

FSS & AutoMARK™

Voter's Guide



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The most current active version of this document is maintained electronically in the Automark Quality System documentation database. Printed copies are considered obsolete.

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1 Introduction to the AutoMARK VAT

The AutoMARK™ Voter Assist Terminal (VAT) is used to mark the ballot selections of voters who are visually impaired, have a disability, or who are more comfortable using an alternative language.

Ballot choices and instructions are displayed in large text print on the touch screen monitor, as well as read by the audio system in the language choice selected by the voter. Voters enter their selections by touching buttons on the screen, pressing keys on the keypad, or using an ADA device.

The AutoMARK VAT marks your ballot with your selections and returns them to you. You can then submit your marked ballot in the normal manner for tabulation. This guide contains all the information needed to use the AutomARK Voter Assist Terminal (VAT).

1.1 Features of the AutoMARK VAT

A voter can use the Automark to mark a ballot by using:

- The touch screen
- The Braille keypad
- An ADA device (such as puff-sip or foot pedal)

The AutoMARK VAT has the capability to display your ballot in alternate languages. Language choices are determined by your

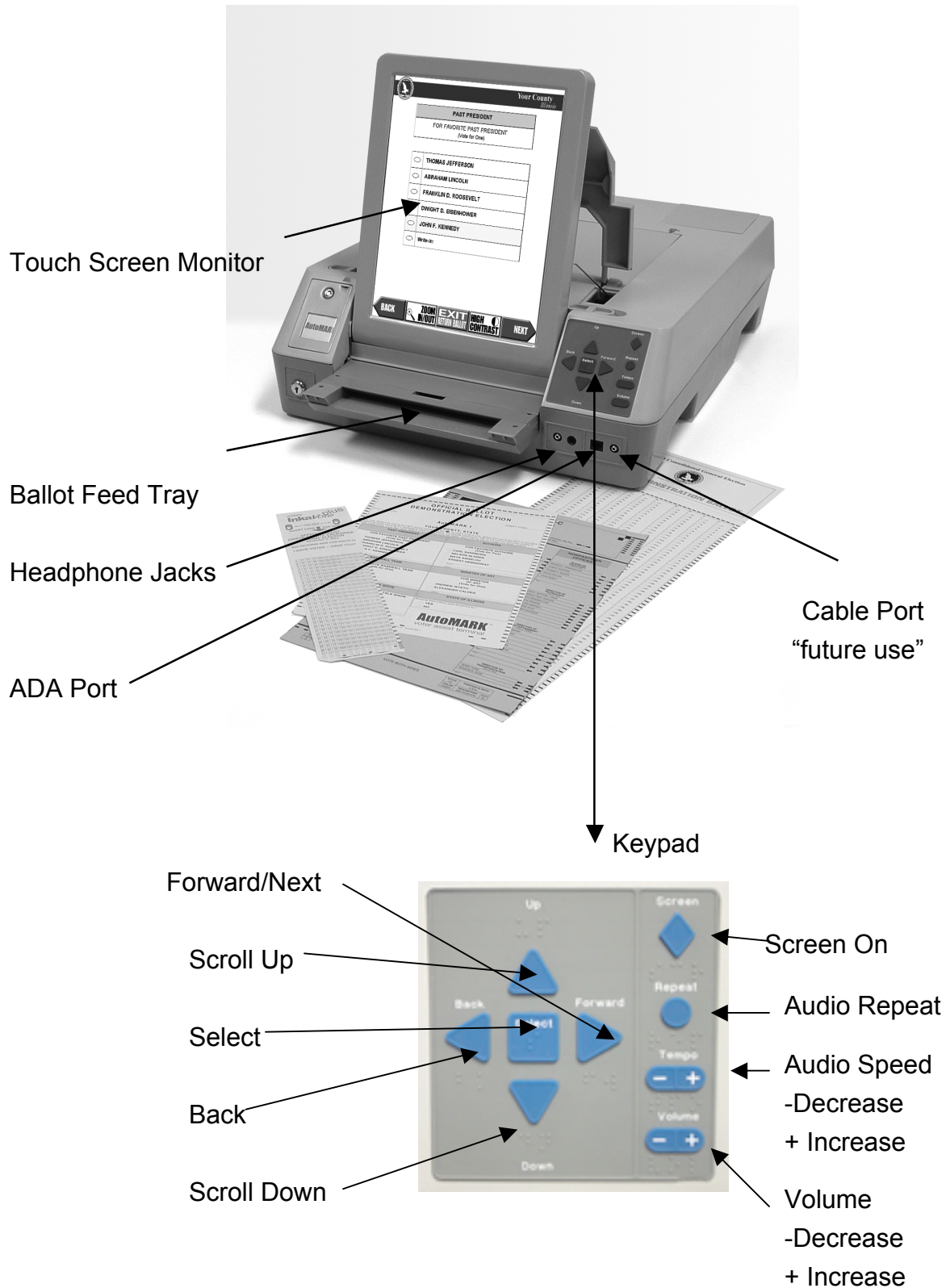
Introduction to the AutoMARK VAT

jurisdiction. If you are not able to view the language selection screen, your jurisdiction has chosen to provide English as the only language. The audio matches the language selected.

The AutoMARK VAT has several privacy features. Audio volume can be increased or decreased as desired, and the screen can be turned on and off for privacy. If you want to use the audio system to listen to ballot choices and instructions, you will use the audio keys on the keypad (shown on the following page) to control audio sound. Headphones with disposable earpieces may be provided by your election officials.

The AutoMARK VAT also has a **ZOOM MODE** feature which enlarges the text on the screen, and a **High Contrast** mode which gives contrast to the screen resolution, for those who are visually impaired.

The AutoMARK VAT consists of the labeled components shown in the picture below.



1.2 Using the AutoMARK VAT Keys and Buttons

The AutoMARK VAT is designed so that you can use either the keys on the keypad, an ADA device, or touch displayed text and buttons on the screen to enter your selections.

