

**Poll Worker
MicroVote Infinity Voting Machine
Technical Manual
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See video with complete instructions at www.allencounty.us/election-board/1466

Initial MicroVote Infinity Set Up

Locate the voting equipment and supplies. Find the number of voting machines assigned to your voting location on the label of the Tally Cards Envelope. Machine numbers are printed on a label on the back of each red tally card. Match those numbers against the Serial Numbers on the latch covers of the machine cases. When finished, place those cards back into the Cards envelope.

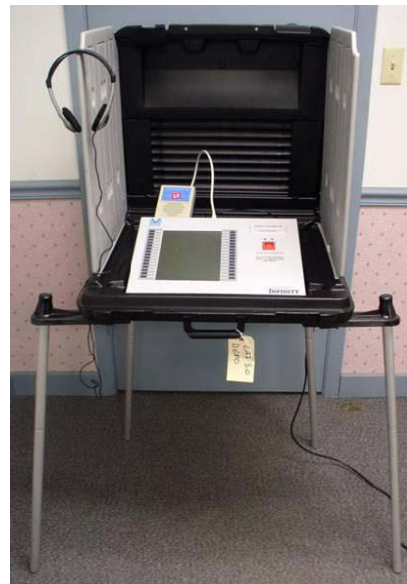


MicroVote Infinity voting machines should be set up in such a way that voters feel they have enough privacy to cast their vote. Place voting machines so the voter's back is to a wall while voting. Make sure that power is available for the voting machine. At least one machine has a handicap symbol on the case. Place that machine so there is a four (4) foot area around it to enable a voter in a wheelchair to move around. The precinct bag for that machine contains a Double Talk speaker box and headphones for use by someone with vision impairment. All voting machines in Allen County are accessible to persons with disabilities. You will find instructions in the Poll Worker Manual (p.11) outlining how DoubleTalk is used.

Cut the seal located near the handle of each machine case.

All machine graphics and instructions are excerpts from the Microvote Infinity Indiana Poll Worker's Manual.

Lay the voting machine case on a flat surface with the topside up and the case latches facing you. Open the case and lift the lid. Lift out the legs, power cord and Infinity machine. Close the case and turn it upside down. Twist the metal legs into the leg sockets. Once all four legs are attached, turn the case right side up, setting on the legs. Open the case, lift and lock the privacy screens into place.



Check the machine serial number on the bottom of the panel to make sure the number matches the number on the latch cover of the machine case. Lift the metal support bar on the bottom of the panel and position the machine in the voting booth. The support bar will position the Infinity machine at the optimum angle for viewing the screen.



Power cord connected to the back of Infinity panel

Connect the power cord to the machine and a surge protector receptacle. Be sure the plug is pushed all the way into the machine. Push it in firmly and twist it slightly to ensure the cord is firmly in place.

Turn the power switch on the back of the voting panel to the **ON** position.

Tape down all power cords in potential traffic areas.



After about 10 seconds, the screen will display the following message:

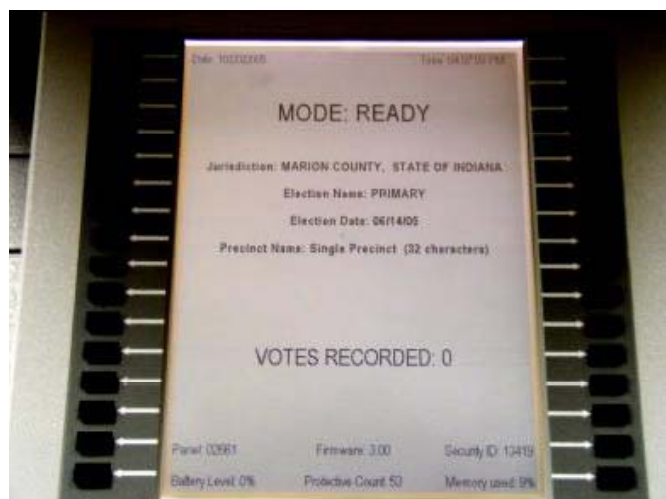
MODE: READY
STARTING PANEL
VALIDATING FILES
Please Wait....



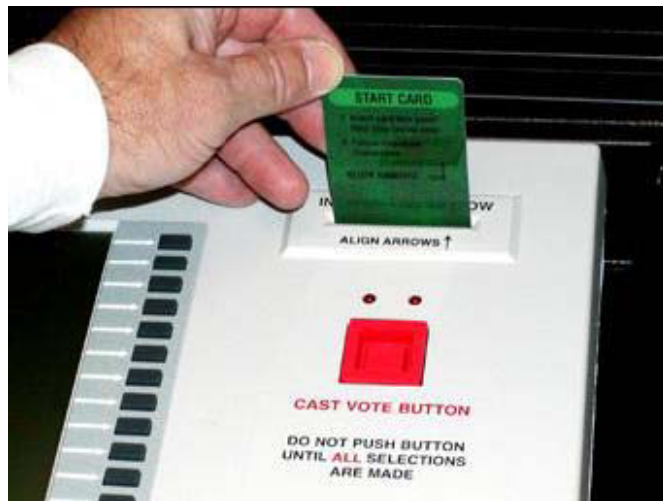
With no card in the panel, by pressing the **Cast Vote** button it will bring up the “**Status**” screen. This screen will be active for 7-8 seconds before going blank to conserve power. This screen gives the following information: (Votes Recorded should be zero (0))

Current date and time
Current MODE of panel
Jurisdiction
Election name and date
Precinct name

Votes recorded in current election
Panel serial number and firmware version
Security ID
Battery level and memory usage level
Protective Count

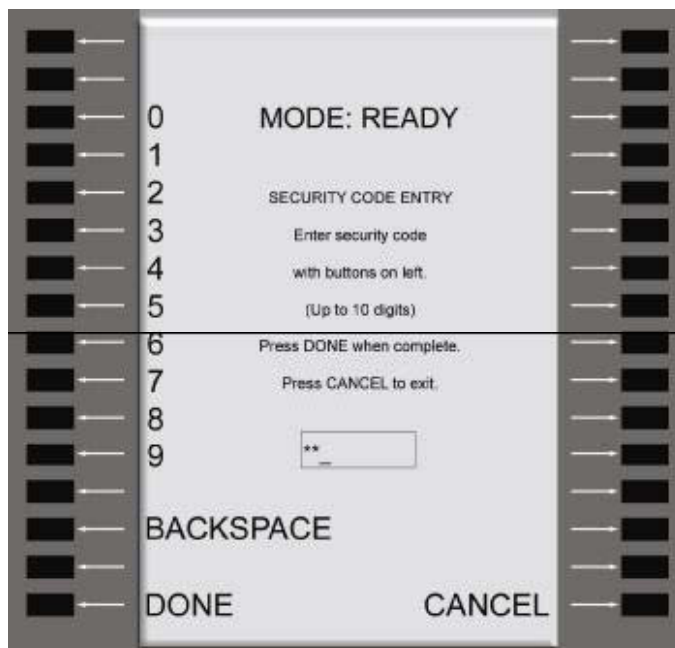


When the start message disappears from the screen, insert the green Start Card into the slot on the Infinity panel. Be sure to line up the arrows on the Start Card and Infinity panel.



