Election Worker Instructions for the

IMAGECAST X (ICX)

Including Instruction Sheet to prepare a Blank Test Ballot

Software Update 2019

Voter Cards can be used multiple times a day. No need to have them reprogrammed!

There are two types of Voter Cards:

1. Blue Sticker for automatic access to ATI paddle and headphones
2. No sticker for voters who do not need ATI paddle or headphones
I. BEFORE THE POLLS OPEN

A. SETTING UP THE IMAGECAST X

1. Remove the ICX, Printer and peripheral equipment from their container.

2. Verify that the seal number and serial number on the back of the ICX match the numbers on the bottom of the front cover page of the poll book.

3. Setup the ICX according to the election site layout map (see chairperson binder).

4. Plug the USB cable from the ICX into the back of the Printer.

5. To support voters with disabilities, make sure the ATI is plugged into the ICX.
   • Plug the headphones into the jack labeled “Audio” on the ATI device.

6. Plug the Printer into an AC power source and turn on.

7. Plug the ICX power cable into the base of the ICX and into an AC power source. The device will **automatically turn on**.
B. **LOADING THE IMAGECAST X**

1. The prompt “**Please insert your authorization card into card reader**” will appear on the ICX screen. To access the poll worker menu, insert the Poll Worker card into the yellow Card Reader located at the bottom of the ICX.
2. Once prompted, enter the Administrator Login Pin to access the poll worker menu.
3. Verify the date and time. If incorrect they may be modified by accessing the date/time menu. **Modify date/time** button to access this menu.
4. Verify the tabulator ward & precinct number. If incorrect, tap the **Select Tabulator** label and the list of all supported tabulators will appear. Select the appropriate tabulator.
5. Verify that BOTH the **Enable AVS Controller** and the **Manual Session Activation** buttons are checked.
6. Tap **Open Poll** to proceed to the Voter Login screen and start voting session.
1. Set up the ICX (VAT) as described in the instructions.

2. Insert a card from the ICX Voter Card envelope into the yellow slot on the ICX. (Use the NON Blue Sticker Card)

3. Push the REVIEW Button

4. Select Print Ballot

5. Press Cast Your Ballot


7. Write “Test” on the printed ballot. DO NOT PUT IN TABULATOR.

8. Place the Test Ballot in the VAT ENVELOPE and the VOTER CARD back in the ICX VOTER CARDS Envelope.
II. **WHILE THE POLLS ARE OPEN**

A. **VOTING ON THE ICX**

1. To begin a voting session, insert an activated voter card into the yellow card reader. The ICX will detect an inserted voter card and authenticate the voter.
   - Voter Card with **Blue Sticker** automatically turns on the ATI paddle to use for voting and the headphones.
   - Voter Card without a sticker is for voters that do not need to use the ATI paddle or the headphones.
2. The voter card needs to remain in the reader for the duration of the voting session. The voter can tap the **Continue to Voting** button or wait a few moments to continue the voting session.
3. The voter will be prompted to **Proceed to Voting**.
4. If an Open Primary, election type is also loaded, the voter will need to choose a political party to access the appropriate ballot.

   - Once the voter has chosen a political party, the logo of their party of choice will be displayed. In order to change the party displayed, the voter needs to tap the Party Selection button to return to the party selection screen.
   - The voter will be prompted with a confirmation dialog box. Tap Yes to return to the party selection screen to change the party choice OR tap Cancel to continue voting with the current party choice.
   - The Contest Bar is located immediately below the Heading menu. Tapping the arrows in the contest list will scroll accordingly. Tapping a particular contest in the Contest bar takes the voter to a screen for the selected contest.

5. The Contest area displays the following:
   - Contest Name
   - The maximum number of candidates a voter can select for the contest

   *To view more candidates, a Scroll Up and Scroll Down bar is located at the top and bottom of the candidate list.*

6. If there is a large proposal on the ballot, the Scroll bar will appear.
7. If the voter wishes to enter a write-in candidate, tap in Write-in area and a keyboard will appear.
   - The voter may clear their entry by tapping the Clear All button or delete one letter/symbol at a time with the Delete button. The voter can return to the Candidate list without entering a name by tapping the **Cancel** button or tap the **Accept** button for the ICX to accept the name typed in.
8. The voter can navigate through the contest using the **Back** and **Next** buttons located at the bottom of the screen. To review the choices they have made, the voter can tap the **Review** button located in the bottom left corner of the screen.

9. The Review Ballot screen allows voters to review their selections and make changes prior to printing the ballot. To make a change to a contest selection, tap the applicable contest.
   - Contests with the yellow warnings on the Review Ballot screen do not match some voting rules (under-vote/over-vote).
   - The Review Ballot screen displays a **Back to Ballot** button and a **Print Ballot** button.

10. The **Print Ballot** button opens a confirmation dialog displaying one of two messages that begins with:

    1. **You cannot make any more changes after printing your ballot...** - This message is displayed if all contests are voted following the voting rules. After each message the voter then has two options and taps one:
        - **Print your ballot.**
        - **Review your candidates** – to return to the ballot.

    2. **If some contests are under-voted, a message will appear stating, “You have not made all of the choices to which you are entitled”.** After each message the voter then has two options and taps one:
        - **Print your ballot.**
        - **Review your candidates** – to return to the ballot

11. When the voter has completed his/her selections and reviewed the ballot, he/she will tap the **Print Your Ballot** button and the message below will appear.

    The voter will then remove the voter card and place the ballot in a secrecy sleeve.

    **After printing their ballot, the voter MUST insert the ballot into the tabulator.**

    **IMPORTANT: The ballot is not considered as cast until it is deposited into the ballot box.**
B. ACCESSIBLE VOTING ON THE ICX

1. Before voting session confirm the following:
   - The ATI controller is connected to ICX.
   - The input device the voter has requested is plugged in to the ATI paddle.
   Each ICX device is supplied with headphones and available accessible voting devices. Depending on voters’ needs, aforementioned devices may be plugged in.
2. Use the voter card with the **BLUE STICKER**.
3. Select an Accessible Voting Device:
   - **ATI** – The voter navigates through the ballot by listening to audio instructions and using the ATI devices controls.
4. During voting, the voter should listen to instructions from the headset and navigate through ICX using ATI.
5. ATI Buttons
   - **Volume** buttons (located in the upper-left corner of the ATI) change the volume level. The left one decreases, while the right one increases it.
   - **Speech Rate** buttons (located in the upper-right corner of the ATI) change voice speed. The left one decreases, while the right one increases it.
6. Accessible Voting Session with the **Privacy Mask**.
   - To enable privacy mask, open the Accessible Voting Mode and tap the **Privacy Mask** switch.
   - The Privacy mask mode covers the whole contest area in order to protect voter’s privacy. The selection that voter makes is not visible on the screen.
7. As a result of Privacy mask activation, the contest area will turn black.
8. The Privacy mask can be deactivated (and activated) from the Heading menu bar.
   1. Tap the **View** menu icon.
   2. Tap the **Privacy mask** in the line.

III. **Powering down the ICX**

1. Insert the Poll Worker card into the yellow Card Reader located at the bottom of the ICX.
2. Once prompted, enter the Administrator Login Pin to access the poll worker menu.
3. Select Admin menu
4. Press Close Poll
5. On the same screen, touch **Power off**, then select **YES** and the ICX will power down.
6. Power off printer and disconnect all the cables and cords.
7. Carefully repack the ICX, printer and all components in the foam lined case.