When you press the keys on the keypad or touch text or buttons on the screen, you are actually sending operating instructions (commands) to the computer. (For example, pressing the **Screen Off/On** key on the keypad tells the computer to turn the touch screen monitor off or on.)

Touch screen buttons in the picture below are displayed at the bottom of a screen.

Note

The buttons illustrated below do not appear on every screen.



Sample of Touch Screen Buttons

Touching the **BACK** button displays the previous screen.

Touching the **ZOOM IN/OUT** button on any screen increases and decreases the size of the text displayed.

Touching the **EXIT RETURN BALLOT** button displays the **EXIT** screen.

Touching the **HIGH CONTRAST** button on any screen lightens or darkens the screen contrast.

Touching the **NEXT** button enters your selection and displays the next screen.

If you want to listen to choices and instructions in the language of your choice and use the keys on the keypad to enter your selections, plug in your headphones, or use the headphones provided.

Note

Audio includes keypad instructions. Therefore, no further audio and keypad information is included in this guide.

1.3 Using the AutoMARK VAT with an ADA Device

The AutoMARK VAT is designed to work with ADA devices such as:

- Puff-sip
- Foot Pedal

The AutoMARK VAT allows a Voter with an ADA device to perform all of the selections available on the key pad or touch screen. When using an ADA device the system responds to a *yes* or *no* action. The AutoMARK VAT allows you to complete a ballot entirely with the aid of an ADA device.

Instructions for Use of an ADA device:

When a screen is displayed, you may select **NO** to bypass that screen or **YES** to move to the first selectable choice on that

Introduction to the AutoMARK VAT

screen. When you are on a selectable item of the screen, the item will be highlighted in yellow. Selecting **NO** will move on to the next selectable item on the screen. Selecting **YES** will provide the same results as if you had clicked on that item.

When on a candidate or question choice **YES** will select or deselect that candidate.

When on a **MORE** scroll bar, **YES** will cause the screen to scroll up or down as indicated.

When on a screen button, **YES** will invoke that action. For example, entering **YES** when **ZOOM** is highlighted will cause the screen to ZOOM. Entering **YES** again, will return the screen to non-zoomed mode.

Pressing **NO** at any time will move to the next highlighted item.

As you enter **NO** repeatedly, the highlight will move down the screen, across the bottom from right to left and then loop back to the top.

