

MicroVote Infinity

Poll Worker's Manual

Version 3.0

November 18, 2005



**MicroVote General Corporation
Electronic Voting Systems
6366 Guilford Avenue
Indianapolis, IN 46220-1750
www.microvote.com**

IMPORTANT SAFETY INSTRUCTIONS

DO NOT DISCARD, READ BEFORE OPERATING



THIS IS THE ELECTRICAL HAZARD SYMBOL. IT INDICATES THAT THERE ARE DANGEROUS HIGH VOLTAGES PRESENT INSIDE THE ENCLOSURE OF THIS PRODUCT. TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT ATTEMPT TO OPEN THE ENCLOSURE OR GAIN ACCESS TO AREAS WHERE YOU ARE NOT INSTRUCTED TO DO SO. REFER SERVICING TO QUALIFIED SERVICE PERSONEL ONLY.



THIS IS THE USER CAUTION SYMBOL. IT INDICATES A CONDITION WHERE DAMAGE TO THE EQUIPMENT OR INJURY TO THE OPERATOR COULD OCCUR IF OPERATIONAL PROCEDURES ARE NOT FOLLOWED. TO REDUCE THE RISK OF DAMAGE OR INJURY, FOLLOW ALL STEPS OR PROCEDURES AS INSTRUCTED.

IMPORTANT SAFETY INSTRUCTIONS

DO NOT DISCARD, READ BEFORE OPERATING



SERVICING – Do not attempt to service this unit unless specifically instructed to do so. Do not attempt to gain access to areas of the unit where dangerous voltages are present. Refer servicing to qualified service personnel.



DAMAGE REQUIRING SERVICE – Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:

- When the power supply cord is damaged.
- If liquid has been spilled into the enclosure of the unit.
- If the product does not function normally by following the instructions in the User's Guide. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require rework by a qualified technician to restore the product to its normal operation.
- If the product has been damaged in any way.
- When the unit displays a negative, distinct change in performance.



Battery Replacement Warning – CAUTION! There is a danger of explosion if the battery is incorrectly replaced. Replace only with same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturers instructions.



READ USER'S GUIDE – After installation, read the User's Guide carefully before operating. Follow all operating and other instructions carefully.



POWER SOURCES – This product should be operated only using the type of source indicated on the manufacturer's ID label. Installation should be in compliance with applicable sections of the National Electric Code.



VENTILATION – Slots and openings in the cabinet are provided for ventilation and to ensure reliable operation of the product. To protect the unit from overheating, those openings must not be blocked or covered. This product should not be placed in a built-in installation, such as a wall cutout unless proper ventilation is provided.



WATER AND MOISTURE – Do not place containers with liquids such as coffee, water, sodas, etc. on this unit. Do not operate this equipment in a wet environment.



CLEANING – If it should become necessary to clean this equipment, disconnect the unit from its power source first. Do not use liquid cleaners, aerosols, and abrasive pads, scouring powders or solvents, such as benzene or alcohol. Use a soft cloth lightly moistened with a mild detergent solution. Ensure the surface cleaned is fully dry before reconnecting power.



HEATING – Do not install this product near heat sources such as radiators, air ducts, areas subject to direct, intense sunlight, or other products that produce heat.



POWER CORD PROTECTION – The power supply cord for this product should be routed or installed in such a manner to protect it from being walked on or pinched. The unit should be powered down completely before connecting or disconnecting the power cable. The power cord should be removed before moving the unit. **The power cord must be placed near an easily accessible unobstructed socket outlet.**

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Welcome to the World of MicroVote

Welcome!

Welcome to electronic voting...the simple world of the MicroVote Infinity! The MicroVote Infinity is as easy to use and understand as a paper ballot. However, it is tamper-proof when properly prepared for an election. It's accurate: it records every ballot cast, just exactly as it was cast. It's confidential: Random-order ballot recording assures that nobody can tell who voted for whom. It's fast: just pushing a couple of buttons after the polls close gives you complete totals in minutes. MicroVote Infinity is a leap forward in Direct Recording Electronic voting equipment and that means a lot less work for you, the election official...before, during, and after the voting process.

What is MicroVote Infinity?

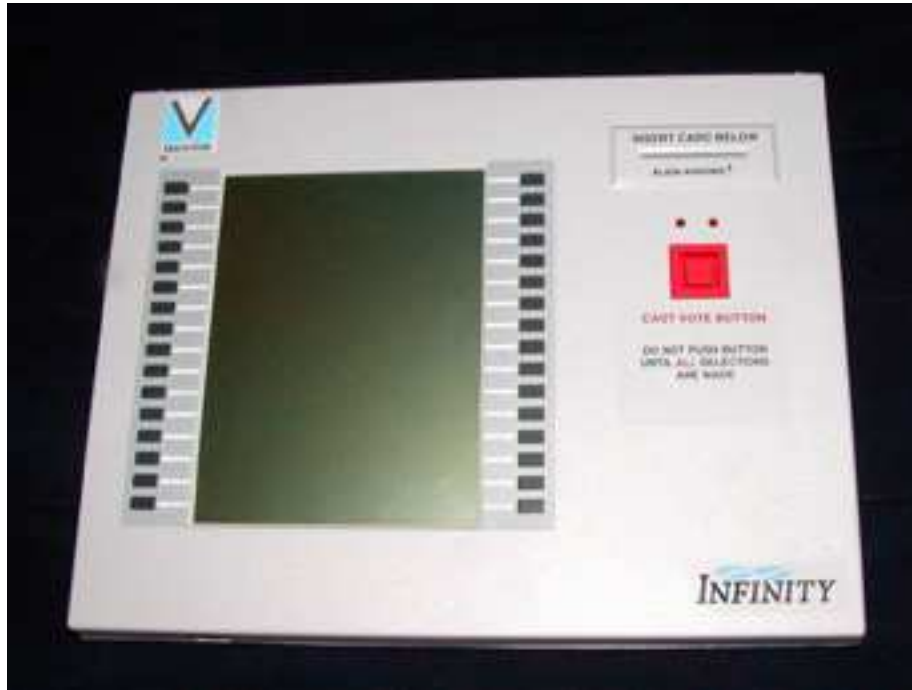
MicroVote Infinity is a Direct Electronic (DRE) Voting machine that stores ballots, receives, and records votes all by itself...no other equipment is needed, at the polls or at election headquarters. The Infinity does it all. And election results are automatically tallied for your entire polling site. MicroVote Infinity keeps three separate records of the vote: a tape printout from the voting panel, the electronic "audit image" of every vote cast, and the triple redundant electronic memory inside the Infinity itself.

How Does MicroVote Infinity Work?

The poll worker simply inserts a "Voting Card" into the machine and the Infinity displays the different ballot styles available to the particular precinct. The poll worker then selects the appropriate ballot style for that particular voter by pressing the gray square button next to the proper ballot style. The Infinity Panel will then present to the voter the correct ballot style he/she is entitled to vote for.

The Poll Worker leaves the booth and lets the voter proceed. The voter pushes a button next to the name or issue he/she wants to vote for, and turns the ballot 'pages' with the Next Page or Previous Page buttons. When all the choices have been made, the voter casts the entire ballot by pushing one final button. The machine itself guides the voter, step by step, so that it's impossible for the voter to cast a spoiled or invalid ballot.

For you, the election official at the polls, there are simple, easy steps to perform to open, operate and close the polls, and to secure the complete tally for your precinct. These steps are detailed in the following pages, step by step. Please take time to read them over and follow them very carefully. That's all you have to do. You can leave the rest to the MicroVote Infinity.



MicroVote Infinity Voting Panel

Setting Up the Voting Panel

Setting up the Voting Panel On Election Day

voting machine.

MicroVote Infinity Voting Machines should be set up in such a way that voters feel they have enough privacy to cast their vote. MicroVote recommends placing Voting Machines so that the voter's back is to a wall while voting. Make sure that power is available (either an outlet or extension cord) within six feet of the

Setting up the Voting Machine itself is a simple procedure. Follow the steps on the next few pages to set up each Infinity Voting Panel for use on Election Day. One booth will have a handicap label. That is the one panel per voting location that has extra features to satisfy the ADA (Americans with Disabilities Act) requirements. See Appendix 1 for additional instructions to set-up this booth and panel.

1. Lay the Voting Booth on a flat surface with the topside up and the case latches facing you.
2. Open case and lift the lid.



Infinity Booth with lid open and Infinity Panel inside

3. Lift the Infinity machine out of the case. Lift the metal support bar on the bottom of the machine and position the machine in the voting booth. The support bar will position the Infinity machine at the optimum angle for viewing the screen.
4. Remove power cord from the sub-panel.



Power cord connected to back of Infinity Panel

5. Connect power cord to machine and a grounded (3-hole) receptacle. Be sure plug is pushed all the way into the machine. Tape down all power cords in potential traffic areas.

Initializing the Voting Panel

Initialization Procedures

In order to provide a secure election, the Infinity must be initialized using an official Start Card. Follow the steps below to initialize the Infinity before voting.

1. Turn the power switch on the back of the Voting Panel to the ON position.



User pressing power button on back edge of Infinity Panel

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

MODE: READY

STARTING PANEL

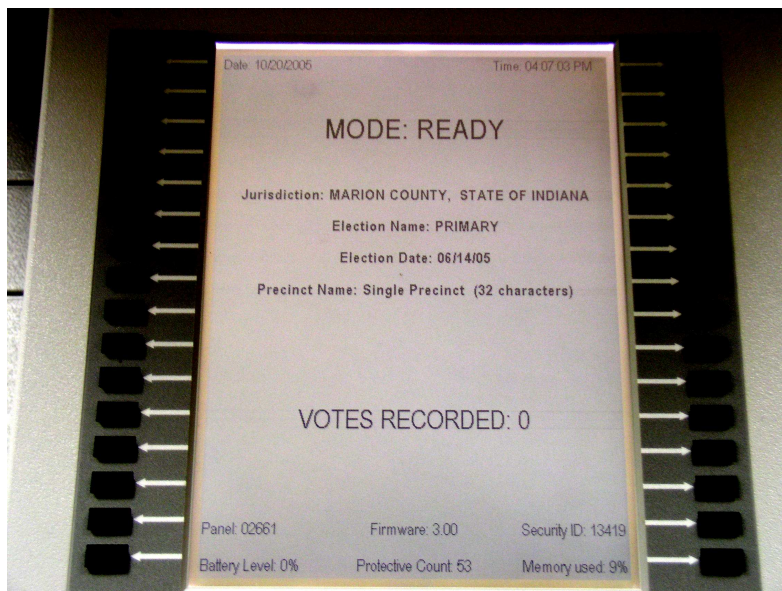
VALIDATING FILES
Please Wait....



