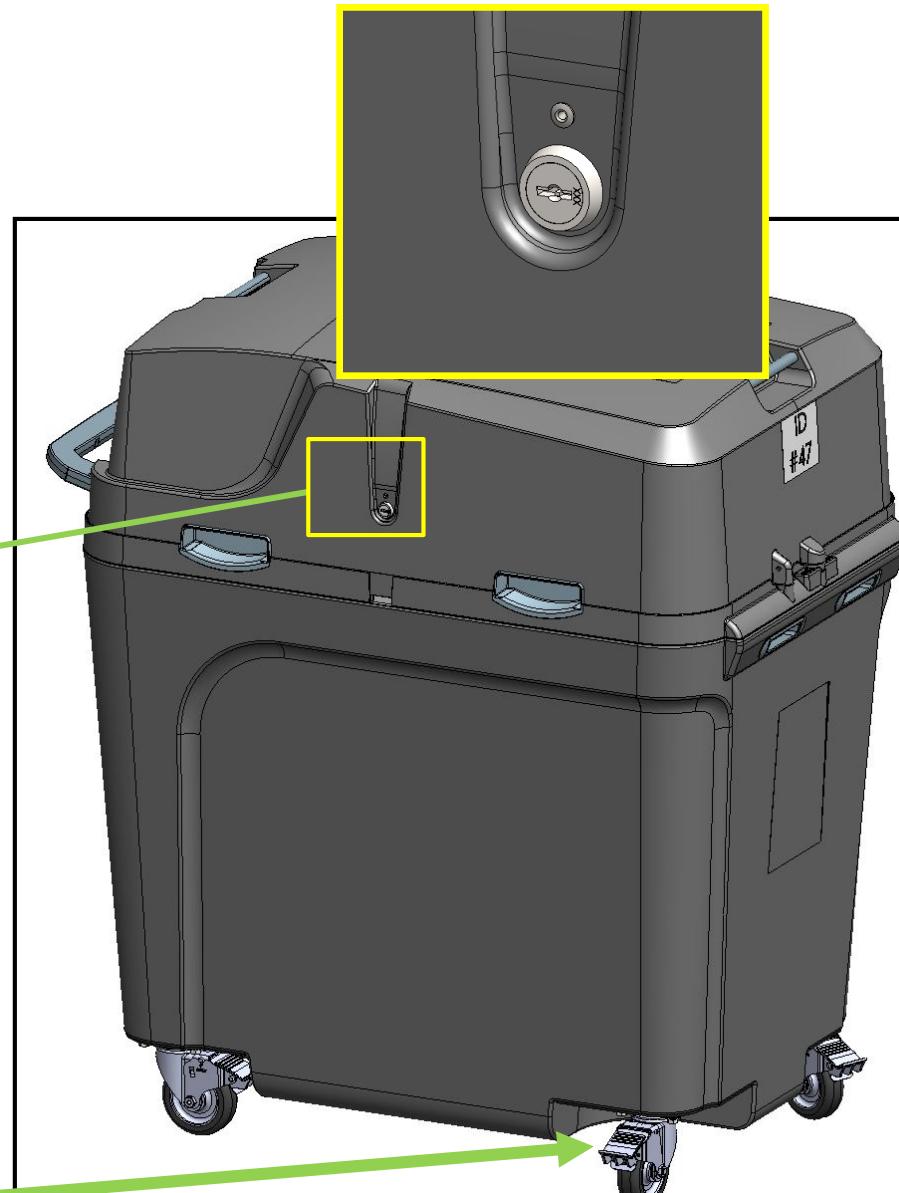


# The ICP Tabulator

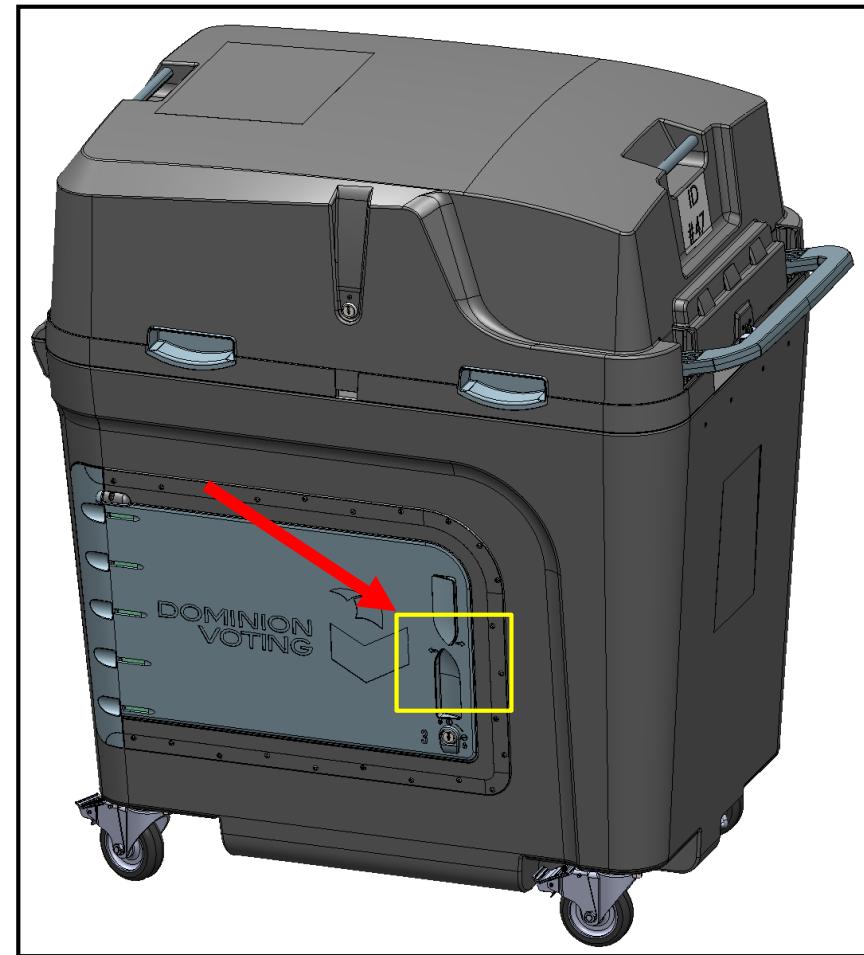
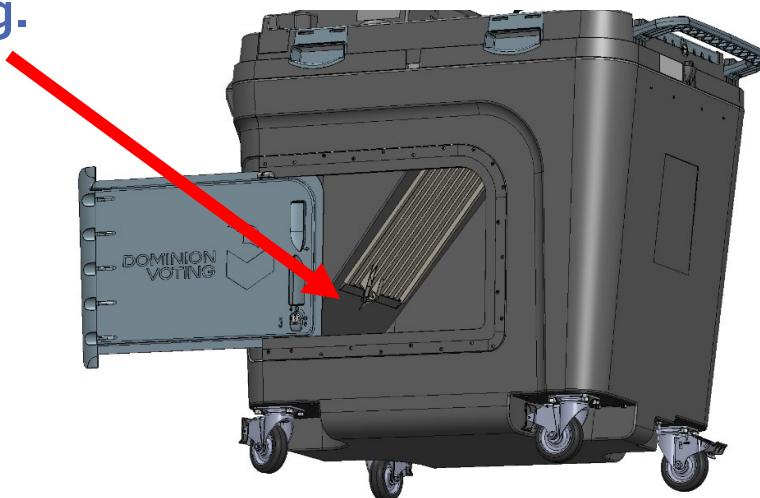
## Removing the Protective Cover:

- Cut blue seal from lid.
- Remove the cover by unlocking both sides with your key.
- The same key works on all locks of the bin.
- Place the cover under your supply table for safe keeping during the day.
- Lock at least two of the four casters to prevent unintended roll-away by using the foot latches.