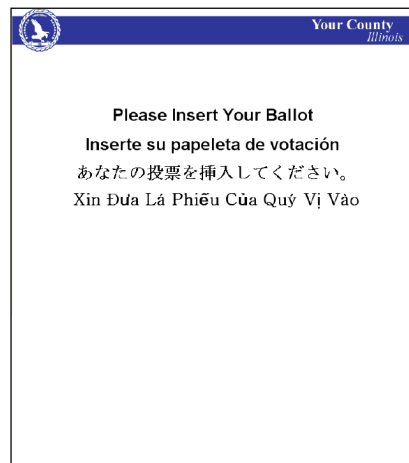
When you are done making selections on any given screen, enter **NO** repeatedly until the yellow highlight is on the **NEXT** button and then enter **YES** to move to the next screen.

If you encounter a problem operating the AutoMARK Voter Assist Terminal, please ask an election official for assistance.

2

Marking your Ballot

The following section tells you how to mark a ballot using the touch screen, if your ballot is currently unmarked and in a readable format. You can also use the Braille keypad in place of the touch screen to make you selections. For more information on how to use the Braille keypad to make your selections see section 1.2. If you are using an ADA device to make your selections see Section 1.3. The ***Please Insert Your Ballot*** screen (see picture below) should be displayed on the touch screen monitor. If not, ask an election official for assistance.



Please Insert your Ballot Screen

Marking your Ballot



Follow the steps below to mark your ballot.

1. **Insert your ballot.** Insert an unmarked ballot. The AutoMARK VAT feeds your ballot into the system and scans the ballot. Note that scanning may take 30 seconds or so and the VAT will be silent during that process.



Note

If you are using a ballot with a removable “stub”, remove the stub before inserting the ballot.

Once you insert your ballot the **Language Selection** screen is displayed. (See below)



Language Selection Screen

Note

If there is only one language choice at your polling place, the next screen is displayed automatically.

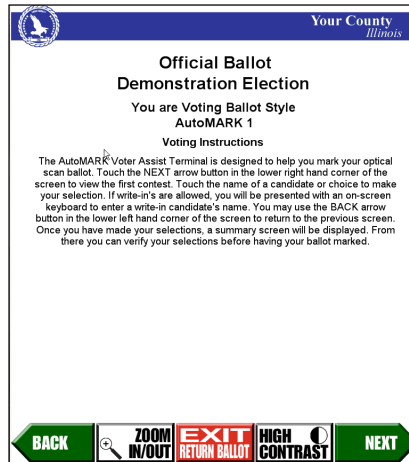
2. **Select your language.** When multiple language choices are listed on the **Language Selection** screen, touch the language button to make a choice.

Note

If you touch the **NEXT** button before selecting a language, the default language is selected for you.

Marking your Ballot

Based on your language selection, the AutoMARK VAT changes the audio language spoken and displays the ***Voting Instructions*** screen. (See the picture below.)



Voting Instructions Screen

Note

If there is only one language choice at your polling place, the *Voting Instructions* screen is displayed automatically.

3. **Read the voting instructions displayed.**
4. **Touch the NEXT button.** The *Contest* screen is displayed. (See the picture below.)

Your County Illinois

PAST PRESIDENT

FOR FAVORITE PAST PRESIDENT
(Vote for One)

<input type="radio"/>	THOMAS JEFFERSON
<input type="radio"/>	ABRAHAM LINCOLN
<input type="radio"/>	FRANKLIN D. ROOSEVELT
<input type="radio"/>	DWIGHT D. EISENHOWER
<input type="radio"/>	JOHN F. KENNEDY
<input type="radio"/>	Write-In:

BACK **ZOOM IN/OUT** **EXIT RETURN BALLOT** **HIGH CONTRAST** **NEXT**

Contest Screen

The AutoMARK VAT displays the names of candidates or choices for the first contest listed on your ballot on the *Contest* screen.

5. **Touch the name of the candidate or choice to indicate your selection.**

The oval displayed next to your choice fills in, indicating your voting selection.

If one of the choices includes a Write-In and it is selected, a *Write-In Pop-Up* screen is displayed. Type in the name of your write-in and press ok.

6. **Touch the NEXT button to enter you selection.**
7. **Continue voting until you have completed all contests in this election.**

Since AutoMARK VAT displays one *Contest* screen for each contest listed on your ballot, several contest screens will be displayed until you have entered all your selections.

Marking your Ballot

The AutoMARK VAT also displays various *pop-up* screens to assist you through this process. For example, if you touch the NEXT button before you make a selection, the *Under-Vote Pop-Up* screen may be displayed. However, if make more selections than allowed; the *Over-Vote Pop-Up* screen will be displayed.

