# TABLE OF CONTENTS

## ELECTION DAY – VOTING

- **Poll Worker Login** ........................................................................................................................................... 2
- **Scan Ballot Style QR Code** .................................................................................................................................. 3
- **Experience/Assistive Devices** ............................................................................................................................... 3
  - Navigation Pad Experience .................................................................................................................................... 5
  - 3 Button Experience .............................................................................................................................................. 7
  - How to Plug in 3 Button Device ............................................................................................................................. 8
- **Ballot Selection** ..................................................................................................................................................... 9
- **Primary Elections** ................................................................................................................................................ 10
- **Contest Pages** ...................................................................................................................................................... 12
  - Instructions .......................................................................................................................................................... 12
  - Screen Adjustments ............................................................................................................................................. 12
  - Audio Adjustments ............................................................................................................................................... 14
  - Nav Pad Adjustments .......................................................................................................................................... 15
  - Contest Information ............................................................................................................................................ 16
  - More Content Below ........................................................................................................................................... 17
  - Making a Selection .............................................................................................................................................. 18
  - Removing a Selection .......................................................................................................................................... 19
  - Write-in ................................................................................................................................................................ 20
  - Undervote Warning – In Contest .......................................................................................................................... 20
  - Overvote Warning ............................................................................................................................................... 21
  - Contest Navigation .............................................................................................................................................. 22
  - End Session .......................................................................................................................................................... 25
- **Review Page** ........................................................................................................................................................ 27
  - Confirming Selections .......................................................................................................................................... 27
  - More Content Below ........................................................................................................................................... 28
  - Accept & Print Ballot ........................................................................................................................................... 30
  - Undervote Warning - in Review .......................................................................................................................... 30
- **Ballot Printing** .................................................................................................................................................... 31
  - Successful Print .................................................................................................................................................... 31
  - Unsuccessful Print ............................................................................................................................................... 32

## TROUBLESHOOTING ............................................................................................................................................... 34
ELECTION DAY – VOTING

Poll Worker Login

Before voting can begin, the Poll Worker must login to OmniBallot Tablet with the assigned PIN (see NOTE). When you touch the box, the keyboard will pop up. Type in your Admin PIN and press Done. If the QR Code ballot style scan option was selected, this screen will not appear.

**NOTE: Elections Administrators do have the ability to turn this login feature off. If it is turned off, it is imperative that security measures are followed to ensure that no one is voting on the machine, nor voting more than once without authorization.**
Scan Ballot Style QR Code

If configured, the Poll Worker can begin the voting process by scanning a QR code containing the ballot style. This option skips the PIN login. Once the QR code is scanned, the voting process will begin.

Experience/Assistive Devices

The first selection that the Poll Worker will make is the Voter Experience. The choices are Touch, Navigation Pad and 3-Button Device. After the Experience selection, the Poll Worker will step away and the voter will continue unassisted.
Touch Experience

All controls on the screen are available via Touch. Audio is accessible by putting on headphones. Select the Touch Experience. Press Close Help to continue to voting.
Navigation Pad Experience

The Navigation Pad is an accessible audio-tactile interface. The buttons are distinguishable by color as well as tactiley. This device is especially helpful for those with low or no vision. Audio is accessible by putting on headphones. Push each button once to hear its action, press any button twice to exit help. Detailed voting instructions will follow before voting can begin.
Instructions for Ballot Marking

Press any button twice to continue to voting.
3 Button Experience

The 3 Button device is an accessible unit that is especially helpful for those with fine motor skill challenges. Audio is accessible by putting on headphones. Press Close Help to continue to voting.
How to Plug in 3 Button Device

The 3 Button device is intended to be plugged in **only** when a voter requests to use it. Follow the directions below to set it up:

1. Unlock USB Port

2. Plug 3 button device into black XKeys switch

3. Plug switch into USB port on far right, adjust cord to right

4. Lock USB Port, Remove Key
Ballot Selection

Voters will select the ballot style of their choosing from the list of official styles for their voting location. If there is only 1 ballot style, this screen will not display, and the voter will go straight to the first Contest Page.

