VOTING MACHINE SPECIALIST

November 2021 General Election

Prince William County Office of Elections

Who are WE?

- We are here to learn about the Voting Machines
- We will go over and set up the Scan Machine
- We will also go over and set up the Touch Writer (ADA)

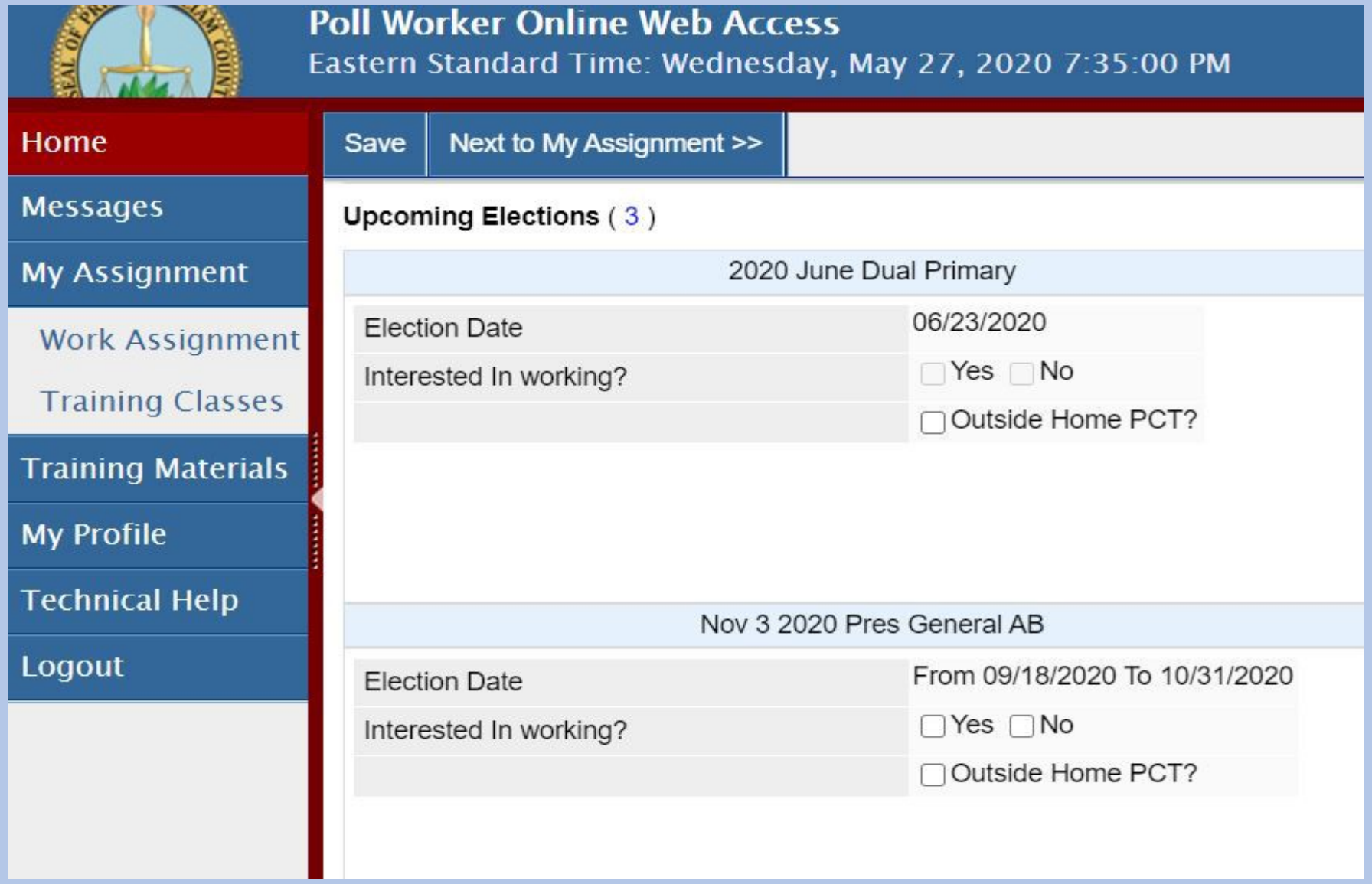
House Keeping

- Vote early
- Call the office and your Chief if you cannot serve
- Questions? Call the office at 703.792.6470, ask for Tommy or Lateef.

News and Updates

- COVID-19 is changing things
- Personal Safety is very important
- Poll Access
- Training Materials, eopwc.com

When you see this page in Poll Access you can and should let us know if you are interested in working any future Elections.