# Inspect & Empty Your Ballot Box

- Using the key, open the main door to the ballot containment area.
- Your Precinct Ballots, Secrecy Sleeves, Ballot Bag and extension cords will be stored here. Remove everything.
- Keep the ballots with the lowest numbers on your check-in table. Store the rest in your blue ballot bag.



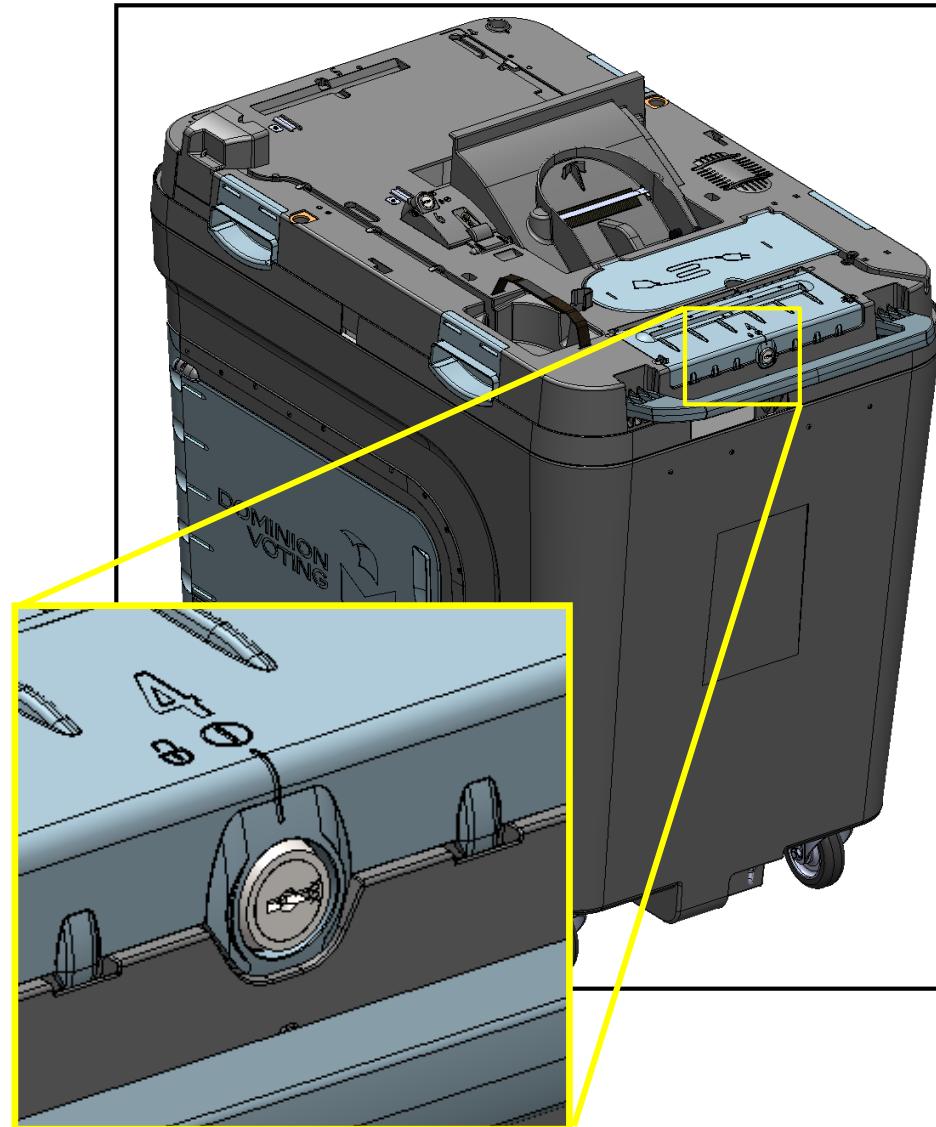
- Close and Lock the door!

# The Auxiliary Bin

Using your key, open the door of the Auxiliary Bin.

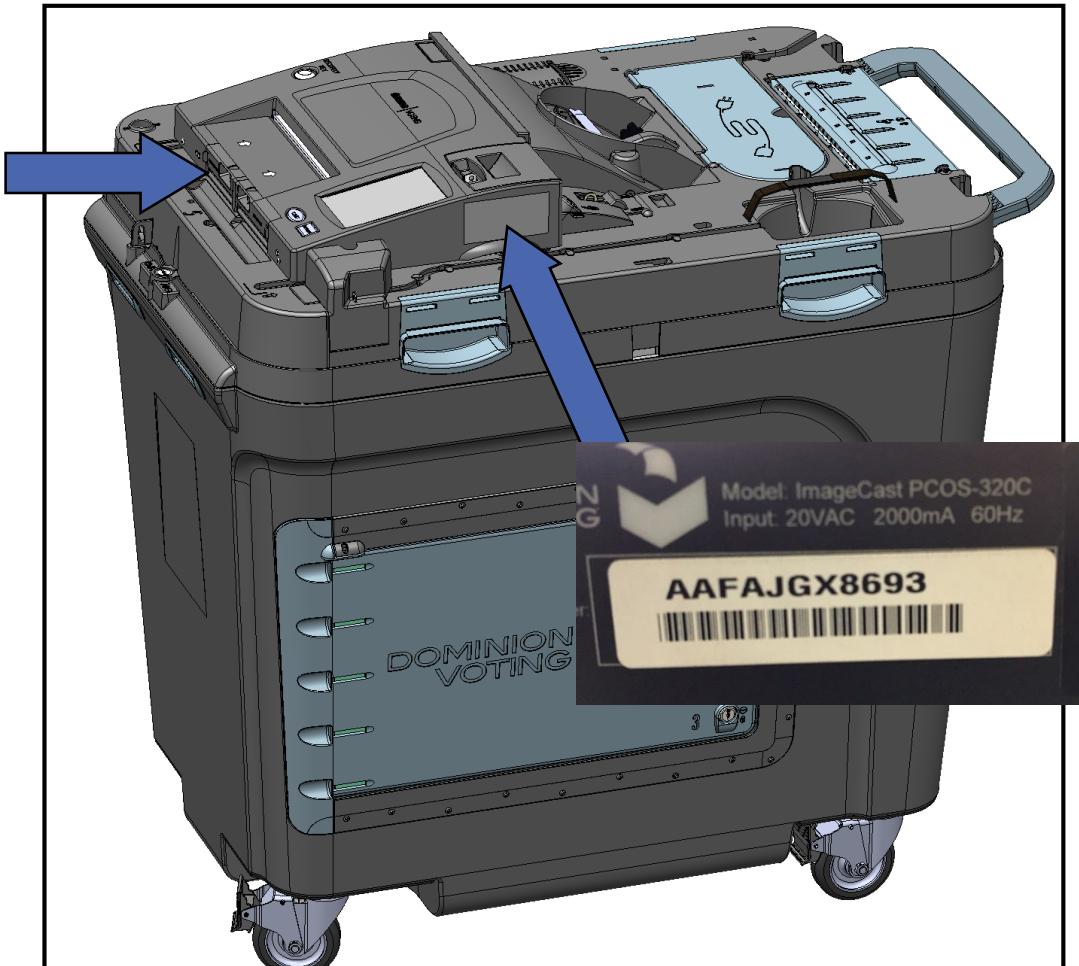
Verify that it is empty. (*It is quite deep.*)

Close and lock the Auxiliary Bin.