If the QR Code ballot style scan option was selected, this screen will not appear.
Primary Elections

In the case of a Primary Election, voters may only vote for the candidates of one political party for all partisan offices. The voter will be prompted to make their party selection.

Partisan races will only display choices in voter’s selected party. All choices will display on non-partisan races.
A voter may change their selected party by going to the 1st Contest and pressing Change Party. The party can only be changed if no selections have been made in that party. Voter can End Session to start over, or deselect any partisan choices, and then select a new party.
Contest Pages

Every contest will be presented on its own page. There are on-screen instructions to guide the voter through making their selection. Write-in selections are also available. They can adjust the screen options including Large Font, High Contrast. Audio adjustments can be made on the Volume and Rate of Speech. Voters can navigate through the contest pages as well as jump directly to the Review Page.

Instructions

The left side of the Contest Page includes instructions for making selections, de-selecting, and using the Write-in option.

Screen Adjustments

Voters will make any screen adjustments here. These adjustments will last throughout their voting session. They can toggle between the current Font and Large Font. They can also toggle between the default Contrast and High Contrast.
Instructions
Press the next and previous buttons to move through the screen.
Press the select button to make a selection.
Press again to deselect.
If available, select Write-in to enter a name not on the ballot.

U.S. Senator
Vote for One

☐ James Buchanan
☐ Zachary Taylor
☐ Franklin Pierce

Review My Ballot  Change Party  Contest 1 of 15  Next Contest
Audio Adjustments

Voters will make any audio adjustments here. They can toggle between a range of Volume choices. They can also toggle between the various Rate of Speech choices.

Volume

![Image of ballot with audio adjustment icons]

Rate of Speech

![Image of ballot with rate of speech icons]
Nav Pad Adjustments

Voters using the Navigation Pad will have alternate options. The Rate and Volume settings are on the Nav Pad itself. They can select Privacy Screen to block all ballot selections. The End Session option is available with the Nav Pad as well.

Privacy Screen

End Session
Contest Information

The top of the screen will indicate the Contest Title and indicate the total number of selections the voter can make. The list of choices will show below.
In cases where not all contest choices are visible on the screen, the Voter will see a “More Content Below” bar along the bottom. Pressing the yellow bar or moving through the screen will display all the choices. Once a Voter has seen all the choices, the “More Content Below” bar will disappear, and the Navigation Bar will be available for use.
Making a Selection

Voters using the Touch Experience will make a selection by simply touching their choice. A checkmark will appear, and the selection will appear highlighted in blue with a yellow background. Nav Pad and 3 Button users will navigate to their selection and press the green Enter button to select.
Removing a Selection

Voters will de-select a choice by simply touching it again. Nav Pad and 3 Button users will navigate to their selection and press the green Enter button again to de-select.
Write-in

Voters who would like to enter a name not on the ballot will select the Write-In choice. An on-screen keyboard will appear. Touch users can simply press the keys of their choice, and press Done when their entry is complete. Nav Pad and 3 Button users will navigate using their left and right keys, and press the green Enter key to select the letter or button of their choice. They will also select Done when their entry is complete.

Undervote Warning – In Contest

Voters are not required to vote on every contest. They will, however, be warned that they under voted a contest. They will be given the opportunity to continue without voting or go back and make a selection.
Overvote Warning

Over voting (selecting more than the max number) is not allowed in our system. If a Voter would like to change their selection, they must de-select their choice first, then make another choice.
Contest Navigation

The Navigation Bar is at the bottom of the Contest Pages. **Next Page** will continue to the next contest page. **Previous Page** will take the voter back one contest.

Next Contest
The Contest page you are on and the total number of contests will appear at the bottom. If you are listening through audio, this will be announced once you open a contest page.
The Review My Ballot button will take the voter directly to the Review Page without stopping on any more contest pages.
End Session

Anytime during their voting session, whether in the Contest section or on the Review Page, the voter may end their session and exit out of voting.
The voter will be prompted to confirm, as all current selections will be lost. A new session will begin.
Review Page

Confirming Selections

The Voter will see the name of every contest as well as the selection they made. If they under voted, they will see “No Selections”. They may jump back to any of these contest pages by selecting the Change button for that selection.