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Practice at Buckhall VFD

- Address 7190 Yates Ford Rd Manassas, VA 20111

- Monday – Thursday
- 18 – 21 October 10 am – 8 pm
- 25 – 28 October 10 am – 8 pm

Saturday
23 October 9 am – 3 pm
30 October 9 am – 1 pm

THINGS YOU DO TO HELP YOUR CHIEF

- There are certain actions you will perform during machine set up that helps your Chief, and we will go over them.
  - Ballot Box and Emergency Ballot Bag -- Are they empty?
  - Print Reports -- How many and when
    - Print Reports – Three zero tapes from Scan and One from TW
      - Tapes from Scan – Tape one signed zero tape to wall, place others in Envelope #2
      - Tapes from TW – Tape one signed zero to wall, place in Envelope #8 at end of night
  - Red Numbered Seals --How do we keep track
  - White Seals – What are they for

NUMBERED RED SEALS and White Seals

- Numbered Red Seals are used to secure the V Drives in the voting machines.
- White unnumbered seals are used on the ballot box and bags ONLY after they are verified empty.
- ONE White seal can be cut and replaced during the day ONLY IF NEEDED
  - WHY - Only if your SCAN(S) go down.
- Red seals are cut ONLY AFTER 7:00 PM.
- ALL seals are cut after polls are closed and all voters have left the precinct after 7:00 PM.
- **The new Red Seal numbers are written on the back of envelope #7 after polls close**.

Back of Envelope #7

THIS ENVELOPE CONTAINS KEYS TO VOTING MACHINES OR DATA STORAGE UNIT(S) AND VOTING EQUIPMENT SEAL(S) LISTED BELOW:

712

	Voting Machine Serial Number	Red Seal Number		Lifetime Count Number		Ballot Count Number	
		OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE
Scan:	S1500031503	110		5477		0	
Scan:						0	
Touch Writer:	W1500012202	1443		14		0	