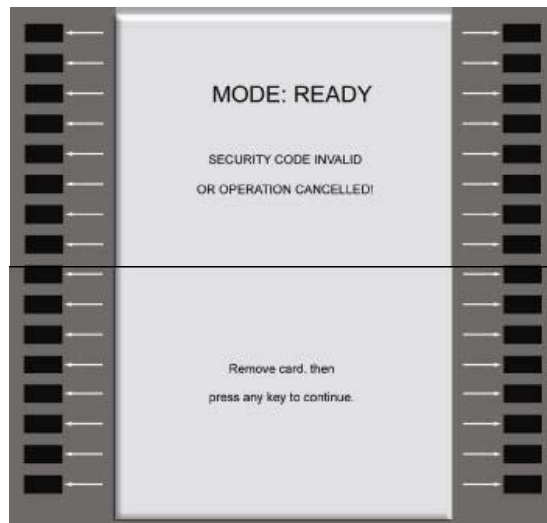
Start Card being inserted into Infinity panel

You will be asked to enter a security password to activate the voting panel. You will find the security password in the MicroVote Infinity Memory Cards Envelope. Use the gray buttons to the left of the displayed numbers to enter the password (can be up to 10 digits). Entry will appear as asterisks (*) on screen for added security. Press the button next to **DONE** after entering the security password.



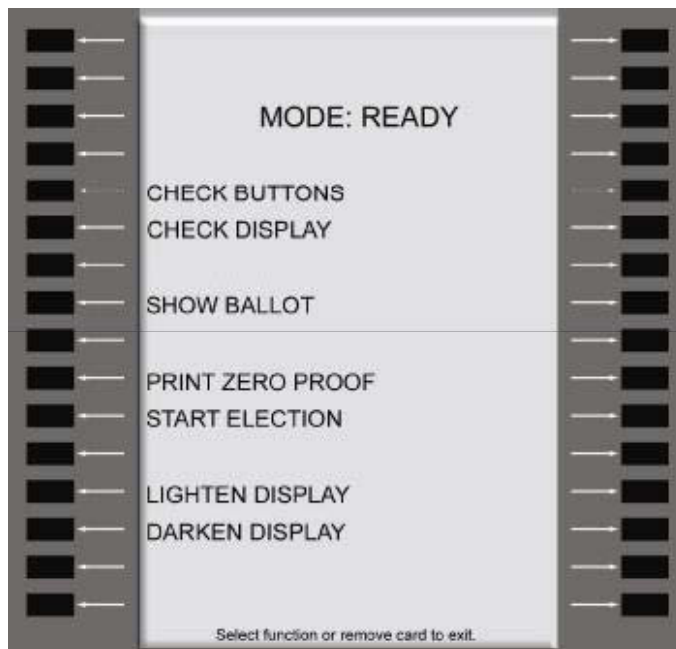
Security Code Screen

If an invalid code is entered, **“Security Code Invalid”** will be displayed on screen and an alarm will sound. This will require the Start Card to be removed, **any** button to be pressed, and the Start Card re-inserted before re-entering the proper password. **Leave Start Card inserted throughout entire process.**



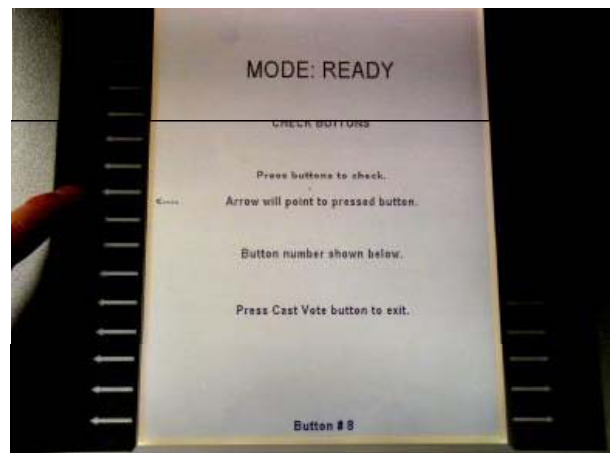
Security Code Invalid Screen

The voting panel displays the **“Start Card Functions”** screen. From the **“Start Card Functions”** screen, you have the option to perform a variety of tests on the voting panel. **The “Start Election” function will not appear on the screen until Election Day.**

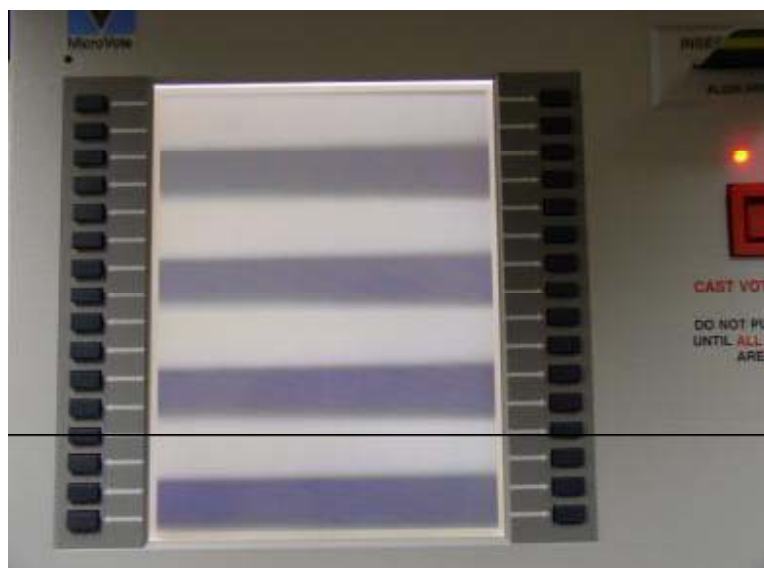


Start Card Functions Screen

“Check Buttons” allows manual testing of voting panel buttons. With each press of a button, an arrow appears on the panel screen next to the button presses and the button number is displayed at the bottom of the panel screen. Press the **Cast Vote** button to exit this function.