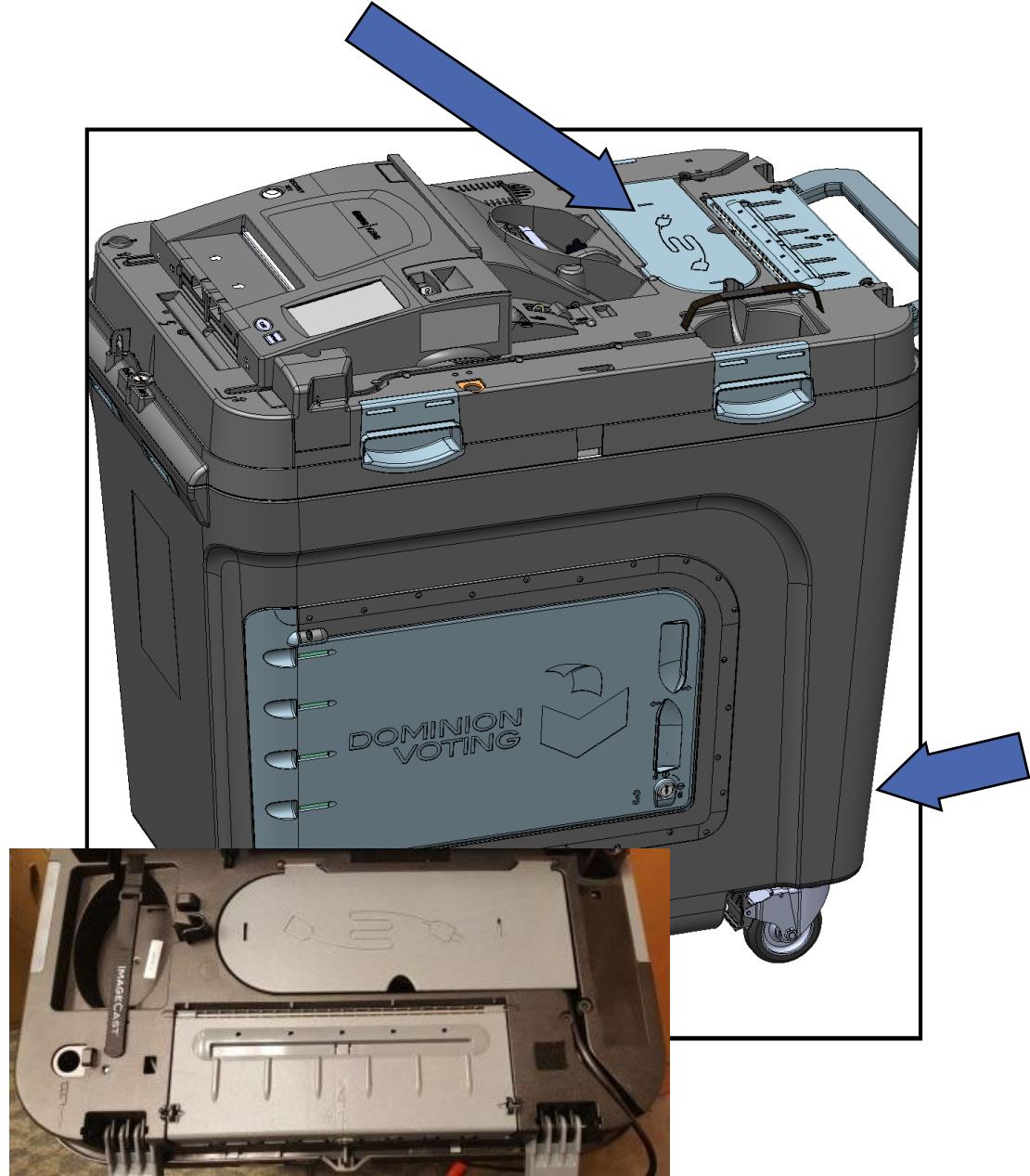
# Verify Seal Numbers

- Verify that the tabulator serial number (*on the right side of tabulator*) and tabulator seal numbers agree with the “Clerks’ Preparation Certificate”
- Seals are located at the front (*memory cards*) and top (see arrows)
- (**Do not** remove the tabulator seals until the end of the day!)



# Plug in your ICP Tabulator

- The cord will be located in the marked compartment or “trunk”. (see photo)
- Open the compartment and uncoil the cord.
- There is a silver hook at the bottom, back of the tabulator. If you thread the cord through the hook, it will help to avoid trip hazards in the precinct
- Plug your tabulator into an outlet.



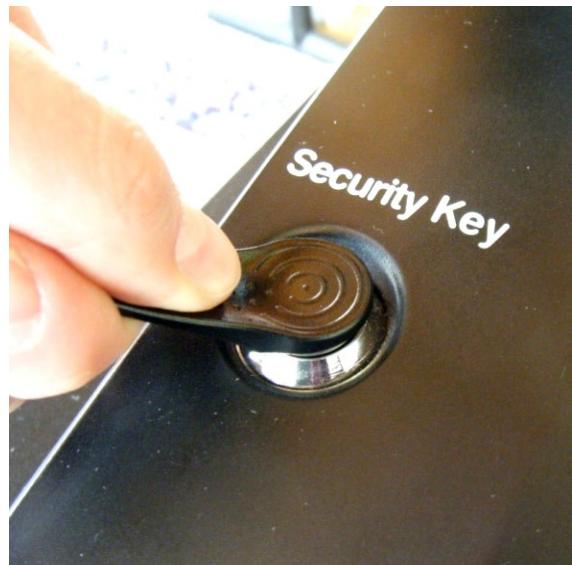
# Boot Process

(Initialization)

- After you plug in the tabulator, it will start the boot or initialization process automatically. You will see a few different screens:
  - Validating Application
  - Election Firmware Being Loaded
- **This process will take a few minutes.**



- Press the security key (iButton) onto the security keypad and hold it there firmly until it is accepted. The LCD screen will change to the screen in picture “2” below.
- If an error occurs, simply reposition the key.



## 1. Opening Screen



## 2. Password Screen

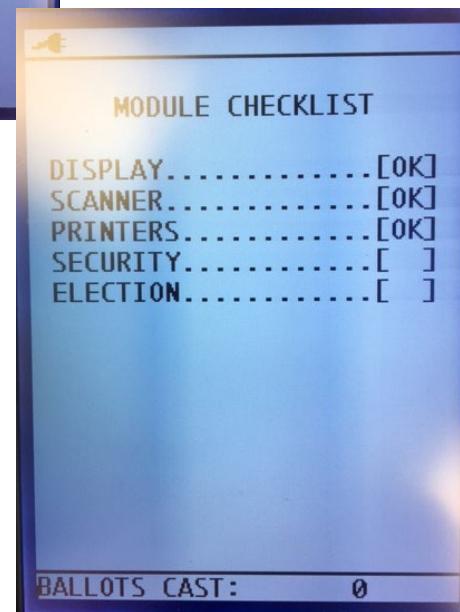
Please Enter Password To  
Unlock the Device

1	2	3
4	5	6
7	8	9
CLEAR/ CANCEL	0	ENTER
0		

Enter the password,  
(see Chairperson  
Instructions, password  
will change with each  
election, it will be an 8-  
digit number) then  
press the “ENTER”  
button.

