



# Voting Machine Training

Madison County Board of  
Elections

# Set up the voting machine.

1. Follow the opening instruction card.
2. Deliver the Ballot bag to the sign in table.
3. Fill in the security form.

IMAGECAST SECURITY REPORT		ImageCast #
ELECTION DATE	3/16/2010	24
Election District:	Canastota Village	
		Ballot ID #/10
		2

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POLLS OPEN REPORT	POLLS CLOSE REPORT
<p><b>WE GO HENRY CENTER</b> That on this day, before polls were opened for voting,</p> <p><input type="checkbox"/> ImageCast keys were delivered to us in a secure envelope</p> <p><input type="checkbox"/> confirmed ImageCast number <input type="checkbox"/> Publicister Counter number</p> <p>The precinct custodian sealed the key envelope</p> <p><input type="checkbox"/> Publicister door <input type="checkbox"/> AT plug <input type="checkbox"/> The seals are all intact</p> <p><input type="checkbox"/> The keys were removed in the presence of at least one Democrat and one Republican Inspector</p> <p><input type="checkbox"/> Ballots were sealed in the Ballot Bag <input type="checkbox"/> Ballots accounted for on the Ballot Transmittal Form <input type="checkbox"/> The OP/IN P/OL tape was compared to the candidate list (or the sample ballot)</p> <p><input type="checkbox"/> The OP/IN P/OL tape was reviewed to assure that the public counter and all contest numbers are all 2000. The tape is signed and attached (if counters are not all 2000, call us at 360 2225 immediately)</p> <p>Please reporting green seals here (any additional seals on the back)</p> <p><input type="checkbox"/> The ballot box is empty</p> <p>Ballot box sealed for voting with yellow seal # <input type="text"/></p> <p>Signed by the Election Inspectors, at least one from each party:</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p>	<p><b>WE GO HENRY CENTER</b> That on this day, immediately after the polls closed,</p> <p><input type="checkbox"/> The polls are closed, closing tape printed, and the ImageCast is shut down</p> <p>Total Voters <input type="text"/></p> <p>Publicister Counter number <input type="text"/></p> <p><input type="checkbox"/> Ballots are counted from the ballot box and sealed in the ballot bag</p> <p><input type="checkbox"/> Ballot Transmittal Form completed</p> <p><input type="checkbox"/> Inventory checklist completed</p> <p><input type="checkbox"/> Ballots are packed in ballot box</p> <p>The ImageCast was locked against voting and sealed with seal #:</p> <p>Ballot box seal # <input type="text"/></p> <p>AT plug <input type="text"/></p> <p><input type="checkbox"/> The publicister memory card is removed and the compartment is sealed</p> <p><input type="checkbox"/> The CLOSE P/OL seal tape is signed and attached</p> <p><input type="checkbox"/> The following items are sealed in the security pouch:</p> <p><input type="checkbox"/> One memory card and machine keys (sealed in white envelope)</p> <p><input type="checkbox"/> This Report with 80114 the OP/IN P/OL tape and CLOSE P/OL tape attached</p> <p><input type="checkbox"/> The 2000 Transmittal Form</p> <p>Please yellow ballot box seal here:</p> <p><input type="text"/></p> <p>Signed by the Election Inspectors, at least one from each party:</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p>



# Time to vote ~ First Ballot

1. One person fill in an overvote ~ scan

Discuss how to handle this scenario

Options: accept it the way it is, get a new ballot.

This is a rejected or a cast ballot.

Instruct the voter, **from a distance**, to review their ballot. If they want to try again, the voter takes the ballot to the sign in table for a replacement ballot (up to 2 times). Do not review the ballot unless you are asked to. Then in a bipartisan team you will review.



# Time to vote ~ Second ballot

- Undervote, voting for less choices than what you are offered.
- Write-in vote, writing in a candidate who is not on the ballot.
- Full vote. Vote for what is requested.



# Time to vote ~ Third ballot

- Together, cast a BMD vote ~ scan.  
(Ballot Marking Device)
- Remember to start each BMD session with the ibutton. Choose Audio Session and that will start the BMD session.

# 9:00 PM Voting is done!

- Close the voting system
- Collect the ballots and place them in the Blue Ballot Bag, deliver to the table inspectors.
- Complete the security form and attach the print out tapes.