Contest Name/Selection

[Image of a screenshot showing a voter selection page with options for US Senator, Representative, Governor, Lieutenant Governor, State Treasurer, Secretary of State, and Auditor of Accounts. Each option has a corresponding selection name and a Change button.]
In cases where not all selections are visible on the screen, the Voter will see a “More Content Below” bar along the bottom. Pressing the yellow bar or moving through the screen will display all the choices. Once a Voter has seen all the selections, the “More Content Below” bar will disappear, and the Navigation Bar will be available for use.
Change Selection

A voter can easily change their selections by touching or selecting the Change option. This brings voter back to the Contest page to make their change.
Accept & Print Ballot

When the Voter has verified their selections, they will press **Accept & Print** to print their ballot.

![Review Your Selections](image)

**Undervote Warning - in Review**

Voters are not required to vote on every contest. Prior to printing, however, they will be warned that they under voted one or more contests. They will be given the opportunity to continue or go back and make a change.

![Warning](image)
Ballot Printing

Successful Print

The Voter will see the “Your Ballot is now printing” screen while their ballot prints. The Voter can remove their ballot and follow poll worker instructions for casting their ballot. The system will reset for the next Voter.
Unsuccessful Print

If printing is unsuccessful, the Voter will touch the gray button, or simply press select on the Nav Pad or 3 Button Device to lock the screen. Voter then must ask for Poll Worker assistance.
A Poll Worker can make proper printer adjustments (load paper, clear paper jam, turn on printer). Once ready to re-print, the Poll Worker signs in with their PIN.

The Poll Worker or Voter can then press the **Reprint Ballot** button.

Alternately, the Poll Worker or Voter can press the **End Session** button to exit without reprinting. This screen will timeout and voter’s session will be cleared if a button isn’t pressed.
**TROUBLESHOOTING**

Following are some common issues that can come up and can be easily remedied. If you need further assistance, please contact Democracy Live at info@democracylive.com or 855-655-VOTE (8683) for support.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Steps to Resolve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Device Turns off or won’t turn on</td>
<td>Check that AC power is plugged in</td>
</tr>
<tr>
<td>Paper did not print out double-sided</td>
<td>In Administration mode, select Print Management. De-select and re-select Duplex. Press Save.</td>
</tr>
<tr>
<td>Manual Feed Paper Tray</td>
<td>The Manual Paper Tray can be used to print ballots if desired. Flip the cover down where it says “OKI” on the printer. Place ballot or plain stock into manual tray. Large paper sizes may hang over the edge.</td>
</tr>
<tr>
<td>Main Paper Tray</td>
<td>Plain Paper or Ballot Stock (up to 8.5 x 17”) can be loaded into the main paper tray. Pull the main tray out and adjust the settings for 8 ½ x 11, 8 ½ x 14 or 8 ½ x 17-22. Load paper. Close tray.</td>
</tr>
<tr>
<td>Issue</td>
<td>Steps to Resolve</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Printer Error: Out of Paper</strong></td>
<td>An orange paper light will flash on the printer when it’s out of paper. Simply load the paper and it will begin printing. If it doesn’t begin automatically, press the OK button.</td>
</tr>
<tr>
<td><strong>Printer Error: Paper Jam</strong></td>
<td>An orange paper light will flash on the printer when it’s jammed. Open all flaps on the printer to determine where the paper jam is. If it doesn’t begin automatically, press the OK button.</td>
</tr>
<tr>
<td><strong>Changing Toner – Okidata B432dn</strong></td>
<td>To change the toner cartridge, push gray circular button on left top of printer. Lift cover. Pull blue lever on right completely forward. Lift toner cartridge straight up to remove. Discard. Replace with new toner cartridge. Push blue lever back to lock. Push top cover down until it clicks.</td>
</tr>
<tr>
<td><strong>Replace Printer</strong></td>
<td>Plug replacement Okidata B432dn and OmniBallot Tablet will recognize it. To adjust the printer settings, from the Ballot Marking Administration panel, you will need to go into Election Management. Select the settings that you desire, and press Save.</td>
</tr>
</tbody>
</table>