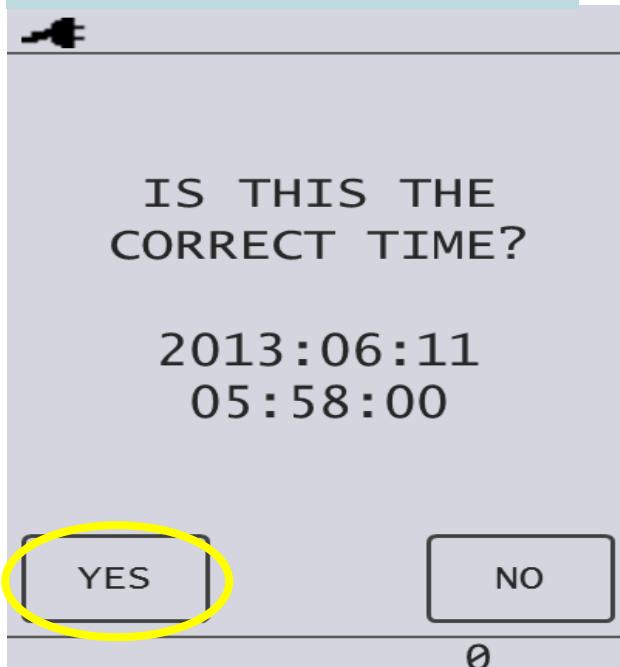
# Boot Process

- You will see the screens pictured here as the tabulator continues to load the election.
- **Watch for the “Is this the correct time?” screen.**
- **You will then have to follow the prompts (pictures 3-8) on the next pages to complete opening .**

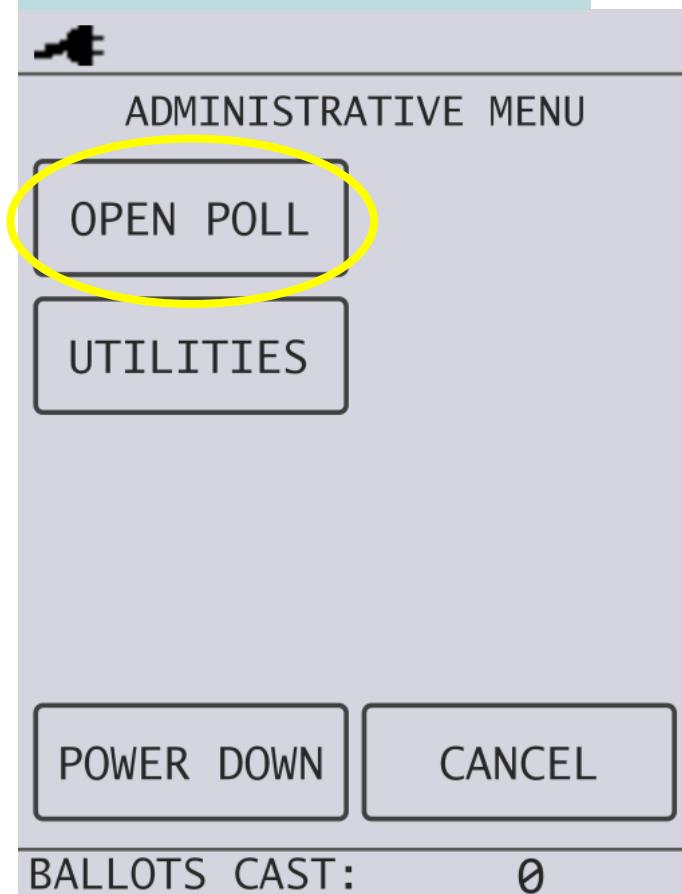


- The Date & Time should be correct.  
Verify that it is. (*Note: It is military time.*)
- **If it is not, note the discrepancy in the “Remarks” section of the Electronic Poll Book (EPB)**
- **Select “Yes”**

### 3. Date/Time Screen

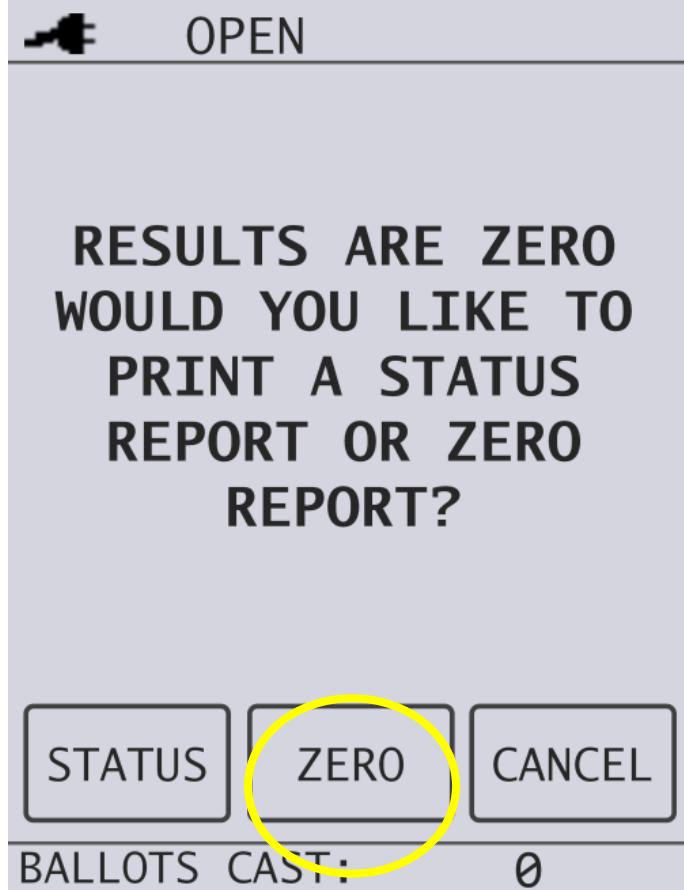


### 4. Open Poll Screen



- **Select “OPEN POLL”**

## 5. Zero Tape Screen



- Select “ZERO”

## 6. Zero Tape Printing



- The zero tape will begin printing

## 7. More Copies Screen

 OPEN

WOULD YOU LIKE TO  
PRINT MORE COPIES  
OF THIS REPORT?

YES

NO

BALLOTS CAST:

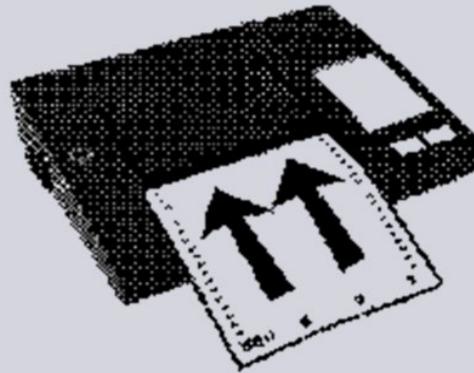
0

- Select “NO” if your first copy printed without error.

**Important!** Remove the zero tape, have all workers sign and place the completed “Zero Tape” in the City Clerk Envelope.

## 8. Ready to Vote Screen

 OPEN



System Ready

BALLOTS CAST:

0

**The Tabulator is  
now ready for  
voters.**

# Voting on the ImageCast Tabulator (ICP)

- Voters will fill in a bubble next to their choice.
- The bubble does not have to be completely filled in.
- The rest of the ballot will not be affected if the voter marks outside the bubble.
- Blue or Black ink is acceptable, but the black felt tip pens provided are preferred.
- The opposite side of the ballot will not be misread if marker bleeds through ballot paper.



# Voting on the ImageCast Tabulator (ICP)



- There will be approximately a 10 second delay between each ballot when feeding into the tabulator.
- The voter should be instructed to watch the LCD screen for the words **“Ballot Successfully Cast”** before leaving the precinct.
- The ballot can be read in any orientation, upside-down, right-side-up, bottom first or top first.

