

# The ICP TABULATOR

## Contents:

1. Setting Up and Opening
2. Marking and Casting the Ballot
3. Tabulator Warning Messages
4. Closing the Polls
5. Transferring Results via Modem (Discontinued)
6. Regular Ballots and Write-in Votes
7. Powering Down
8. EXTRA Information

# SETTING UP AND OPENING THE POLLS

## ICP TABULATOR STANDARD BASE



# POSITION TABULATOR INTO PRECINCT



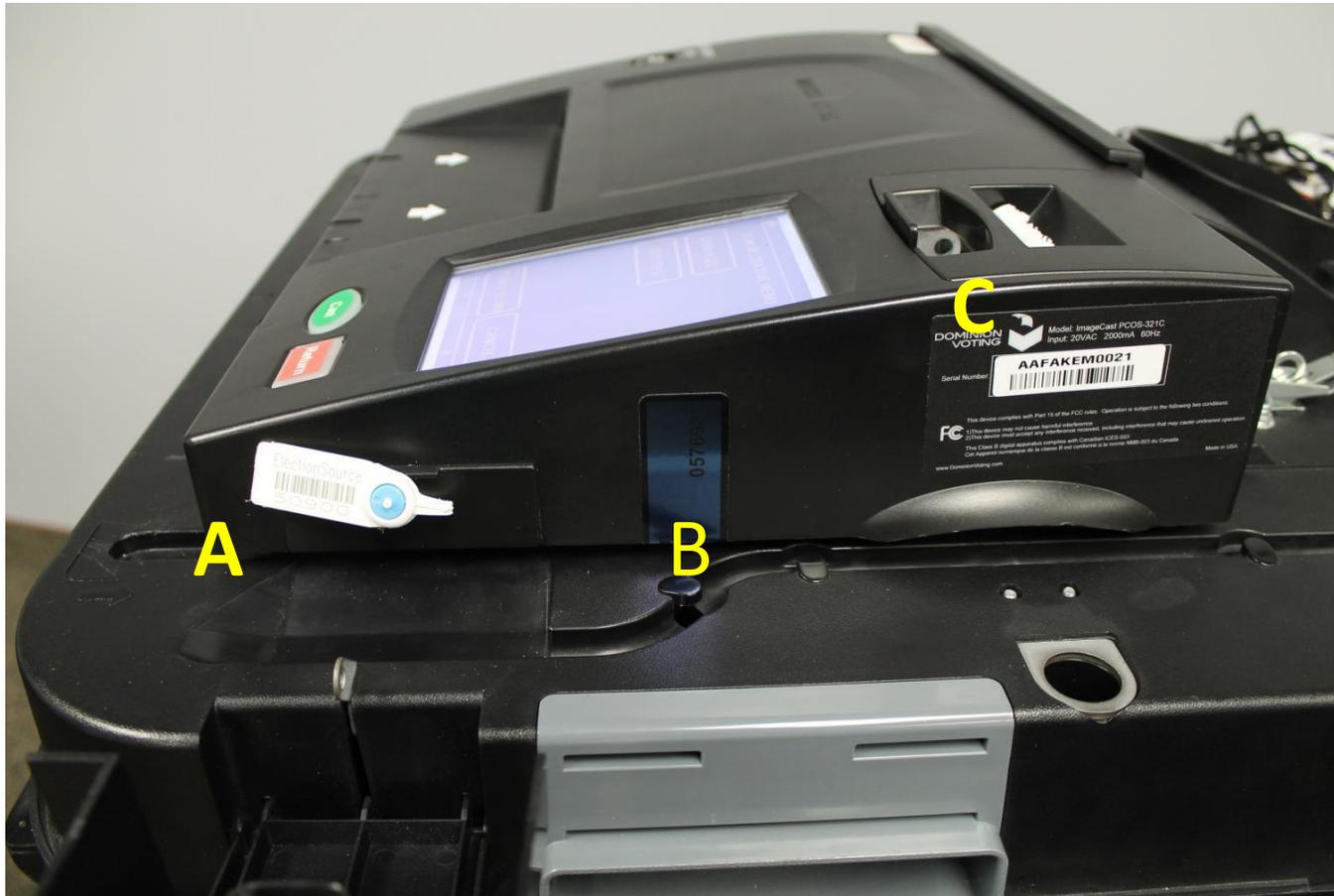
- Lock at least **TWO** of the **FOUR** wheels to prevent unintended roll-away

# REMOVE DUST COVER



- A lock on each side of the dust cover secures the cover to the base. Unlock both sides with your security key.
- Remove Dust Cover off by lifting up on the grey handles
- The same key works on all locks of the bin
- Place the cover under your supply table for safe keeping during the day.

# TABULATOR VERIFICATION



**NOTE: Verify the Serial number and Seal number agree with the Pollbook.**

- A. Seal on Communication door
- B. One of two State label Seals required to prove machine has not been opened
- C. Tabulator Serial Number

# POWERING-UP THE ICP TABULATOR

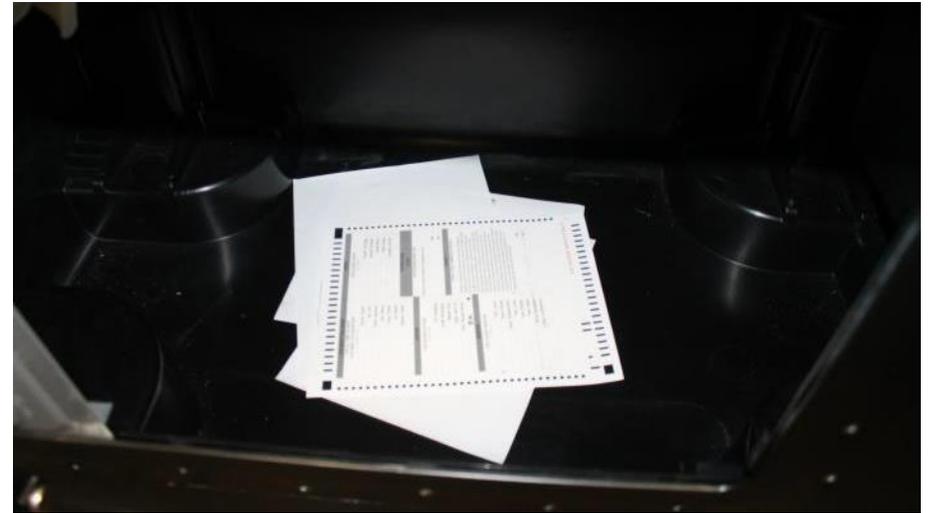


- Unwind power cord from cord reel in back storage compartment  
There is a silver hook at the bottom of the tabulator. If you thread the cord through the hook, it will help to avoid trip hazards in the precinct.
- Plug the 10-foot cord into power strip and then the power strip into the wall outlet.

- The screen will activate and display Application information
- It will take 3 minutes for the tabulator to initialize before it will be ready to accept the first ballot

# CHECK ALL 3 BINS FOR STRAY BALLOTS

## General Bin



- Unlock bin door and slide open
- Verify your Blue ballot bag and secrecy sleeves are there.
- Remove the ballot bag from the general bin.
- Keep the ballots with the lowest numbers on your check-in table. Store the rest in your blue ballot bag.
- Close and lock the door.

