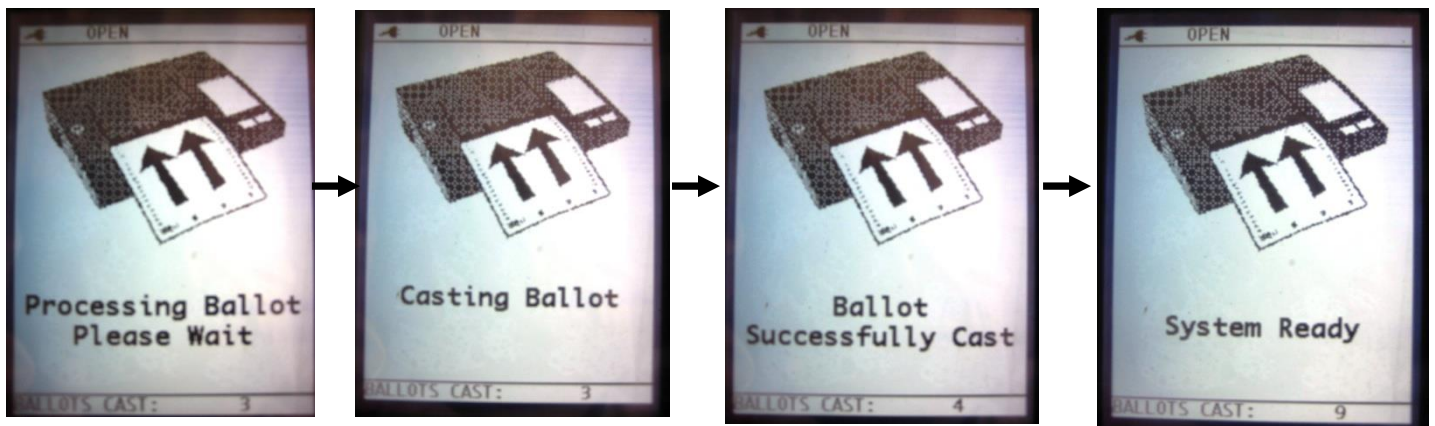
Before the ballot may be inserted, make sure the LCD screen displays **SYSTEM READY**.



The voter may now insert the ballot into the scanner.



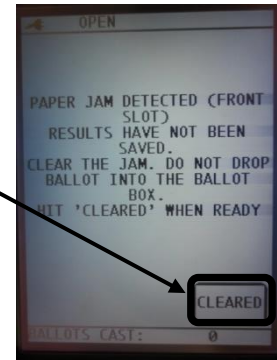
If the ballot is **completed correctly** the following messages will appear:



The Scanner is now ready for the next ballot.

If a ballot is inserted before you have **SYSTEM READY** displayed on the screen, this error message may appear:

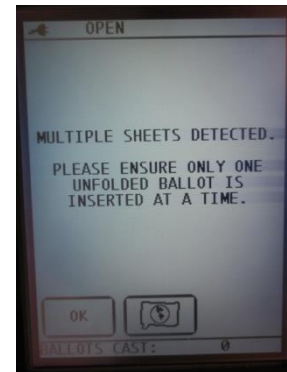
- To clear the paper jam, pull the ballot out of the scanner. Make sure there is nothing in the scanner and press the '**CLEARED**' button.
- If this does not clear the paper jam call the **BOARD OF ELECTIONS IMMEDIATELY**



If two or more ballots are fed into the scanner at the same time, an error message may appear:

- **MULTIPLE SHEETS DETECTED.**
PLEASE ENSURE ONLY ONE UNFOLDED BALLOT IS INSERTED AT A TIME.

The ballots will automatically be returned. If not, press the '**OK**' button. Make sure that only one ballot is fed through the scanner at a time.



Correcting Mistakes

One feature of the ImageCast is the identification of ballots that may have been inadvertently marked incorrectly. In these cases, the ImageCast will notify the operator of the potential problem in order to provide the voter with the option of re-marking their ballot. This notification consists of a series of short, audible beeps combined with a warning message on the operator screen. There are three warning scenarios:

- Blank ballots
- Overvotes
- Misreads
- Ambiguous marks detected

Blank Ballot

A blank ballot warning occurs when the ImageCast does not detect any markings.

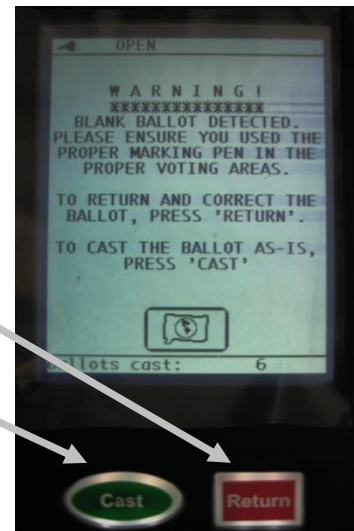
The operator screen will display a message that reads:

REMEMBER!
Do not press
ANY buttons
for the voter,
UNLESS they
ask you to.

WARNING!