If there are more candidates in a contest than can be displayed at one time on the screen, you may be forced to view all of them before proceeding to the next contest. (If you touch the NEXT button before you have seen all of the candidates, the ALERT MORE Pop-Up screen may be displayed.) If the screen is off, you may be forced to listen to all of the candidate selections before proceeding to the next contest.

When all selections have been entered, Automark displays a summary of your selections on the *Summary* Screen. (See below)

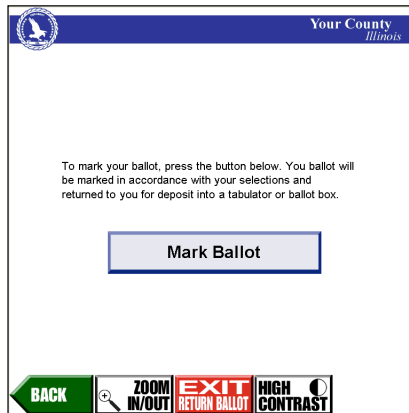
The screenshot shows the 'Summary of Selections' screen for 'Your County Illinois'. It displays a grid of contests and the user's selections. At the bottom, there are navigation buttons: BACK, ZOOM IN/OUT, EXIT RETURN BALLOT, and HIGH CONTRAST. A 'MORE' button is also present between the grid and the navigation buttons.

Your County Illinois	
Summary of Selections Your selections for each contest are indicated below. To change your selections, touch the box representing that contest. To confirm your selections and mark your ballot, touch "NEXT" at the bottom of the screen.	
PAST PRESIDENT FOR FAVORITE PAST PRESIDENT (Vote for One) -No Selection Made	MINISTER OF ART FOR MINISTER OF ART (Vote for One) -ALEXANDER CALDER
BASEBALL TEAM FOR FAVORITE BASEBALL TEAM (Vote for One) -CARDINALS	STATE OF ILLINOIS Should the State of Illinois repeal the -YES
LATE NIGHT TALK SHOW FOR FAVORITE LATE NIGHT TALK SHOW (Vote for One) -CONAN O'BRIEN	QUESTION 1 Do you favor a National Lottery administ -YES
AUTHORS	QUESTION 2
MORE	
BACK ZOOM IN/OUT EXIT RETURN BALLOT HIGH CONTRAST	

Summary Screen

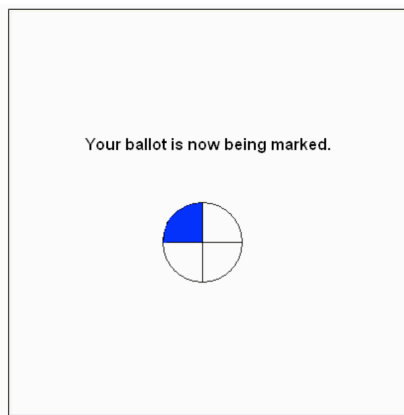
8. Scroll through the list and review your selections.
9. If you wish to change a selection:
 - a. Touch the *Contest* text box on the *Summary* screen.
 - b. Touch the original selection to deselect that candidate's name or choice.

- c. Touch your new choice and the NEXT button to return to the *Summary* screen.
10. When you are satisfied with all of your selections, touch the NEXT button. The AutoMARK VAT displays the *Mark Ballot* screen.



Mark Ballot Screen

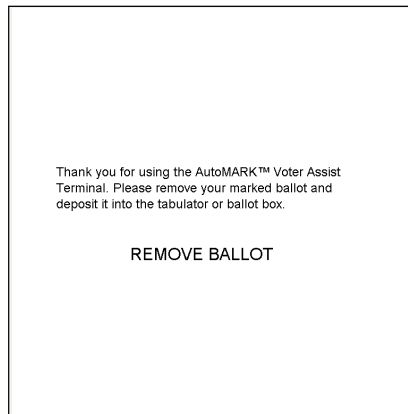
11. **Touch the Mark Ballot button.** The AutoMARK VAT displays the *Print Ballot* screen with a printing progress circle. The circle fills with color to indicate the time remaining to complete the printing process. (See below)



Print Ballot Screen

Marking your Ballot

12. When printing is complete, the AutoMARK VAT displays the *Remove Ballot* screen shown on the following page, and ejects your marked ballot into the Automark paper tray.