# CHECK ALL 3 BINS FOR STRAY BALLOTS

## Write-in Bin

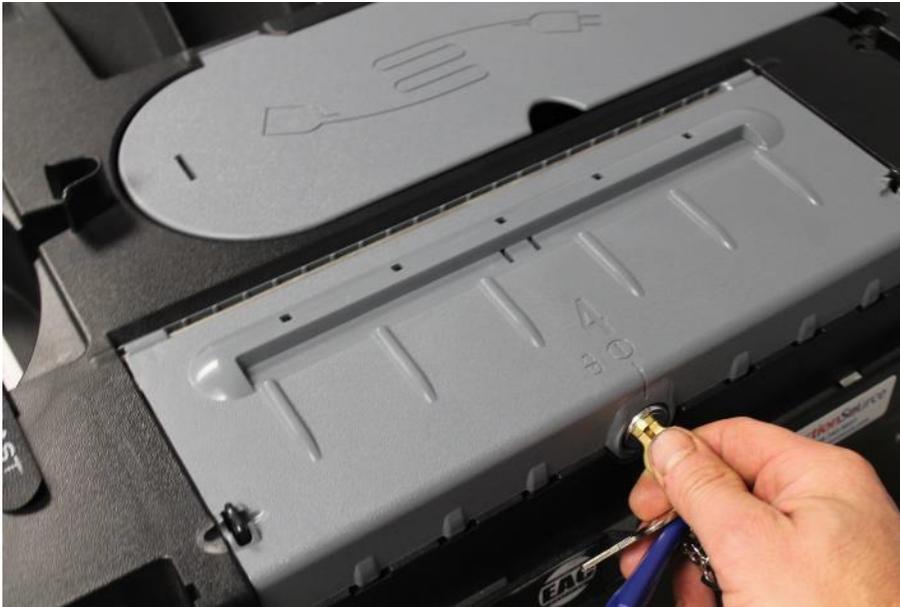


- Slide Write-in door up to let door swing open
- Verify that the Write-in bin is completely empty by feeling for ballots

- **DO NOT** leave the Write-in door open
- If left open, it will not be possible for the bin to separate ballots

# CHECK ALL 3 BINS FOR STRAY BALLOTS

## Auxiliary Bin

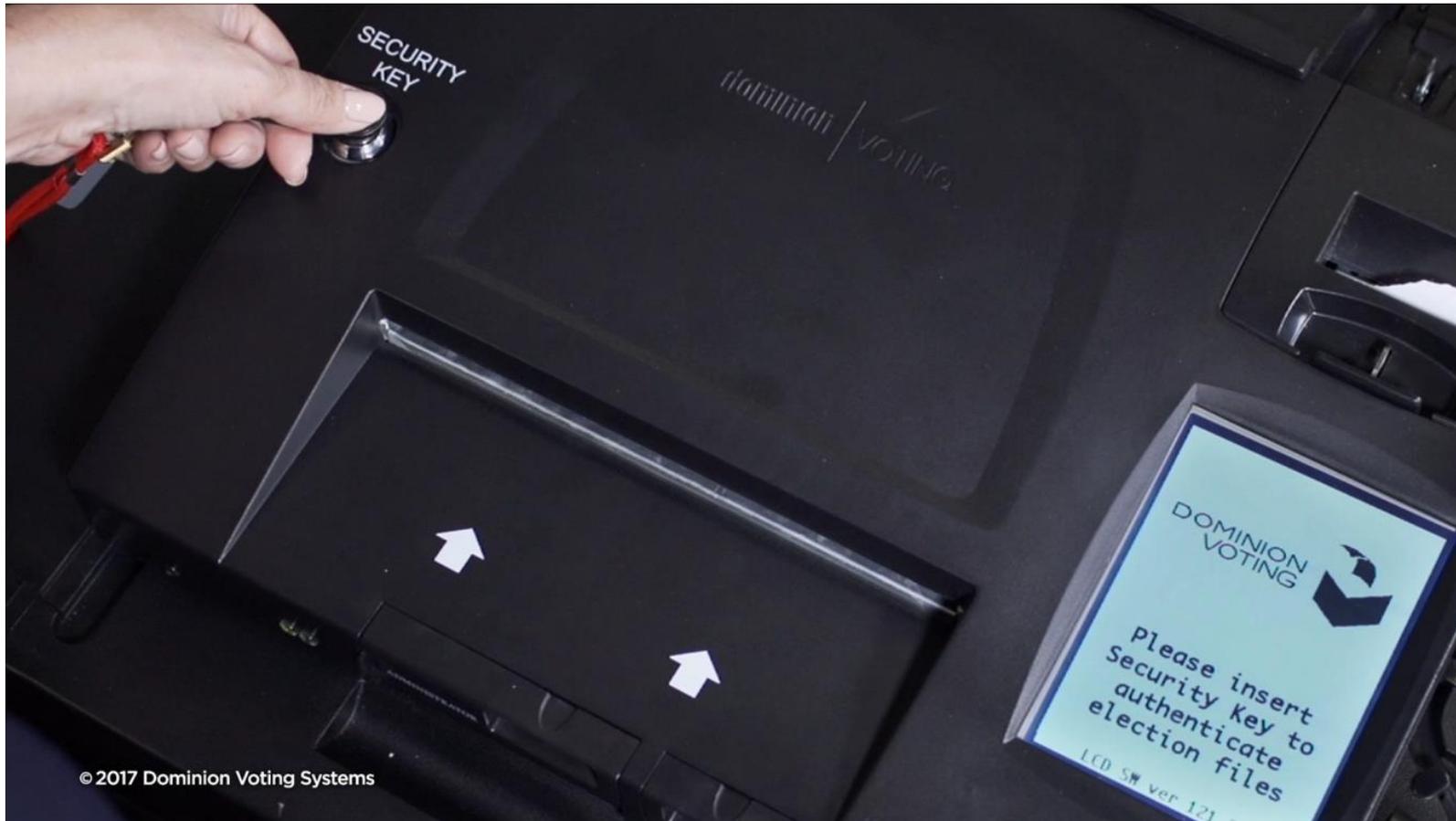


- Unlock bin door on the rear of the base



- Open and verify that the Auxiliary bin on the rear of the base is empty
- This bin may be used to accept ballots until a technician arrives to replace an ICP that has malfunctioned

# APPLY SECURITY KEY



- Firmly press security key onto silver security dock
- If error occurs, simply reposition security key
- Security key must be flat when positioned onto dock

# ENTER PASSWORD & VERIFY TIME

**NOTE: Generally, the password is the date of election.**

**Example: 08022022**

**(See tabulator keys envelope in Chairperson envelope)**

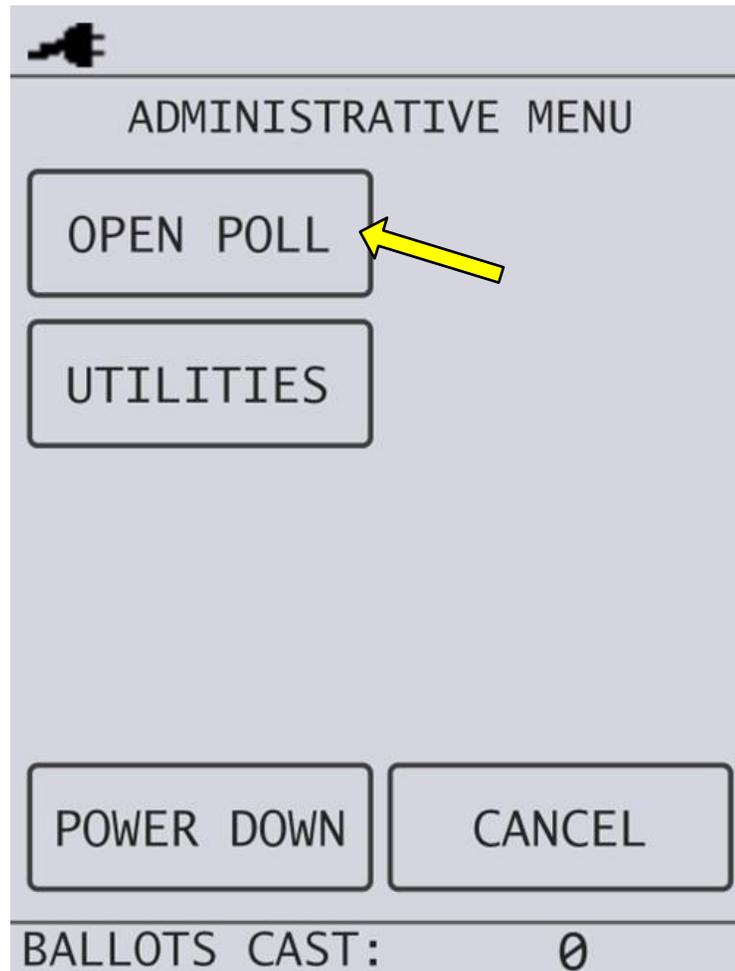


- Enter the password for the current election
- Your input is confirmed when each key darkens. The keypad is pressure sensitive, not heat sensitive like a smart phone
- \*\*If key confirmation is difficult to achieve, use a pen cap or other “stylus” to help with the pressure sensitive keypad