Panel starting message

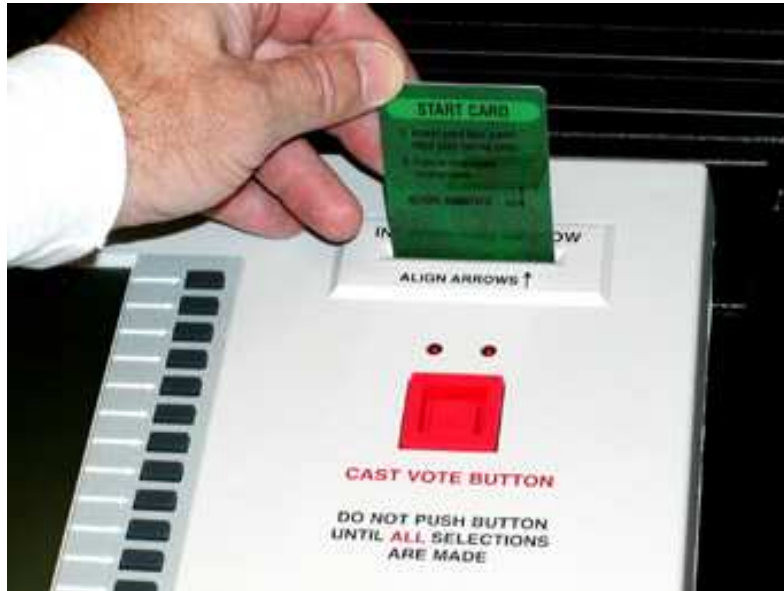
3. With no card in the panel, pressing the Cast Vote button brings up the Status screen. This screen will be active for 7-8 seconds before going blank to conserve power. This screen gives the following information:

Current date and time	Votes recorded in current election
Current MODE of panel	Panel serial number and firmware version
Jurisdiction	Security ID
Election name and date	Battery level and memory usage level
Precinct name	Protective Count



READY – Status screen

- 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.



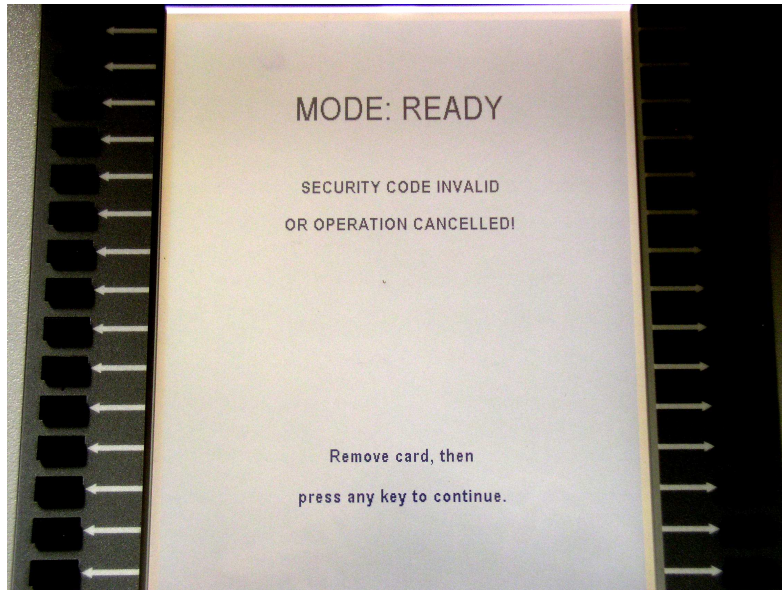
Start Card being inserted into Infinity Panel

- You will be asked to enter a security password to activate the Voting Panel. 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

- 5.1. 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 reinserted before re-entering the proper password.



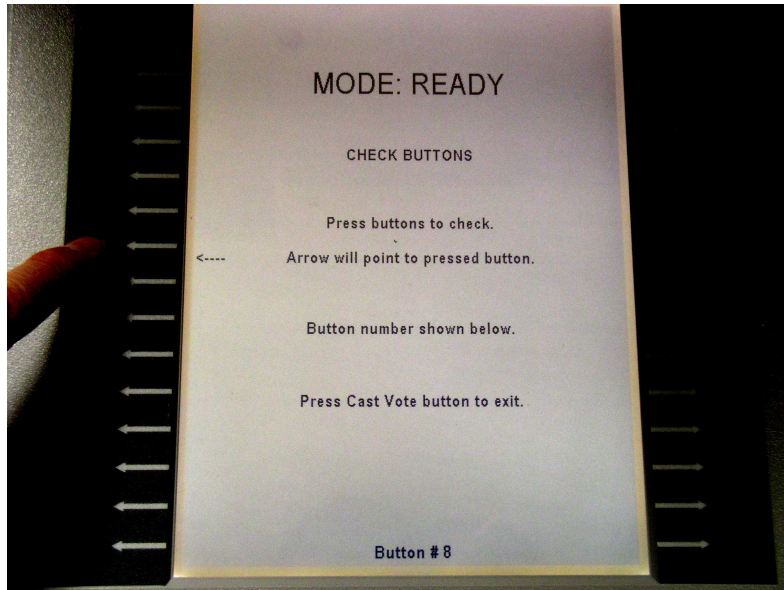
Security Code Invalid screen

6. 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. Most of these options will not be used and are included briefly for informational purpose only. Step 7 continues the steps of initializing Voting Panel.

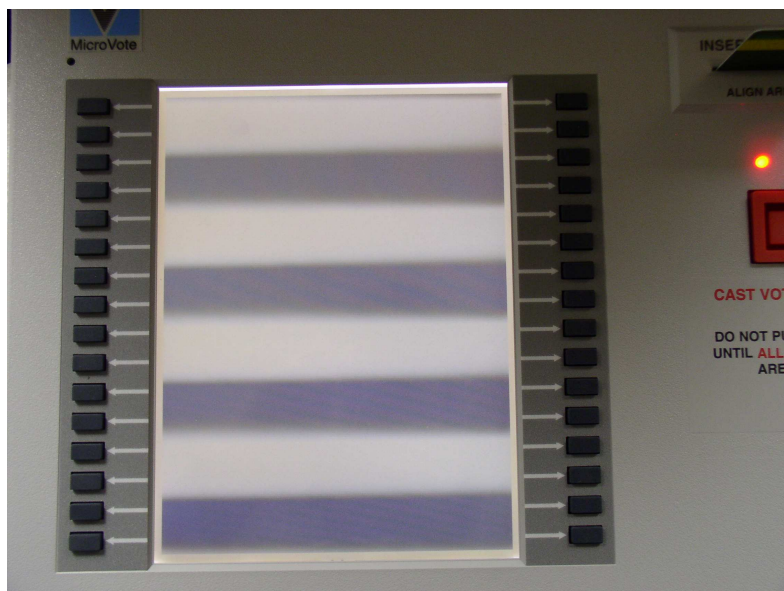


Start Card Functions screen

- 6.1. **“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.



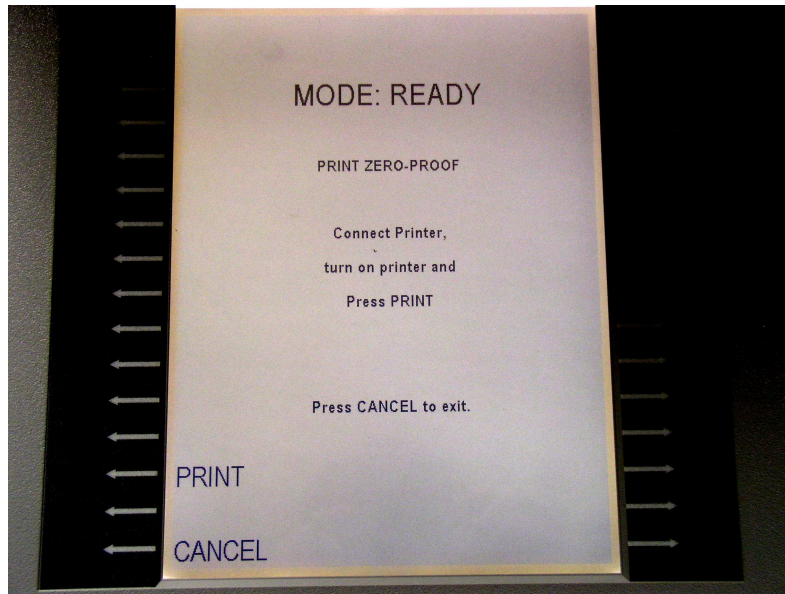
- 6.2. **“Check Display”** performs a test of the Voting Panel display. Pressing this button, starts a pattern of thick black lines scrolling across the panel screen. Lines should be black with no gaps inside of lines. Gaps within the black areas are an indication of “dead spots” on display. Press the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



- 6.3. **“Show Ballot”** allows the user to view the ballot. The ballot is not votable in this mode. Press **“Cast Vote”** button to exit this function.
- 6.4. **“Print Zero-Proof”** allows the user to print a zero verification tape to verify all candidates currently have no votes. (See details in step 7 below)
- 6.5. **“Start Election”** changes the voting panel to voting enabled mode. (See details in step 7 below)
- 6.6. **“Lighten Display / Darken Display”** are used to adjust the default display contrast. Press the appropriate button repeatedly to adjust. This can be done on election day, between voters without a ballot activated only. This setting can be temporarily adjusted by the voter while voting but will return to the default setting after each voter.
7. An optional zero-proof may be printed. The election office will decide whether or not to choose to print this. If you have not been instructed to print the zero-proof, skip to step 8. To print zero-proof, follow the steps below.
- 7.1. Press the button next to **“Print Zero Proof”** on the Start Card Function screen



Start Card Functions screen



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



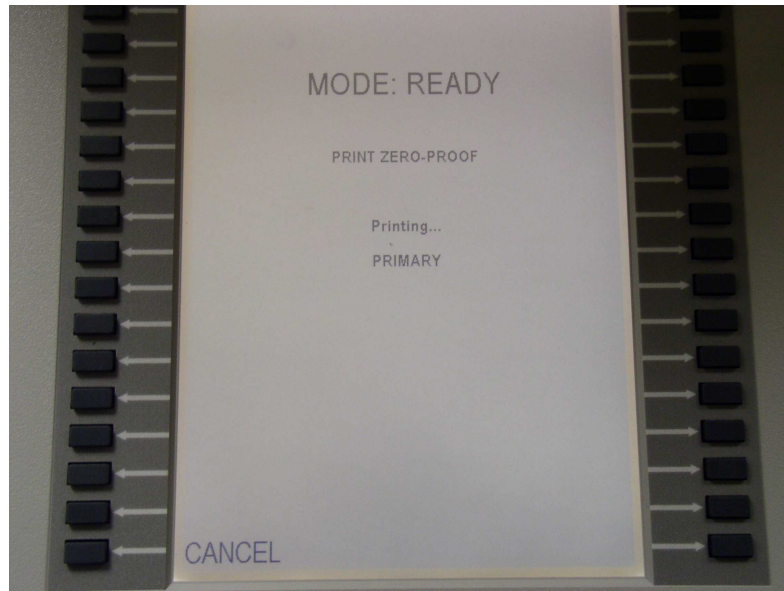
- 7.3. Plug the power cord into the printer (DC6.5V 2A round port) and into an available outlet. The printer will also operate on a rechargeable Ni-MH battery (if sufficiently charged). However, these batteries may not be charged due to time spent sitting on the shelf between elections.
- 7.4. Connect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