Remove Ballot Screen

13. Remove your marked ballot from the AutoMARK VAT paper tray and submit your marked ballot in the normal manner for tabulation.

3

Verifying a Marked Ballot

The following section tells you how to use the AutoMARK VAT to verify your ballot if it already marked and in a readable format.



1. **Insert your marked Ballot.** The AutoMARK VAT displays the *Verification Instructions* screen shown below.

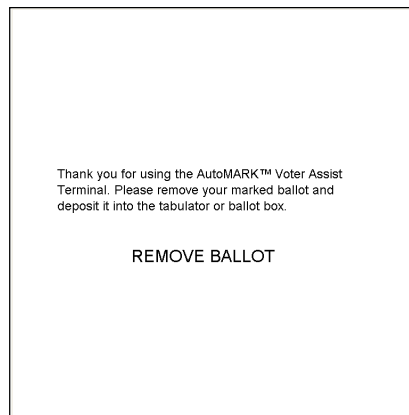
Verification Instructions Screen

2. **Touch the NEXT button.** The AutoMARK VAT displays the *Verification Summary* screen that lists your selections for each contest. (See below)

Verification Summary Screen

Verifying a Marked Ballot

3. **Review the selections that are marked on your ballot.**
4. **Touch the EXIT button when you are finished verifying your marked ballot selections.** The *Remove Ballot* screen is shown below. The AutoMARK VAT ejects your ballot into the paper tray.



Remove Ballot Screen

5. **Remove your marked ballot from the paper tray and submit your marked ballot in the normal manner for tabulation.**

Note

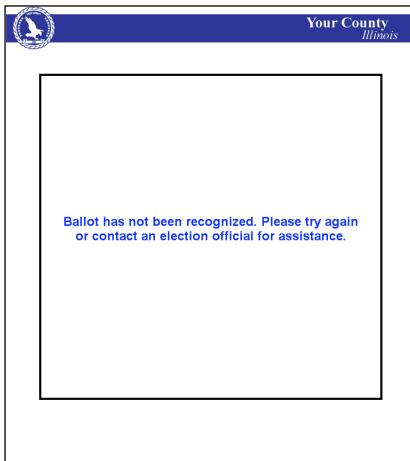
When verifying a marked ballot, the AutoMARK VAT cannot make any changes to your ballot. If you are not satisfied with your marked selections, contact an election official and request a new ballot.

4

Frequently Asked Questions

The following is a list of frequently asked questions and situations you may encounter while using the AutoMARK VAT to mark your ballot. The AutoMARK VAT is designed to make marking your ballot as easy as possible. If you encounter a situation that is not listed in this section, contact your election official for help.

4.1 Ballot is not readable



Error- Ballot Not Readable Screen

Reasons:

- Ballot style is not used at this polling place
- Ballot is damaged

The AutoMARK VAT displays the Error - Ballot Not Readable pop-up screen and ejects the ballot into the paper tray.

1. Remove your ballot from the paper tray and try inserting it again or contact an election official for assistance.

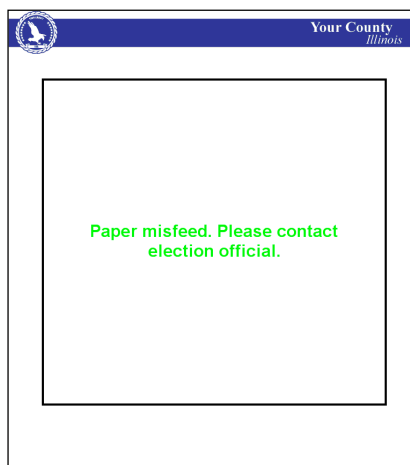
4.2 Ballot is jammed

Reason:

- Ballot paper feed mechanism requires adjustment to feed you ballot into the Automark

The AutoMARK VAT displays the *Error – Paper Misfeed* pop-up screen (shown here) and tries to eject your ballot. If successful, displays the Exit – Thank You pop-up screen; otherwise, this screen remains displayed.

1. If your ballot is ejected, try inserting your ballot again.
2. If your ballot is not ejected, contact your election official for assistance to retrieve your ballot.