WE ARE GOING TO USE THE VOTING MACHINE GUIDE TO SET UP THE MACHINES

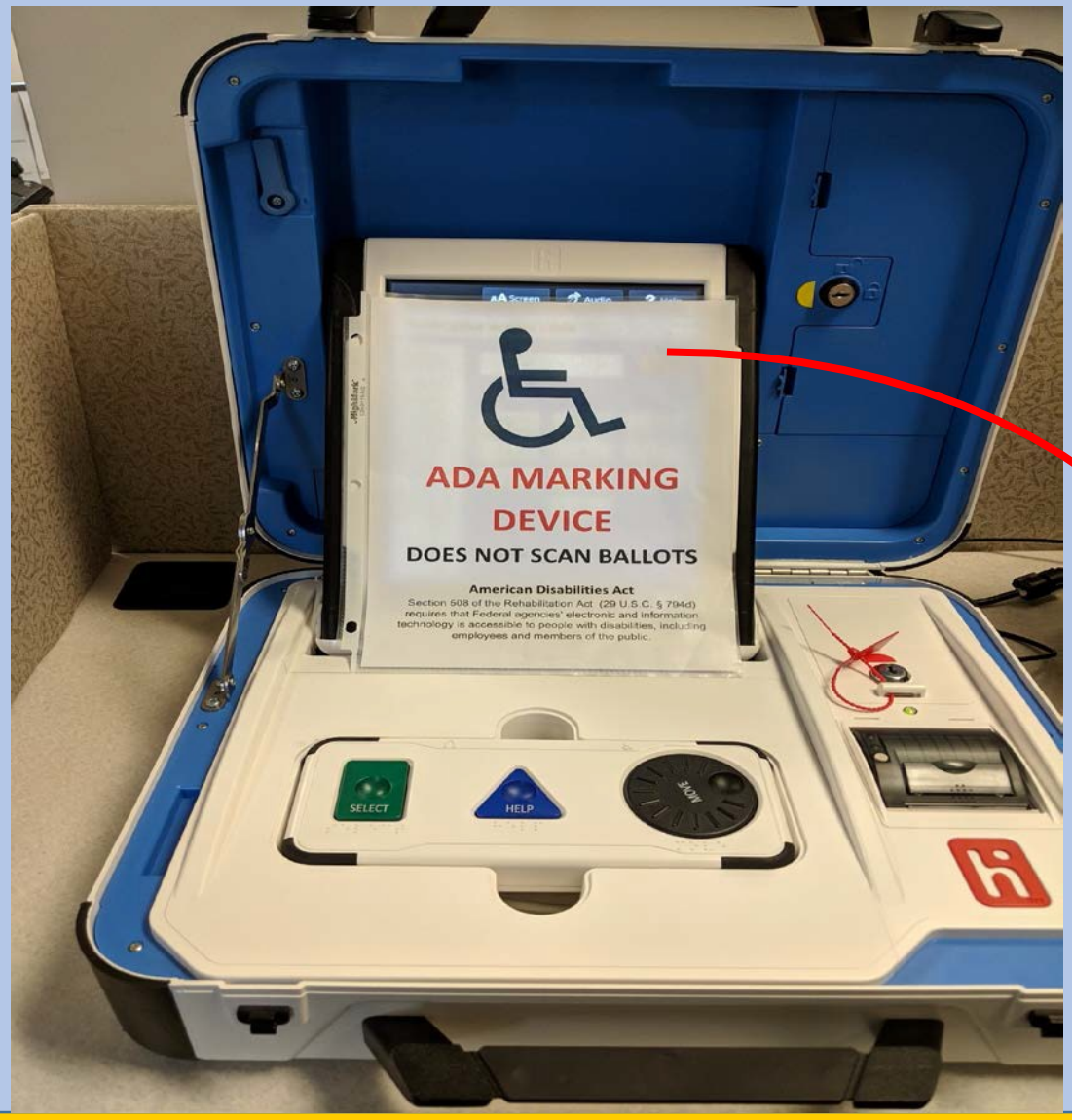
DEMONSTRATE SETTING UP SCAN

Get in pairs and set up the Scan using the EO Guide

TAKE YOU SEAT AND STAND BY

DEMONSTRATE SETTING UP TOUCH WRITER

ADA MARKING DEVICE SIGN



Place this sign
as shown on the
TW on Election Day

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Go to the same area and set up the TW using the EO Guide

TAKE YOU SEAT AND STAND BY

I WILL NOW DEMONSTRATE OPENING POLLS ON BOTH MACHINES

Go to the same area and open polls on both machines using EO Guide

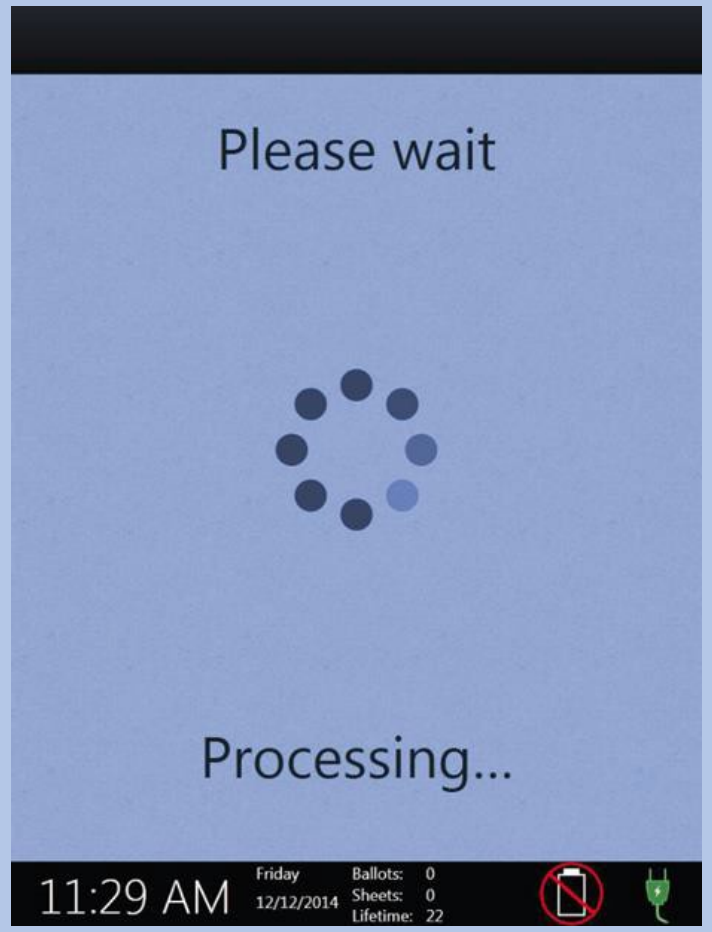
TAKE YOU SEAT AND STAND BY

Voting Machine (Scan) Orientation

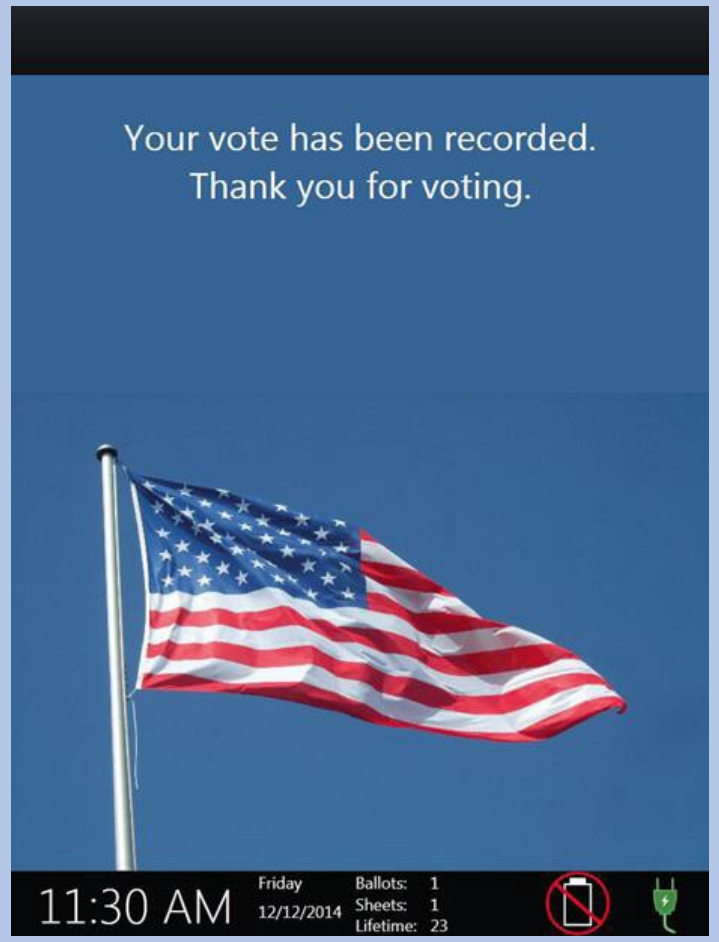
- What happens on the screen
  - Could be GOOD
  - Could be BAD
- What happens on the back
  - The blue light on the back of the Scan gives you, the EO a clue into what the voter sees
- What about the thermal printer
  - Red (or pinkish) lines on the printer tape means you are running out of thermal tape