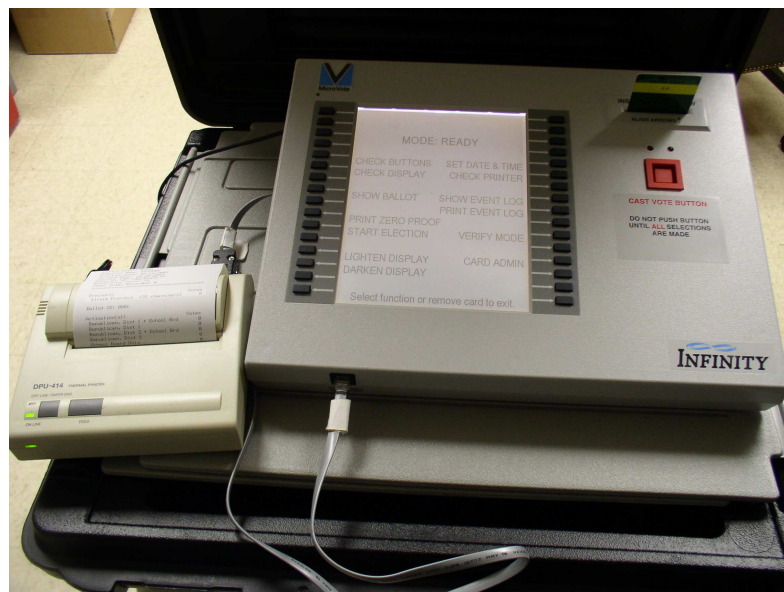
- 7.5. Turn the printer on. Power switch is located on the left side of printer and should be switched to the "I" position. When powered on, the green light on the top of the printer should be lit. If the orange light on top of printer is lit, the printer is "offline" and you need to press the smaller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



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

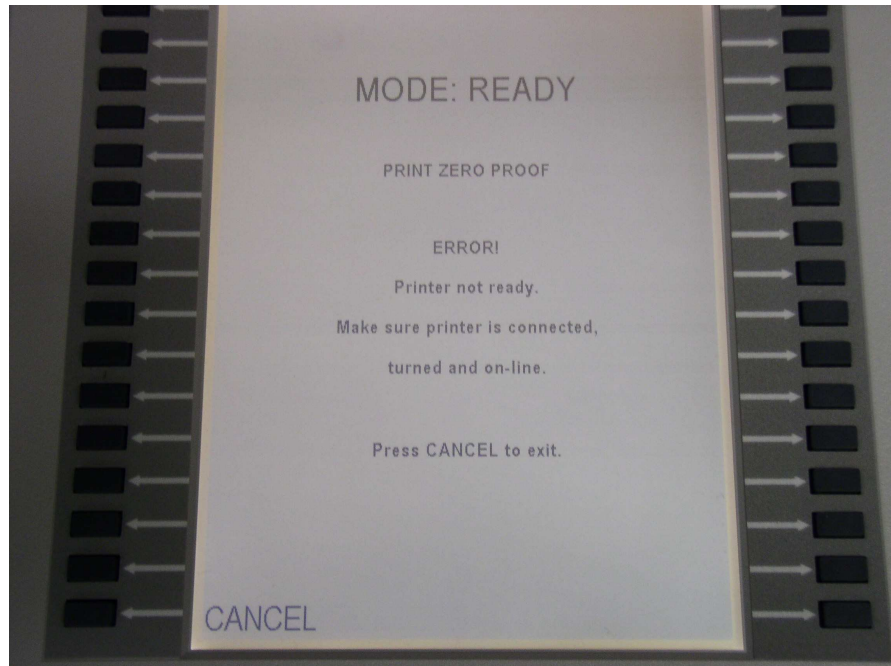


The **Cancel** button can be pressed at any time to stop the printing process.

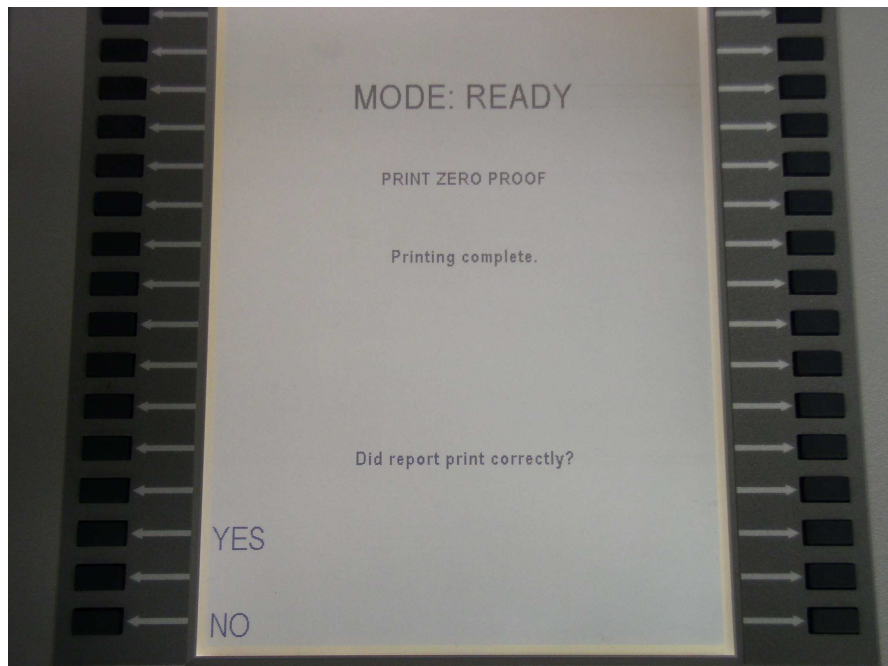


Printing of zero proof

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



When the zero-proof is done printing, the panel will beep and the panel will ask you to confirm whether or not the report printed correctly. Press **“Yes”** to complete this function.



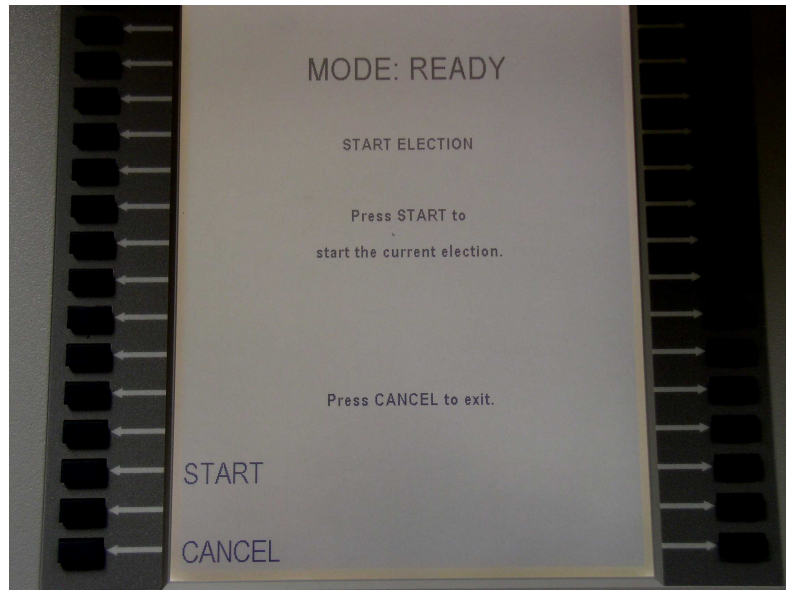
7.7 Remove the report by tearing the paper from the printer and store according to administrative procedures. Disconnect printer and store in carrying case until polls close. Store carrying case in a secure location.

8. Press the button next to **“Start Election”**.



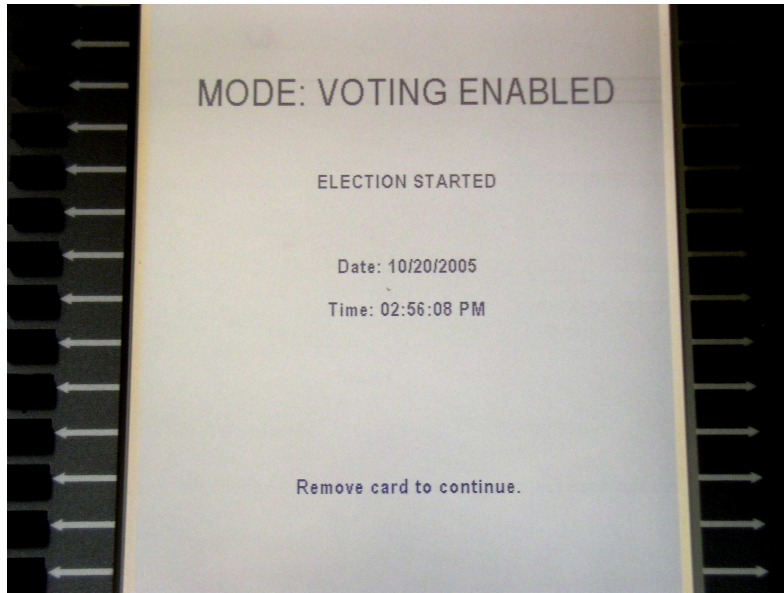
Start Card Functions screen

This will bring up a confirmation screen.



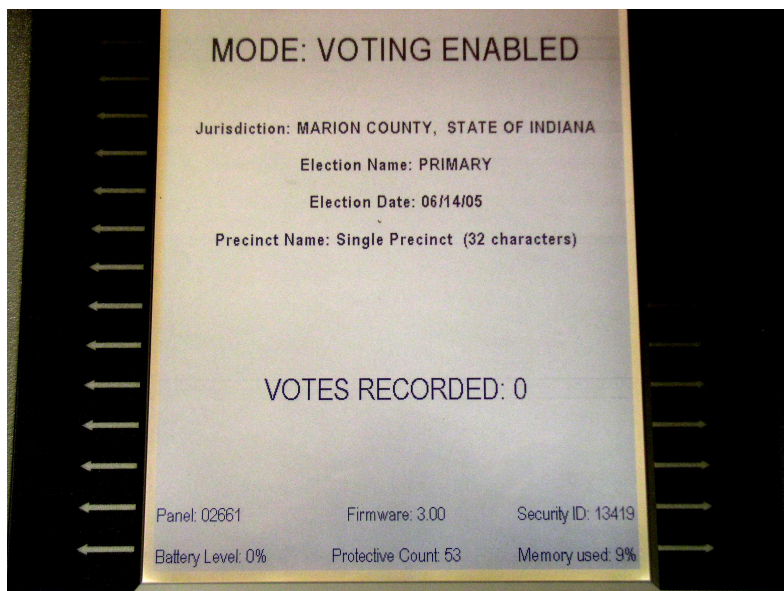
Press **“Start”** on the confirmation screen to start the election.

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



Remove the Start card (the screen will go blank) and store the card in the Precinct envelope.

Pressing the red “**Cast Vote**” button will display the status screen (for 7-8 seconds).