- Confirm Date & Time by pressing “YES”  
**\*\*NOTE: This is military time\*\***
- Adjust by selecting “NO” and press “+” or “-” each function of the clock. (see the back of this manual for additional instructions on time change)

# OPEN THE POLLS

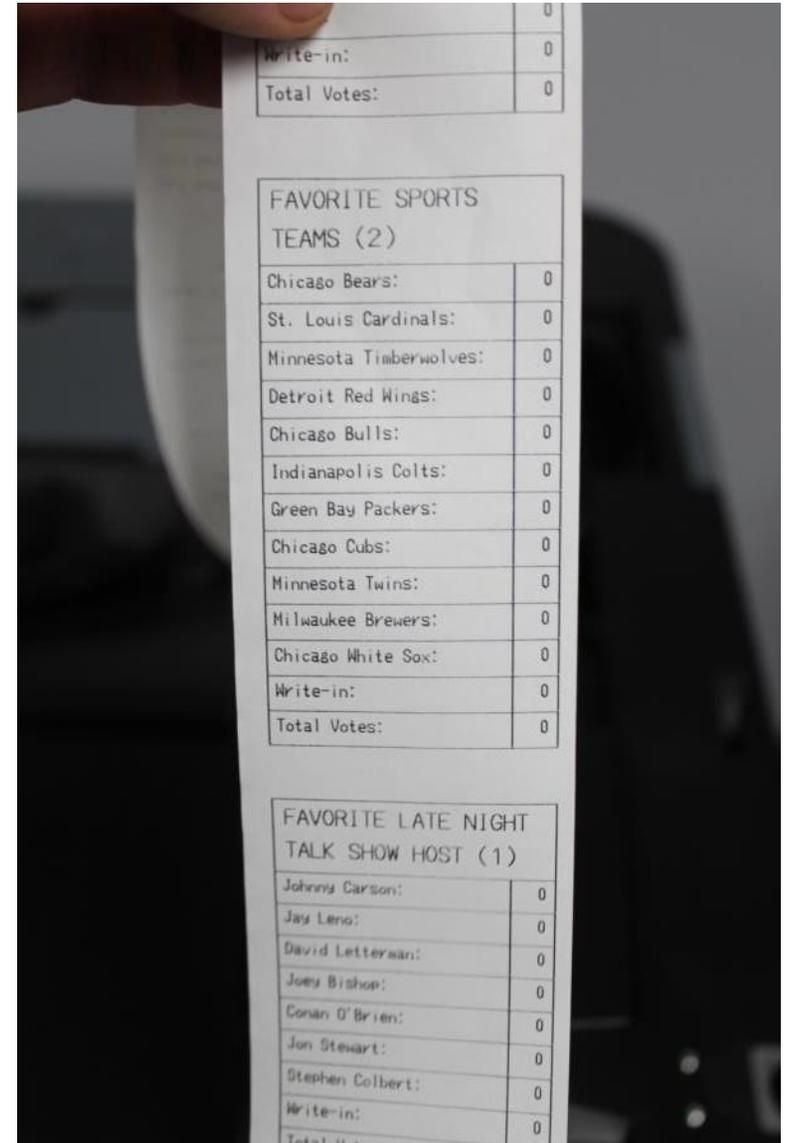


- Press “OPEN POLL” from the administrative menu

# ZERO TAPE



- Select a “ZERO” results tape
- This will print each candidate/voting position with a zero in the result column
- Print one copy and remove tape.
- **IMPORTANT:** All poll workers must sign this tape.
- Place the signed tape in the Local Clerk’s Envelope



# SYSTEM READY

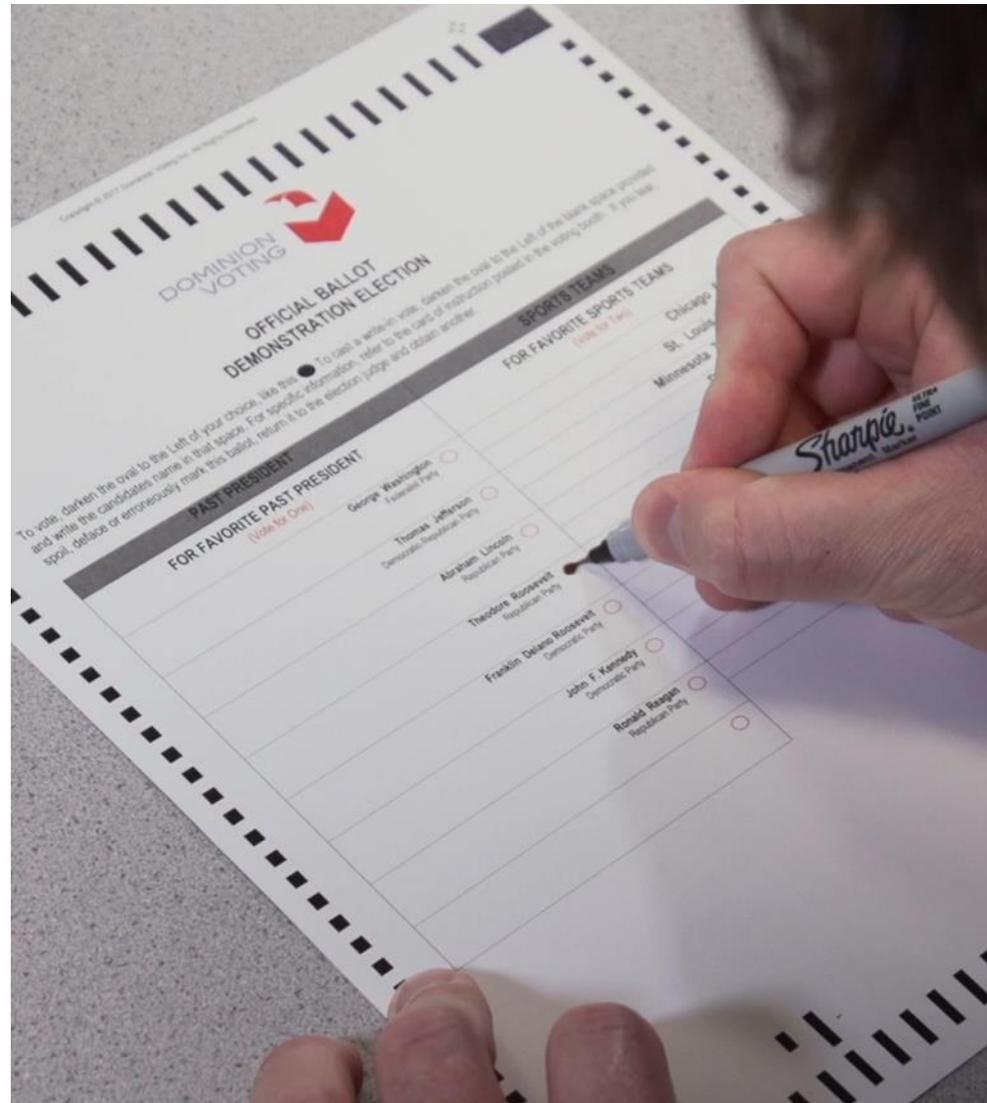


- The polls are now open and ready to accept ballots
- Public Counter should display ZERO Ballots Cast