Good Screens

Solid



Flashing



Solid

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Back of the Scan

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Power Indicators

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Thermal Printer on Scan and TW

If you are running out of thermal tape, you will see a red (or pinkish) line down the side of the paper tape. This indicates that you need to replace the roll with a new thermal tape roll.

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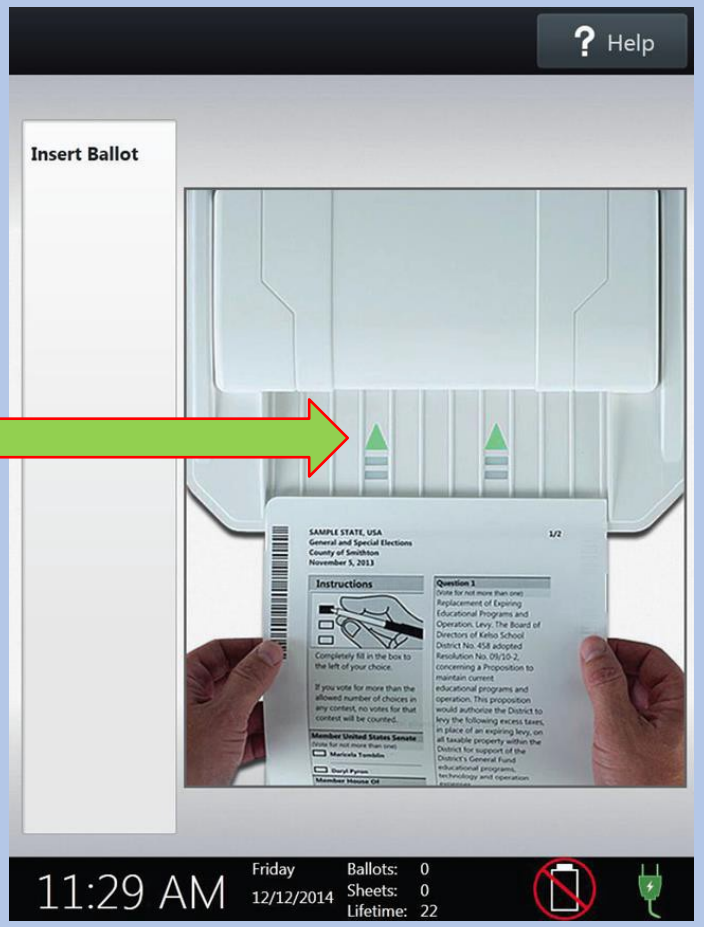
Casting Ballots

Flashing Green Lights means the ballot can be inserted into the Scan. Scan is ready for the next voter.

