

How to Set Up and Open the VAT (Voter Assist Terminal)

The following items are needed for the ICX/VAT Voter Assist Terminal:

Monitor, Printer, Headphones, ATI Unit, Poll Worker Card & Blank Test Ballot (one per precinct), Sheets of Paper per precinct.



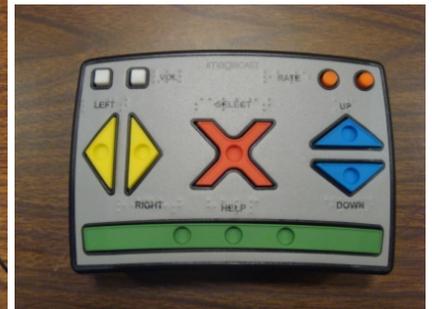
MONITOR



PRINTER



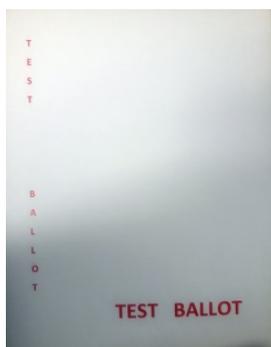
HEADPHONES



ATI UNIT



Pollworker Card



Test Ballot



Unit Set Up

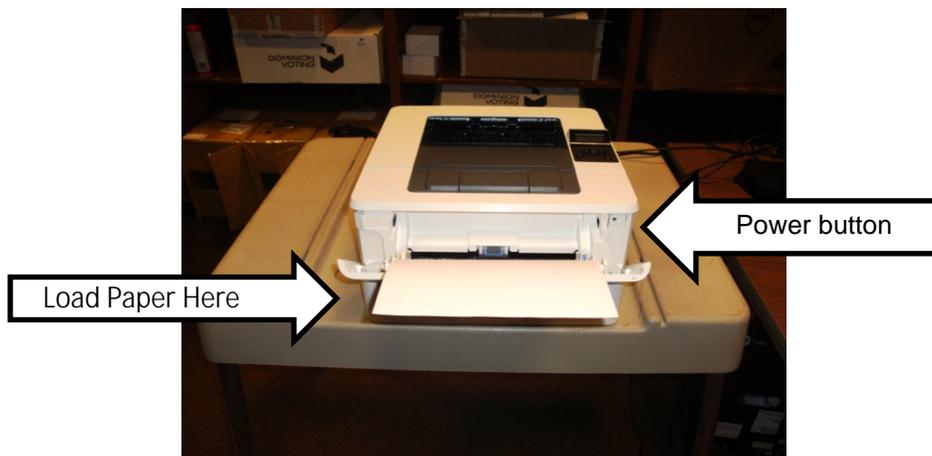
NOTE:

Set up should be done in the exact order as described in these instructions. If you vary from the given order, problems may arise in the operation of the unit.

Unpack the case, unloading the printer first.

Set printer on the back of the table with the paper tray facing outward.

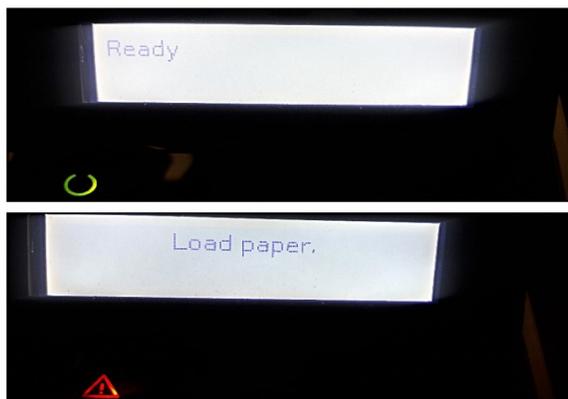
Plug in the power cord to the printer port, then to the surge protector. Power up the printer (button is on the front face of the printer toward the upper right-hand corner).



Open the paper tray, extend the paper supports and put a piece of paper marked TEST BALLOT face up in the auxiliary paper tray.



Please check that printer screen display says “ready” and not “load paper”.



Remove the monitor and place it at the front of the table.

Plug the cable already attached to the monitor into the printer port.

Plug the power cord into the back of the monitor and then into the surge protector.

Remove the ATI unit.

Plug the cord that is attached to the monitor into the ATI unit.

Plug the headphones into the ATI Unit where it is marked “**audio**”.

THE MONITOR WILL START UP AUTOMATICALLY!!!

If it does not power up then follow these instructions:

1. Rotate the screen counterclockwise
2. Cut the seal on the bottom door
3. Open the door
4. Reach in on the right-hand side and press and hold the power button until it beeps.