# **MARKING AND CASTING BALLOTS**

# MARKING THE BALLOT

- Voters will fill in a bubble next to their choice
- It's best the bubble is filled in as best as possible.
- The rest of the ballot will not be affected if the voter marks outside of the bubble
- Any blue or black ink is acceptable
- Sharpies are preferred as they don't smear when run through the tabulator
- The opposite side of the ballot will not be misread if marker bleeds through ballot paper

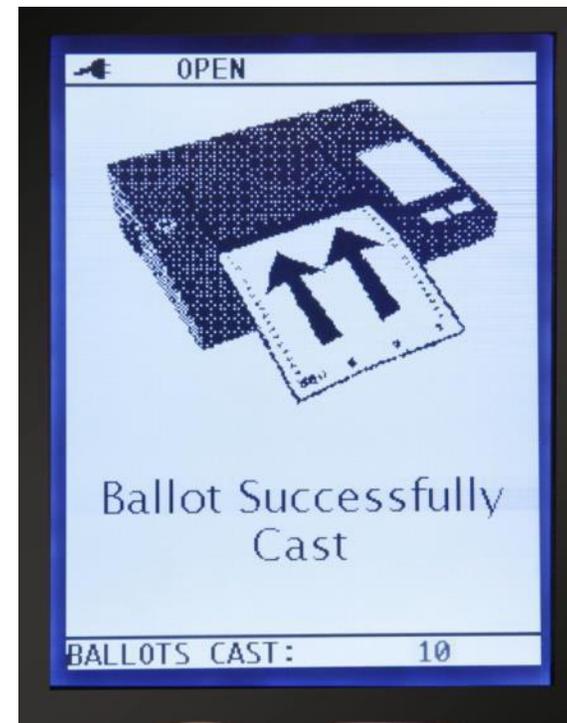
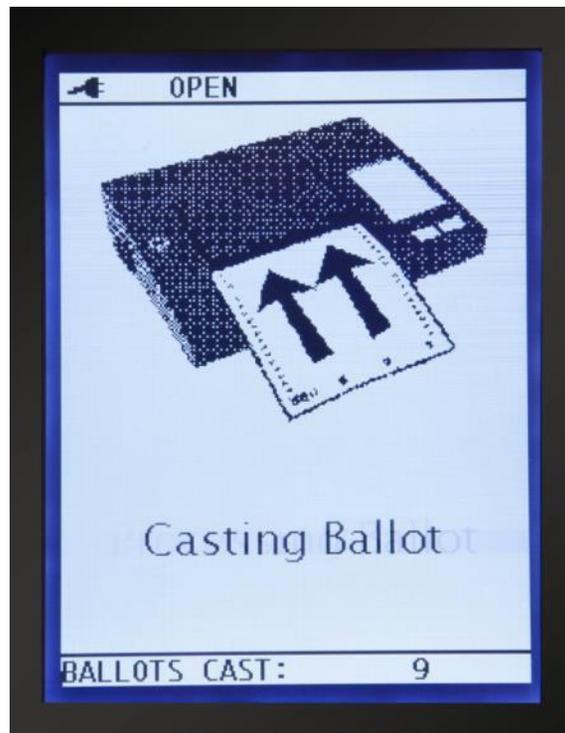


# VOTER DEPOSITS BALLOT INTO TABULATOR



- A privacy sleeve is required
- The ballot can be read in any orientation, upside-down, right-side-up, bottom first or top first

# EACH VOTER WILL VERIFY THEIR BALLOT CASTS SUCCESSFULLY



- Voters should pause and verify that their ballot is casting
- Once the "Ballot Successfully Cast" appears, the voter will know that their vote counted and there were no errors on their ballot
- The Public Counter then increments by one

# SYSTEM READY!

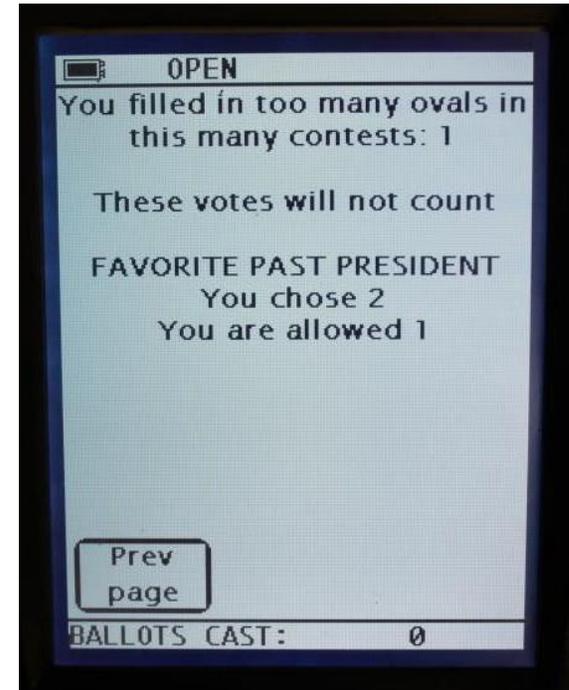
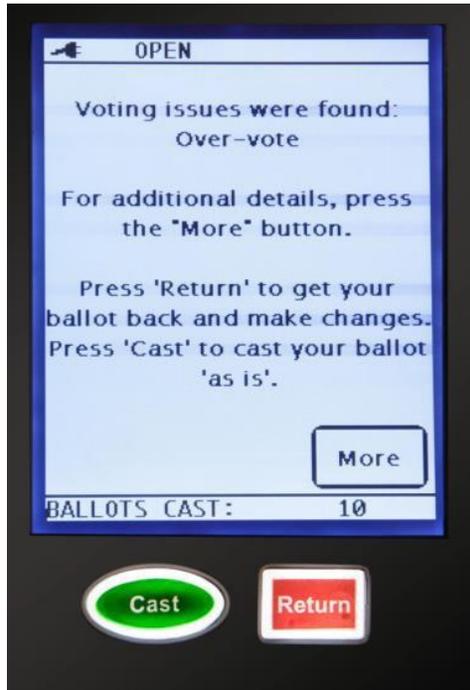


© 2017 Dominion Voting Systems

- Once a ballot has been cast successfully, the ICP is ready to accept a ballot from the next voter