Insert Ballot Screen

Green Flashing Lights



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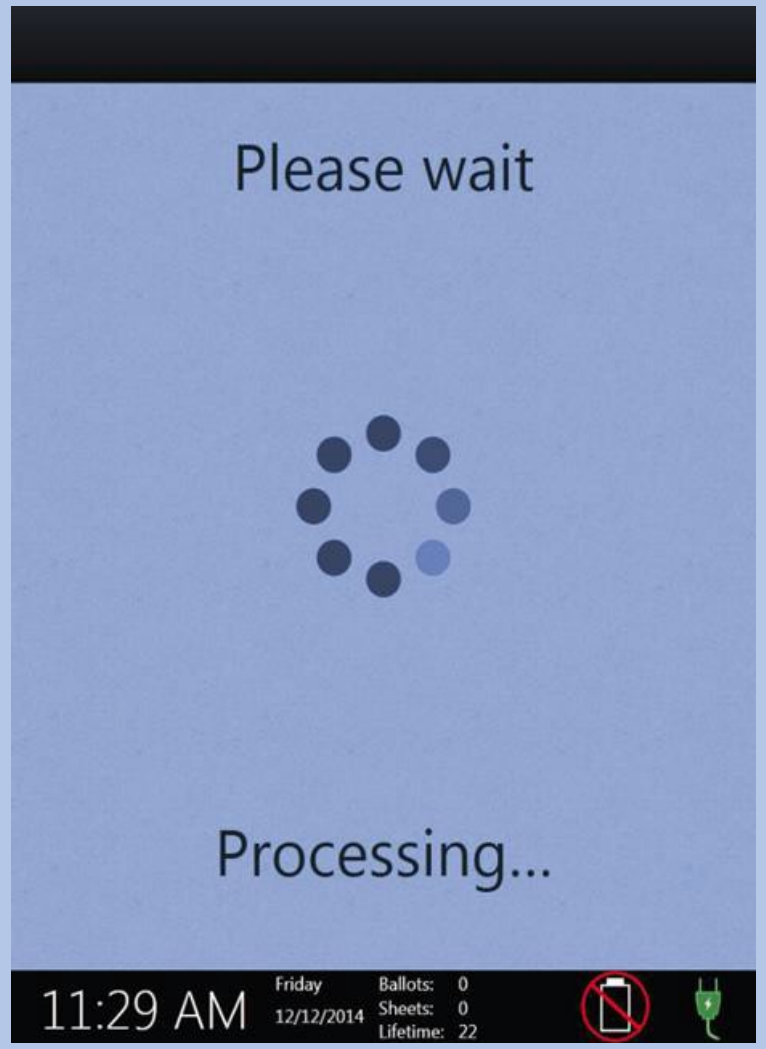
Casting Ballots

This “spinning wheel” screen is what the voters sees while Scan is taking their ballot.



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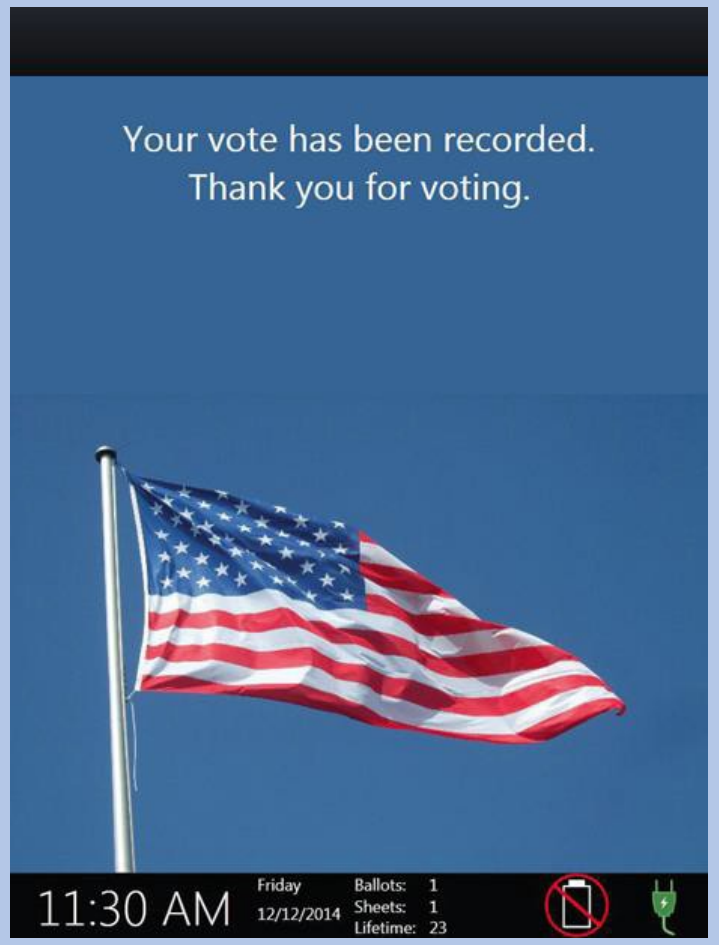
Casting Ballots

- Every voter should be told to look for the American Flag
- When the Voter sees the American Flag it means that their ballot has been cast
- You (the Officer of Election) assisting voters at the Scan will hear a ring (or beep). This is your audible cue that the voter successfully cast their ballot