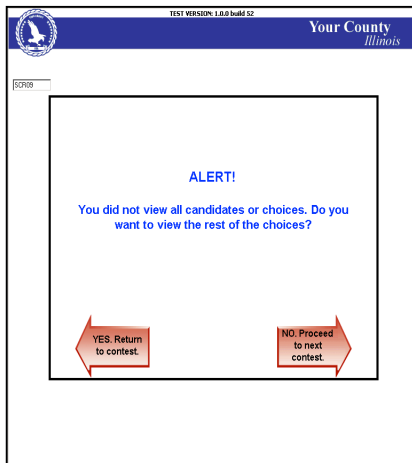
Error- Paper Misfeed Screen

4.3 What Is a Pop-up Screen?

Pop-up screens display messages that require your response before you can continue marking, verifying, or printing your ballot selections.

The following pop-up screens may be displayed:

4.3.1 MORE ALERT

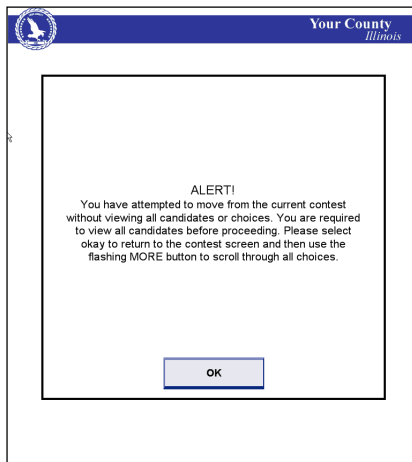


More Alert

The AutoMARK VAT displays the *More Alert* pop-up screen when all candidates or choices cannot be seen without scrolling or you did not scroll down to view all choices and the word *More* was listed at the bottom of the list of candidates.

1. Touch the YES button to return to the current *Contest* screen and select MORE to review additional candidate names.
2. Touch the NO button to display the next screen.

4.3.2 FORCE MORE ALERT



Force More Alert

The AutoMARK VAT displays the *Force More Alert* pop-up screen when all candidates or choices cannot be seen without scrolling or you did not scroll down to view all choices and the word “More” was listed at the bottom of the list of candidates. In this case, the system will not let you display the next screen until you have reviewed all candidates listed.

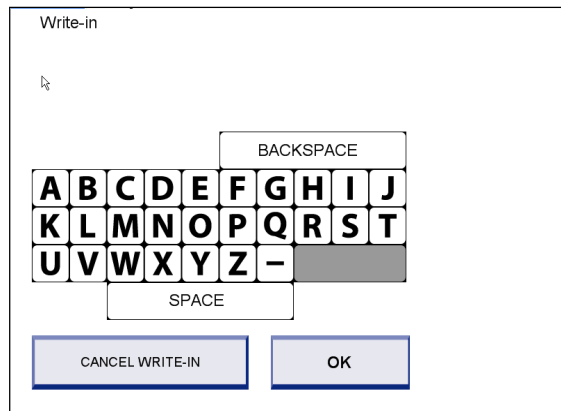
1. Touch the OK button to return to the current *Contest* screen and select MORE to review additional candidate names.

4.3.3 WRITE-IN

The AutoMARK VAT displays the *Write-In* pop-up screen (Shown below) when you select the word “Write-In” (from the list of candidates for the contest) on a *Contest* screen.

1. If you do not want to write-in the name of a candidate, touch the CANCEL button. The AutoMARK VAT clears any characters that may have been displayed in the write-in window, returns to the *Contest* screen and clears the oval next to the word Write-In.
2. If you want to write-in the name of a candidate, touch the letters, space and backspace images on the displayed keyboard to spell the name of the candidate you want to write in on your ballot. Then touch the OK button.

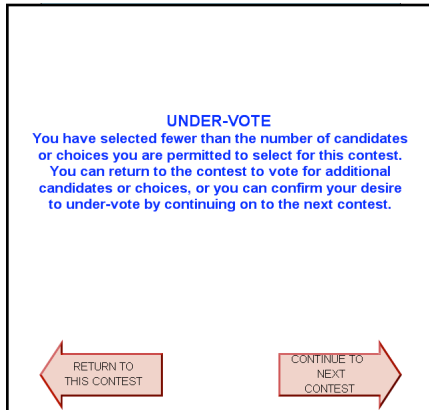
As you touch a letter, space or backspace image, the AutoMARK VAT displays the letters you have touched in the top write-in window on this screen. When the OK button is touched, the AutoMARK VAT transfers the Write-In name to the list of candidates on the *Contest* screen; then selects the Write-In candidate name and fills the oval on the *Contest* screen.