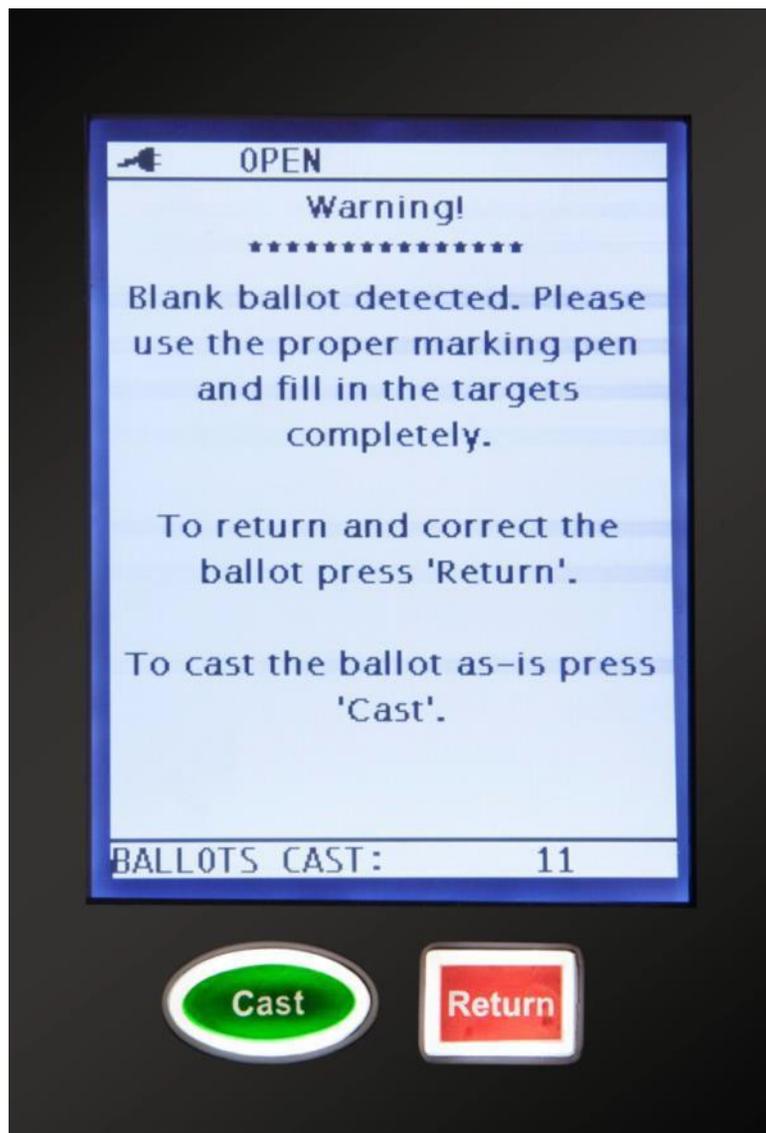
# **TABULATOR WARNING MESSAGES**

# OVER-VOTED BALLOT



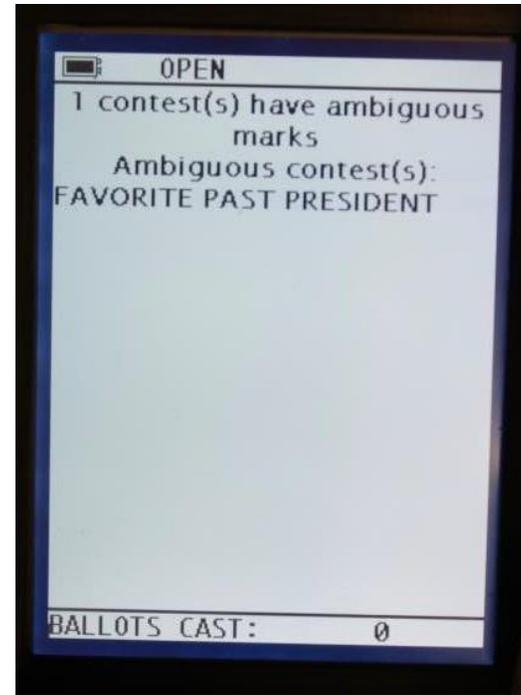
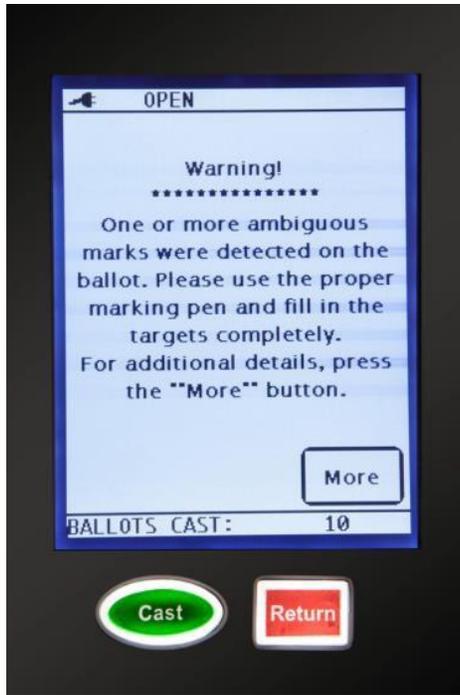
- If a voter chooses too many candidates, an “OVER-VOTE” error message will be displayed
- The voter should be instructed to either select the “CAST” or “RETURN” option, NOT the poll worker
- If the “RETURN” option is chosen, issue a new ballot for the voter to mark and spoil the over-voted ballot.
- The “MORE” button may be selected to help the voter understand where the issues are on their ballot
- Privacy will be maintained with the ballot remaining inside the tabulator

# BLANK BALLOT



- If there are no marks detected in any of the voting positions, the ballot will be considered to be blank
- The voter may have incorrectly made their choice and not completed the bubble of their preference
- The voter may have intentionally left their ballot blank, if this is their intention, they may select “CAST” to have their ballot counted but no votes recorded
- The voter should either select “CAST” or “RETURN”, not the poll worker
- If “RETURN” is chosen, the voter may mark the blank ballot at the voting booth and then return to the tabulator for casting.

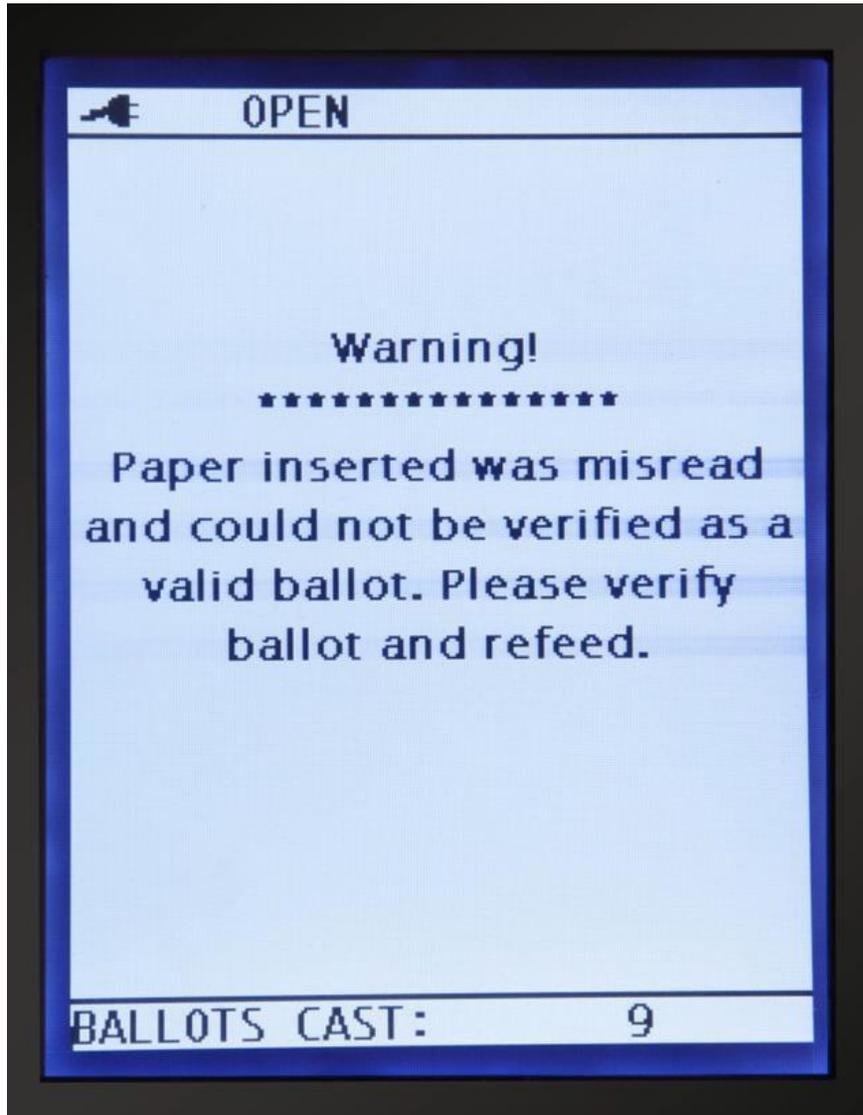
# AMBIGUOUS MARKS



- An “Ambiguous Marks” message could mean that the voter has not completely filled in their selection.
- The ballot will automatically return to the voter if the tabulator cannot be certain of the voter’s intent.
- Voters can “CAST” their ballot as it is or take their ballot back to the voting booth to fully mark their choices.
- 

- If the voter would like further details on their “Ambiguous Mark”, selecting “MORE” will let them know where this error has occurred
- If the tabulator still returns the ballot, spoil this ballot and a new ballot should be issued.