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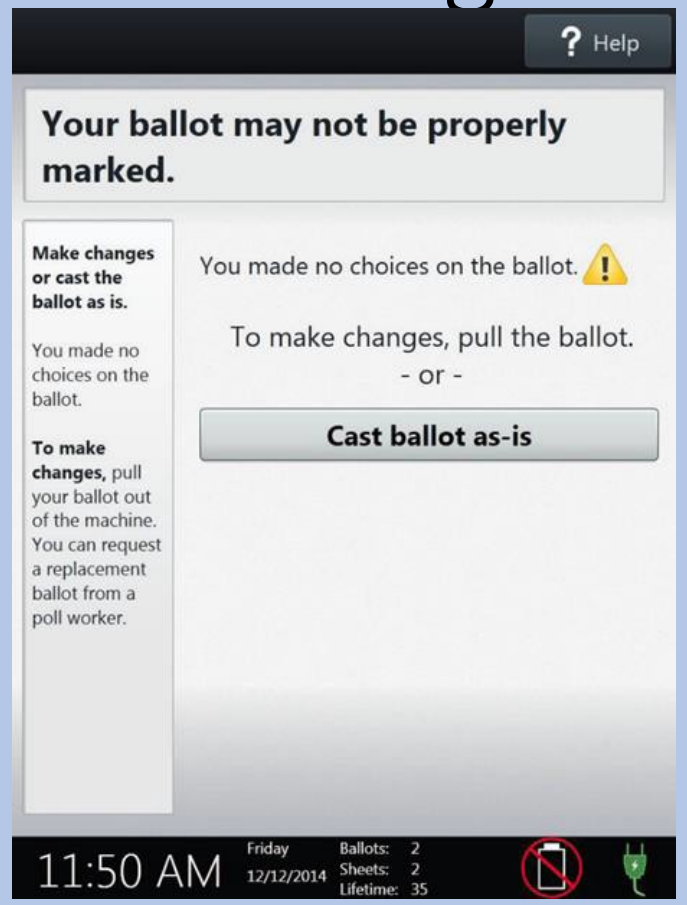
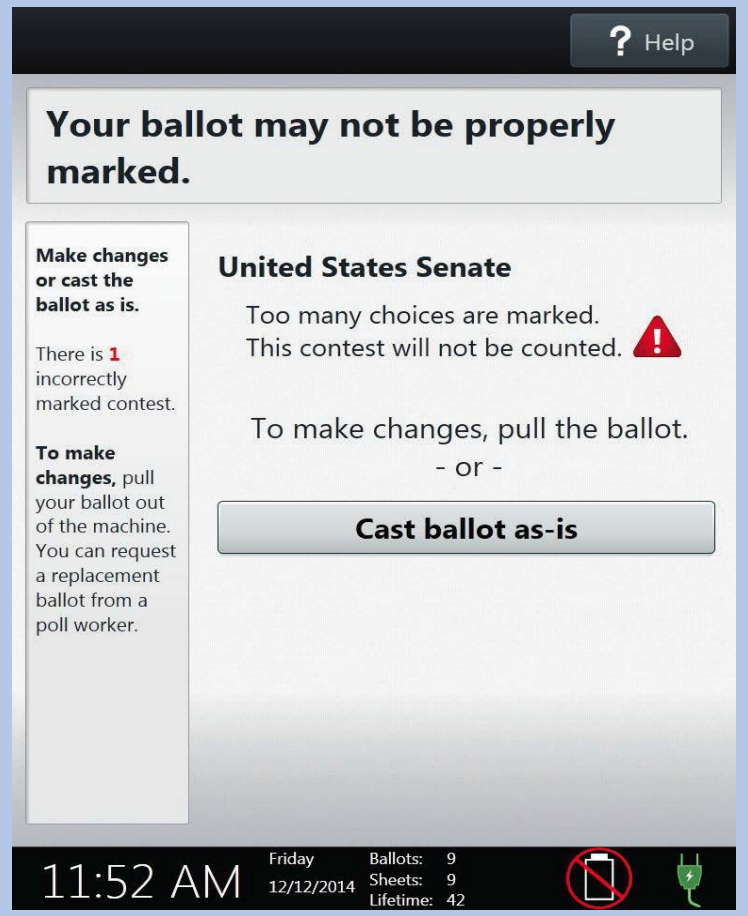
Scanning Problems – Evil Screens



FLASHING



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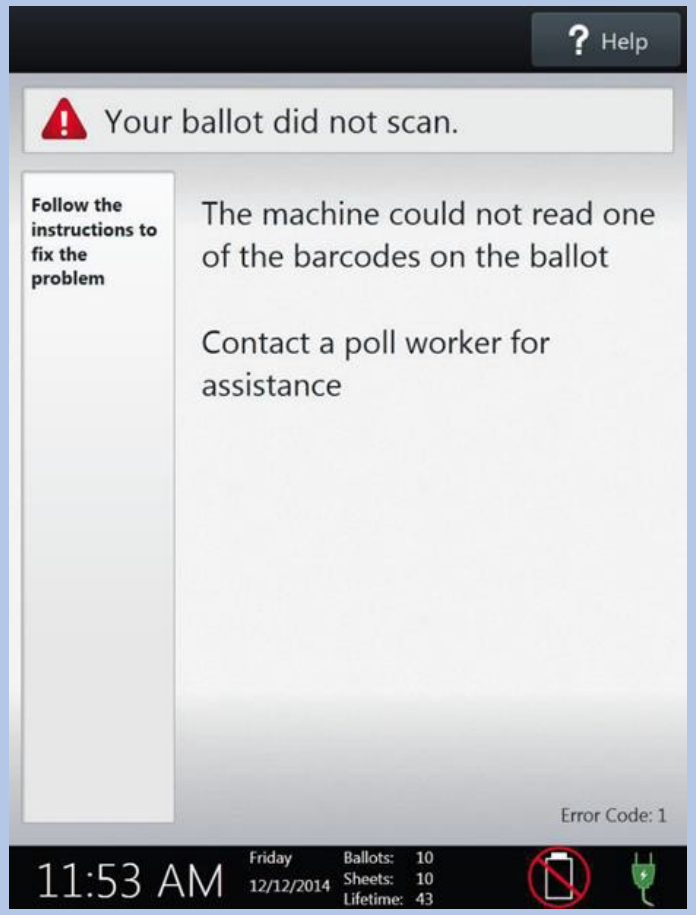

