

VAT– Voter Assist Terminal

ICX– ImageCast X Voting System

Set-up / Test / Voting / Closing

- Each precinct location will have one ICX.
- When you arrive at your location, you will see the blue cart and the black suitcase as pictured here.
- *It is the responsibility of precinct the chairperson(s) to set-up or to assign the proper set-up of this equipment. This should be done after you have your Electronic Poll Book (laptop) and your tabulator set-up and ready to process voters.*



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Unpacking the Equipment

1. Open the black suitcase using the six latches on the side of the cover.



2. Unpack all items, including the **red** and **blue** power cords.



3. Use the black straps to lift the printer.

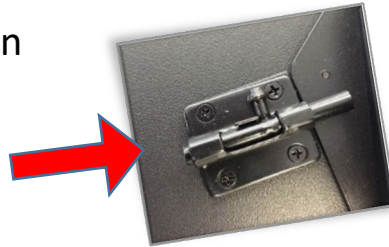


4. Set printer in the bottom of cart. (black straps can be taken off and put back into the black suitcase)



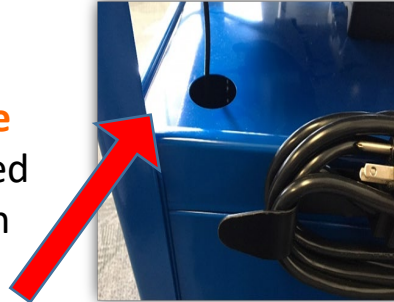
Setting up the ICX

5. Place the monitor on the top of the blue cart. Using the (4) black latches secure in place. **DO NOT** plug in the monitor, until after printer is on and in ready “green light mode”.



6. Unwrap the cord wrapped around the monitor with **orange** tape.

7. Thread the monitor’s **orange** cord and the power cord marked with **red** tape down the hole on the top right corner of the blue cart, down to the printer.



8. Plug the **red** and **orange** cords into the back of printer.



9. Take other end of the **red** printer power cord and plug into the black power strip on the back of the blue cart.



10. Plug the black power strip into a wall outlet.

11. Turn on the printer. It will boot up, then it will be “Ready” with the **green light** on.

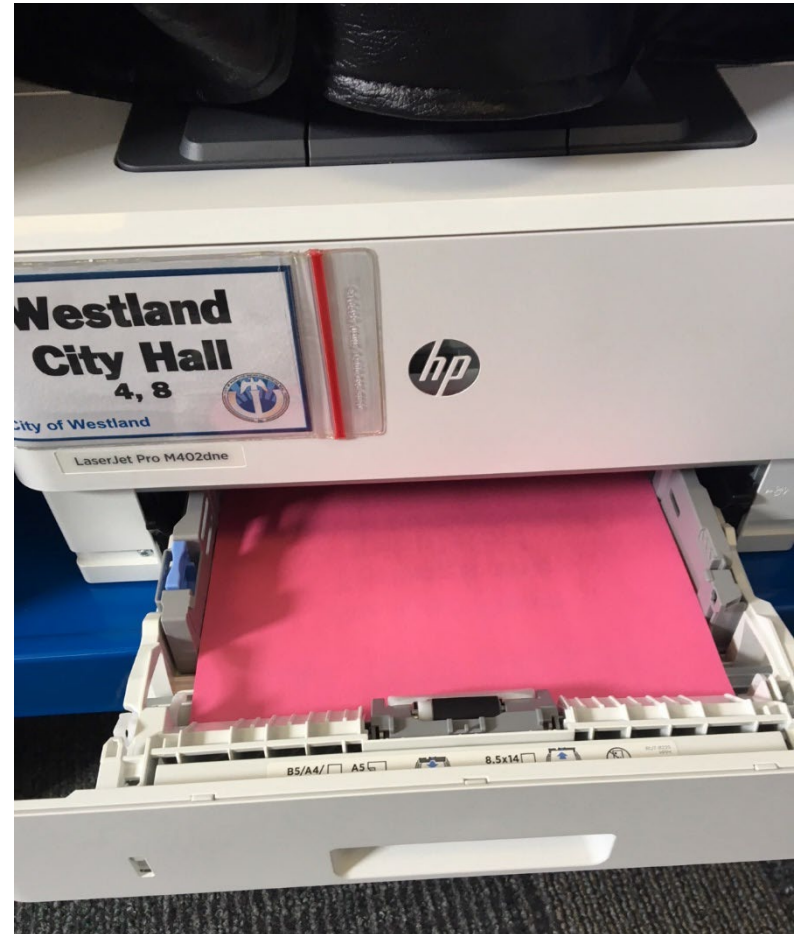
12. The printer must be in ready mode **BEFORE** the monitor is plugged in.