Voting Enabled – Status screen

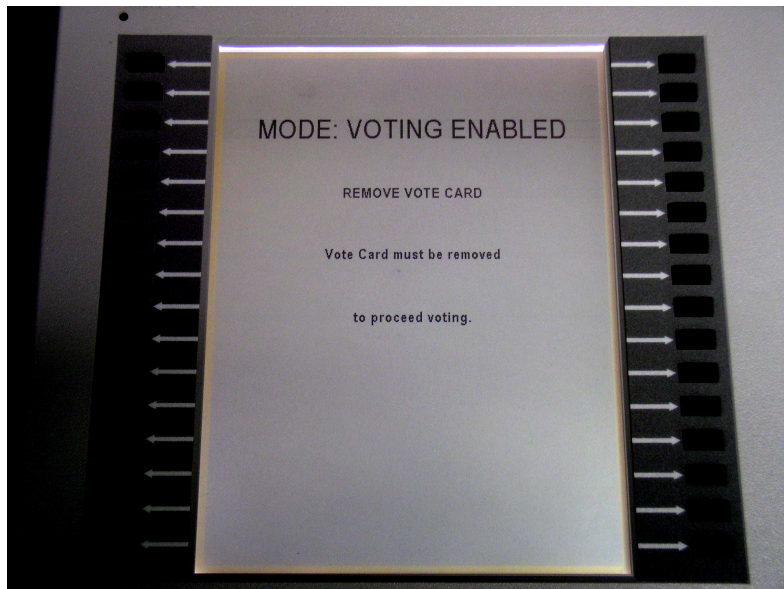
Ballot Selection and Activation

The Infinity Voting Panels are programmed with all of the ballots that voters in your precinct will need. All you have to do is select for them the proper ballot for voting.

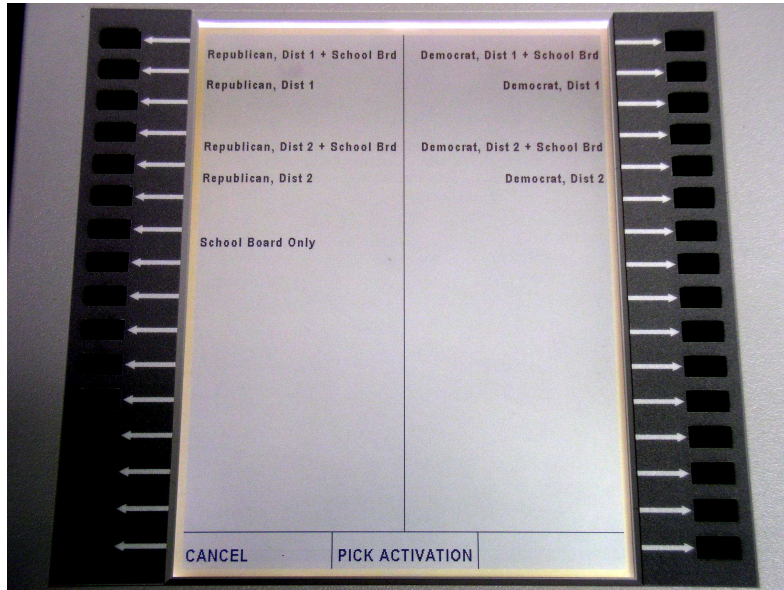
1. Insert the Blue Vote Card into the Infinity Panel. Align the arrows on the Blue Vote Card and the Infinity Panel.



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

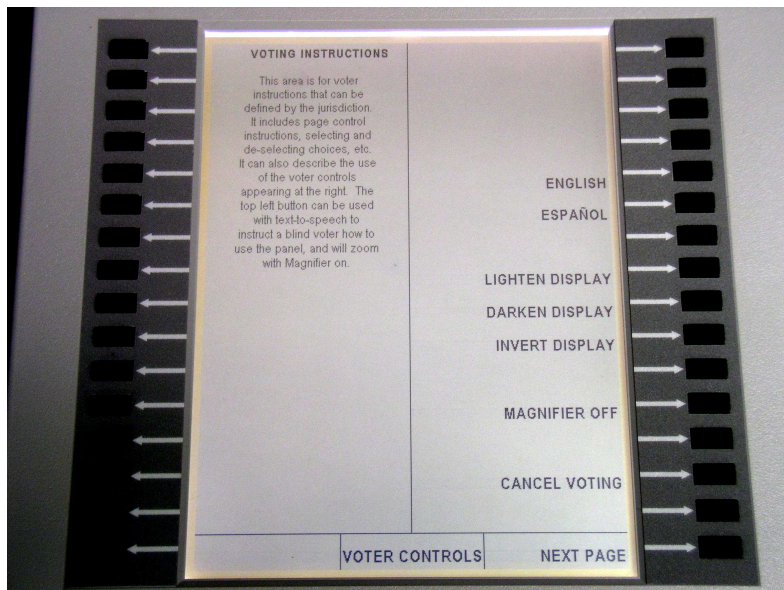


3. If there is only one ballot style available, it will appear automatically. If there are multiple ballot styles (parties, districts, etc), a screen will appear with all of the possible ballot styles (districts, parties, etc.) available to the voter. Press the gray square button next to the specific ballot for that voter. The proper ballot will then appear on the screen allowing the voter to begin voting.



Ballot activation listing screen

The first page of all ballots will be the “Voter Controls” screen.

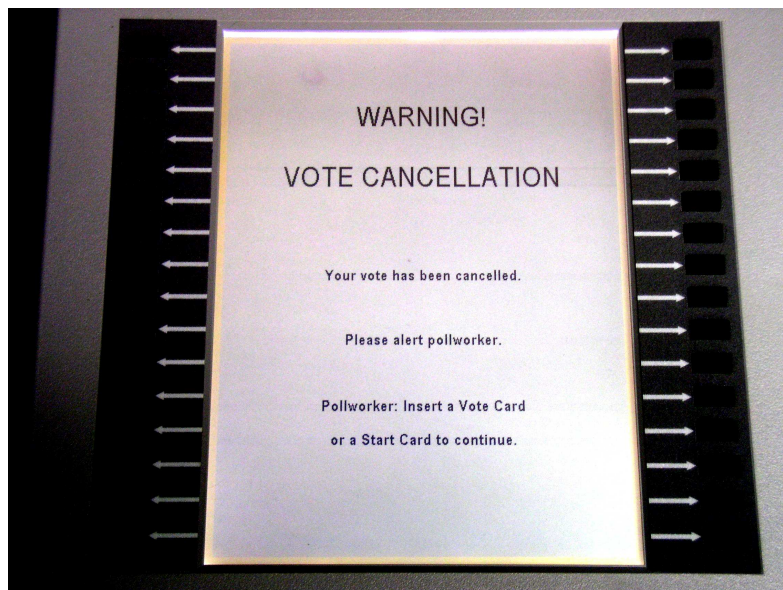


Voter Controls screen

- 3.1. If you select the incorrect ballot, select the **“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.



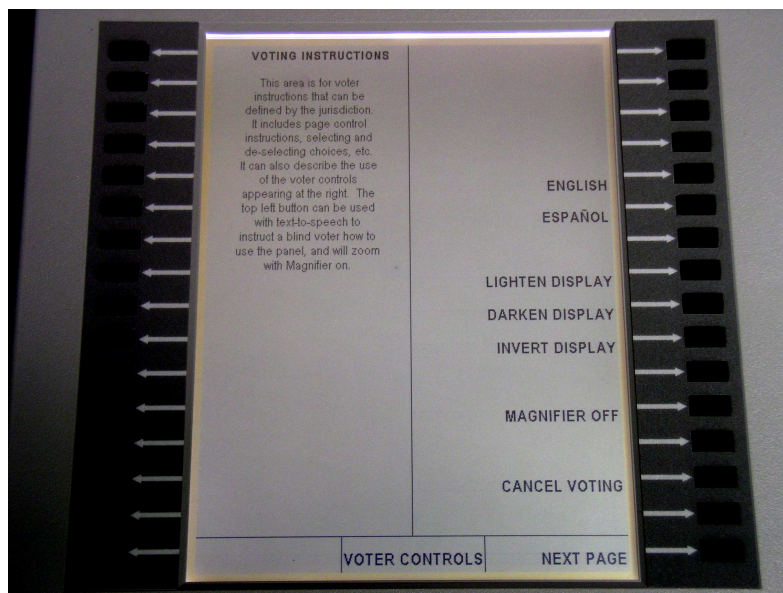
This will bring up a vote cancellation acknowledgement screen.



Then reinsert the Vote Card to get the reset acknowledgement screen



Then remove the Vote Card and the screen will go blank. You can then reinsert the Vote Card and select the correct ballot.



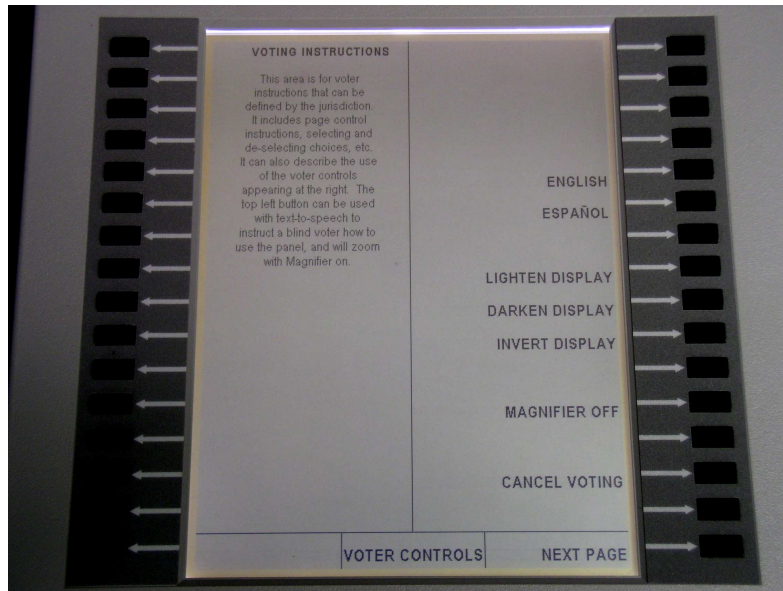
Voter Controls screen

4. Repeat steps 1 through 3 for each voter.

Voting

Casting a vote using the Infinity Voting Panel is a simple process. The voter only has to press gray buttons next to the name(s) of the candidate(s) they want, and then press the RED Cast Vote button. The MicroVote Infinity Voting Panel records the votes in its electronic flash memory. No information about the voter's choices is stored on the Vote Card.

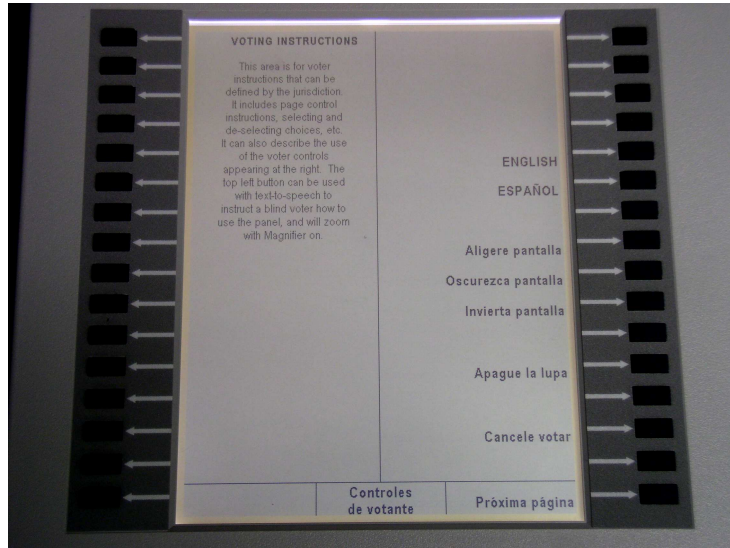
1. When the voter enters the booth their ballot will be displayed on the screen on the Voter Controls screen. This will be the first page and can be returned to at any point during voting by using the “**Prior Page**” button at the lower left of Voting Panel.
2. Voter Controls Screen Functions



2.1. **Voting Instructions:** The column on the left gives some various voting instructions.