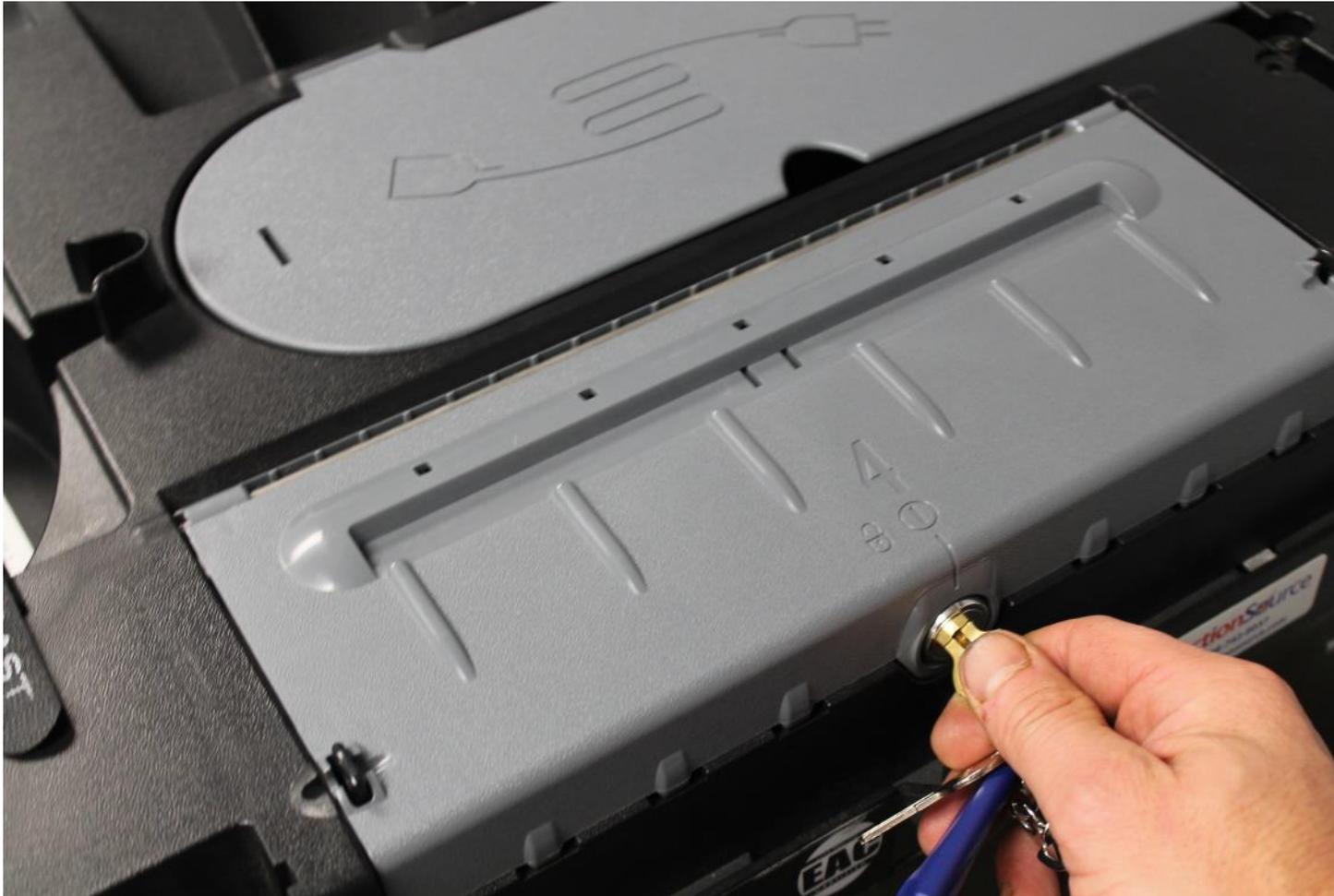
# PAPER INSERTED WAS MISREAD



- If the ballot inserted was misread, have the voter try inserting their ballot again, in a different orientation
- If the voter has tampered with the security around the perimeter of the ballot, the tabulator will not accept this ballot
- If the tabulator is unable to read the ballot after several tries, issue a new ballot and spoil the misread ballot.

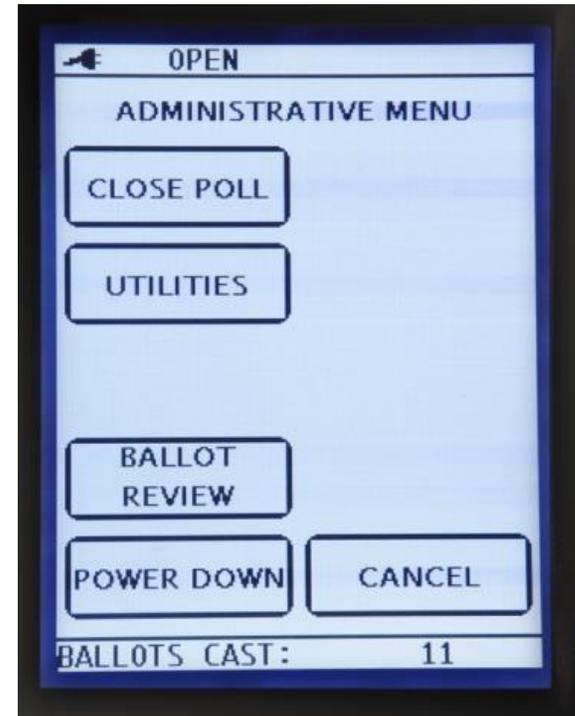
# **CLOSING THE POLLS**

# CHECK AUXILIARY BIN



- Unlock the Auxiliary bin and make sure there are no ballots inside that need to be tabulated

# CLOSING THE POLL

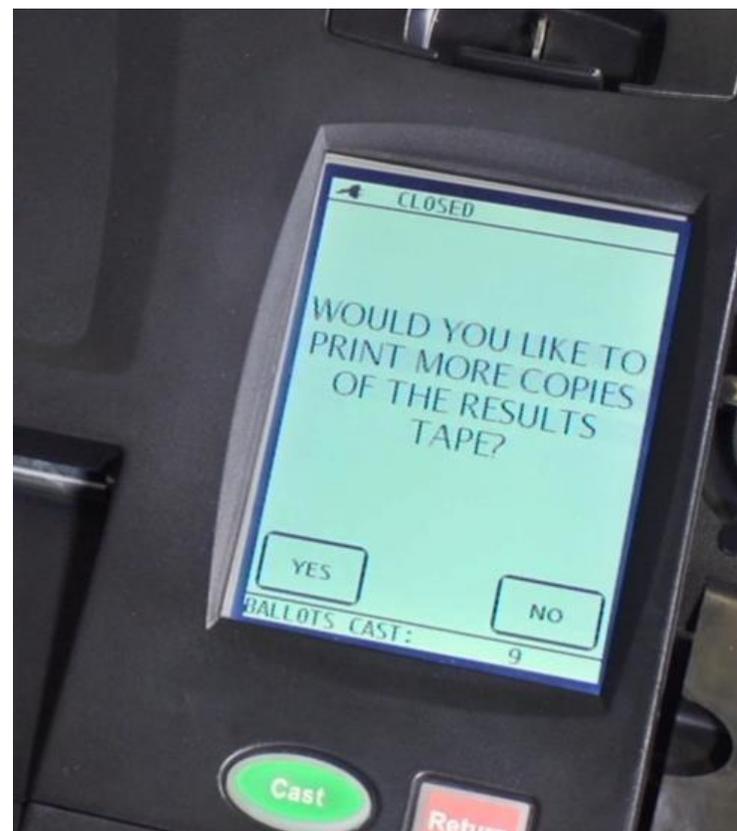


- After ALL ballots have been tabulated, apply the Security Key to the Security Dock until the next screen loads.
- Select the “CLOSE POLL” Option and enter the **same password** used to open the poll.