Check Paper in the Printer

13. The printer will have **pink** colored paper pre-loaded. This is the paper you will print the **TEST BALLOT** on.

Please Note: For voting, you will insert **WHITE** ballot paper on top of the colored paper. The white ballot paper is stored below the pink paper.

14. Close the printer drawer.



Powering up the ICX Monitor

15. Plug the power cord marked with **blue tape**, into the back of the monitor. Plug the other end of **blue** cord into the black power strip on the blue cart.

16. The Monitor will turn on automatically. It will take about a minute to go through a decrypt process.

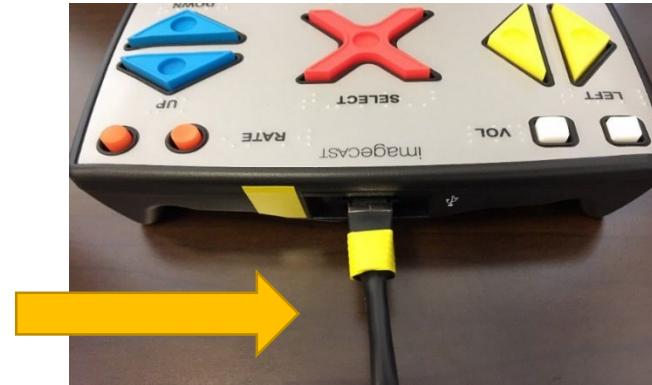
If after a minute the screen doesn't appear, unplug the back of the monitor for 10 seconds and firmly re-plug it in.



Plugging in the ATI

17. Plug the cord marked with **yellow tape** that is connected to the back of the monitor, into the hand held ATI unit. **Gently, clip it into the insert.** (see picture)

18. Plug the head phones into the right side of the hand held ATI unit, labeled 'Audio'. (see picture)



"GENTLY" unclip

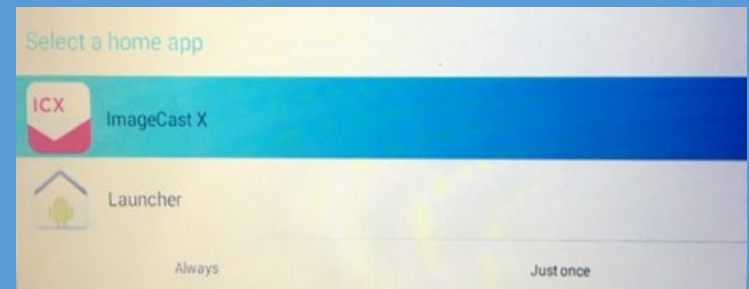
Store these units on the shelf above the printer for voters.

Setting up the ICX Monitor

- Your Poll Worker Card is located in the 3-ring binder. The Login pin is found in the Chairperson Notes which is also in the 3-ring binder.
- Once the Monitor has booted up, insert your Poll Worker card as directed.
- If you receive a screen that says your printer is not connected:
 - a) Make sure the printer is in 'ready' mode with the green light lit on printer.
 - b) Then, try to open the poll again. It is typical for it to take a few minutes to recognize the printer.



You should see this screen. Insert your Poll Worker card as directed.



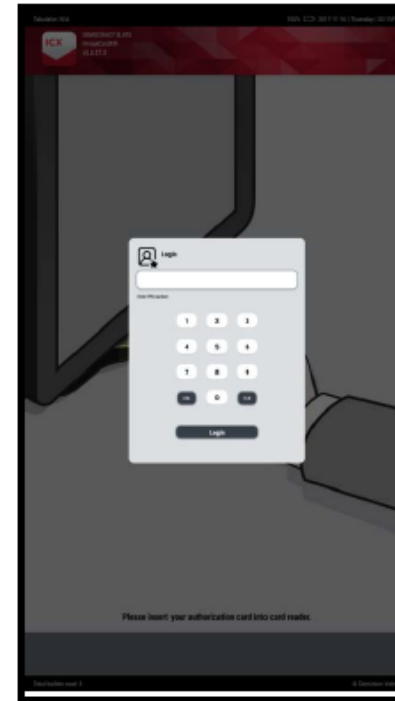
If you see the screen pictured above after plugging into the outlet, select “Always” and proceed with the insertion of your Poll Worker card.

Setting up the ICX Monitor (cont.)