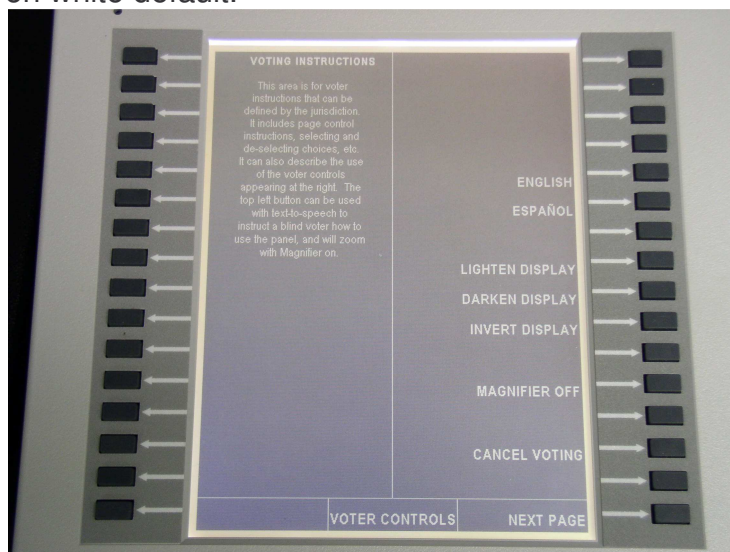
2.2. **Louder / Softer:** These buttons are only active when the DoubleTalk device is attached for the hearing impaired. The default volume level is halfway of a range of 1 to 10. The voter can raise or lower the volume one step by pressing the appropriate button one time. The panel will announce the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

- 2.3. **Language - English / Spanish:** These selections will only be displayed and active if the ballot has been set-up in both languages. The default is English. The instructions and button labels will immediately change to Spanish if that button is pressed. After each vote cast or cancelled, the language returns to the English default.



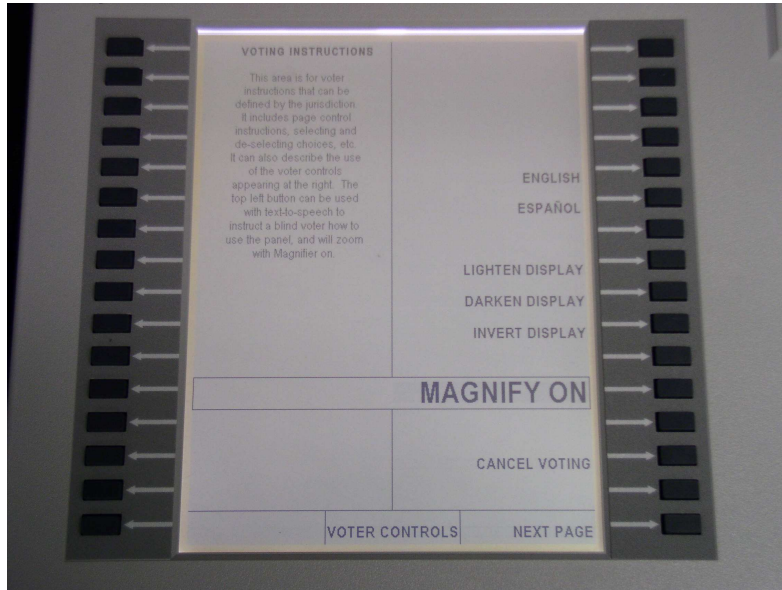
Voter Controls screen (in Spanish mode)

- 2.4. **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 (see Start Card Functions).
- 2.5. **Invert Display:** This selection allows the voter to change display to white letters on black background. The default is black letters on white background. After each vote cast or cancelled, the display returns to the black on white default.

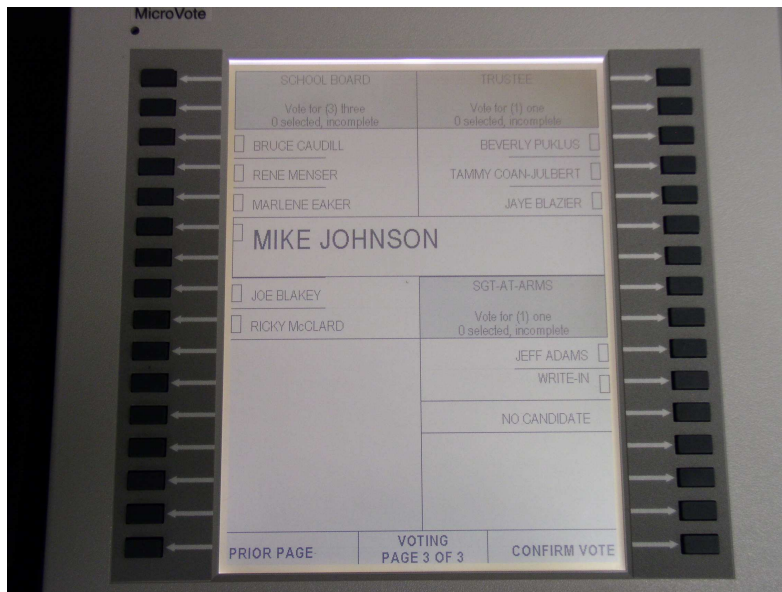


Voter Controls screen (with inverted display)

2.6. **Magnifier On / Off:** This selection allows the voter to put the display in “Magnifier mode”. The default is “**Magnifier Off**”, which displays in normal size font. 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, returns the text to normal size. Pressing a different button will return the previous text to normal font and magnify the new selection. A button must be pressed twice within ½ second to activate that button or make that selection. After each vote cast or cancelled, the display returns to the “**Magnifier Off**” default.

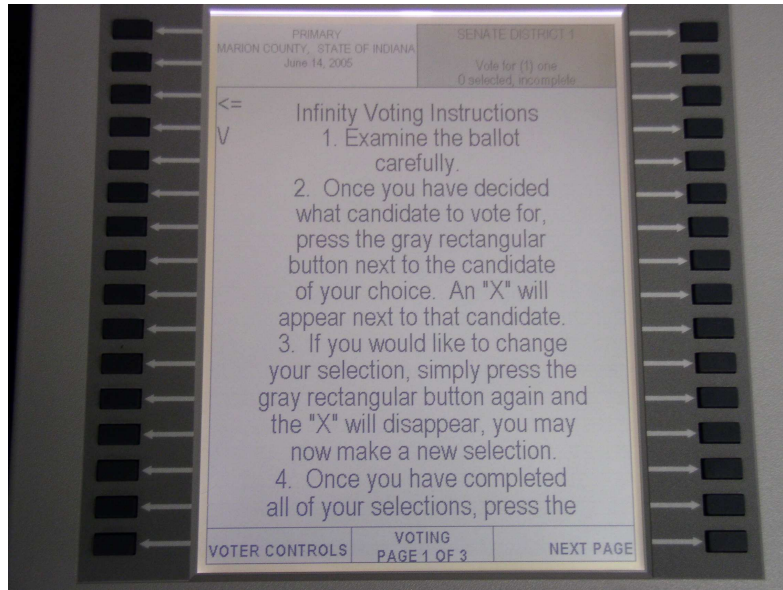


Voter Controls screen with Magnify on



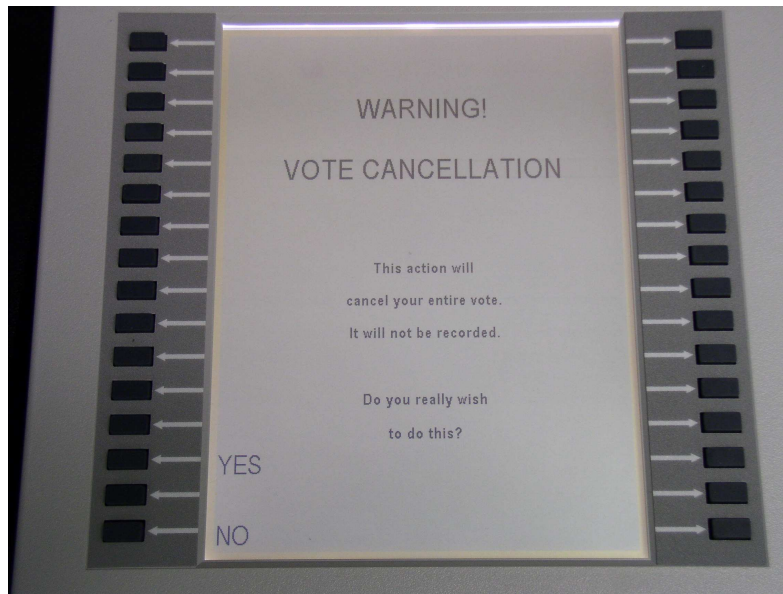
Candidate name magnified

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 selection text.



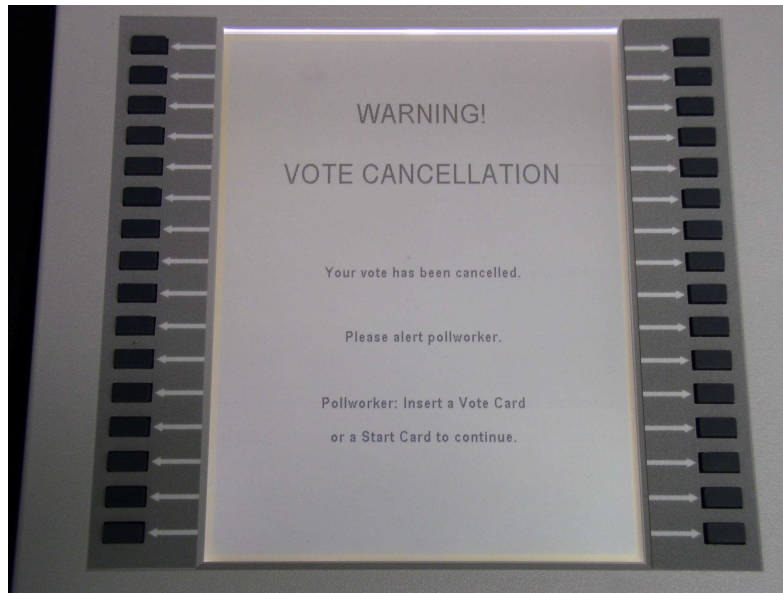
Long text magnified

2.7. **Cancel Voting:** This selection allows the voter to cancel their vote without it being recorded. When this button is selected, a confirmation screen is displayed to make sure the voter actually intends to cancel their vote.



If “**No**” is selected, the display returns to the Voter Controls page.

If **“Yes”** is selected, the screen will display **“Your vote has been cancelled, Please alert poll-worker”**.

