

## Hands-on Section 1 – Basic Voter Check-In

Look up 3 voters

- First look up yourself. Enter in your full first and last name and your full residence address. Issue & Return (Live Ballot) a ballot
- Second, choose a common first and last name. Enter in the full first and last name. Issue & Return (Live Ballot) a ballot. How many people did you have to choose from?
- Third, search for a family member (your parent or child for example). Enter in their full first and last names. Issue a ballot for later return for the voter you find. How is the label different?



## Hands-on Section 2 – Advanced Voter Check-In

Look up 3 voters

- Pick a random (common) letter in the alphabet. Enter this letter into the first name and last name fields. Press search. Add two more letters to your random choice (that make sense for a name, no zzz please). What happened? Issue & Return (Live Ballot) a ballot.
- Look up George Smith 3234 E Mono St. Issue them a ballot for later return.
- Third, look up last name “Gon”, first name “Ang”. Randomly choose one of the people found who has not had a ballot returned “GOOD”. Update the voter’s information (change their address to your address), what happens and what button do you press to help this voter vote? Does the voter have to fill out any paperwork?



## Hands-on Section 3 – CVR/Provisional Check-In

Look up 3 voters

- First look up yourself, again. Can you Issue & Return (Live Ballot) a ballot? How should you assist this “voter”?
- Second, Mickey Mouse has decided to move to Fresno County from Orange County. How should he be processed? Generate the appropriate type of label.
- Third, look up Bruce Wayne on 10000 Really Big House Drive but only use the three letter approach and a couple digits of the address. Generate a provisional label for Bruce. Did you have to enter in additional information? What happened when you tried to precinct this address?



## Hands-on – Mobile Ballot Printer (MBP)

### Set-up

1. Turn on the Mobile Ballot Printer
2. Turn on the Mobile Ballot Laptop
3. Select the User account at the bottom left (might come up automatically)
4. Enter in your assigned password. (For training purposes enter: California2019! )
5. Double click the MBP application at the top left of the screen
6. Go to **File** in the top Left
7. Select **Open Project**
8. Choose the appropriate Election Project (For training purposes please select Western States 5.10)
9. Press **OK**
10. The Mobile Ballot Application is now ready to print ballots

### Ballot Printing

1. In the first row, under “Activation Code”, Enter the VOT PCT # from the voter’s registration label. The activation code must be four (4) digits. Examples: 0007, 0099, 0206

2. The application will automatically sort the available list by the entered information
3. Select the proper ballot type by clicking (once) on the row, which will highlight that row in red
4. Click on the Print Icon (above the ballot type rows)
5. On the pop-up printer screen, make sure that the sample ballot box is NOT checked. Press Print
6. Verify ballot is the correct precinct.
7. Print out at least 2 different precinct ballots using the Mobile Ballot Printer. Take a moment to fill out each ballot and hold on to the two ballots for a later hands-on session.
8. Try printing ballots in series (one after another) and queued (a bunch at once)

### Mobile Ballot Printing Shutdown

1. Press the "X" in the top right corner of the MBP Application
2. Shutdown the Laptop (power controls are at the bottom left of the screen)
3. Shutdown the printer
4. At the Vote Center, Election workers will need to put away the laptop and printer PAPER each night. Please do not do those steps today. Take your two ballots back to your seat for the next lecture portion.



## Hands-on – ImageCast X (ICX) Touchscreen Ballot Marking Device

### Preparing the ICX for Voting

1. Turn on the ICX Printer
2. Turn on the ICX
3. Once the Card Insert Screen has loaded, Insert the Poll Worker Card
4. Enter the Administrator Password – For training classes, the password is 12345678
5. The Administration Screen will come up.
  - i. Verify the Date and Time (middle left of the screen)
  - ii. Test the Printer – Choose Hardware Test on the lower right of the screen
    - a. Choose PRINTER
    - b. Choose “Print Test Page”
    - c. Press CLOSE (lower right of the screen) to return to Admin Screen
  - iii. Open the Polls by pressing the large “Open Polls” button at the top of the screen
6. The screen will automatically shift to the Insert Card Animation
7. Remove your Poll Worker Card, the ICX is now ready for Voters

## ICX Shutdown

1. Insert the Poll Worker Card
2. Change to the Login tab (top left of the pop-up window)
3. Enter the Admin password (12345678 for training)
4. Press the large Close Polls button at the top of the screen
5. Press the power button at the bottom right of the screen.  
Press Power Off. Press Yes.
6. Turn off the printer
7. Take your printer test page with you to the next station.

## Hands-on – ImageCast X (ICX) Touchscreen Ballot Marking Device

Vote some Ballots!

1. Insert the Poll Worker Card – Note that a new password screen comes up
2. Enter the appropriate VOT PCT # from the Voter's registration label. The activation code must be four (4) digits. Examples: 0007, 0099, 0206
3. Press "Activate"
4. Choose English or Spanish language presentation
5. Vote the ballot.
  - a. Choices on the ballot are made by touching the appropriate box or candidate. Touching the box or candidate again will remove the choice
  - b. Do a write-in on one contest
  - c. Use the directional buttons at the bottom of the screen to navigate the ballot
  - d. Test the option buttons at the top of the screen
  - e. If you have made fewer selections than allowed in a contest, a warning will be posted on the screen
6. When you have completed the ballot, go to the review screen. Warnings for undervotes will also be displayed on this screen.

7. Press Print Ballot in the lower right of the screen. You must confirm this decision prior to their ballot printing.
8. Insert the Poll worker card again and activate an accessible session
  - a. Use any precinct activation code you want
  - b. Mark the AVS controller box BEFORE pressing activate
  - c. Choose the ATI device
9. Put on the headphones and hold the AVS controller.
  - a. Directions will be read to you over the headphones
  - b. Following the directions or using the directions on the screen adjust the speed and volume to your liking and press the large red X
10. Use the arrow buttons to move through the ballot
11. Use the large red X button to make or remove selections
12. Vote the ballot using the accessible device
13. After reviewing your ballot, Print your ballot
14. Take your two printed ballots with you to the next station

## Hands-on Session 7 – ImageCast Evolution (ICE) Ballot Tabulator

### Final Set-up and Voting on the ICE

1. Press the black Security Token into the silver circle on the right side of the ICE machine until the password screen comes up
2. Enter the Username: Admin
3. Enter the election specific password (use 12345678 today)
4. Press “Standard Voting” (left side of screen)
5. Confirm the “Ballot Review” is set to **Disabled** and that “Electronic Ballot Review” is also set to **Disabled**
6. Press Start (right side of screen, towards the top)
7. Press “OK”
8. The ICE ballot Tabulator is now ready to accept ballots

### Voting on the ICE

1. Each Election Worker should have at least four ballots in hand from earlier hands-on sessions. Vote all of these ballots. Ballots are provided for first rotation users
2. Use the provided Secrecy sleeves.

**DO NOT TOUCH the power or Close polls buttons today!**