Once the ballot is in the ballot box, the **“System Ready”** screen will reappear and the **“BALLOTS CAST”** public counter at the bottom of the screen will have increased by one.

## Blank Ballot

OPEN

Warning!

\*\*\*\*\*  
Blank ballot detected. Please use the proper marking pen and fill in the targets completely.

To return and correct the ballot press 'Return'.

To cast the ballot as-is press 'Cast'.

BALLOTS CAST: 0

Cast

Return

The Voter has the following options:

Press **Cast** Button to process the ballot as blank

Press **RETURN** button to return the ballot. Give the Voter the option to remark the ballot or issue a new ballot if a non standard writing utensil was used.

## Overvote

OPEN

Voting issues were found:  
Over-vote

For additional details, press the 'More' button.

Press 'Return' to get your ballot back and make changes. Press 'Cast' to cast your ballot 'as is'.

Cast

Return

The Voter has the following options:

Press **Cast** button to process the ballot with the over vote

Press **RETURN** button to return the ballot. Issue a new ballot for the voter to mark then spoil the over voted ballot. Instruct the voter on proper ballot marking process

## Ambiguous Marks

OPEN

Warning!

\*\*\*\*\*  
One or more ambiguous marks were detected on the ballot. Please use the proper marking pen and fill in the targets completely.  
For additional details, press the 'More' button.

More

The ballot will return to the voter.

Explain to the voter that the ballot cannot be processed because one or more unclear marks were detected and the machine cannot be certain of the voters intent.

Spoil this ballot and a new ballot should be issued.

## Misread Ballot

OPEN

Warning!

\*\*\*\*\*  
Paper inserted was misread  
and could not be verified as a  
valid ballot. Please verify  
ballot and refeed.

BALLOTS CAST: 0

The ballot will return to  
the voter.

Inspect the ballot for  
physical damage. If it's  
ok then reinsert the  
ballot into the ICP, try  
different orientations.

If unable to read the  
ballot then issue a new  
ballot and spoil the  
misreading ballot.  
Instruct the voter on  
proper ballot marking  
process

## Crossover Ballot

OPEN

Voting issues were found:  
Cross-vote

For additional details, press  
the 'More' button.

Press 'Return' to get your  
ballot back and make changes.  
Press 'Cast' to cast your ballot  
'as is'.

More

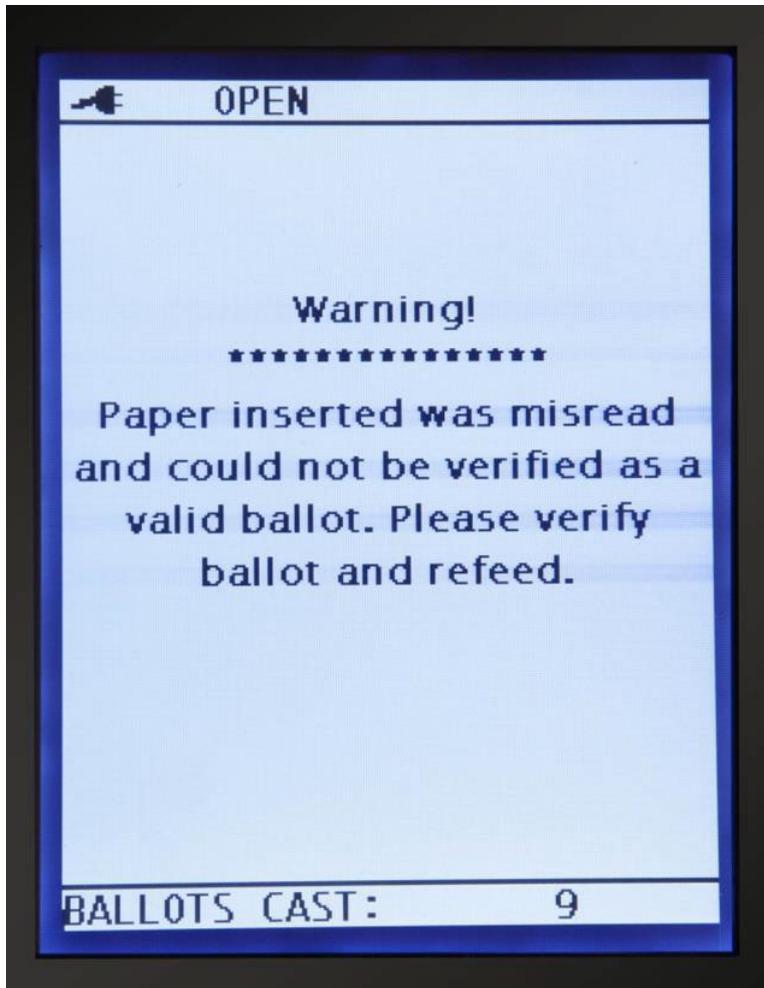
Cast

Return

The ballot will return to  
the voter.

Try to scan the ballot  
again. If unable to read  
the ballot then issue a  
new ballot and spoil the  
crossover ballot. Instruct  
the voter on proper  
ballot marking process

# “What if’s?”



## MISREAD BALLOT

- If you are in a location with more than one precinct, have the voter verify that the precinct listed at the top of the ballot is the same as the tabulator being used.
- Have the voter try inserting their ballot again in a different orientation.
- If the voter made marks in the border (perimeter) of the ballot, the tabulator will not accept it and it will have to be spoiled and a new ballot issued and voted.

# “What if’s?”

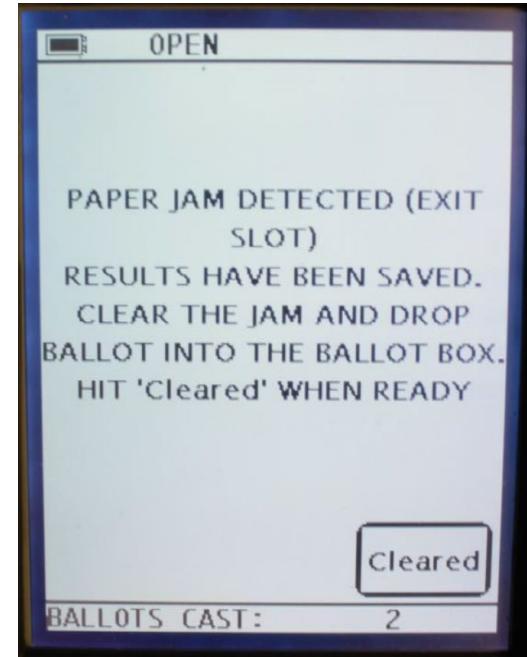
- Power Outage

- Unlock the Auxiliary Compartment (back top), open ballot slot and relock
- Continue issuing ballots;
- Ballots placed into the Auxiliary Compartment are not tabulated until after 8:00 p.m.
- Your EPB will work on battery for a time. Perform regular backups to your flash drive during the day.
- Take out your paper Poll Book and Precinct List to process voter if the battery charge runs out. (*this is the “old handwritten system” used before computers.*)