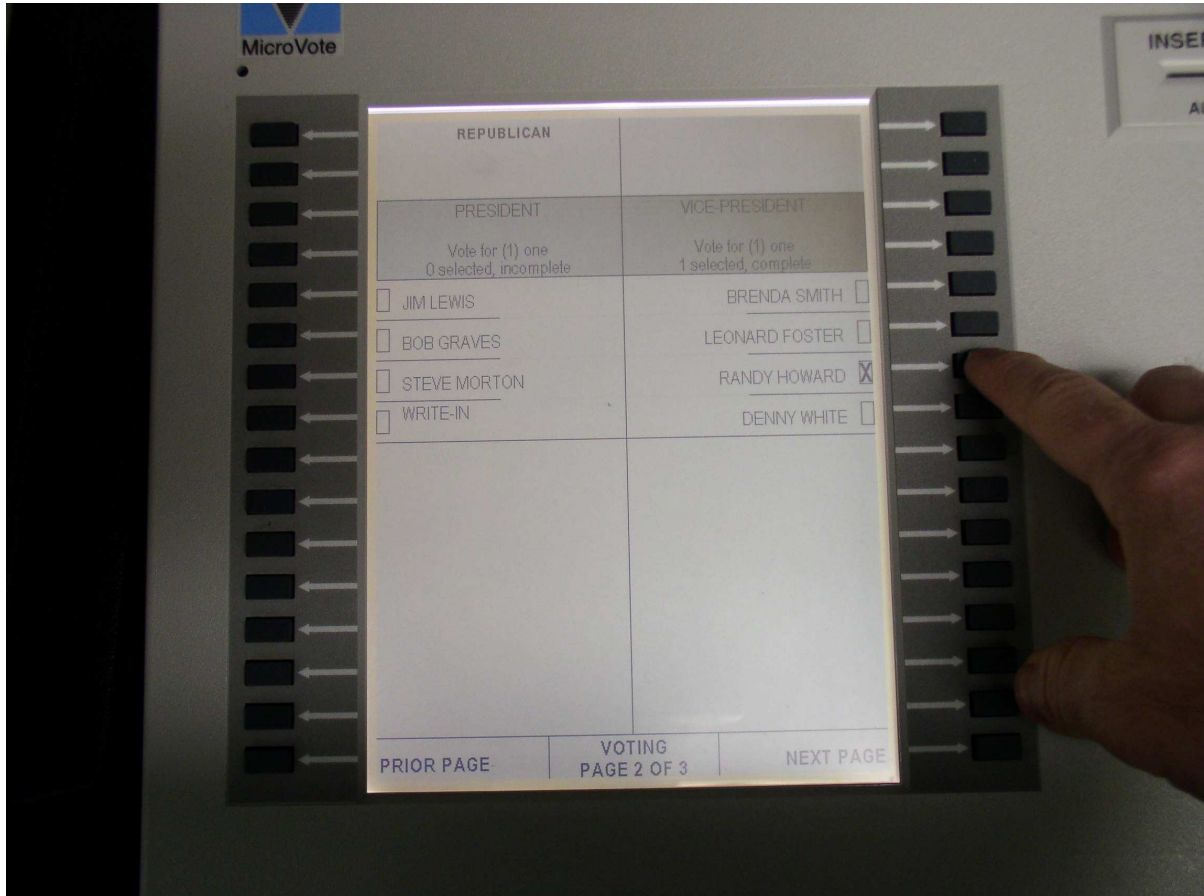


This will require the poll-worker to re-insert the Vote Card to acknowledge the cancellation.



Then the Vote Card must be removed to reset the ballot. Then the poll-worker must reactivate the ballot if the voter still wishes to vote. A cancelled vote does not increment the vote count.

- Offices and candidates begin on the page following the Voter Controls screen. 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 (complete). If an invalid button is pressed, the status display at the bottom center of panel will display “Blank Location”. If a voter attempts to overvote, the status display will display “Contest Full”. Repeat this procedure for every office on the ballot.

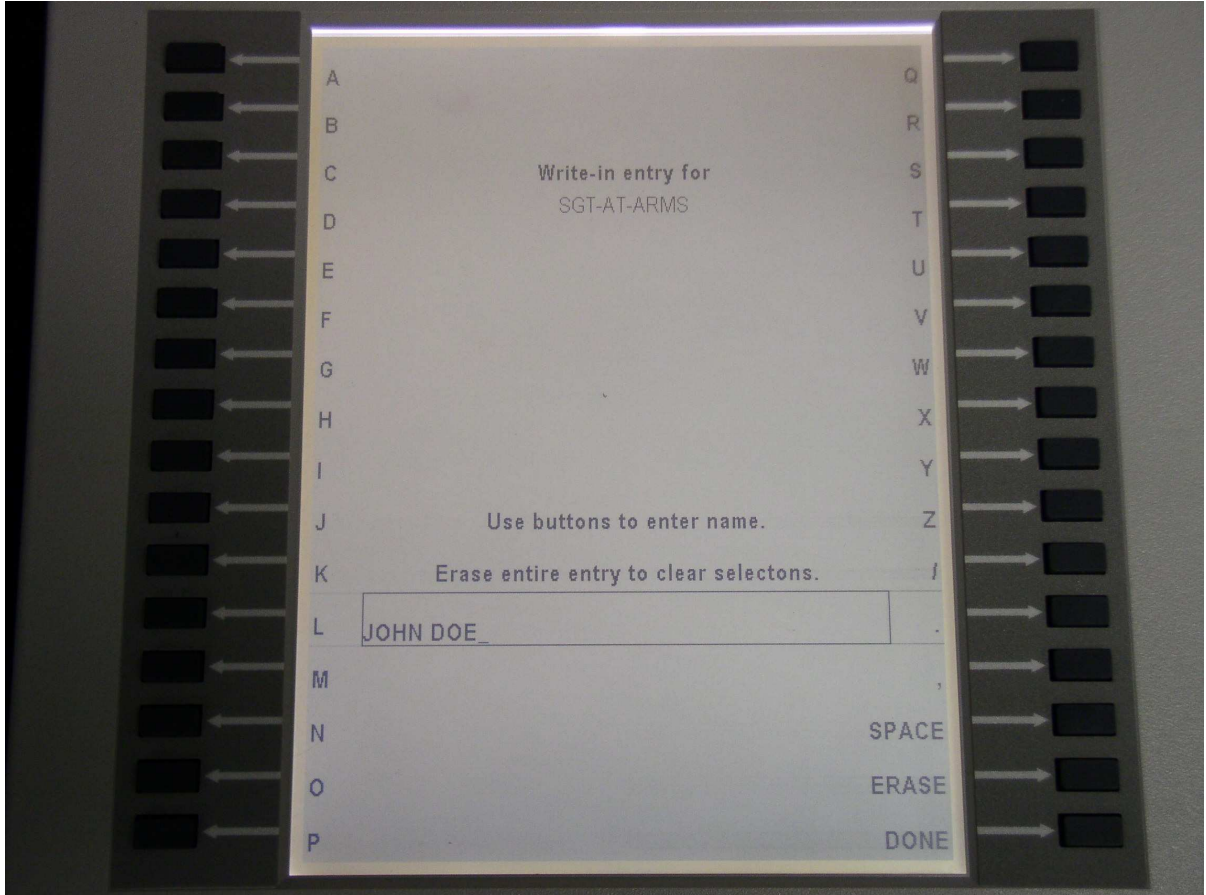


Voter pressing button next to candidate's name

- The status display at the bottom center of panel shows the voting status and the current page number of the ballot. Press the “**Next Page**” button at lower right of display to view the next page of the ballot. Press the “**Prior Page**” button at the lower left of display to review a previous page. The voter must view all pages of a ballot before the “**Cast Vote**” button will become active allowing the vote to be cast and recorded.

5. Write-In Votes

5.1. To cast a write-in vote for an office, press the button next to **“Write-in”**. The screen will change.



Write-In screen with user entered candidate name

5.2. Using the “Write-in” Alpha Key Pad, type the desired candidate name by pressing the gray button next to the desired letters of the candidate’s name. The name will appear on the screen as the letters are selected. The **“Erase”** button can be used to make corrections.

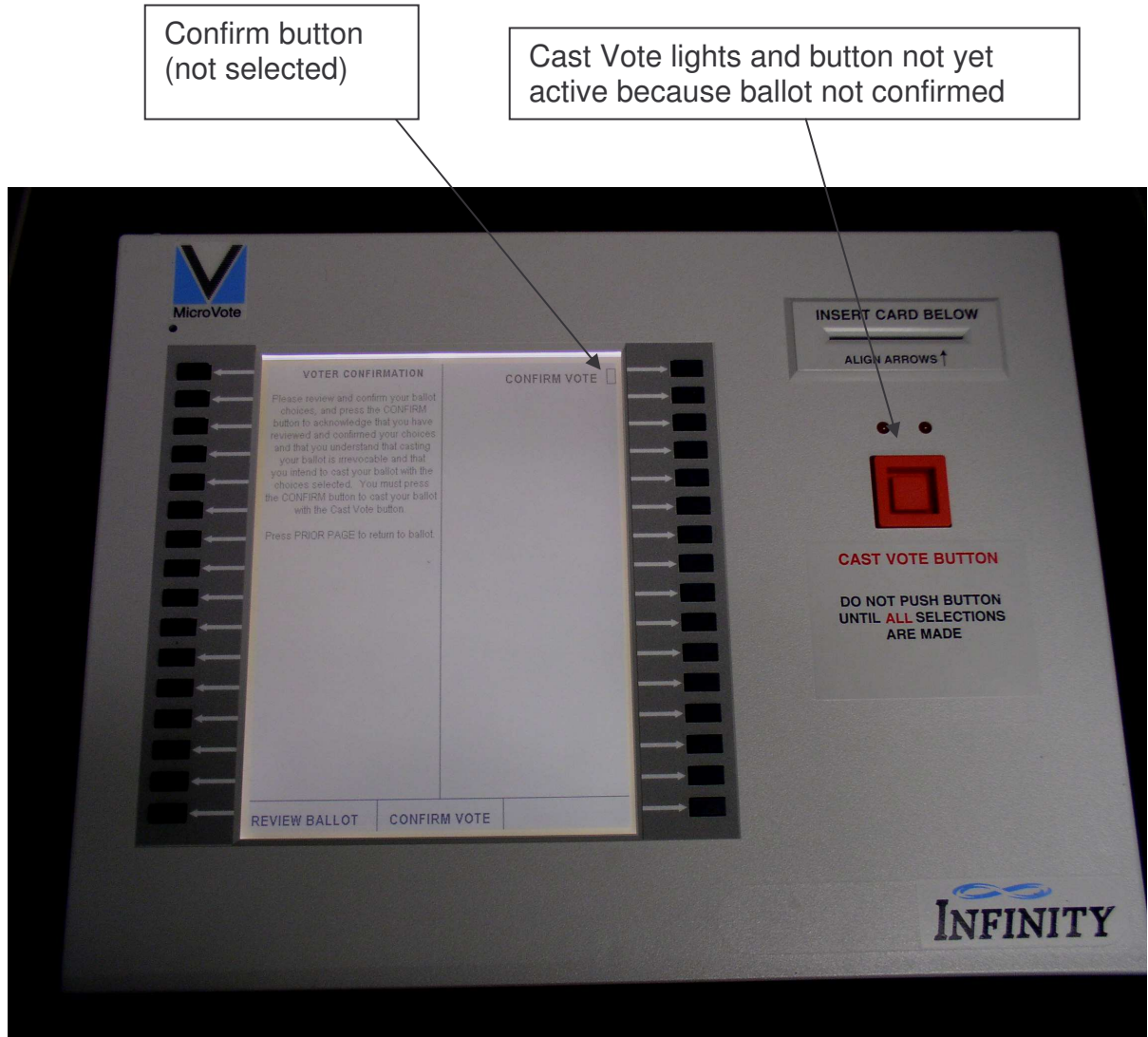
5.3. Press the button next to **“Done”** to accept the write-in vote. The screen automatically returns to the regular ballot.