# RESULTS TAPE



- Once “CLOSE POLL” is selected, the tabulator will print the results tapes



- After 3-4 result tapes have printed, the tabulator will ask if you would like more copies. Select “No”
- Each time “YES” is selected, a new results tape will print

# **TRANSMITTING RESULTS CELLULAR MODEM (Discontinued)**

**NOTE:**

**Effective 2022 precincts are no longer required to transmit results at the end of the night. Instead, continue to the directions for powering down and removing both memory cards to bring them to city hall.**

# **REGULAR BALLOTS AND WRITE-IN VOTES**

# REMOVE REGULAR BALLOTS FROM GENERAL BIN



- Before accessing the Write-in bin, empty the regular ballots out of the general bin.
- Using the key, open the main door to the ballot containment area.
- Two election inspectors, a Democrat and a Republican, will empty all voted ballots into the blue ballot bag.
- All ballots should be removed before proceeding to the next step.

# REMOVE WRITE-IN BALLOTS



- Access write-in ballots by pushing up on the door until it hits the top stop. The door will then swing open. Collect all write-in ballots.
- One inspector from each party will tally individual, qualified write-in choices.
- Totals will be recorded in the Pollbook.

# POWERING DOWN



- The poll worker will need to select the “POWER DOWN” option in order to fully turn off the ICP tabulator.
- The tabulator will ask: “Are you sure you wish to shut down the tabulator?” Answer: “YES”
- Unplug the tabulator, wind the cord neatly in the trunk area.

# REMOVE MEMORY CARD SEAL



- MAKE SURE POWER IS **OFF** BEFORE THE MEMORY CARDS ARE REMOVED
- Cut seal with scissors to gain access to memory cards. Remove and discard the seal.

# REMOVE MEMORY CARDS



© 2017 Dominion Voting Systems

- Make sure the power is **OFF**
- Press both tabs to release each memory card door, and the memory cards will pop out
- **IMPORTANT: Both memory cards must be returned to City Hall in a sealed Blue Media Pouch!**

# EXTRAS

- Battery Information
- Changing the Paper Roll
- Ballot Jams
- Changing Date and Time

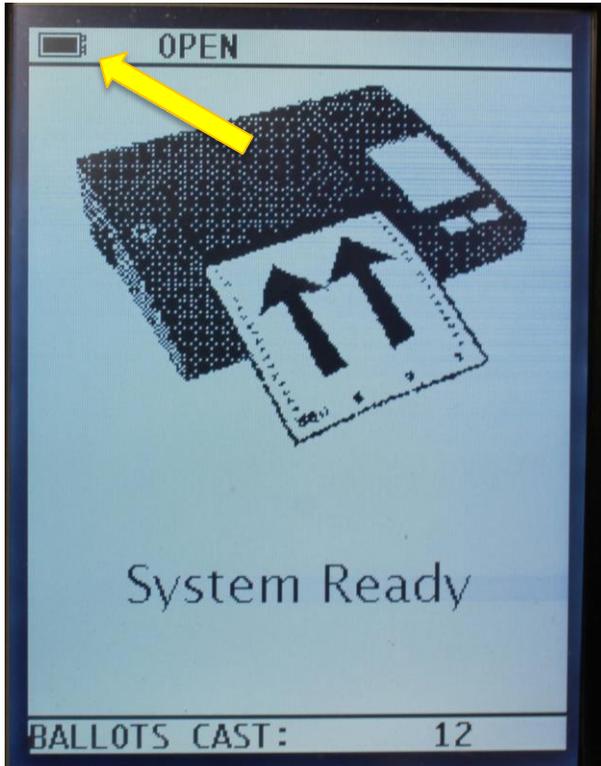
# POWER INDICATOR



- If the screen displays a power cord icon, it is running on regular power

- If the light on the front of the ICP is green, it is running on regular power

# BATTERY INDICATOR



- If the screen displays a battery icon, it is running on battery power
- This icon is also a fuel gauge to give the status of battery life

- The ICP can operate for 2-4 hours on battery power in case of power outage
- The light on the front of the ICP will be orange if the unit is operating on battery power

# CHANGING PAPER ROLL



1. Press blue release button



2. Remove roller

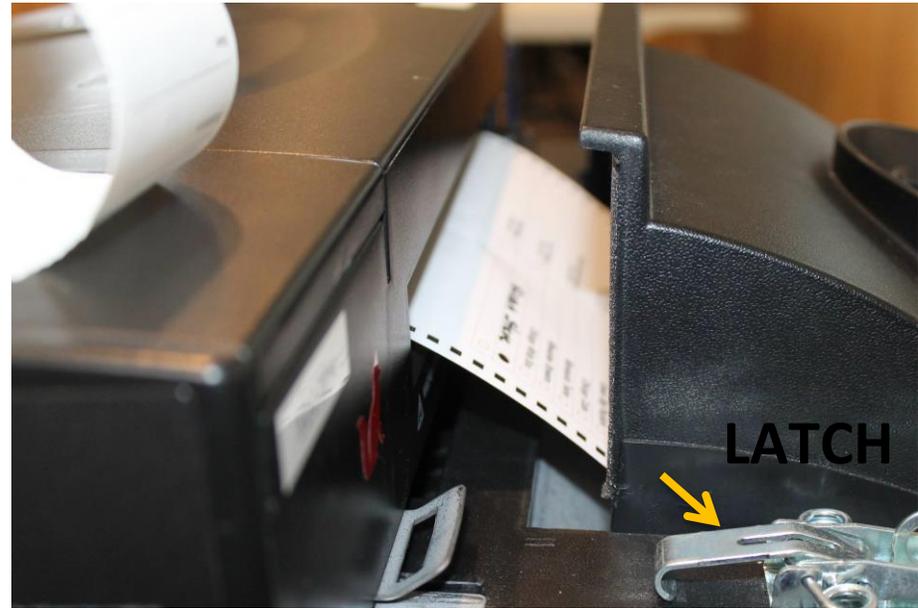
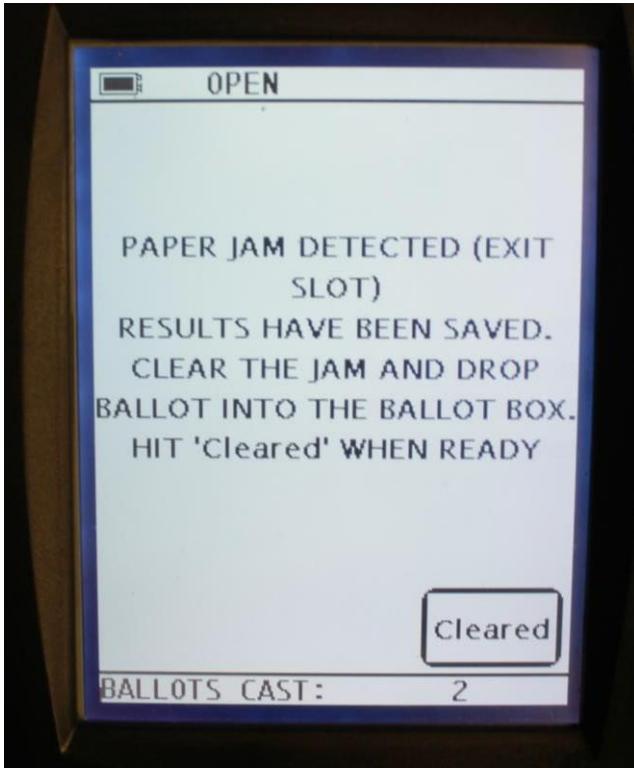