AFTER YOU ARE SURE THE MONITOR IS POWERED UP, CAREFULLY RESEAL THE BOTTOM ACCESS PANEL WITH A NEW SEAL PROVIDED IN YOUR VAT ENVELOPE.

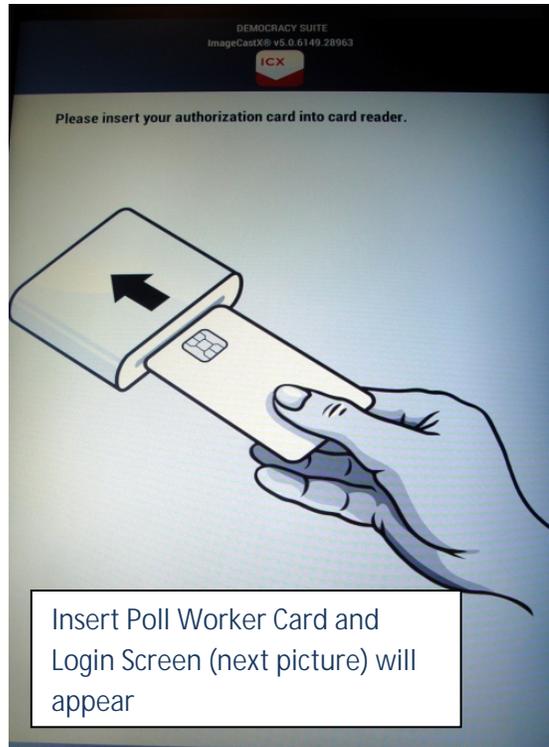
NOTE: **This must be done by two poll workers of two different political parties.

Turn to the front cover of your Pollbook where it says, “Clerk’s Preparation Certificate”.
Record the new seal number in the space provided.



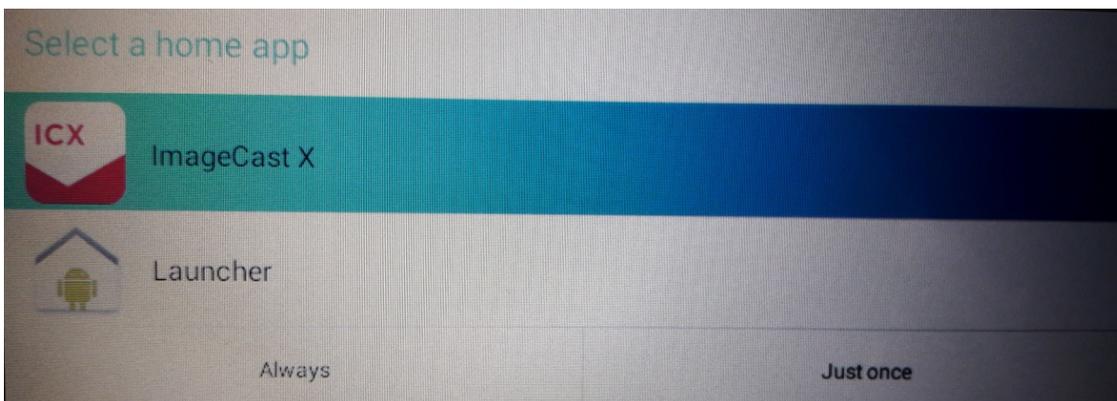
**PLEASE TRY ALL OF THE ABOVE STEPS BEFORE CONTACTING
THE CLERK'S OFFICE.**

The screen should appear as pictured below and left. Insert your poll worker card into the yellow card reader slot.