5.4. The name that the voter entered will be displayed below appropriate "Write-In" on ballot.

SCHOOL BOARD	TRUSTEE	
Vote for (3) three 2 selected, incomplete	Vote for (1) one 1 selected, complete	
<input type="checkbox"/> BRUCE CAUDILL	BEVERLY PUKLUS <input type="checkbox"/>	
<input checked="" type="checkbox"/> RENE MENSER	TAMMY COAN-JULBERT <input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> MARLENE EAKER	JAYE BLAZIER <input type="checkbox"/>	
<input type="checkbox"/> MIKE JOHNSON	MIKE BROWNING <input type="checkbox"/>	
<input type="checkbox"/> BECKY DeSANTIS		
<input type="checkbox"/> JOE BLAKEY	SGT-AT-ARMS	
<input type="checkbox"/> RICKY McCLARD	Vote for (1) one 1 selected, complete	
	JEFF ADAMS <input type="checkbox"/>	
	WRITE-IN JOHN DOE <input checked="" type="checkbox"/>	
	NO CANDIDATE	
PRIOR PAGE	VOTING PAGE 3 OF 3	CONFIRM VOTE

5.5. To cancel a write in or enter a new candidate name, press the appropriate "Write-in" button again. The Write-in screen will appear again. Using the "Erase" button, erase the characters entered and type in a new candidate name or press the "Done" button to return to the ballot screen.

- 6. When you reach the final page of the ballot, it will be a "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.

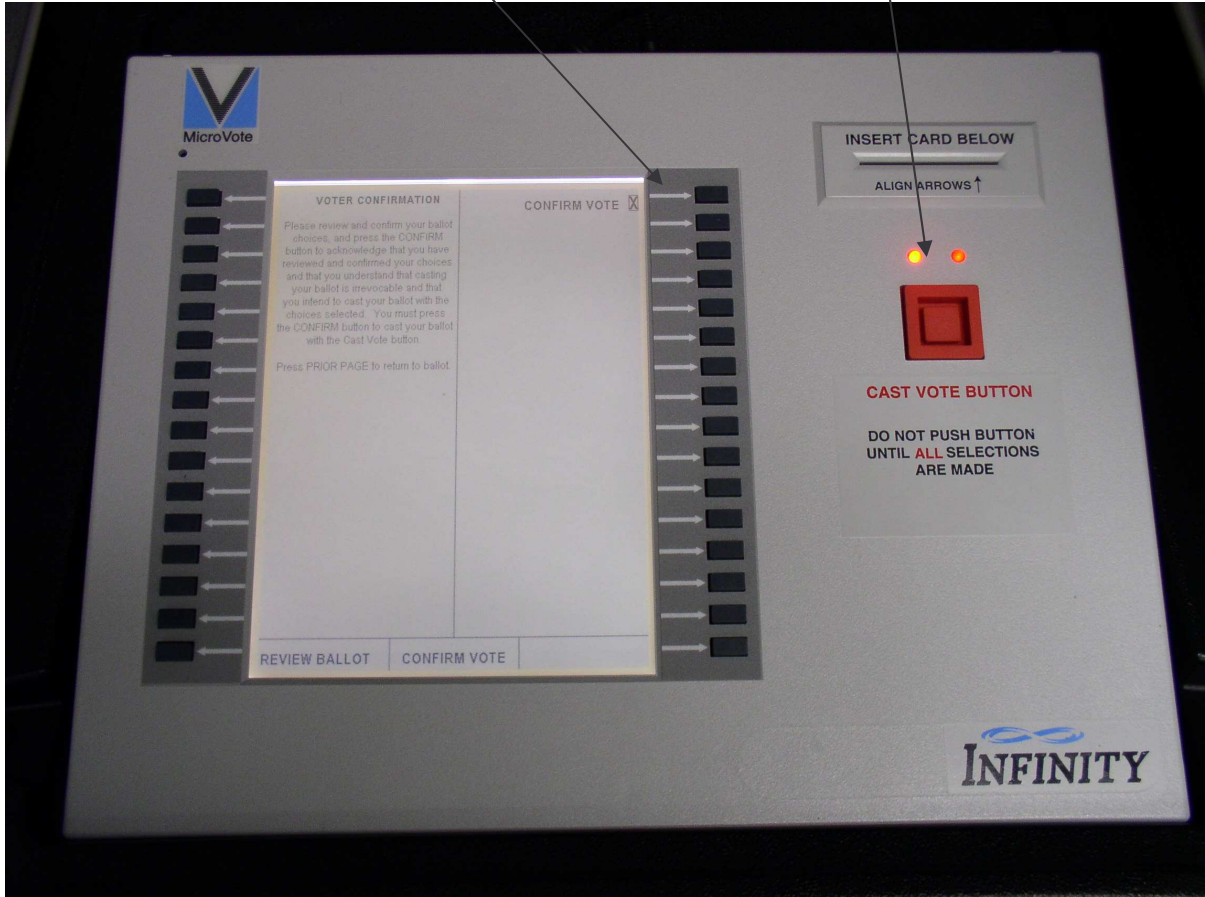


Panel showing ballot that has not been confirmed or cast

Once the voter has verified all of their selections, they must press the **“Confirm”** button to make the **“Cast Vote”** button active.

Confirm Vote has now been selected

Cast Vote lights and button are now active.



Panel showing a ballot that has been confirmed but not yet cast

This will cause the lights above the **“Cast Vote”** button to light. The voter now presses the **“Cast Vote”** button to cast their vote.

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



Panel showing “Thank You” message after successful cast of vote

Closing the Polls

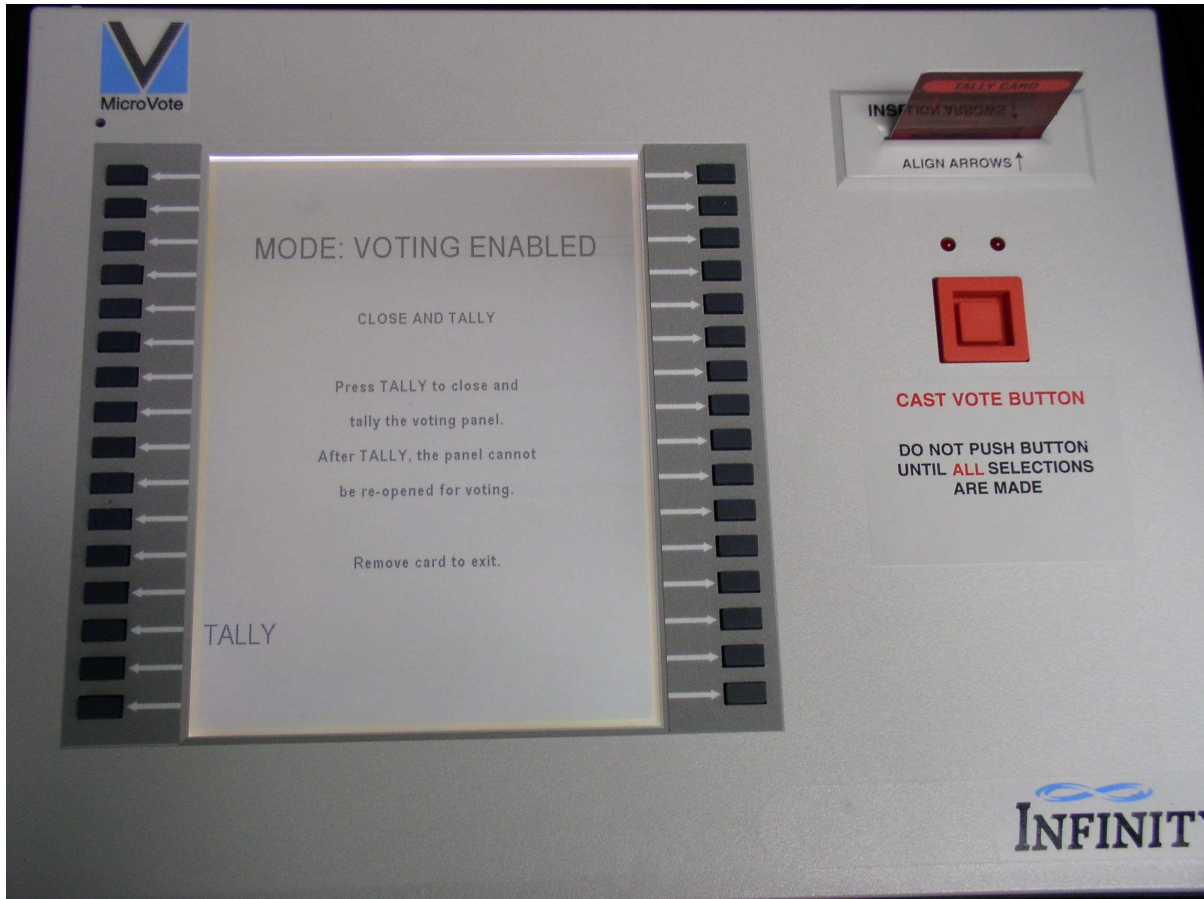
Tallying the Infinity Panel

After the polls have closed, downloading vote totals and printing a vote tally for your polling location is easier than ever. The Infinity will quickly and easily transfer all vote totals to electronic memory. The Voting Panel will then be able to print a tally tape for each panel.

1. Insert the Red Tally Card into the voting panel.
 - 1.1. Make sure to use the Tally Card that is assigned to that particular Voting Panel. Each Tally Card must only be used once on the Voting Panel to which it is assigned. The Tally Card will have a label on it with the serial number of the Voting Panel that it is assigned to.
 - 1.2. If the wrong Tally Card is inserted, it will result in a Tally Card Error and the screen will prompt you to remove the incorrect card and insert the appropriate card.
2. Upon insertion of proper Tally Card, the Security Code Entry screen will appear.