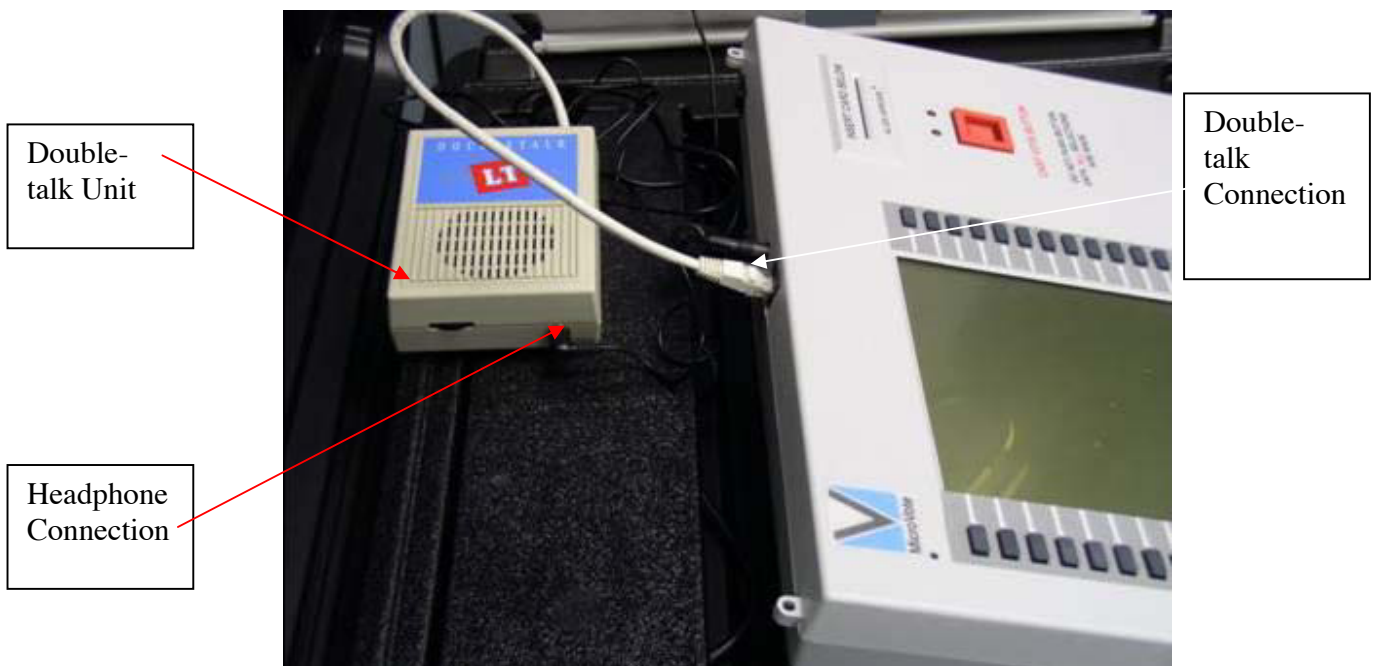
“Check Display” performs a test of the voting panel display. Pressing this button starts a pattern of thick black lines scrolling across the panel screen. Lines should be black with no gaps inside of lines. Gaps within the black areas are an indication of “dead spots” on display. Press the **Cast Vote** button to exit this function.



“Show Ballot” allows the user to view the ballot. The ballot may not be voted upon in this mode.

Check each ballot in **“Show Ballot”** mode against the information on sample ballots provided in the Inspector box. If the sample ballots agree with the machines, the Precinct Election Board (Inspector and Judges) must complete the **Certificate of Ballot Agreement** on the last page of the blue **Precinct Oath Book (PRE-1) Step 5**. The blue oath book is found in the black Inspector box.

If the sample ballots do not agree with the machines, call the Election Board 449-4095.



While in **“Show Ballot”** mode test the DOUBLE TALK equipment found in the ADA carrying case. It is not necessary to listen to all parts of the ballot to determine that the DOUBLE TALK hardware and port are working properly.

Refer to Poll Worker Reference Manual, Section 1 pages 11-12 in the Inspector Manual for detailed instructions.

Press the **Cast Vote** button to exit the Show Ballot function.

Print Zero-Proof

Print Zero Proof allows you to print a zero verification tape to verify the election currently has no votes. Performing this function on the Monday before Election Day not only ensures there are no votes on the machines but also enables the precinct board to test the printers and ports on the voting panels. Each voting machine has its own printer in its carrying case provided. Print the Zero Proof tape for each machine using the printer provided. If you encounter any problems call the Allen County Election Board 449-4095.