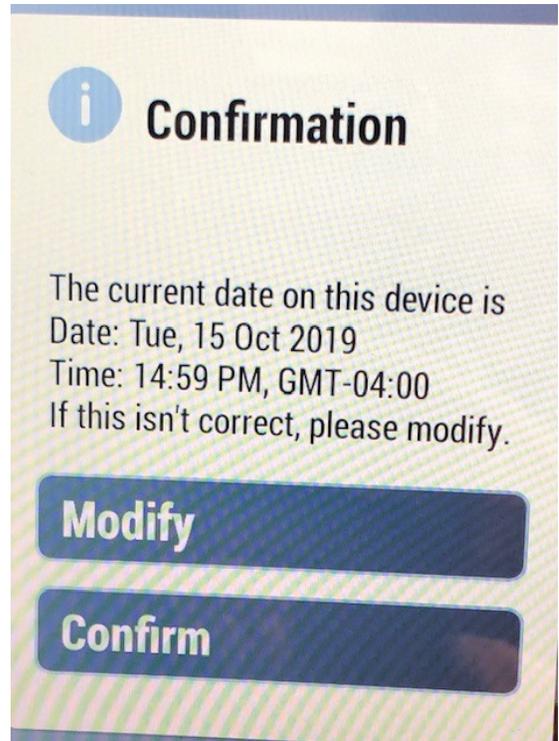
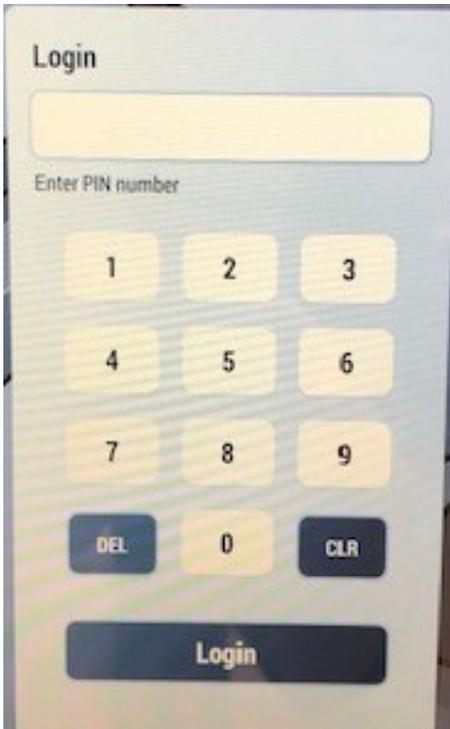
You will be provided with a sheet with the eight-digit code on it. Enter the 8-digit code provided to you and press login. This code can vary (but, typically it will be the date of election EX: 03102020).

If the “HOME APP” screen appears **(it may, but it might not)** ...

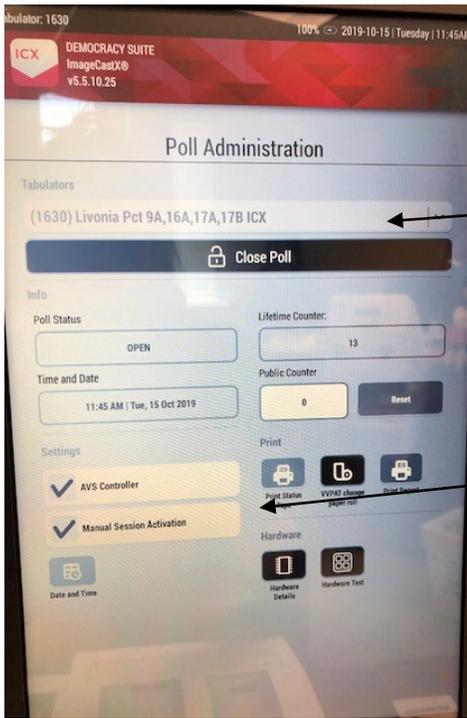


Simply Press the Image Cast X box and click always.

The screen which states “Please insert your **POLL WORKER** card into the card reader” should appear next. If you get a message Printer is not ready contact another Poll Worker for assistance, make sure everything is hooked up and powered up and a sheet of paper is in the printer, then simply insert a Poll Worker card and the warning should disappear.



Once logged in, a dialog box will appear allowing you to confirm or modify the time and date. If the date and time are both correct, tap **Confirm**.



The Poll Administration screen will now appear. Please double check to make sure you have the correct precincts listed at the top before continuing.

Select both the AVS Controller and the Manual Session Activation options on the left of the screen. These should already be checked.

YOU ARE NOW READY TO PRINT A TEST BALLOT

- ✓ Select the “hardware test” icon on the lower left of the screen. The following screen should appear.
- ✓ Select “Printer” option.
- ✓ “Print test page”. You should have already loaded the test ballot sheet into the printer.

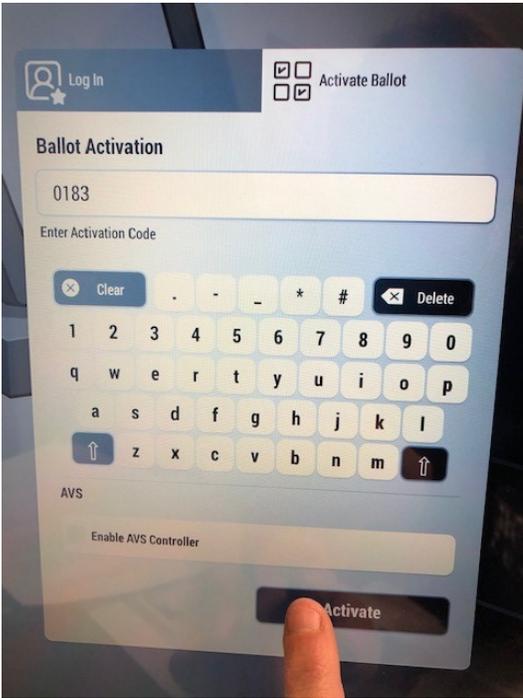
Your ballot should print.