BLANK BALLOT DETECTED.
**PLEASE ENSURE YOU USED THE PROPER MARKING
PEN IN THE PROPER VOTING AREA.**

- TO RETURN AND CORRECT THE BALLOT, PRESS 'RETURN'.
- TO CAST THE BALLOT AS-IS PRESS 'CAST'



This warns that the voter has not made any selections. It may also be that the voter used the wrong pen/marker or did not make enough of an impression on the ballot for their choices to be read by the scanner.

1. The voter is offered to have the ballot returned to them for correction, or to have the ImageCast accept the ballot 'as-is'. **Once the ballot is cast, the voter cannot receive a new ballot.**
2. If the voter wants another ballot, press the **RETURN** button and the ballot will be ejected from the machine.
3. An inspector must walk the voter over to the Election District table with the voided/spoiled ballot.

IMPORTANT: DO NOT LET THE VOTER WALK WITH A VOIDED/SPOILED BALLOT BACK TO THE TABLE BY THEMSELVES.

4. The Voter Should MARK THE FACE OF THE BALLOT "VOID/SPOILED" with a marking pen provided in the supply bag and place it in the PURPLE Security Bag labeled for "**VOIDED/SPOILED**" BALLOTS".

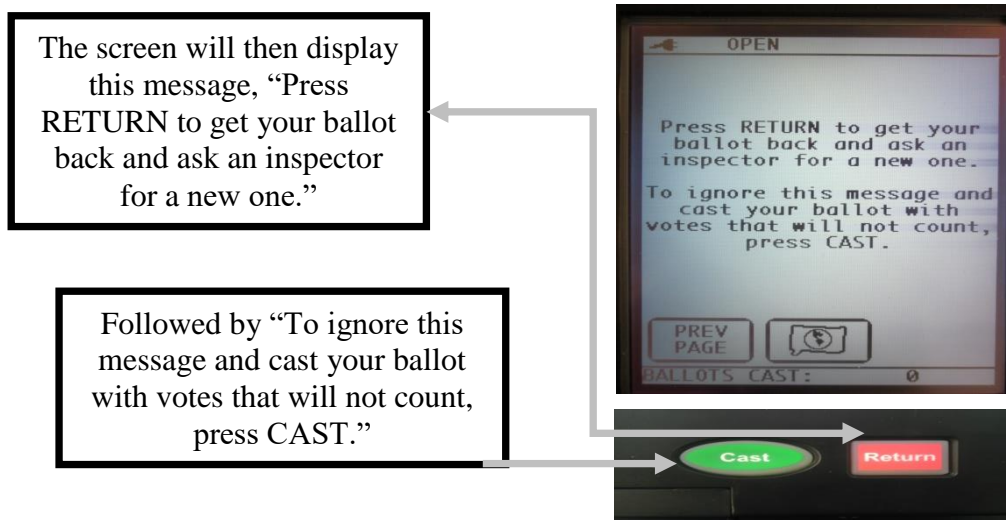
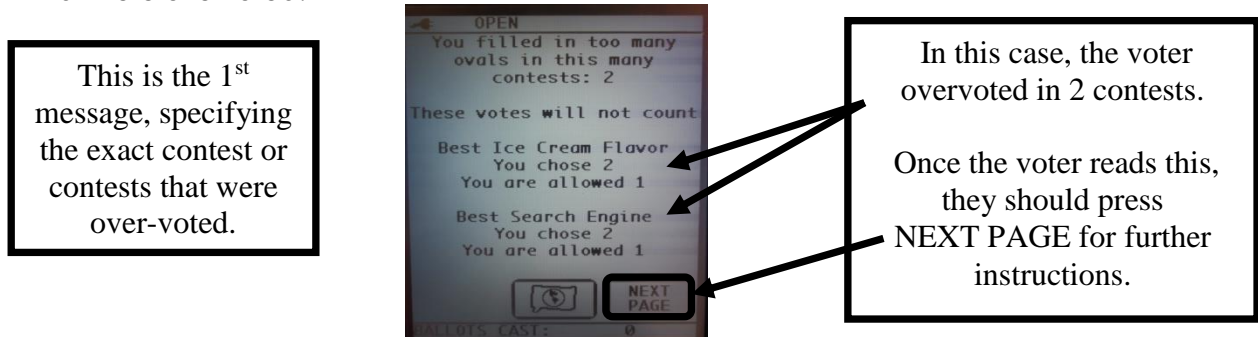
IMPORTANT: A VOTER MAY NOT BE ISSUED A REPLACEMENT BALLOT UNTIL HE HAS VOIDED, RETURNED AND PLACED THE VOIDED/SPOILED BALLOT IN THE PURPLE SECURITY BAG.

NOTE: KEEP A COUNT OF HOW MANY BALLOTS HAVE BEEN VOIDED/SPOILED THROUGHOUT THE DAY IN THE APPROPRIATE SECTION OF THE CANVASS REPORT.

Overvoted Ballot

An overvoted ballot warning occurs when the ImageCast detects that one or more contests have been overvoted on. That is to say the voter has made too many selections for at least one contest.