1

To access the Poll Worker menu on the ICX, insert the Poll Worker card into the Card Reader located at the bottom of the ICX.

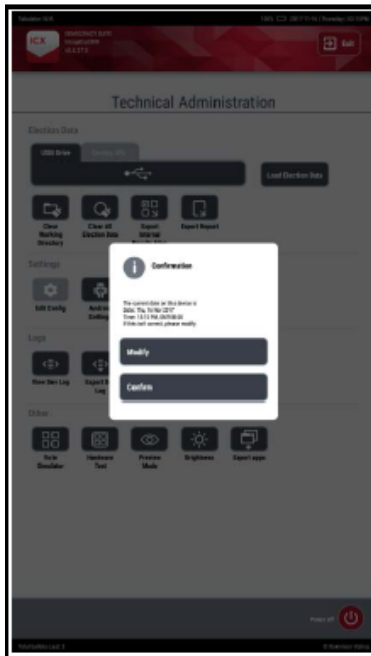


2

Enter the Poll Worker Login Pin to access the Poll Worker menu.

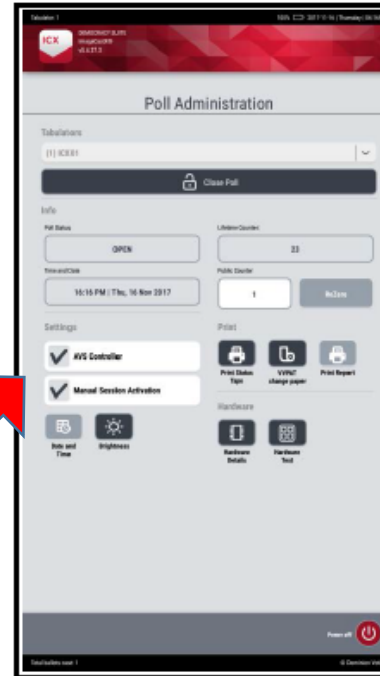
You will no longer need to cut the seal hanging at the bottom of the monitor.

Setting up the ICX Monitor (cont.)



3

After the file decrypts, a dialog appears allowing you to modify or confirm the date and time. If the date and time are both correct, tap **Confirm**.



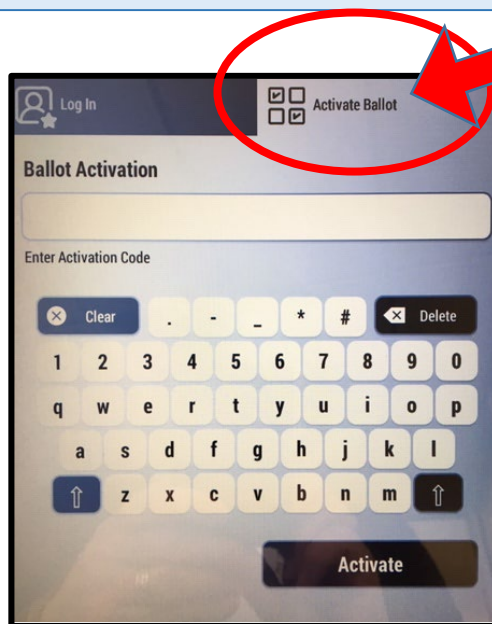
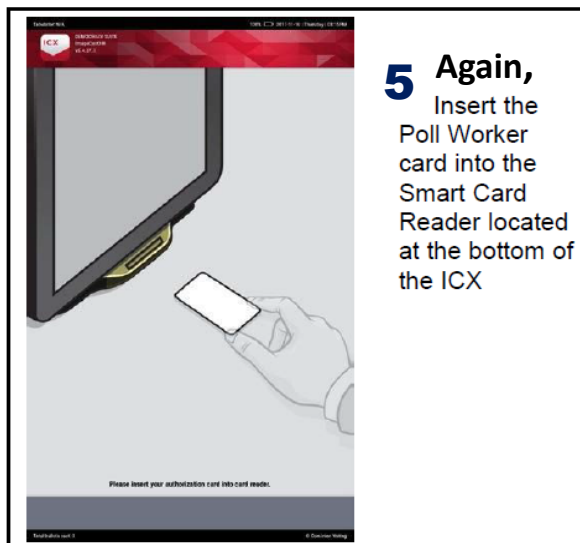
4

Select both the **AVS Controller** and the **Manual Session Activation** options. Tap **Open Poll**.

- Confirm date and time (3)
- Activate Session & Open Poll (4)

You are now ready to run a pink test ballot.