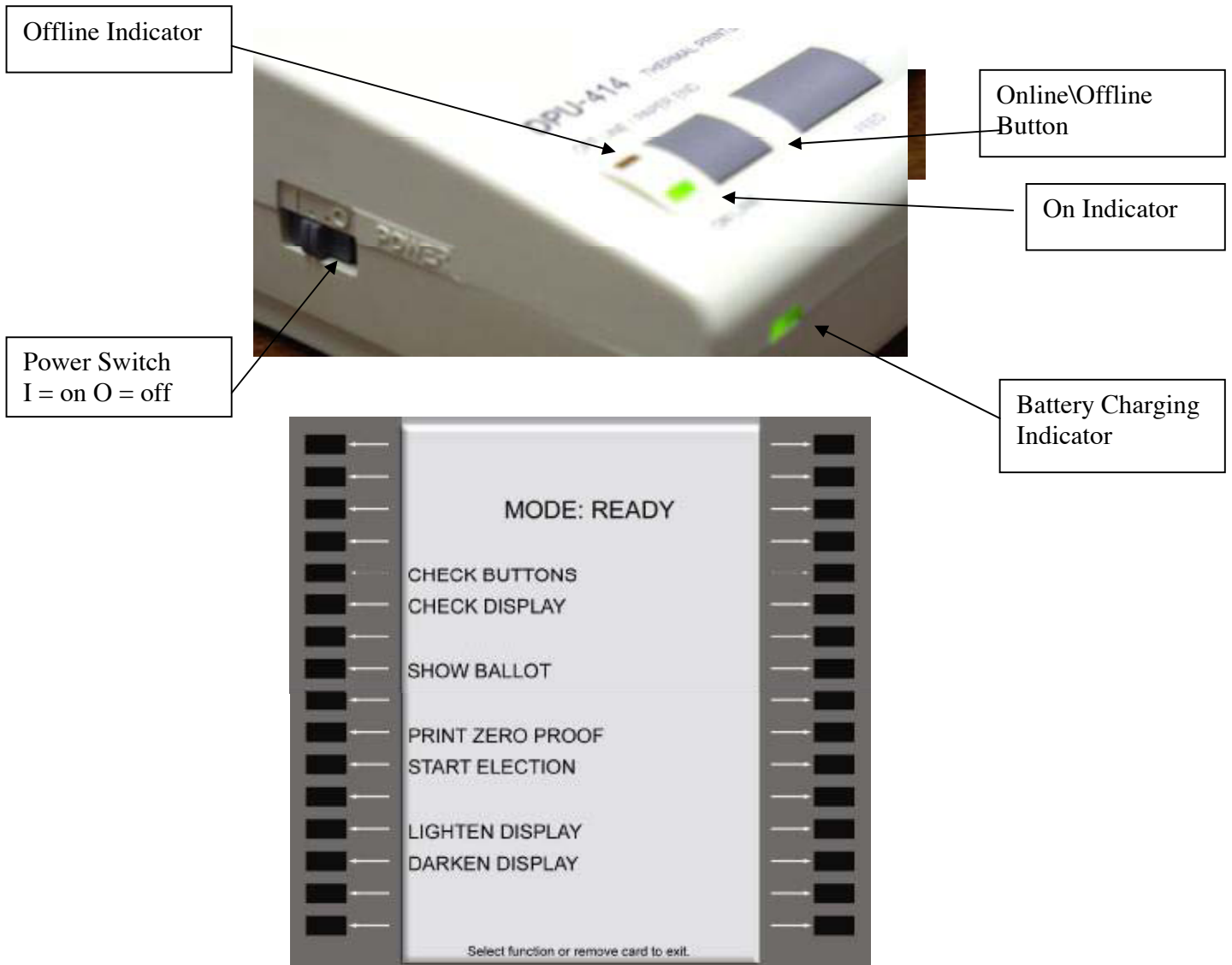


Plug the power cord into the printer (DC6.5V 2A round port) and into an available electrical outlet. The printer will also operate on a rechargeable Ni-MH battery (if sufficiently charged). However, these batteries may not be charged due to time spent sitting on the shelf between elections.

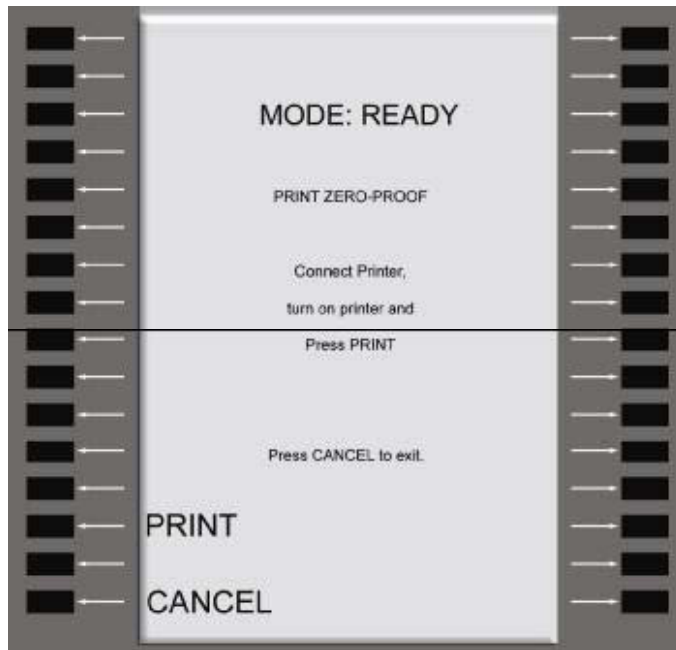
Connect the printer to the voting panel using the flat gray cable. Connect the rectangular 9-pin connector to the serial port on the back of printer (if it is not already connected). Connect the phone cord style connector to either the front or back port on the voting panel.



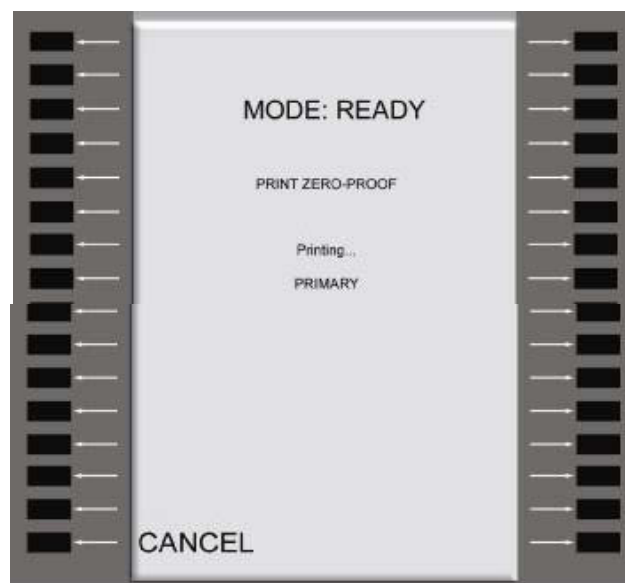
Turn the printer on. The power switch is located on the left side of printer and should be switched to the “I” position. When powered on, the green light on the top of the printer should be lit. If the orange light on top of printer is lit, the printer is “Offline” and you need to press the smaller square button to bring the printer “Online”.



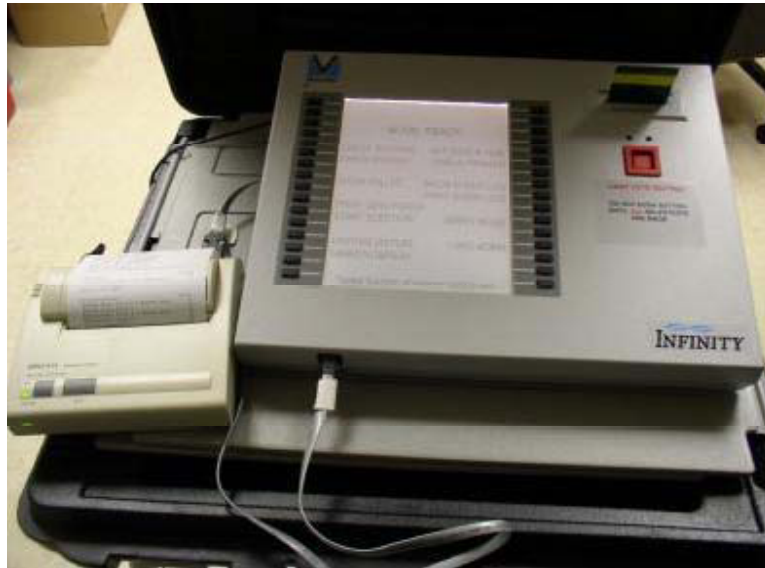
Press the **Print Zero Proof** button. (Remember, you will not see the **Start Election** selection until Election Day.)