The operator screen will display a message, specifying to the voter the exact contest(s) that were overvoted:



1. The voter is offered to have the ballot returned to them for correction, or to have the ImageCast accept the ballot 'as-is'. **After the ballot is cast, the voter cannot receive a new ballot.**
2. If the voter wants another ballot, the voter should press the **RETURN** button and the ballot will be ejected from the machine.
3. An inspector must walk the voter over to the Election District table with the voided / spoiled ballot. **DO NOT LET THE VOTER WALK WITH A VOIDED/SPOILED BALLOT BACK TO THE TABLE BY THEMSELVES.**

The voter will MARK THE FACE OF THE BALLOT "Void/Spoiled" with a marking pen provided in the supply bag and place it in the PURPLE Security Bag labeled for "**VOIDED/SPOILED BALLOTS**".

IMPORTANT: A VOTER MAY NOT BE ISSUED A REPLACEMENT BALLOT UNTIL HE HAS VOIDED, RETURNED AND PLACED THE VOIDED/SPOILED BALLOT IN THE PURPLE SECURITY BAG.

NOTE: KEEP A COUNT OF HOW MANY BALLOTS HAVE BEEN VOIDED/SPOILED THROUGHOUT THE DAY IN THE APPROPRIATE SECTION OF THE CANVAS REPORT.

DOUBLE-VOTE NOTICE

VOTERS SHOULD NOT VOTE MORE THAN ONCE FOR THE SAME CANDIDATE

In some contests, a candidate may be listed under more than one party. If a voter fills in more than one oval for a candidate in a contest, his or her vote will count for that candidate, but only under the party he or she is listed **first** on the ballot.

RIGHT WAY

	United States Senator Vote for one
Party A A ♦	Party A <input type="radio"/> John Smith
Party B B ☀	Party B <input type="radio"/> Jane Doe
Party C C ♣	Party C <input checked="" type="radio"/> John Smith

Correct number of ovals filled in.

This vote will count for John Smith
under Party C.

WRONG WAY

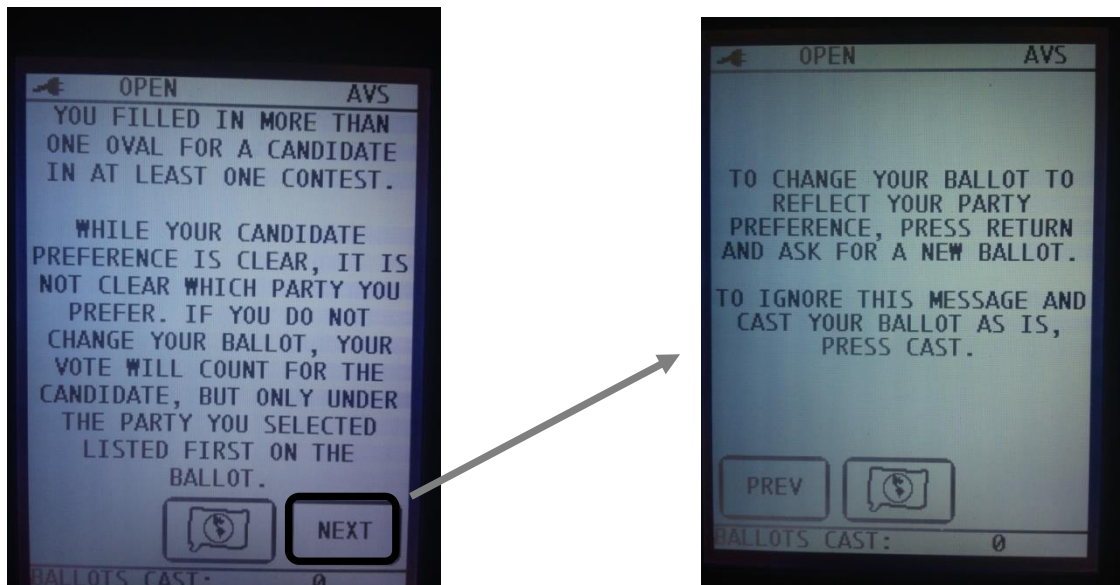
	United States Senator Vote for one
Party A A ♦	Party A <input checked="" type="radio"/> John Smith
Party B B ☀	Party B <input type="radio"/> Jane Doe
Party C C ♣	Party C <input checked="" type="radio"/> John Smith

Too many ovals filled in.

This vote will count for John Smith,
under Party A, not under Party C.

DOUBLE-VOTE NOTICE, Continued

When a voter "Double-Votes", the scanner screen will display the following messages:



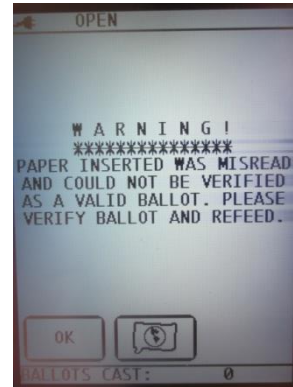
When a voter requests a replacement ballot due to a double-vote, you should follow these steps:

- Make the voter aware of the Double-Vote Notice provided by the State Board of Elections.
- Offer the voter the opportunity to get a new ballot.
- Direct the voter to the next available privacy booth.
- After the voter has completed his or her new ballot, direct the voter to the voting machine.
- All reasonable efforts shall be made so that the voters will not be required to wait in line again after requesting a replacement ballot.
- All reasonable efforts shall be made to avoid looking at any voter's ballot selection(s) without an express request by that voter.