3. Remove empty paper roll



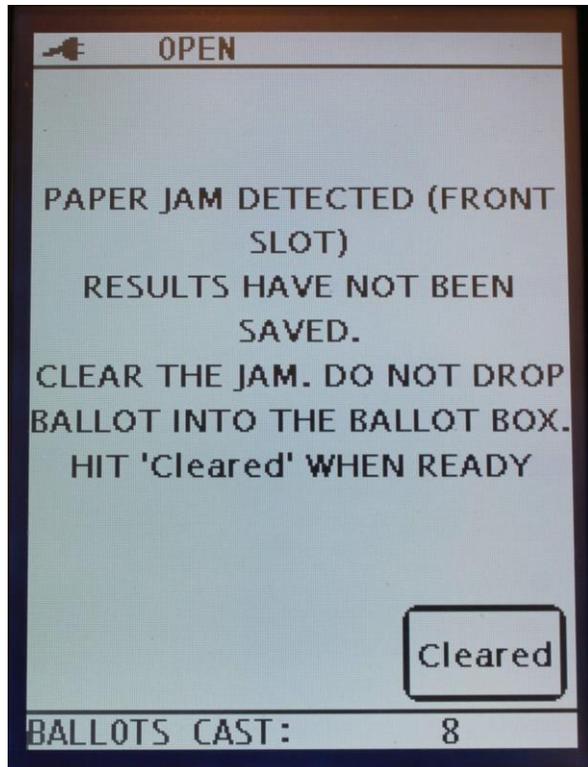
4. Insert new paper roll, from bottom up and replace roller

# BALLOT JAMS - EXIT SLOT



- Read the message **FIRST** to determine if the ballot has been counted or not
- **DO NOT ATTEMPT TO REMOVE A JAM UNTIL THIS MESSAGE IS UNDERSTOOD**
- Unlatch tabulator
- Slide tabulator forward to reveal enough of the jammed ballot
- Remove ballot and drop into the same bin it was originally depositing into
- Select "Cleared"
- **DO NOT DO ANY OF THE ABOVE STEPS WITHOUT UNDERSTANDING IF THE BALLOT WAS COUNTED**

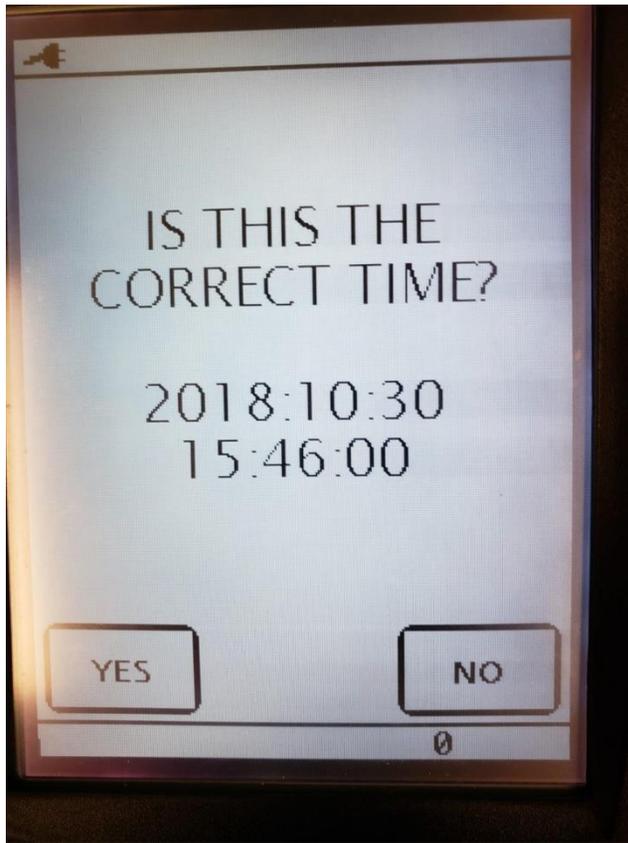
# BALLOT JAMS - FRONT SLOT



- Locate the jam in the front slot
- Gently remove this jammed ballot by hand being careful not to rip any of the ballot
- Select “Cleared” when ballot has been completely removed
- DO NOT DEPOSIT A BALLOT INTO THE BIN IF IT HAS NOT BEEN SAVED

- Read the message FIRST to determine if the ballot has been counted or not. In this case, it has NOT
- DO NOT ATTEMPT TO REMOVE A JAM UNTIL THIS MESSAGE IS UNDERSTOOD



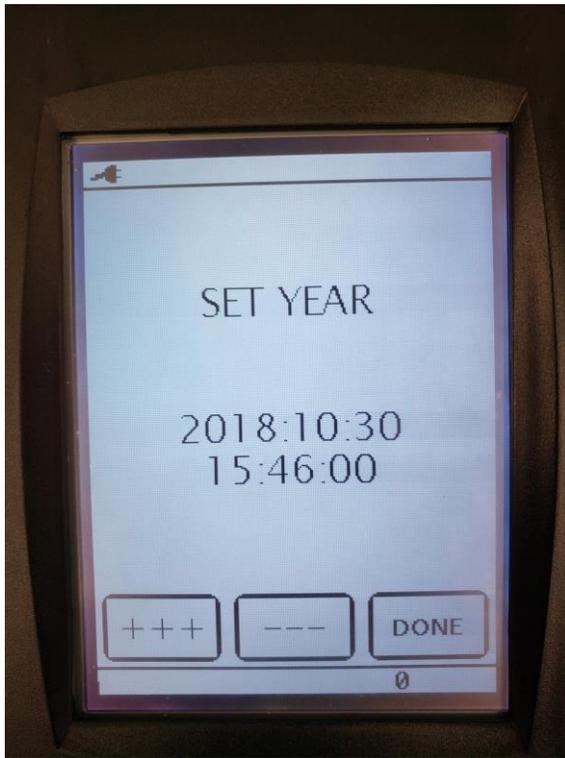


# Changing Time on the ICP

When the time or date are not correct on your ICP Tabulator, you will need to change it. These items can be easily changed from the ICP during the boot cycle.

- After the machine loads, the security key has been applied and the password entered, the next screen that appears will be the time confirmation screen.
- When this screen appears, verify that the year, month, day, hour and minutes are correct.
- If they are correct, click Yes. If any of these numbers are wrong, click No to proceed to the time change screen.
- When you click no, the screens will proceed one at a time to change first the year, then the month, the day, the hour and then finally the minutes.

## Year



- After selecting no (shown above), you will be prompted to confirm the year set inside the ICP.
- If the year is incorrect, click the +++ to increase the year by 1 (2017 will become 2018). Click the --- to decrease the year by 1. (2019 would become 2018).
- When you have the correct year (shown by the first number of the top row), click Done. The screen will proceed to changing the month.

## Month



- After selecting done, the changing month screen will appear. This is reflected by the second number of the top row (10 is shown in the example).
- Clicking the +++ will increase the month by 1 (10 would become 11). Clicking the --- will decrease the month by one (10 would become 9).
- When the month number is correct, click done.