Place the test ballot in the envelope provided to you marked *test ballot*, seal the envelope and place it in your Navy ballot bag. Only one test ballot is needed to test printer function.

“Close” the printer test screen.

OPENING THE POLL

Once you “close” the printer test screen, you will be directed to the “Poll Administrator” screen where you can now “open the polls”. A confirmation dialog box appears. Select “Open Poll”. Tap “**Yes**” to open the poll.



Remove the poll worker card. You will be prompted to reinsert the poll worker card. The box with “log in” and “activate ballot” tabs will appear here.

Select the “activate ballot” tab.

Enter the “Ballot Activation Code” provided to you into the field (EX 0101). Click “Activate” on the bottom of that tab.

You can also “Enable AVS Controller” from this screen.

Remove the Poll Worker card and allow the voter to vote a ballot. Instruct the voter that once they finish voting, touch the review button. A voting summary will appear. If satisfied, select “print ballot”. If a change needs to be made, select “back to ballot”. Print ballot or review your choices again.

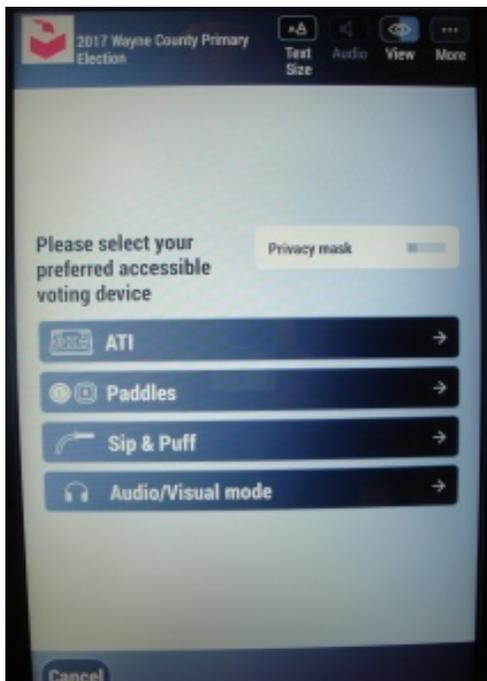
Place the printed ballot in a secrecy envelope and take it to the tabulator.

NOTE:

Write In Candidates will not show on the screen but will show on the printed ballot.

Please note: If a voter needs assistance with sight or sound, the “Enable AVS controller” function will assist them in voting.

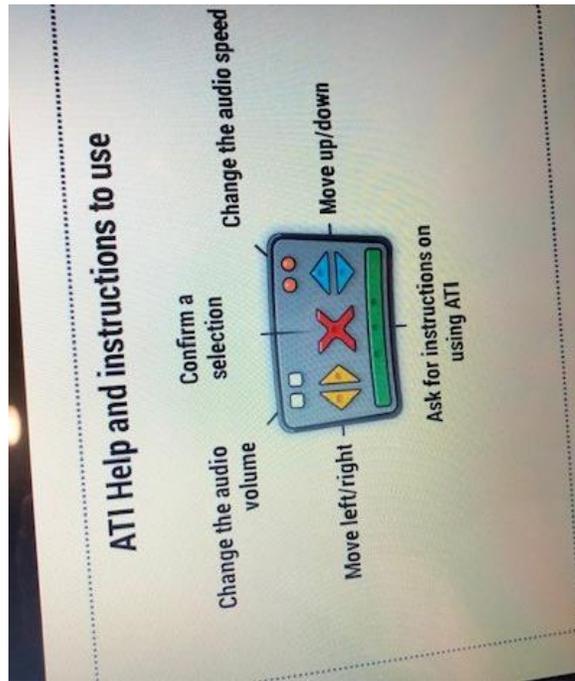
Select “Enable AVS controller” box on the screen above and then “activate”.



Select the “ATI” option. The picture screen below will pop up. Touch the picture screen to activate the ballot. Sound will be heard through the headphones provided.

A list of the AVS functions are shown below.