FLASHING

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Scanning Problems

If, for some reason, the ballot did not scan you should have the voter try to scan again. If that also fails send them to the chief to receive a new ballot. The first ballot will be spoiled before the voter is given another ballot.

Assure the voter that sometimes ballots are simply defective and let them know that they (the voter) will be given a replacement ballot.

Undervotes and Overvotes

Under Voting is when the voter has not selected all the choices on their ballot. They are not required to vote for all offices or issues on the ballot, so the machine will take the ballot.

Over Voting is when the voter has selected more choices on one office or ballot issue than allowed. The machine will reject the ballot.

If requested, we can assist voters who ask for help before they cast their ballot on the scanner.

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Scanner rejected the ballot?

1.Voter will have another opportunity to correct their ballot:

IF THE BALLOT IS NOT MARKED the machine will reject the ballot and allow voter to correct the ballot or cast **AS-IS**

If voter **OVER VOTED** the ballot the machine will reject the ballot and voter will be allowed to get a new ballot or cast **AS-IS**

2.Voter will not have an opportunity to correct their ballot if they UNDER VOTED: The machine will take under voted ballots.

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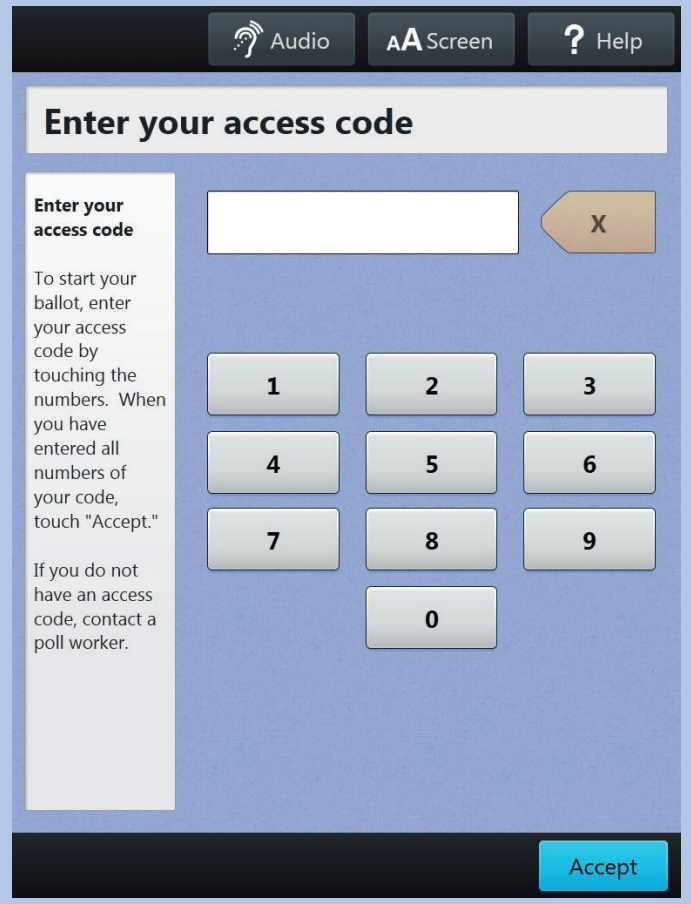
Touch Writer Orientation