Press button next to **Print** to begin the printing process.

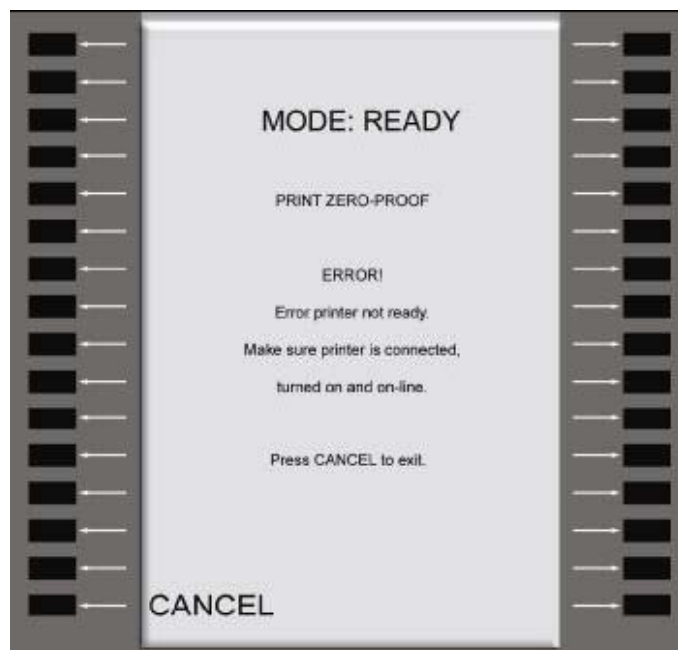


The **Cancel** button can be pressed at any time to stop the print process.



Printing of Zero Proof

If the printer is not connected or is not turned on, an alarm will sound and an error screen will appear until the printer is ready.



When the Zero-Proof is done printing, the panel will beep and the panel will ask you to confirm the report printed correctly. Remove the report by tearing the paper from the printer. On each tape you will find the list of precincts, offices and candidates programmed on the voting machine.

Fold the printed strip of tape and secure with a paper clip provided in the Voting Machine Tapes Envelope and place in Red Envelope. Press **YES** to complete this function.

Disconnect the printer and store in the carrying case provided for each machine. Store the carrying case in a secure location.



Completing Monday Night Preparations

Remove the green card from the machine and put in the Cards envelope. Do not remove the voting machine from the voting booth unless your polling location will not allow the machines to be set up overnight. Turn off the machine and unplug the power cord. Place the power cord in its compartment in the machine case. Lower the panel into its compartment. Close the case and latch. In the Cards envelope, retrieve one seal to secure each voting machine case. The remaining seals will be used on the evening on Election Day.

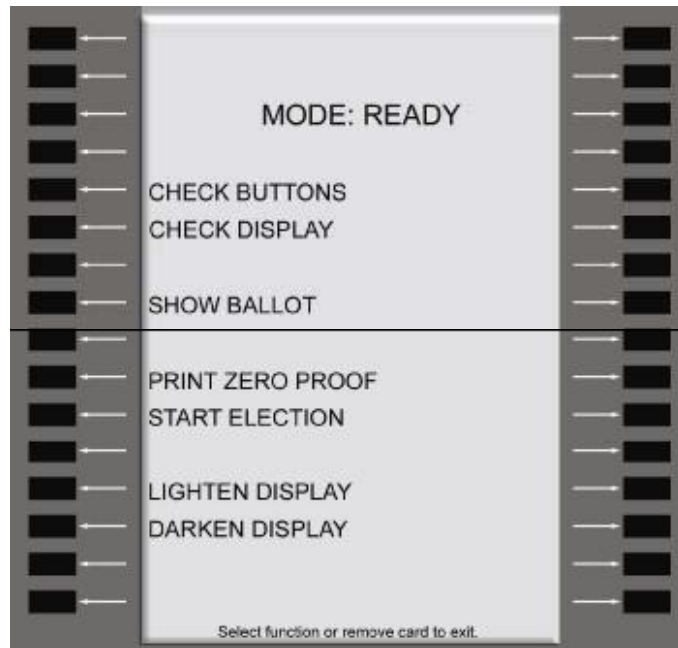
Election Morning Set Up

Cut the seal off the machine case and plug in machine.

After turning on each voting machine, press the red Cast Vote button to ensure that the total votes cast on each machine is **zero**. Then insert the green Start Card.

Enter the security code password (found in the Cards envelope) on the MODE: READY screen and press the button next to **DONE**.

Press the button next to **Start Election**.



Start Card Functions Screen

This will bring up a confirmation screen.

Press **Start** on the confirmation screen to start the election.

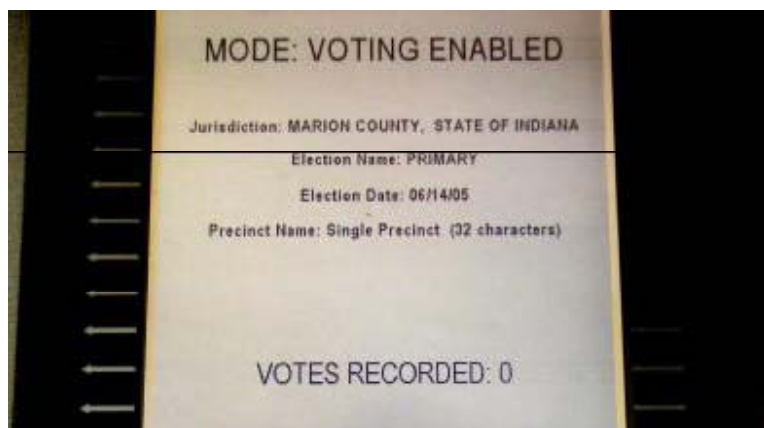


The panel will beep and display **“Mode: Voting Enabled”**. The screen will also display the date and time the election started on that panel. Verify Election date and time.



Remove the Start Card (the screen will go blank) and return it in the Cards envelope.

Pressing the red **Cast Vote** button will display the **“Status”** screen for 7-8 seconds. The screen will then go blank and you are ready to receive voters. You can use this display throughout the day to check the number of voters that have used each machine.



Setting the MicroVote Infinity Voting Machine for Each Voter

The Infinity voting panels are programmed with all the ballots assigned to the polling location. Voters will be given ballot assignment cards containing the name of their assigned precinct (and requested political party for a primary election). This information is used to set the Infinity Voting Machine for each voter.

Insert the blue Vote Card into the Infinity panel. Align the arrows on the blue Vote Card and the Infinity panel.