Misread Ballot

A misread warning indicates that the ImageCast has not recognized all of the features on the ballot, or that certain essential ballot identification markings cannot be found. This usually occurs for one of the following reasons:

- The ballot is physically damaged (torn or folded).
- There are stray markings that were inadvertently made on the ballot that obstruct certain important identifiers (called registration marks) along the sides or the bottom of the ballot, or
- The ballot was inserted into the machine incorrectly.

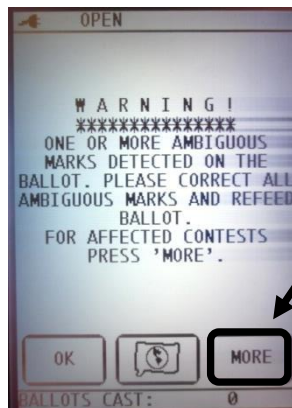


Ambiguous Marks Detected

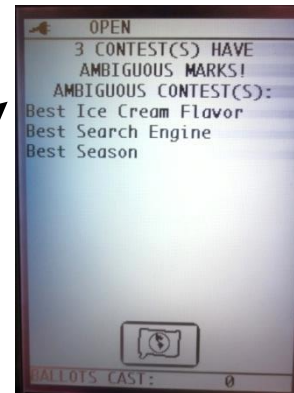
This error message may appear if a ballot was not marked properly. For example, the voter may have put an X through the circle for the candidate of their choice, when they should fill in the circle. Another reason could be they used the wrong marking device/pen.

WARNING!

**ONE OR MORE AMBIGUOUS MARKS DETECTED ON THE BALLOT.
PLEASE CORRECT ALL AMBIGUOUS MARKS AND REFEED BALLOT.**



By pressing MORE on the screen, the voter will then be informed where the issue lies.



The machine will then return the ballot automatically. Explain to the voter that the ballot was not counted by the machine and needs their attention. They should look it over to see if there is any possible reason why this message would have appeared.

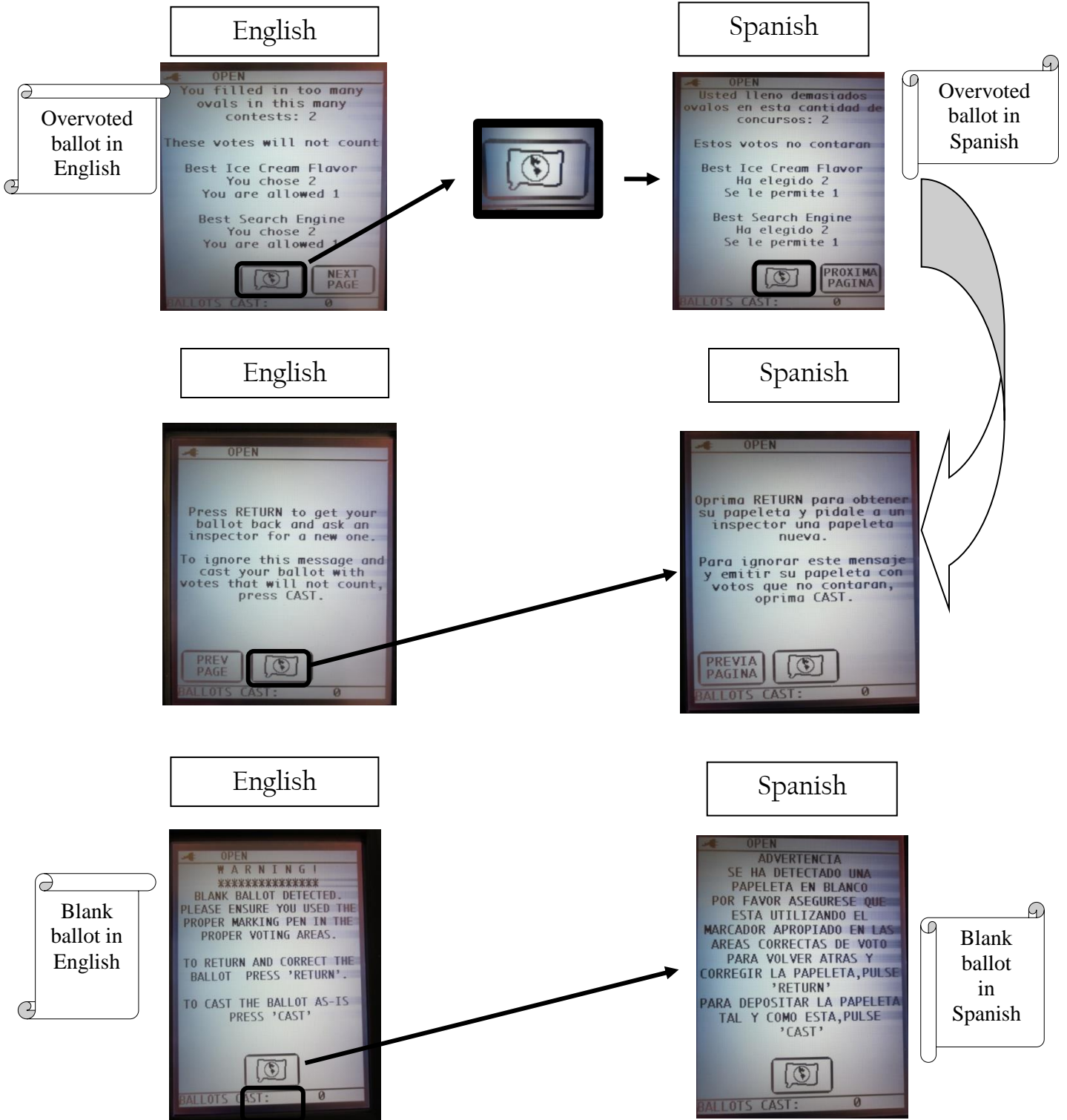
1. Try re-inserting the ballot into the ImageCast.
2. If the ballot repeatedly generates this message, the voter must be reissued a new ballot. An inspector must walk the voter over to the Election District table with the voided/spoiled ballot.