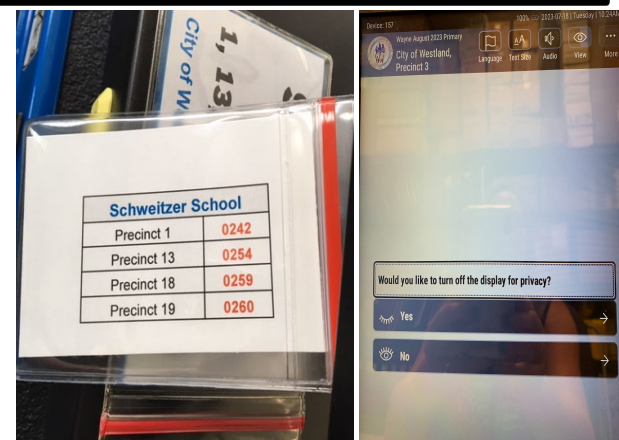
Print a Test Ballot



6

- Click on the **“Activate Ballot Tab”** at the top. (NOT the Log in Tab)
- Enter the 4-digit Ballot Activation Code for a precinct, (*card hanging on the bottom of monitor*)
- Click **“Activate.”**
- Click **"No"** for display for privacy.

- Remove the Poll Worker card, and move through the ballot selection screens.
- Select, then deselect every candidate and question. Review the ballot, it will be blank, and hit Print ballot.
- The TEST ballot will print on **pink paper**. **DO NOT feed this ballot through the tabulator.** Place this ballot into the City Clerk envelope.

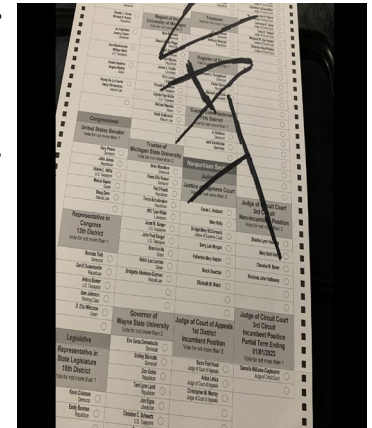


Issuing a Voter Ballot

1. Voter fills out Application to Vote.
2. Voter shows photo ID.
3. Application to Vote is completed by the Election Inspector.
4. Process voter on the EPB, Select “Regular Ballot.”
5. The next ballot number is assigned to the voter.
6. Select “OK”, voters name is added to the List of Voters.
7. Remove the numbered stub from the ballot and paperclip the stub to the Application to Vote.
8. Place the stub and Application to Vote in the pocket of the Secrecy Sleeve and give to the voter to take to ICX/VAT.

Issuing a Voter Ballot (cont.)

9. Write “VAT” over the remaining portion of the ballot in large letters.
The ICX/VAT will create a new ballot for the tabulator.
 10. Place the ballot with VAT written on it into the VAT envelope in your black supply bin. *(This envelope will be sealed with a red seal and placed into the blue ballot bag, at the end of evening along with the Spoiled ballot envelope.)*
 11. Go with the voter to the ICX/VAT voting machine with your Poll Worker Card.
 12. Insert one(1) sheet of white ballot paper into the paper tray on top of the pink paper.
- ***NO special designation should be given in the Remarks section or anywhere else regarding this ballot. It is issued as a Regular Ballot.***



Activate ICX for Voter Use

- 1** Insert the Poll Worker card into the Smart Card Reader located at the bottom of the ICX

Log In ☒ Activate Ballot

Ballot Activation

0260

Enter Activation Code

Clear . - _ * # Delete

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↑

AVS

☒ Enable AVS Controller

Activate

Schweitzer School	
Precinct 1	0242
Precinct 13	0254
Precinct 18	0259
Precinct 19	0260

**4-digit
Activation
Code**

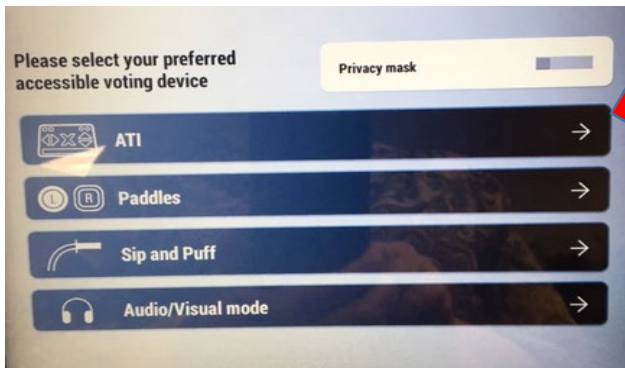
2

- Click on the **“Activate Ballot Tab”** at the top. (Not Log in tab)
- Enter the 4-digit Ballot Activation Code for the voter’s precinct (*hanging on bottom of the monitor*).
- Check the “Enable AVS Controller” box.
- Click **“Activate.”**
- Click Voter's preference, **Yes or No**, for display for privacy.