If there is only one precinct style available, the voter's ballot will immediately appear on the screen. If there are multiple precincts, a screen will appear with all of the possible precincts available for the voting location.

Press the gray button next to the specific precinct for that voter. In a primary election, select the requested political party ballot.

Remove the blue Vote Card when the confirmation screen instructs to do so.

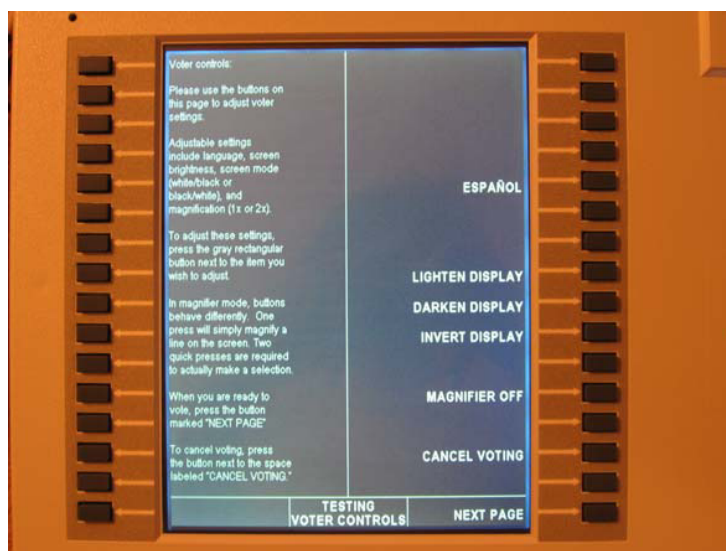


Casting a Vote on the MicroVote Infinity Voting Machine

Casting a vote using the Infinity voting panel is a simple process. The voter presses a gray button next to the candidate's name, confirm vote and then presses the red **Cast Vote** button. The MicroVote Infinity panel records the vote in its electronic flash memory. No information about the voter's choice is stored on the Vote Card.

When the voter enters the booth their ballot will be displayed on the screen. The voter can access the **Voter Controls** screen to adjust the display if necessary. The **Voter Controls** page can be accessed at any point during voting by using the **Prior Page** button at the lower left corner on the voting panel.

Voter Controls Screen Functions:



Voting Instructions: The column on the left displays various voting instructions.

Louder / Softer: These buttons are only active when the DOUBLE TALK device is attached for the sight impaired. The default volume level is halfway of a range of 1 to 10. The voter can raise or lower the volume one step by pressing the appropriate button one time. The panel will announce the level each time a button is pressed. After each vote cast or cancelled, the volume returns to the halfway default.

Lighten / Darken Display: These selections allow the voter to lighten or darken the contrast of the display. The button must be pressed repeatedly to change contrast (holding button down will not work). After each vote cast or cancelled, the contrast returns to the default level.

Invert Display: This selection allows the voter to change display to white letters on black background or black letters on white background. After each vote cast or cancelled, the display returns to the default setting for the machine.

Magnifier On / Off: This selection allows the voter to put the display in **Magnifier** mode. If the Magnifier selection is changed to **ON**, pressing any button on the panel will cause the text associated with that button to increase in size by twice the width and height. Pressing the button once only magnifies the text. Pressing the button a second time to activate the button and make the selection returns the font to normal size. If the voter does not activate (select) the magnified information but presses another button, the magnified information returns to normal size and the new information is magnified. If the selected text is too large to show all at once (more than 16 locations in length), page control up-down arrows will appear next to buttons allowing voter to scroll through the entire election text. After each vote cast or cancelled, the display returns to the **Magnify OFF** default.

Voting Selections

Offices, candidates and public questions are displayed upon ballot activation. To make a selection, press the button next to the name of the desired candidate. An “X” will appear in the box next to the candidate name. To change a vote, press the gray button again to cancel the selection then, select another candidate by using the same procedure. The “Office Title” area will show the vote limit for that office, the number of selections currently made, and whether the vote limit has been reached. If an invalid button is pressed, the status display at the bottom of panel will display “**Blank Location.**” If a voter attempts to over vote (vote for more than the allotted number of candidates for the office being contested) the status display will display “**Contest Full.**”

The voter must vote for at least one candidate or public question.



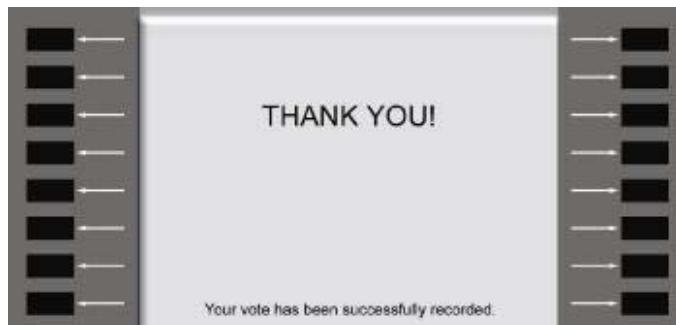
Voter pressing button next to candidate's name

On the bottom right corner of the ballot, there will be a “Confirm Vote” button to go to the **“Voter Confirmation”** page. It will contain a message asking the voter to review their choices and confirm that they are satisfied and finished voting. This is required by law to ensure that voter is satisfied with their selections before casting their vote.



To review selections made on the ballot, the voter can select the **Review Ballot** button on the lower left corner of the display. This will return the voter to the ballot.

When the voter has viewed and/or reviewed the ballot and reached the Confirm Vote screen, the lights above the **Cast Vote** button will light. The voter now can now press the **Cast Vote** button to cast their vote.



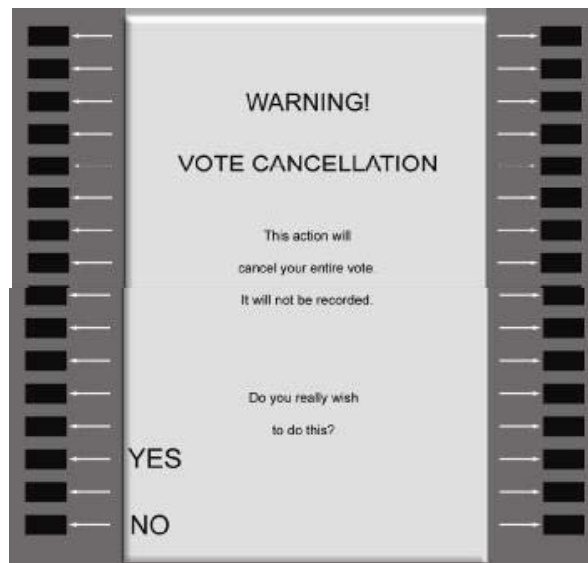
The screen will show a confirmation screen that shows that the vote has been successfully cast.