Once the polls are open, this is the home screen for the Touch Writer



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Touch Writer Orientation

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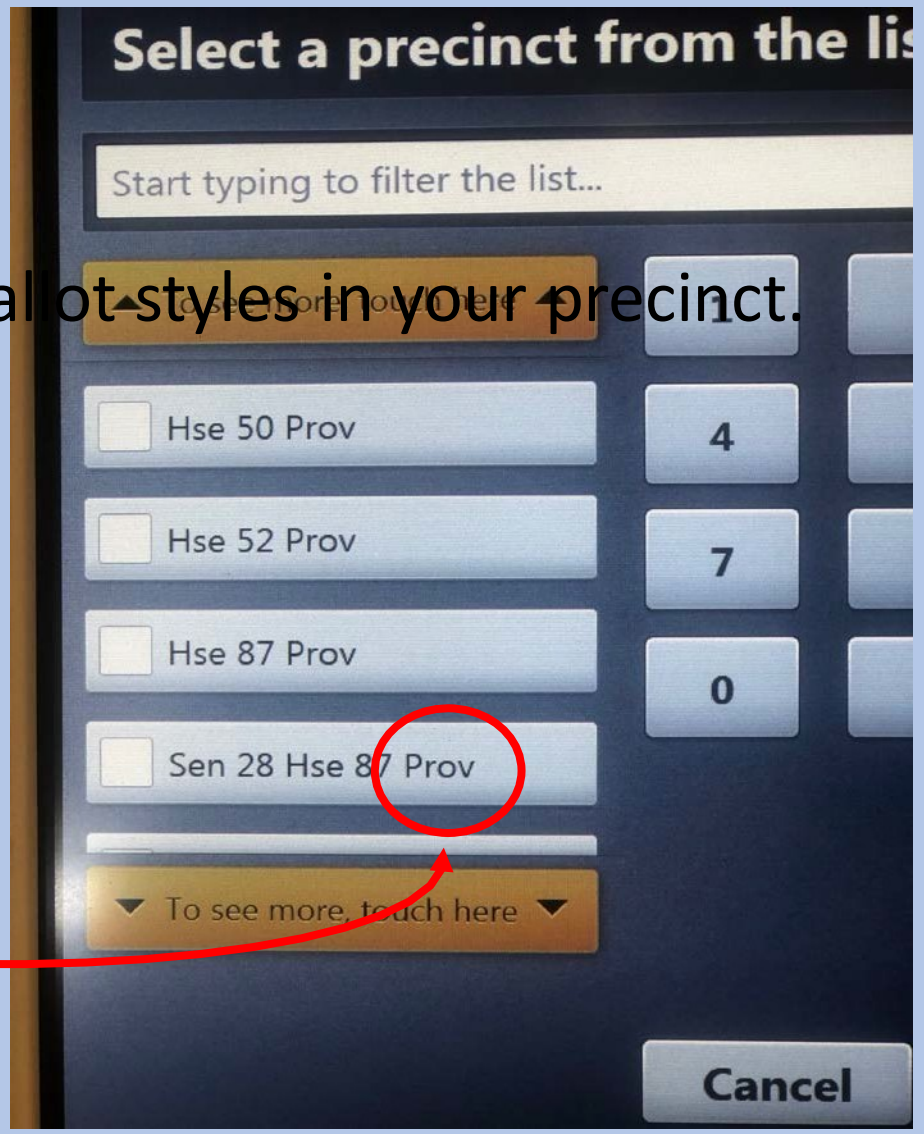
Issuing, Marking, and Printing Ballots with the TW

- EO Press Blue Poll Worker Button
  - Poll Worker Code
    - Ballot Access Code
      - Choose and Confirm Ballot Style
- Voter Enter Access Code
  - Mark Ballot (Print blank ballot if voter wants blank)
    - Print Ballot
      - Scan Ballot

Ballot Styles

This is a picture of the available ballot styles in your precinct.



If you need to print a provisional ballot be sure to select the ballot that says “Prov” at the end

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PRINT BALLOTS

Go to the same area, print one blank, one marked ballot, then scan both ballots.

TAKE YOU SEAT AND STAND BY

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SPOIL BALLOT

- Spoiling a ballot on TW
  - Blue Poll Worker Button
    - Poll Worker Code
      - Spoil Ballot

Closing Polls on Scan and TW

- After it is announced that the polls are closed AND after ALL voters have left the precinct the VM Officer will cut the white seal in the rear of the ballot box so you can check the emergency ballot bag.

- If there are any ballots in the bag ALL EOs need to gather around, then scan ALL the ballots that are in the emergency ballot bag.

- Now you can close polls on the machines. NEVER CLOSE POLLS ON THE EQUIPMENT BEFORE 7:00 PM

THINGS YOU DO TO HELP YOUR CHIEF

- There are certain actions you will perform doing machine break down that helps your Chief, and we will go over them.
  - Emergency Ballot Bag – empty and scan ballots
  - Print Reports – Three tally reports from Scan, three write-in reports from scan, and one ballot count tape report from TW
    - Tapes from Scan – Envelope #2
    - Tapes from TW – Envelope #8
  - New Red Seal Numbers – Back of envelope #7
  - All cut Seals – Inside envelope #7
  - V Drives – Envelope #11
  - Ballot Box – Empty and place all scanned ballots in Envelope #3

Back of Envelope #7

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		OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE
Scan:	S1500031503	110	NEW SEAL #	5477		0	
Scan:			NEW SEAL #			0	
Touch Writer:	W1500012202	1443	NEW SEAL #	14		0	

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DEMONSTRATE CLOSING POLLS AND BREAK DOWN ON BOTH MACHINES

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Go to the same area, close polls and break down both machines!

Your training is complete

THANK YOU
HAVE A GREAT
DAY