# “What if’s?” (Continued)

- **Ballot Jam – Exit Slot**

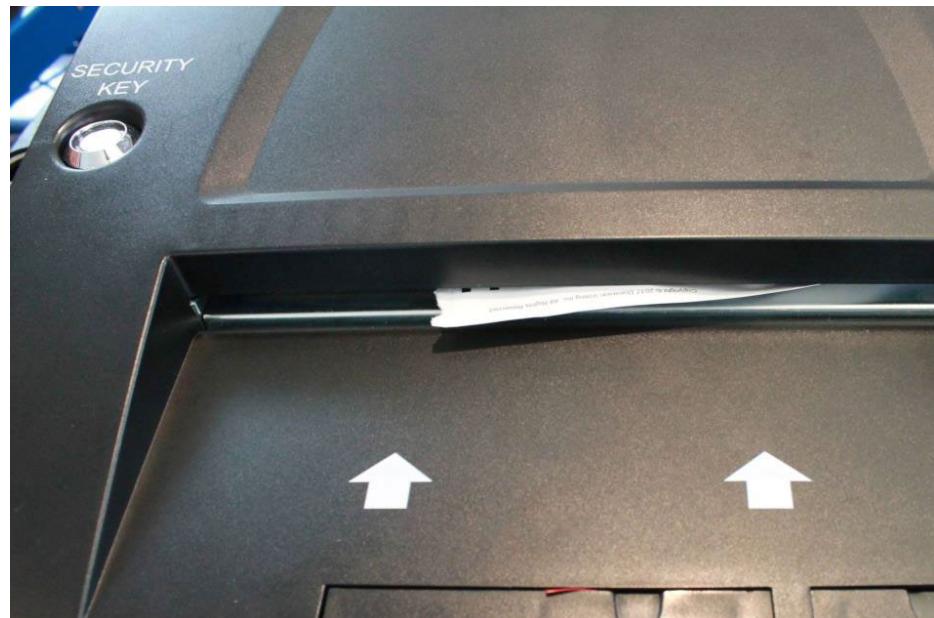
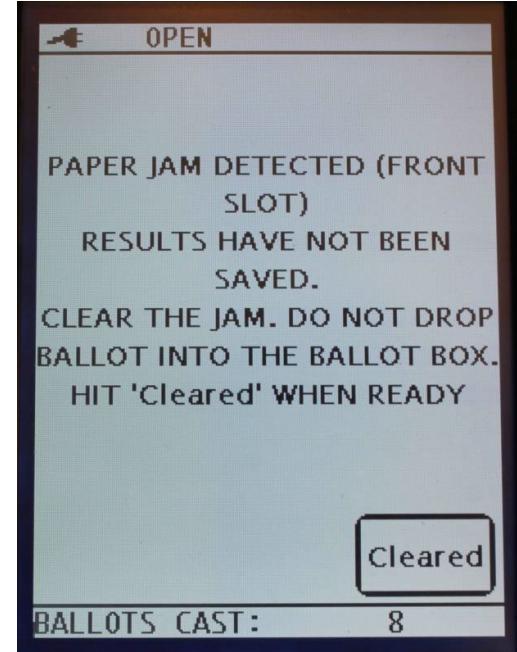
- Read the message **FIRST** to determine if the ballot has been counted or not.
- **DO NOT** attempt to remove a jam until this message is understood.
- Unlatch the tabulator
- Slide tabulator forward to reveal enough of the jammed ballot.
- Removed the ballot and drop into the main bin or the write-in bin if the message said “Results have been saved.”
- Select “Cleared” from the screen.



# “What if’s?” (Continued)

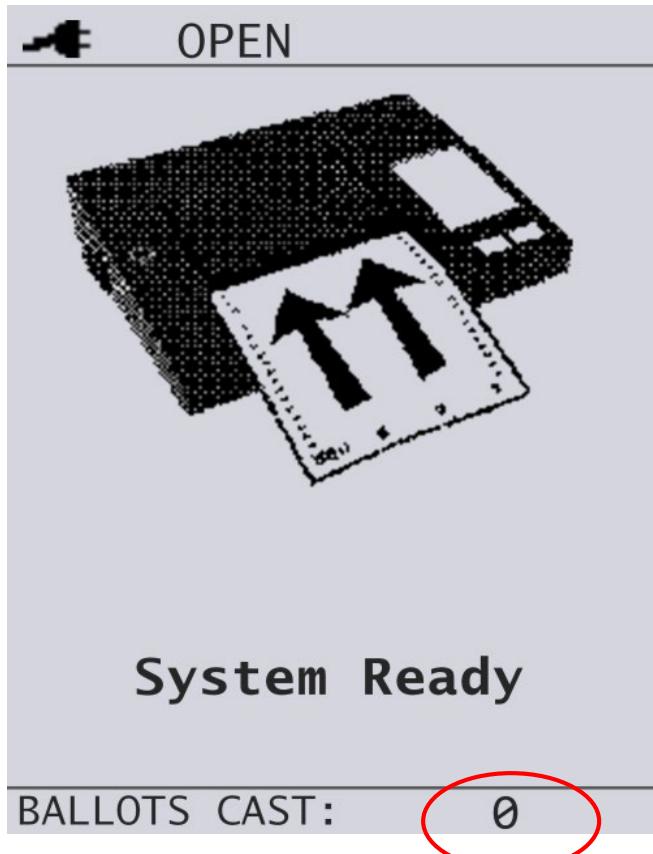
## • Ballot Jam – Front Slot

- Read the message FIRST to determine if the ballot has been counted or not.
- **DO NOT** attempt to remove a jam until this message is understood.
- Locate the jam in the front slot
- Gently remove this jammed ballot by hand being careful not to rip any of the ballot.
- Select “Cleared” from the screen.
- If the screen reads “Results have not been saved” the ballot should be spoiled, reissued and sent through the tabulator again.

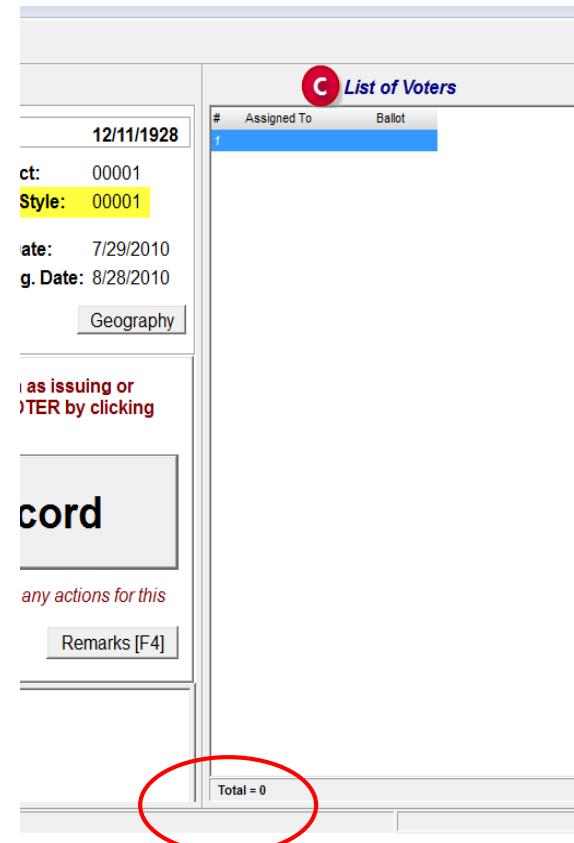


# Public Counter Must Agree with the Electronic Poll Book and Applications to Vote

*Checking these numbers throughout the day will make closing easier!*



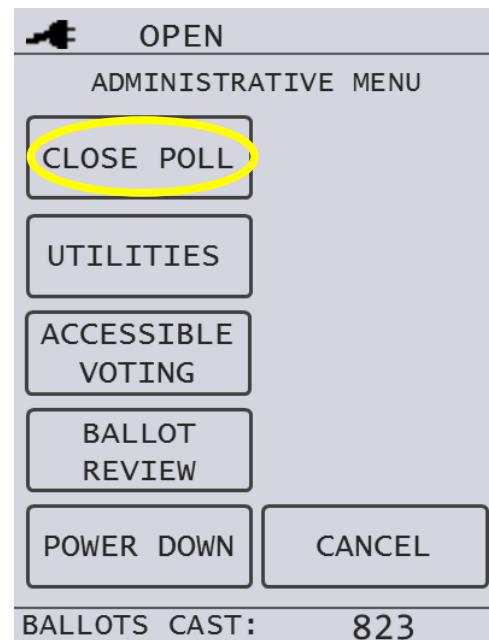
ICP Tabulator (LCD Screen)