Cancel a Ballot

If the incorrect ballot is selected, a voter decides to use the DOUBLE TALK device after the ballot has been activated, or the voter wishes to cancel their vote without it being recorded, select the button next to **Voter Controls** on the bottom left corner of the display.

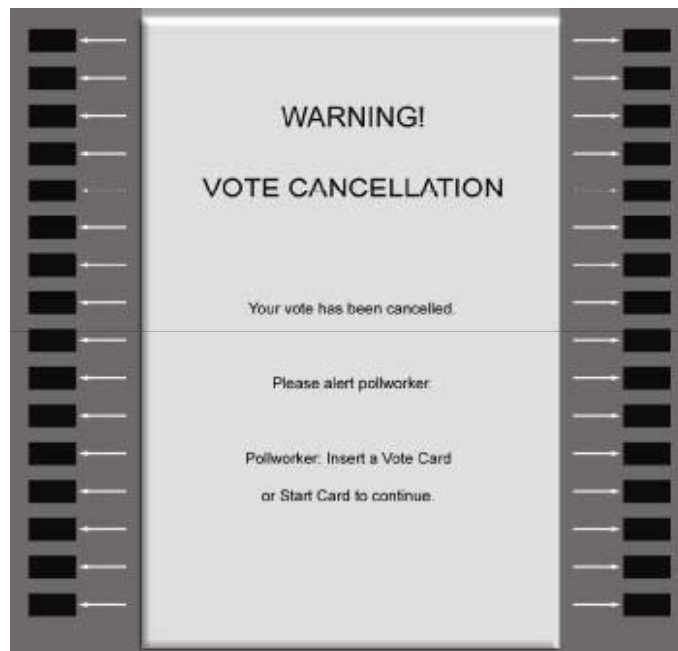


Select **Cancel Voting** button on the “**Voter Controls**” page of the ballot. This will bring up a “**Vote Cancellation**” confirmation screen.



Select **YES** on this screen.

This will bring up a **“Vote Cancellation”** acknowledgement screen.



Re-insert the blue Vote Card to get the **“Reset Acknowledgement”** screen.

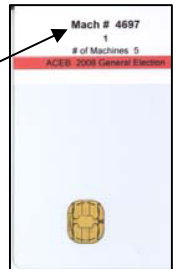


Then remove the blue Vote Card and the screen will go blank. You can then re-insert the blue Vote Card and select the correct ballot.

Tally

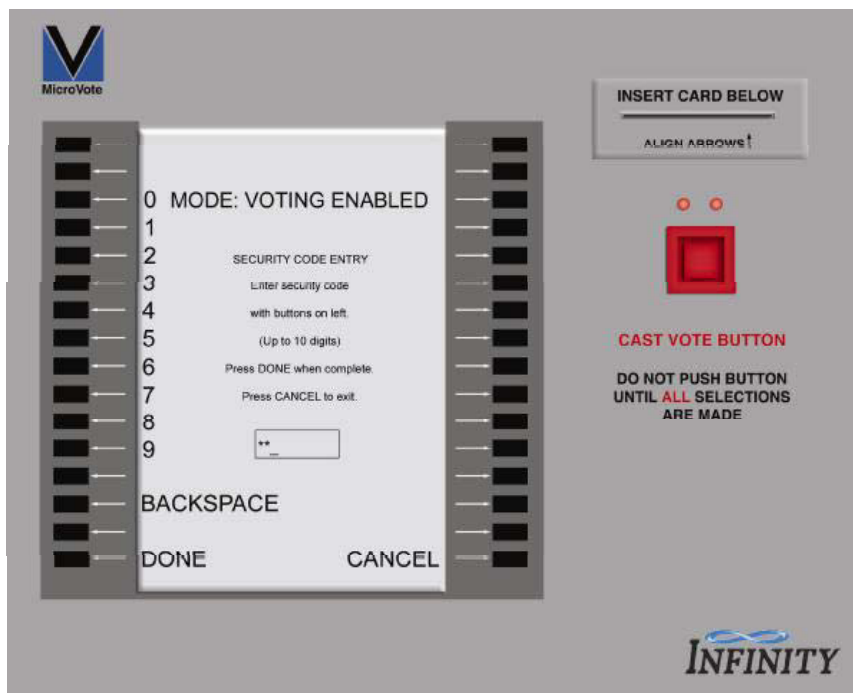
DO NOT TALLY the voting machine until all eligible voters have completed voting and left the polling location. **A tallied machine cannot be re-opened for additional votes.**

Match the **Mach #** (Voting Machine Number) on the back of each red Tally Card to the machine number on the back of the Infinity panel. Insert the card into the panel



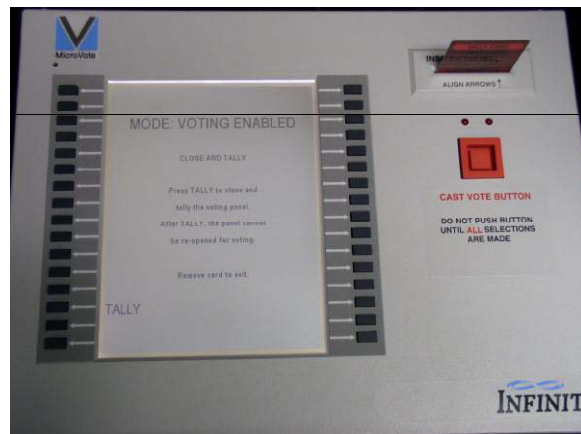
Please be careful to insert the assigned Mach# tally card for each machine. **It is very important that the correct card is inserted in the voting machine with the corresponding number in order to turn in accurate results Election Night.**

Upon insertion of proper Tally Card, the “Security Code Entry” screen will appear.



Enter the password and press Done.