Would you like to turn off the display for privacy?

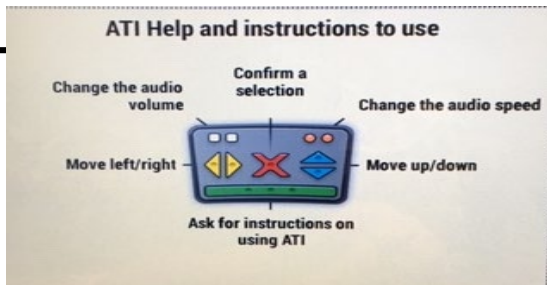
Yes No

Activate ICX for Voter Use (cont.)



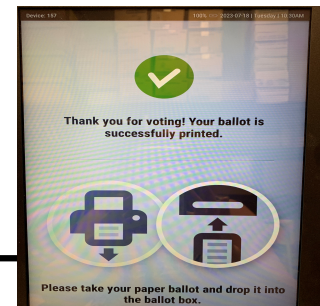
3

- Click on the ATI device box/arrow.
- Click the red "X" on the ATI or click anywhere on the "ATI Help" screen to move to the voting screen.



4

- Remove the Poll Worker Card.
- Check the printer to make sure white ballot paper is loaded into the printer tray to print.
- Instruct voter to print his/her ballot at the end of the ballot.
- Instruct voter to take his/her printed ballot in the secrecy sleeve to the tabulator.
- Give the voter privacy.



Processing Ballot in Tabulator

- After the voter is done casting his or her ballot, the voter will print their ballot and place it in the secrecy sleeve.
- Voter will then take his ballot in the secrecy sleeve to the tabulator inspector. The voter will give the inspector his Application to Vote, and the ballot numbered stub. (The stub can be thrown away).
- Voter will feed the ballot into the tabulator, waiting for the acceptance message. (10 foot rule should be observed).
- Voter will give secrecy sleeve to election inspector and receive their 'I voted' sticker.



Closing the ICX

1

To access the Poll Worker menu on the ICX, insert the Poll Worker card into the Card Reader located at the bottom of the ICX.



2


Enter the Poll Worker Login Pin to access the Poll Worker menu.

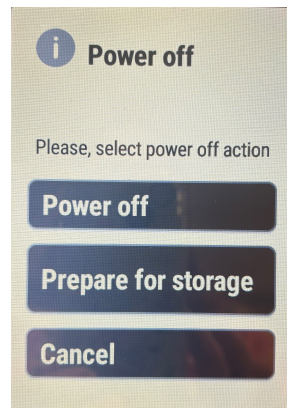
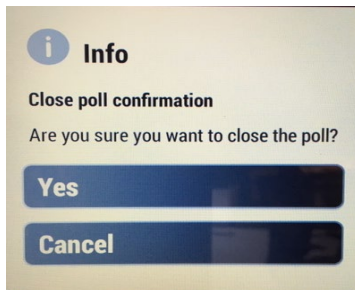
Login Pin is in Chairperson Notes (IT IS NOT the codes hanging under the monitor)



Closing the ICX (cont.)

3

- ✓ Press **"Close Poll"**
- ✓ Press **"Yes"** you wish to close the poll.
- ✓ Press the **"Power off"**  button in the lower right corner of the screen.
- ✓ Press **"Yes"** you wish to **"Power off"** the device.



Packing up the ICX

- Carefully disassemble unit and gently pack into the black suitcase.
- Do not forget to pack both **red** and **blue** power cords into the small brown box and then into the suitcase.
- The **orange** printer cord wraps around the base of the monitor.
- **GENTLY!** Do not force or break the clips used to attach the ATI to the monitor.
- **Do NOT** lock the door on the blue cart.
- Nothing is stored in the blue cart.
- The blue cart is left at your precinct location.

Thank you for agreeing to serve as an election inspector. We hope that your experience on election day with your election team will be a positive one. We appreciate any feed back you want to share with us by filling out the survey sheet that your chair-person will give to you at the end of the day.

The following link will take you to the State of Michigan YouTube videos regarding working a precinct on Election Day:

<https://www.youtube.com/user/MigovBOE/playlists>