Write-In

4.3.4 UNDER-VOTE

The AutoMARK VAT displays the *Under-Vote* pop-up screen (shown below) when you did not select a candidate or choice, or made fewer selections than permitted for the contest on a *Contest* screen.

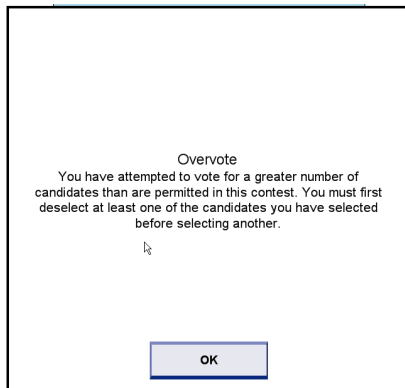


Under-Vote

1. Touch the RETURN TO CONTEST button. The AutoMARK VAT displays the *Contest* screen previously displayed.
2. Touch the CONTINUE TO NEXT CONTEST button. The next screen is displayed.

4.3.5 OVER-VOTE

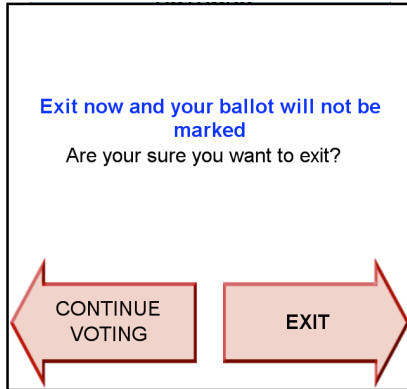
The AutoMARK VAT displays the *Over-Vote* pop-up screen (shown here) when you try to select more candidates or choices than are permitted for a particular contest.



Over-Vote

1. Touch the OK button. The AutoMARK VAT displays the *Contest* screen previously displayed.
2. If you wish to change your selections, you can deselect a previous choice by touching the name of the candidate. The AutoMARK VAT deselects the candidates or choices and clears the oval. You can then select an alternate candidate or choice.

4.3.6 EXIT



EXIT

The AutoMARK VAT displays the Exit pop-up screen (shown here) when you touch the EXIT button before you have completed the voting process.

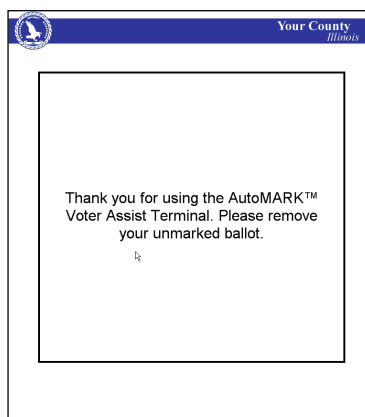
1. Touch the CONTINUE button to return to the last screen displayed and continue the voting process.
2. Touch the EXIT button to confirm your decision to exit the system and receive your unmarked ballot.

4.3.7 EXIT THANK YOU

The AutoMARK VAT displays the *EXIT Thank You* screen (shown below) and ejects your unmarked ballot into the paper tray.

1. Remove your unmarked ballot from the paper tray.

The AutoMARK VAT displays the *Insert Your Ballot* screen when the ballot is removed from the paper tray.



Exit Thank You

4.4 How Do I Exit without Marking the Ballot ?

To exit without marking the ballot, you can press the BACK key repeatedly, or you can press the SCREEN Key four times in a row.

5 REVISION HISTORY

Revision	Date	Reason for Revision
1	5/18/2004	Draft document.
2	7/25/2004	Modifying Sierra to ATS
3	8/12/2004	Updated title
4	1/18/05	Added Revision History Section
5	2/18/05	Added Note to remove stub from Optech ballot before inserting into VAT
6	3/17/05	Updated picture of ballot print progress screen - mak
7	4/7/05	Corrections due to ES&S review
8	4/25/05	Added instructions for using ADA device. Added to FAQ How to exit without marking ballot. - mak
9	5/2/05	Added note that if screen is turned off and Force More option is true, voter will have to listen to all candidates before proceeding to next race. - mak