IMPORTANT: DO NOT LET THE VOTER WALK WITH A VOIDED/SPOILED BALLOT BACK TO THE TABLE BY THEMSELVES.

3. The voter will MARK THE FACE OF THE BALLOT "VOID/SPOILED" with a marking pen provided in the supply bag. Then tear the ballot halfway through and place it in the Purple Security Bag labeled for "**VOIDED/SPOILED BALLOTS**".

English to Spanish Translation

A new feature available to Spanish-speaking voters is the opportunity to view the Spanish translation of a particular error message currently displayed on the screen. For example, when a voter deposits their ballot into the scanner and they have overvoted for a particular contest, the voter may choose to press the symbol below for a Spanish translation of the current message:



Abandoned Ballots

Abandoned Ballots are ballots left by a voter by the voting machine, privacy booth, etc... that were not cast.

- If a ballot is abandoned at the machine, then two Inspectors (one representing each party) will cast the ballot without examining it.
- If the ballot is abandoned any place other than at the Scanner, then two Inspectors (one representing each party) will mark the ballot void without examining it and place it in the Purple Security Bag for "VOIDED/SPOILED Ballots.
- If a ballot is found at the machine, but the scanner will not accept the ballot abandoned at the machine, then this ballot is placed in the Orange Security Bag with Affidavit Ballots, Emergency Ballots, and Court Orders.

Recurring Problems

Should any of the problems occur on three consecutive ballots, call the **BOARD OF ELECTIONS IMMEDIATELY!**

If the Scanner Becomes Inoperable

If the ImageCast becomes inoperable for any reason, call the **BOARD OF ELECTIONS IMMEDIATELY!**

Closing the Polls

After the last voter in the polling place has voted, follow the instructions below to close the polls.

Closing the Polls and Closing the Voting Unit

1. Contact the security key (iButton) to the Security Key pad to pull up the Administrative Menu.



2. Press the **Close Poll** option.

- The message "**Are you certain you wish to close polls?**" is displayed.

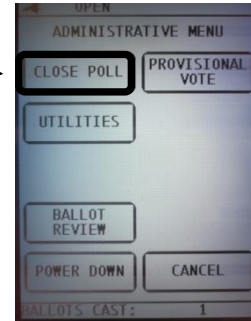
3. Press **Yes**

- The message "**Poll is being closed please wait**" is displayed.
- The results tape is printed.
- The message "**Would you like to print more copies of this report?**" is displayed.

➤ Press **NO**.

4. Remove the results tape from the ImageCast.

- Examine the results tape.
- Record the Machine Serial Number at the bottom of the tape receipt (pictured on page 6).
- All inspectors must sign the Certificate of Inspectors at the bottom of all tapes.
- Announce the closing tape receipt results out loud so that your fellow inspectors may record the results on the Election Night Results Sheet.
- Place the closing tape receipt in the Closing Tape Envelope and then place the envelope in the Orange Security Pack labeled for the Closing Tape Receipt (along with Opening Tape Envelope and Receipt).

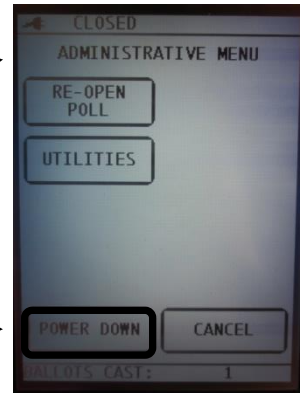


IMPORTANT: ALL CHAIRPEOPLE MUST MAKE SURE THAT THE NUMBERS ON THE TAPE RECEIPT ARE CALLED IN TO THE BOARD OF ELECTIONS AT THE END OF THE NIGHT.

Powering Down

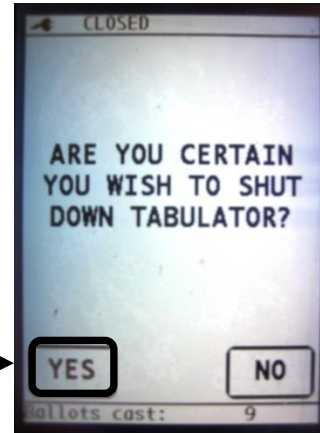
Polls are now closed. Power down the voting unit.