Electronic Poll Book (EPB)

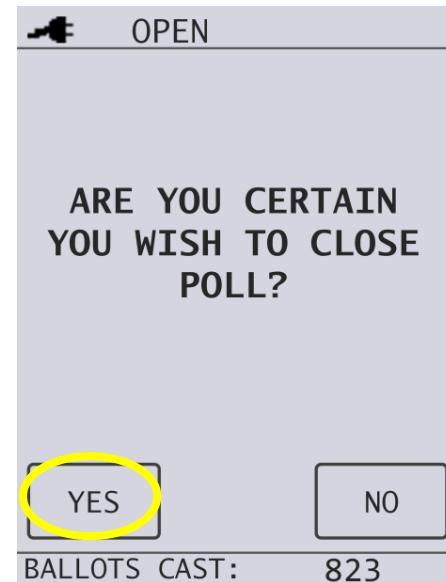
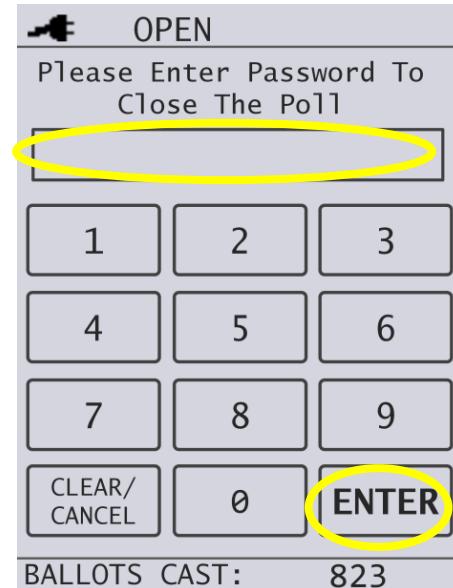
# Closing the Polls (Continued)

- Print Totals Tapes
- Apply the Security Key (iButton). The Administrative Menu will appear.
- Select “CLOSE POLL” from the menu.



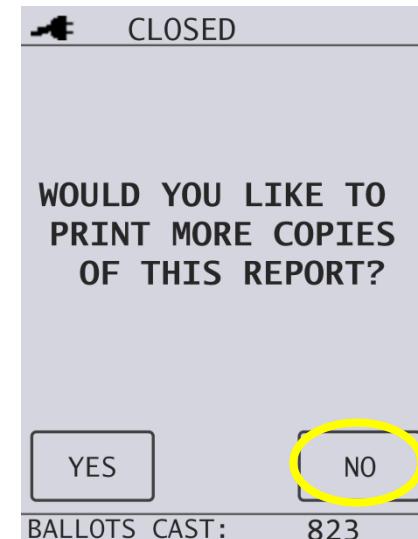
# Closing the Polls (Continued)

- Print Totals Tapes (cont.)
- Enter the password (*check with your chairperson, it is a different 8 digit number for each election*),  
Press “**ENTER**”
- Select “**YES**” in answer to the question “Are you certain you wish to close poll?”



# Closing the Polls (Continued)

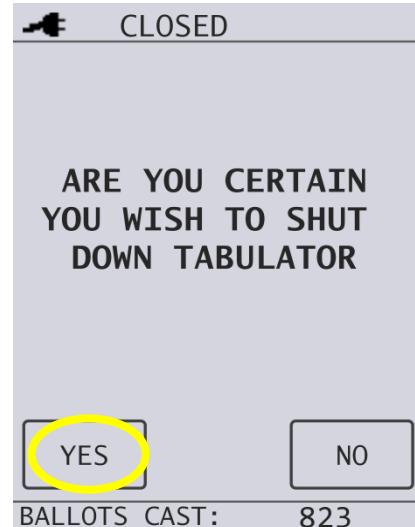
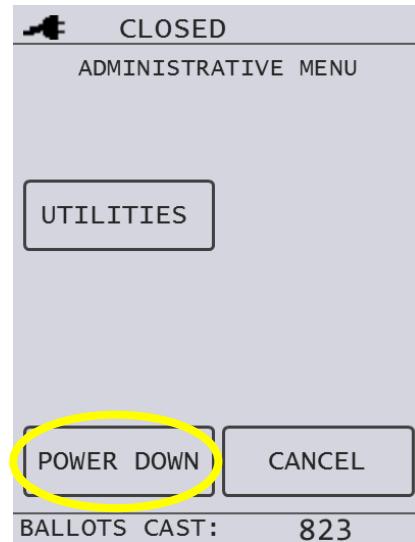
- Print Totals Tapes (cont.)
  - If 3-4 copies of the totals tape print with no problem, select “**NO**” in answer to the question “Would you like to print more copies of this report?”



# Closing the Polls (Continued)

- Power Down

- From the Closed menu, select “**POWER DOWN**.”
- “Are you certain you wish to shut down tabulator?”, select “**YES**.”



# Closing the Polls (Continued)

- Empty the Ballot Box

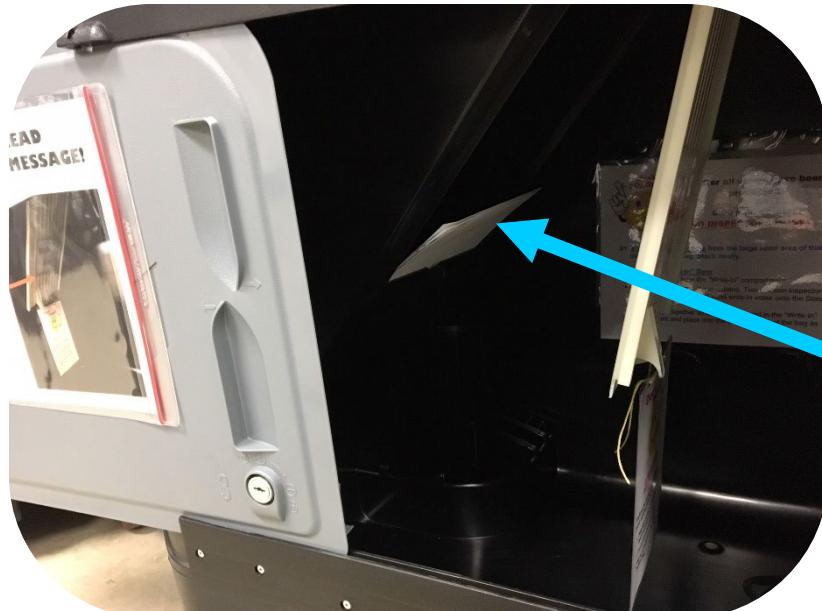
- Using the key, open the main door to the ballot containment area.
- Two election inspectors, a Democrat and a Republican, will empty all voted ballots into the blue ballot bag.
- **ALL BALLOTS in the main area should be removed before proceeding to the next step!**



# The Write-In Compartment

## Empty the Write-In Compartment

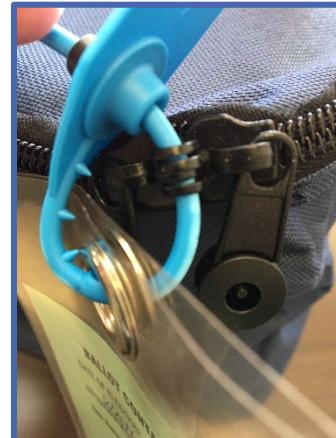
- After removing all ballots in the main area and placing them in the ballot bag, open the write-in compartment.
- Access the compartment by lifting up on the door, using the finger groove, about 1 inch until it hits the top stop.
- The door will swing open.