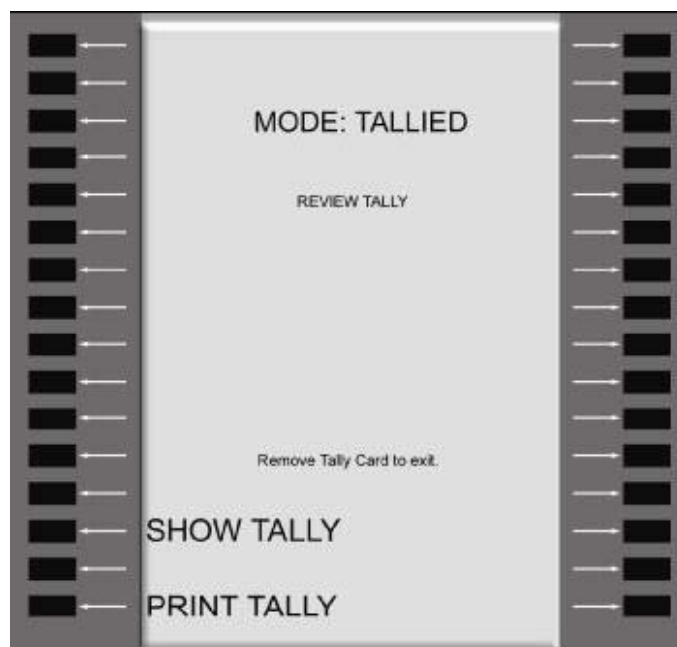
The “**Close and Tally**” screen will appear.



If you are not ready to tally, the Tally Card can be removed to return to the “**Voting Enabled**” mode.

Press **Tally** to start the process. Progress screens will display the progress of the tally on the screen. **Do not remove the Tally Card during this process.**

Once voting is closed and the voting panel has been tallied, no more votes can be entered into the voting panel for the election. Once the tally process is completed, the “**Review Tally**” screen will appear with two choices: **Show Tally** and **Print Tally**.



Print Tally

Locate your precinct printer, cables, and power cord in the carrying case provided.



Plug the power cord into the printer (DC6.5V 2A round port) and into an available outlet. The printer will also operate on a rechargeable Ni-MH battery (if sufficiently charged).

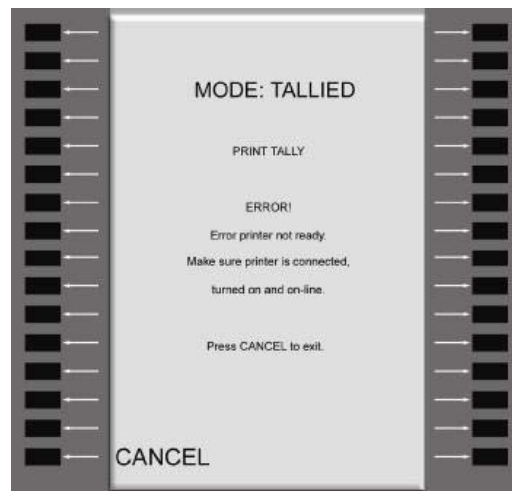
Connect the printer to the Voting Panel using the flat gray cable. Connect the rectangular 9-pin connector to the serial port on the back of printer. Connect the phone cord style connector to either the front or back port on the voting panel.



Turn the printer on. The power switch is located on the left side of printer and should be switched to the “I” position. When powered on, the green light on the top of the printer should be lit. If the orange light on top of printer is lit, the printer is “offline” and you need to press the smaller square button to bring the printer “online”.

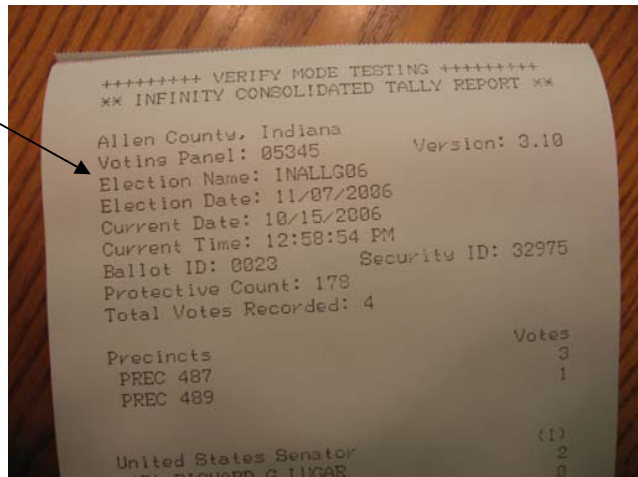


Press button next to **Print Tally** to begin the printing process. If the printer is not connected or turned on, an alarm will sound and an error screen will appear until the printer is ready.



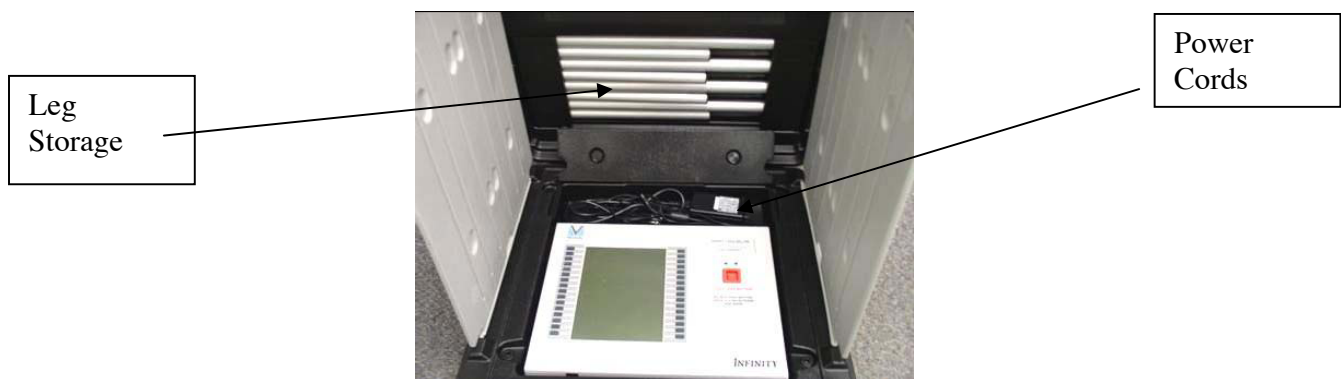
After the tape has printed, remove the Red Tally Card. Check the voting machine number on the tape to make sure it **MATCHES** with the **Mach # on the back of the Tally Card**.

Remove the report by tearing the paper from the printer, sign, fold the tape and use the paper clip in the Voting Machine Tapes Envelope to secure it. This envelope will then be placed in the large Red envelope. Disconnect the printer and store in carrying case.



Close MicroVote Voting Machine

Store the power cord and Infinity panel in the panel carrying case. Remove the legs and store them in the rear compartment of the booth.



Carefully fold the privacy curtains into the panel and close the panel carrying case. Place one seal on each machine case.

Place printer, printer cable, printer power cord, DOUBLE TALK device, headphones and leg extenders back into assigned carrying case.

All cards (green Start, blue Vote and red Tally) must be stored in the **Cards envelope which is placed in the large Red envelope** for returning to the Election Board.

If you have **ANY** questions regarding the operation of the Infinity, please contact the Election Board immediately! (449-4095)