1. The **Administrative Menu** is displayed.



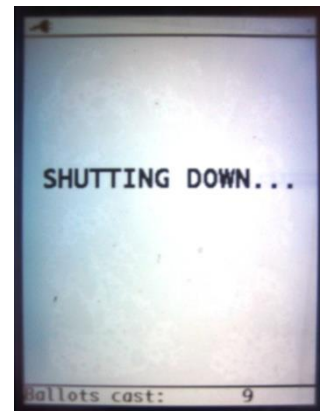
2. Press **Power Down**.

- The message "**Are you certain you wish to shut down tabulator?**" is displayed.



3. Press **Yes**.

4. The message **SHUTTING DOWN** is displayed.
5. Once the display screen has shut down completely, you may unplug the power cord from the outlet.



IMPORTANT: Make sure the display screen is completely off before you unplug the power cord from the outlet.

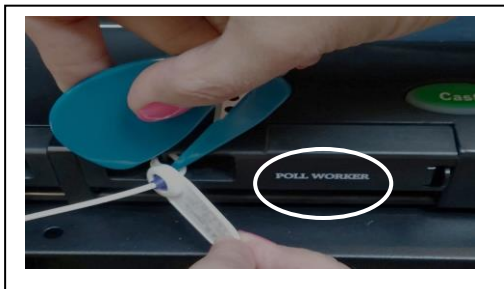
6. Cover the scanner with the scanner cover/privacy shield and reseal with a new seal.
7. Record the new Scanner Cover/Privacy Shield seal number in the Closing of Polls section on the Seal Recording Sheet.
8. Now record the rest of the seal numbers on the Seal Recording Sheet in the Closing of the Polls Column.



CLOSING THE POLLS – REMOVING THE MEMORY CARD



When the closing tape has been printed and the machine has been unplugged from the wall, you may proceed.



Before closing and sealing the scanner lid, cut the seal of the compact door labeled POLL WORKER.

****DO NOT cut both seals; only the one on the right.****



Push the tab on the right side of the POLL WORKER door to open the flash door

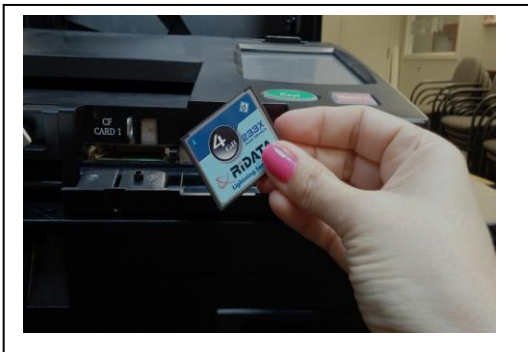




CLOSING THE POLLS – REMOVING THE MEMORY CARD



Push in the long, slim button to the right of the memory card. This will eject/release the card from the machine.



Once the card has been removed, close the flash door, insert the card into the silver security bag and place a seal on the bag. Record this seal # on the Canvass/Seal Recording Sheet.



Hand the silver security bag to the individual responsible for collecting all of the memory card bags in your polling place for the Board of Elections.

Reading the Tape Results

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*****
                Westchester County
                Tuesday, March 19, 2013

Tabulator Name
S724 - White Plains 27

Tabulator ID:
1351

Voting Location
GEORGE WASHINGTON
SCHOOL - AUDITORIUM MAIN ENT

Precinct
White Plains 27

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Total Scanned           :256
Total Voters            :256

Ballot ID :  2400271
Ballots Scanned           :249
Ballot ID :  2400272
Ballots Scanned           :7