NOTE: If the ATI is used, please know that should the voter decide to use the “touch screen” versus using the unit, they will have to **double tap their selections.**



HELPFUL PICTURES

Figure 11— Printer when you first set it up on table. The right arrow points to the power button and the left arrow points to the paper which should be placed in the auxiliary paper tray. Figure 12 The proper placement of the paper in the printer. Please note when printing a test ballot, please place “test ballot” paper in the printer face up



FIGURE 11



FIGURE 12

Figure 13 Printer screen display on top of printer signifying if printer is ready or if paper is not loaded or loaded improperly. Figure 14 Power button - this view is with the monitor tilted sideways.

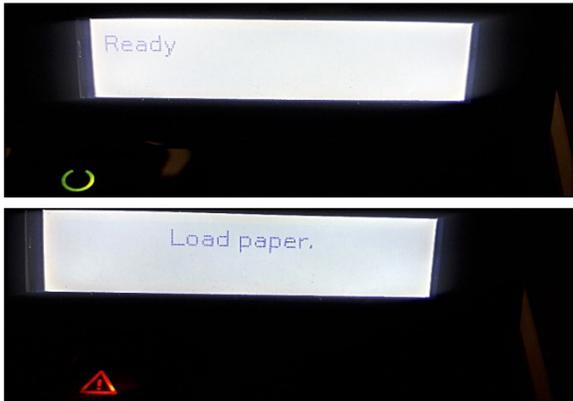


FIGURE 13

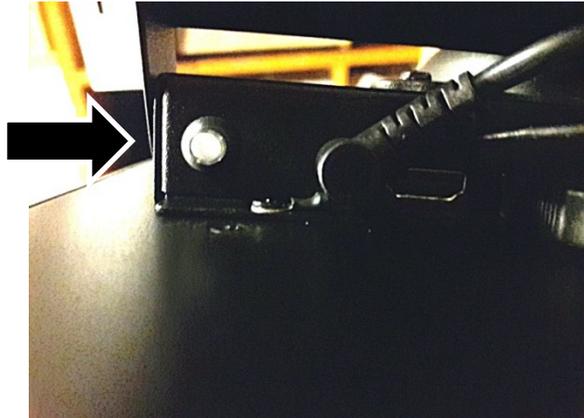
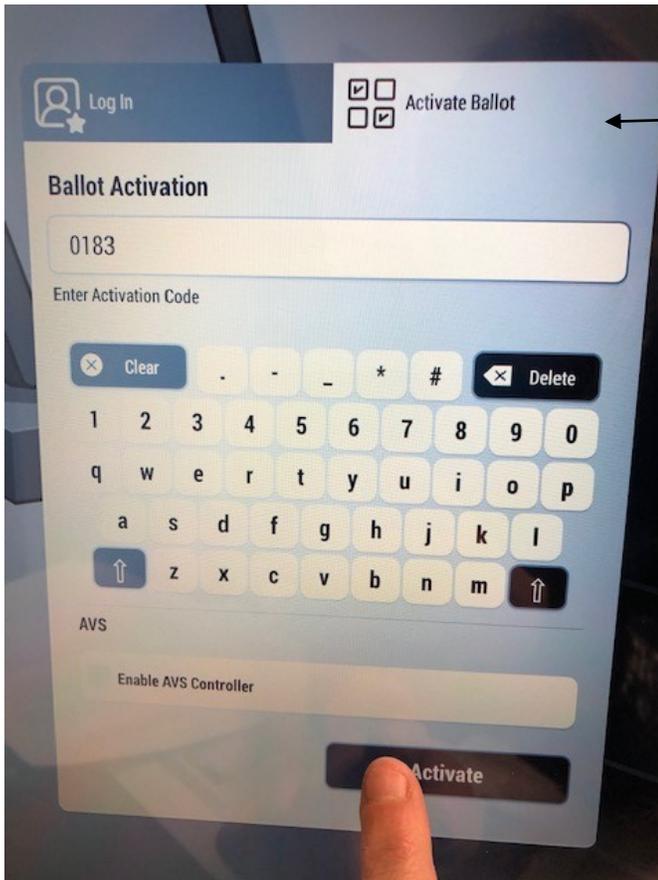


FIGURE 14

Figure 15 Properly sealed monitor Figure 16 Correct placement of unit on table



Ballot Activation screen



Ballot activation tab. Enter the activation code provided to you on the base of your tabulator, then click “Activate” to vote. Remove poll worker card while voter is casting their ballot.

CLOSING THE VOTER ASSISTED TERMINAL (VAT)

1. On the VAT screen select CLOSE POLLS
2. Insert “Poll Worker” Card
3. When prompted enter passcode
4. This will take you to the Poll Administration screen
5. Select CLOSE POLLS
6. (Select Yes to confirm)
7. Select POWER OFF

8. (Select Yes to confirm)
9. Pack everything back in case!!