- Remove all Write-in Ballots and tally votes of valid write-in candidates on the Statement of Votes form.

# Closing the Polls (Continued)

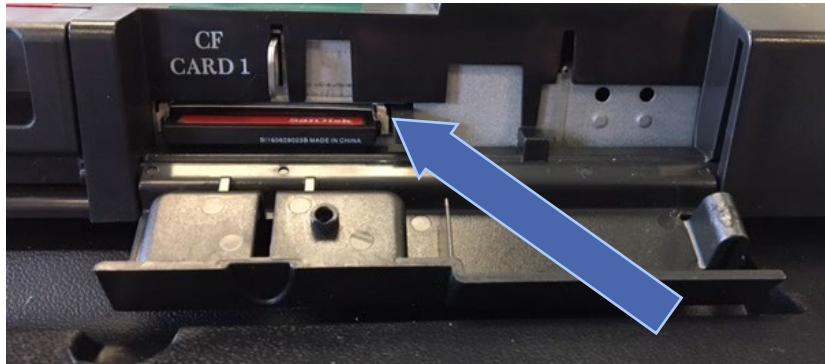
- Close and lock the door.
- **ALL BALLOTS** should be sealed into the blue ballot bag!
- The **only exception** will be a voted but not tabulated Provisional Ballot.
- Seal the bag, being careful to complete the green card and seal correctly.
- A bag that is sealed correctly will speed up your check out time at City Hall!



# Closing the Polls (Continued)

## Removing the Primary Memory Card

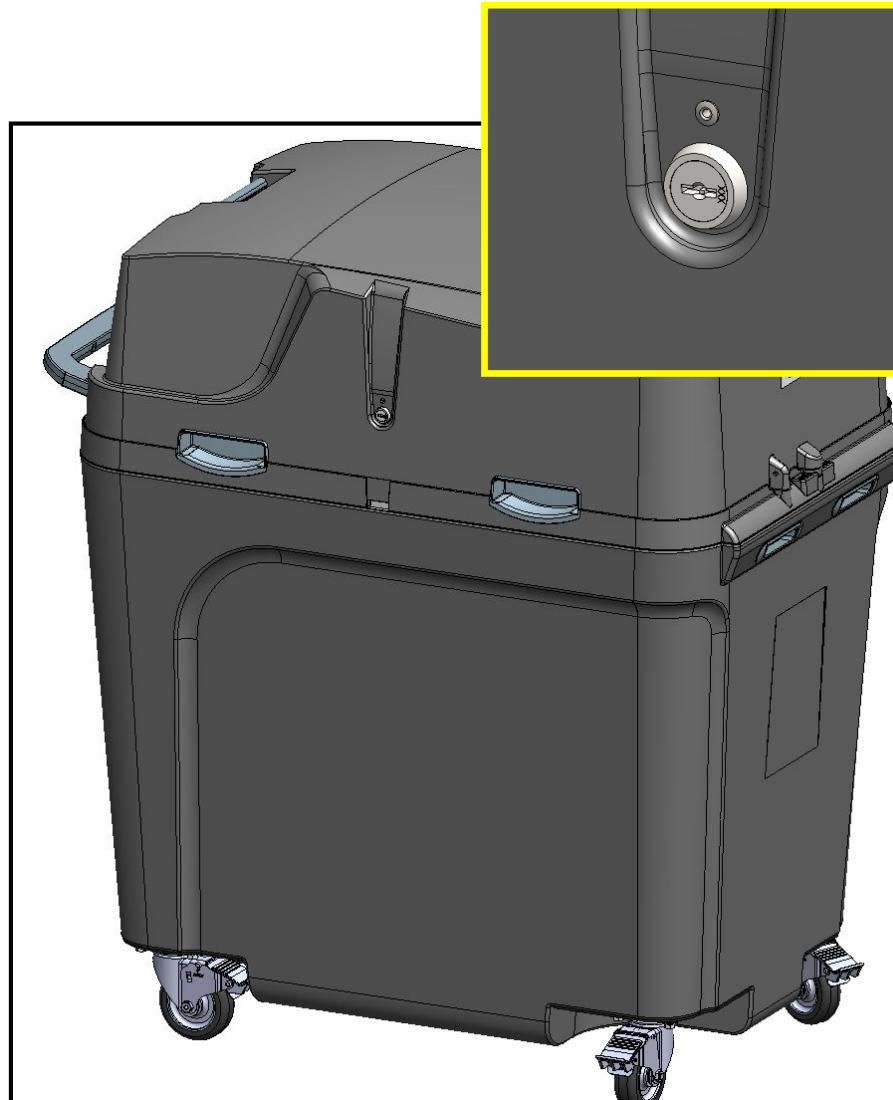
- With your scissors, cut the white seal on the ICP. Remove and discard.
- The tabulator should be powered down before this step.**
- Open the small door with the green tape.
- Push the little black button, the Memory Card will pop out.



**IMPORTANT!**  
**ONLY** the primary memory card needs to be returned to City Hall!  
Seal into the small black transfer bag using the seal and white card that have been prepared for you.  
**DO NOT CUT THE RED SEAL!!!**  
This card should stay sealed in the tabulator.

# Prepare ICP for transport back to City Hall

- Unplug and carefully coil the cord into the “trunk.”
- Put any extension cords and the secrecy sleeves into the ballot box. Lock the door.
- Place the cover back on the ICP and lock the doors.
- Check all doors to be sure they are locked.



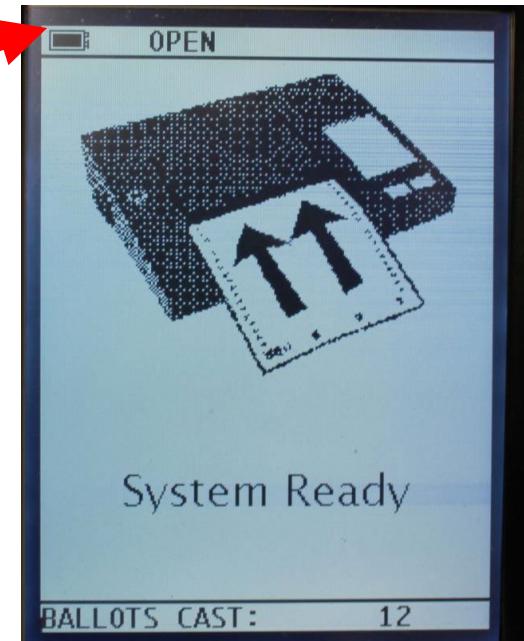
# Closing the Polls (Continued)

- It is important to put your keys into the zippered pocket in your 3-Ring binder!
- The iButton and Smart Card must be programmed for each election. It must be returned to us.



# Miscellaneous – Battery Power

- If the screen displays a battery icon, it is running on battery power.
- The light on the front will be **orange**.
- The ICP will operate 2-4 hours on battery power.



# Miscellaneous – Replacing Paper Roll



1) Press blue release button



2) Remove Roller



3) Remove empty paper roll



4) Insert new paper roll, replace roller