=====
Ballot ID :  2400271
Ballots Scanned           :249
    
```

MAYOR (1)	
James Bond Democratic Working Families	92
Harry Potter Republican :103 Conservative :19	122
Porky Pig (POP)	34
Write-in	1
Total Votes	: 249

Total votes cast on an English ballot

Keep in mind that candidates may be running with multiple party endorsements. These results must be copied accordingly.

“Ballot ID” number: Let’s use the example on this tape:

2400271 and 2400272

- The first two numbers (24) represent the Town/City code
- The second two numbers (00) represent the Ward number, which is used only in Yonkers
- The third two numbers (27) represent the election district number.
- The last number, (1) or (2), identifies whether the ballot cast was a Spanish or English ballot.
(1-English & 2-Spanish)

Note: During a primary election, one additional number will be present on the Ballot ID. This number is used to distinguish each party’s primary

Example: James Bond is running on the Democratic Party line (receiving 82 votes) and the Working Families Party line (receiving 10 votes). This gives him a total of 92 votes.
(English Ballots)

Reading the Tape Results, cont

Ballot ID : <u>2400272</u>	
Ballots Scanned : 7	
MAYOR (1)	
James Bond	1
Democratic :0	
Working Families :1	
Harry Potter	5
Republican :3	
Conservative :2	
Porky Pig (POP)	1
Write-in	0
Total Votes : 7	

Unit Model : PC0S-3008 (Rev 106)	
Unit Serial : NYNAEAD2911	
Protective Counter : 852	
Software Version : 1.30.7	
Certification	
WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE AT ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE	
<i>Barack Obama</i> Inspector Signature	
<i>George Bush</i> Inspector Signature	
<i>Bill Clinton</i> Inspector Signature	
<i>Ronald Reagan</i> Inspector Signature	
Machine Serial #: 222222	
Poll Closed. Tues, Mar 19 20:14:22 2013	

Total votes cast on a Spanish ballot

All four Election Inspectors must sign the bottom of the tape.

Example: Harry Potter is running on the Republican Party line (receiving 3 votes) and the Conservative Party line (receiving 2 votes) This gives him a total of 5 votes. (Spanish Ballots)

On rare occasions, multiple election districts will be consolidated to one machine. When reading these tapes, it is essential to fully understand the layout of the closing tape and the Ballot ID codes.

Scanner Serial Number

After closing the polls (9:00PM), Inspectors must record the totals from this "Close Poll Results Tape" on the Return of Canvass/Results Sheet (Sample Ballot) and call these election results into the Board of Elections at the end of the night.

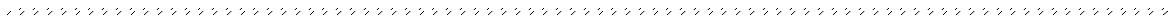
When calling in your numbers, you will need to add the totals of English and Spanish votes for each candidate, for a total number of votes for each.

Write the words "Machine Serial #" and the actual serial number of the machine here. (Refer to page 6 of this book for a picture of where this serial # is found on the machine).

Tells us the date and time the polls were closed

Completing the Return of Canvass Report (Closing)

Machine Seals and Security Bag Seals



AT THE CLOSE OF POLLS	
NEW seals are provided in the small GREEN security pouch. These seals are to be placed on the voting machine and security bags at the close of polls. Record the seal numbers below	
MACHINE SEALS	SEAL NUMBER
BALLOT BOX DOOR Red Peel 'n Stick SEAL	(DO NOT REMOVE – Original Seal must remain here throughout the election day)
SCANNER COVER/PRIVACY SHIELD White Plastic SEAL	
COMPACT FLASH DOOR SEALS (2) (front of scanner) DO NOT REMOVE	(L) (R) (DO NOT REMOVE – Original Seals must remain here throughout the election day)
PORT SEAL (right side of scanner) DO NOT REMOVE	(DO NOT REMOVE – Original Seal must remain here throughout the election day)
THERMAL PRINTER (Results Tape) Red Peel 'n Stick SEAL	
BAG SEALS	SEAL NUMBER
Large BLUE Supply Bag White Plastic SEAL	(To be placed on bag after completing & securing this form)
ORANGE Security Pouch (Top Slot) Plastic Tab SEAL	(To be placed on bag after completing & securing this form)
ORANGE Security Pouch (Bottom zippered section) Plastic Tab SEAL DO NOT REMOVE	(DO NOT REMOVE – Original Seal must remain here throughout the election day)
PURPLE Pouch (Top Slot) Plastic Tab SEAL	
PURPLE Pouch (Bottom zipper section) Plastic Tab SEAL DO NOT REMOVE	(DO NOT REMOVE – Original Seal must remain here throughout the election day)
Small GREEN Security Pouch Security Key and Seals Plastic Tab SEAL	
Small SILVER Memory Card Security Bag	

Troubleshooting

Setup Issues

1	Replacing broken seals	If any seal is broken – contact the Westchester County Board of Elections immediately.
2	Security Key error	If you receive the message "Error Reading Admin Key," contact the security key to the key pad again. You may need to reposition the key and contact the key pad again.
3	Machine is rolling or needs to be repositioned for voter	Roll the machine into the position of use and lock the wheels using the foot locks. With the ball of your foot, press down firmly to lock each of the four wheels.

LCD Operator Panel

4	LCD Operator Panel is still active to touch, but not exactly on the mark	<p>Calibrate the LCD when it is still active but response to touch is not exactly on the mark:</p> <p style="padding-left: 40px;">Contact the security key to the security key pad to access the Administrative Menu.</p> <p style="padding-left: 40px;">Select Diagnostics.</p> <p style="padding-left: 40px;">Select Individual.</p> <p style="padding-left: 40px;">Select Device – LCD.</p> <p style="padding-left: 40px;">Select the LCD Diagnostics Type – Configuration.</p> <p style="padding-left: 40px;">Select the LCD Configuration Option – Calibration.</p> <p style="padding-left: 40px;">Touch the Target to Calibrate – Top left hand corner + then bottom right hand corner +. Repeat until it is accepted.</p> <p>The message LCD Diagnostics Passed is displayed.</p> <p>Select Device – DONE.</p>
5	LCD Operator Panel not responding	Call the Board of Elections
6	Text on LCD Operator Panel is too light and not readable	<p>If the LCD contrast is too light or too dark, adjust the contrast. Contact the security key to the security key pad to access the Administrative Menu.</p> <p style="padding-left: 40px;">Select Diagnostics.</p> <p style="padding-left: 40px;">Select Individual.</p> <p style="padding-left: 40px;">Select LCD.</p> <p style="padding-left: 40px;">Select Configuration.</p> <p style="padding-left: 40px;">Select Contrast Control.</p> <p>Press the +++ button to increase the contrast; press the --- button to decrease the contrast (wait one second between button presses. This may take 10 or more presses for you to see a change.)</p>

Voting Issues

7	Accidentally closing the polls	<p>Contact the Security Key (iButton) to the Security Key metal tab on the ImageCast.</p> <p>On the administrator menu, press Re-Open Poll.</p> <p>Using the keypad, type the password; CALL THE BOARD OF ELECTIONS for the password, and press Enter.</p> <p>The message Polls are being opened is displayed.</p> <p>The message Printing interruption tape is displayed.</p> <p>The message Would you like to print more copies of this report is displayed.</p> <p>Press Yes or No.</p> <p>The polls are re-opened for this election and the voting unit is ready for a voter.</p>
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Scanner Issues

8	Scanner will not accept ballots	CALL THE BOARD OF ELECTIONS IMMEDIATELY!!!
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Thermal Tape Receipt Error

If you should receive the following display error:

THERMAL TAPE PRINTER ERROR

**PLEASE MAKE SURE PAPER IS LOADED AND PRINTER IS OK.
THEN WAIT LONG ENOUGH TO LET PRINTER RECOVER AND
PRESS THE 'OK' BUTTON.**

**IF PROBLEM REMAINS CALL THE BOARD OF ELECTIONS.
Please do the following to fix this error:**

1. Locate the thermal tape cover on the scanner.



2. Remove seal on thermal tape cover and place in the machine key envelope provided. Then press the latch and pull up.
3. Press the blue release button to release the platen pressure roller.



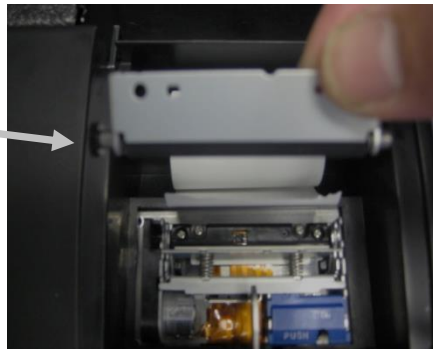
NOTE: PLEASE PAY ATTENTION TO HOW THE PRESSURE ROLLER SITS IN THE PRINTER. YOU WILL HAVE TO REPLACE IT ONCE YOU INSERT THE NEW PAPER ROLL.

4. Remove the empty paper roll and replace with new roll as shown below:

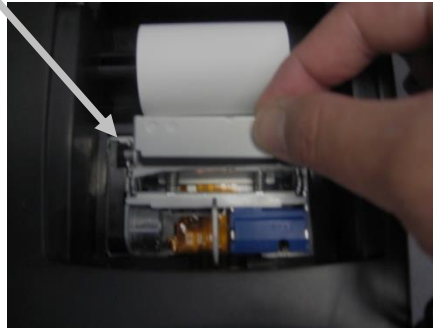


5. Place the platen pressure roll back as shown below:

- Make sure the black threaded wheel is on the opposite side of the blue release button.



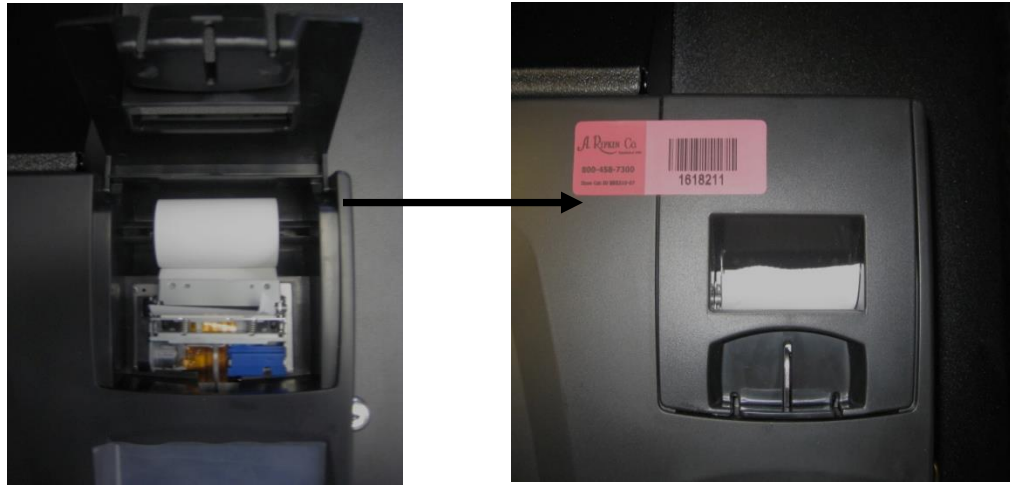
- Push down firmly with the paper roll in between the printer unit and the platen pressure roll.



- Make sure the tape roll is placed correctly.



6. The paper roll is ready and you may now close the paper roll cover and place apply a new seal. Record the new seal number on the Seal Recording Sheet in the Closing of the Polls Column and write in the notes the reason why you had to replace seal.



7. Once you have completed replacing the paper roll the screen will display the following message:

- **Please give the printer time to recover.**
- Wait for the screen to display **SYSTEM READY** before inserting a ballot.