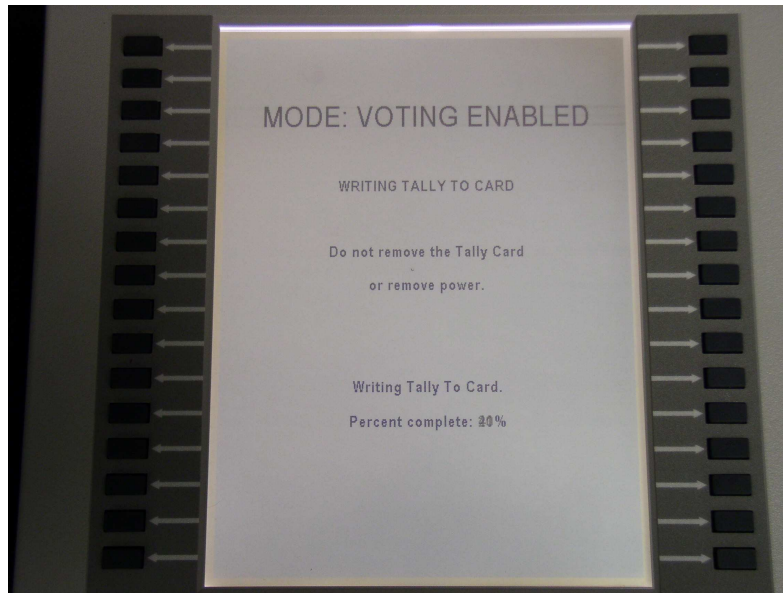


3. Enter the password and the "Close and Tally" screen will appear.

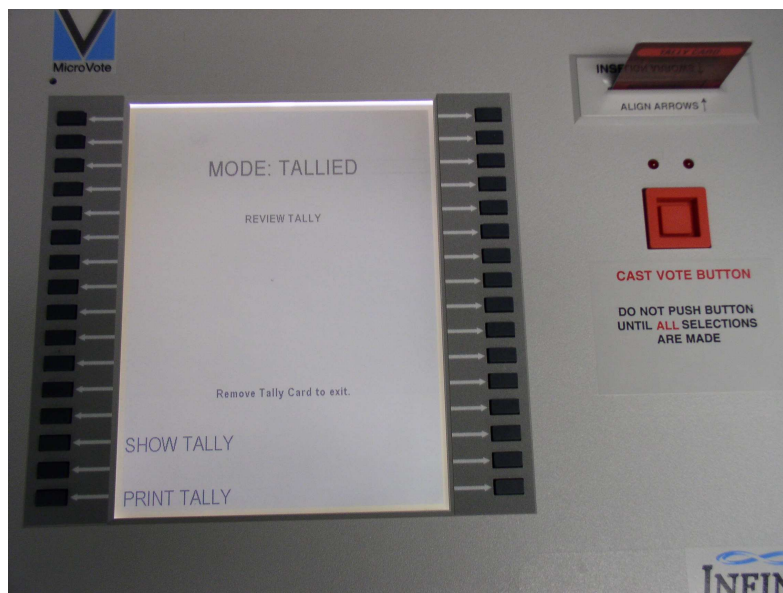


- 3.1. If you are not ready to tally, the Tally Card can be removed to return to "Voting Enabled" mode.

4. 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.**



5. Once voting has been closed and 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”**.



6. Printing the tally:

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



- 6.2. 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). However, these batteries may not be pre-charged due to time spent sitting on the shelf between elections.

- 6.3. 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.



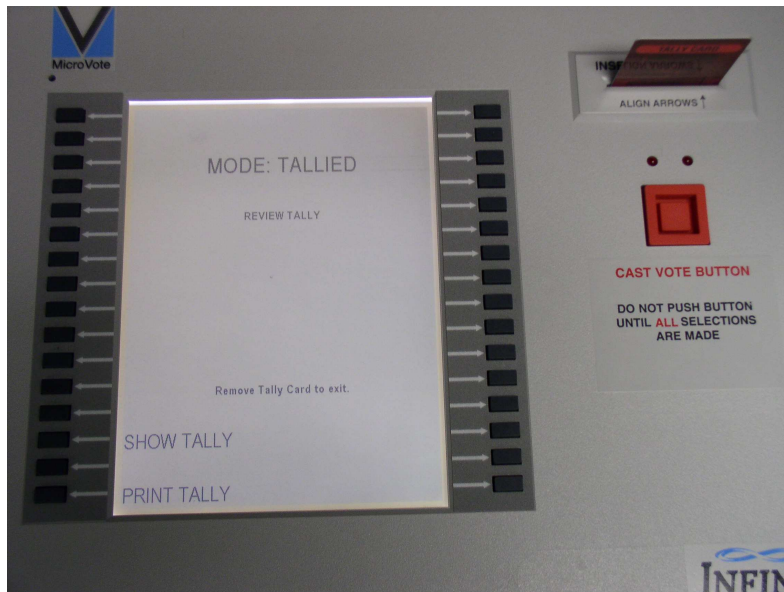
Printer Cable

Printer Power Cord

6.4. Turn the printer on. 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".



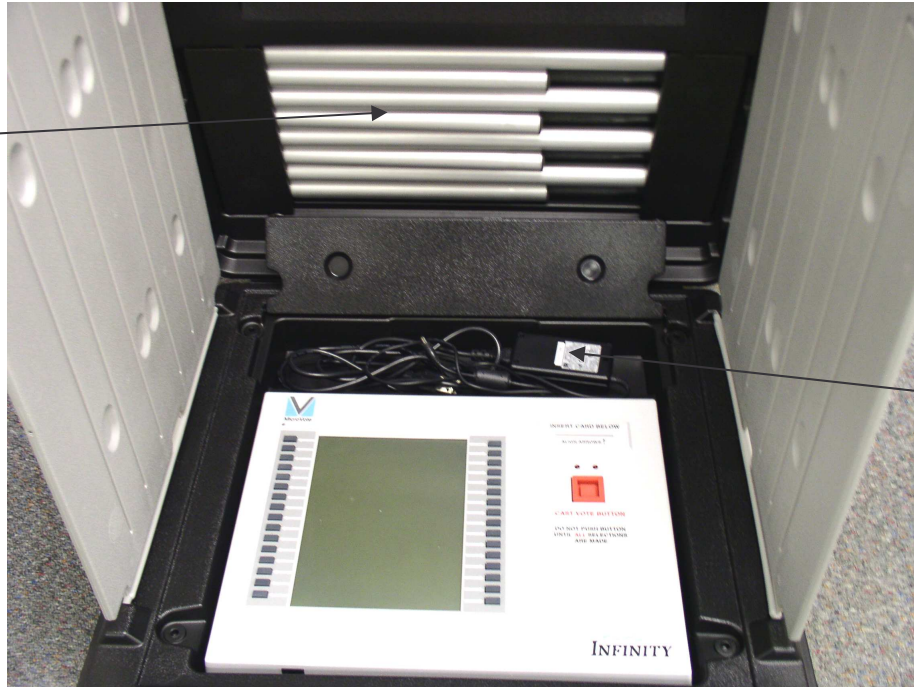
6.5. Press button next to "Print Tally" to begin the printing process.



Closing the Equipment

Closing the Equipment

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



3. Carefully fold the privacy curtains into the panel and close the Voting Panel Carrying Case.
4. If used, place printer, cable, power cord, DoubleTalk device, and headphones back into carrying case.
5. All cards (Start, Vote, Tally, Accumulate) should be stored in proper envelopes for returning to election office.

If you have **ANY** questions regarding the operation of the Infinity, please contact the Board of Elections immediately!

Appendix 1

American's with Disabilities Act Voting Mode

Summary

The Infinity Voting Panel has the capabilities to convert the ballot into a audio version which will allow voters that are visually impaired the ability to vote directly on the panel without any outside intervention.

1. The accessible booth will be marked by a blue sticker near the latch. It will have shorter legs to make the height of the Voting Panel more accessible to a person seated or in a wheelchair. It is also possible to remove the Voting Panel and place on the voter's lap if necessary.
2. The same booth will have plastic leg inserts that are placed between the booth and the front legs to allow a wider berth for a wheelchair or seated person.



Leg extensions (for front legs of accessible booth)



ADA
Headphones

Double-Talk
unit for ADA
ballots

Shorter legs

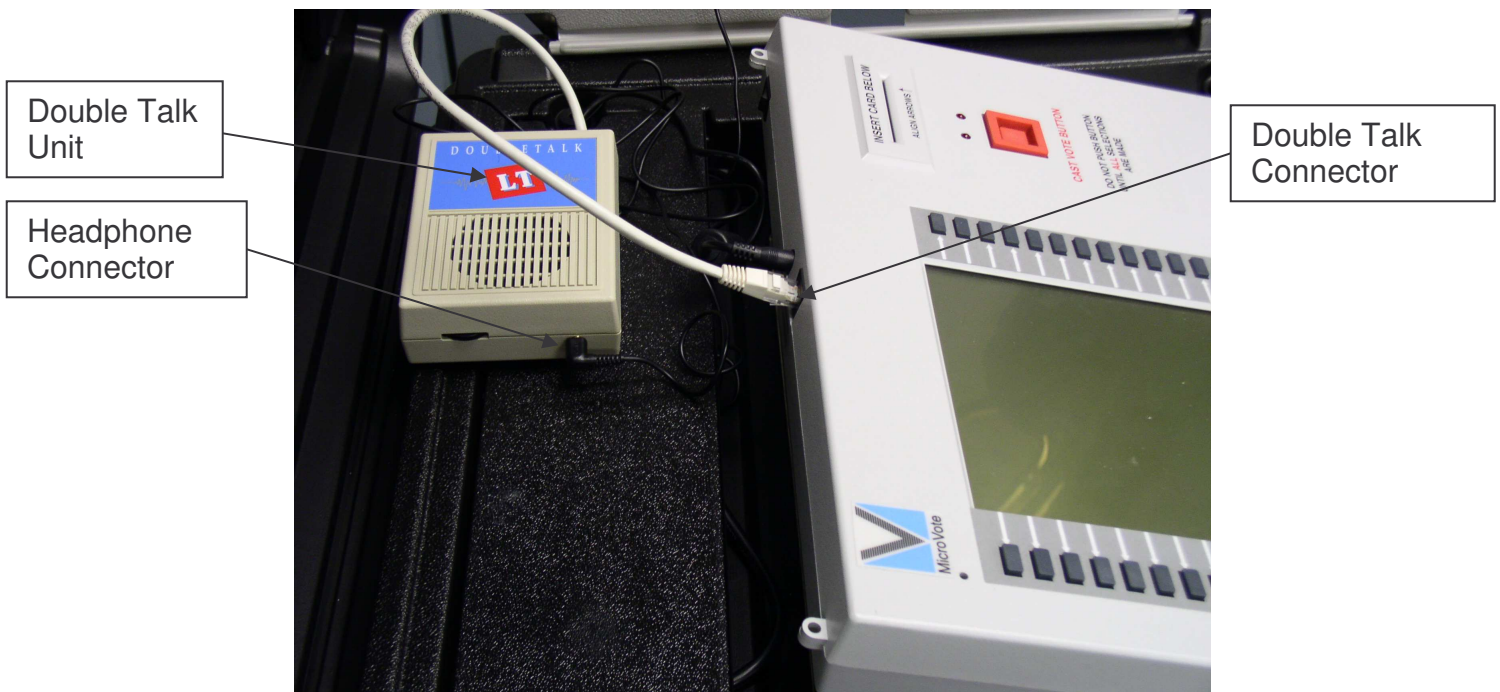
Leg extensions
(for front legs)

Booth set-up for ADA use

How do I Activate the ADA Mode?

The booth and Voting Panel that has been designated for ADA use can still be used in a normal mode just like the rest of the panels in the precinct. However, when needed in ADA mode, the following steps will switch the Voting Panel to ADA mode.

1. Attach the DoubleTalk serial cable to the serial jack on the back of the panel. This must be done **before** the ballot is activated with the Vote card. Make sure the headphones are plugged into the DoubleTalk device.



2. Insert the Vote card into the Voting Panel and activate the ballot as normal.
3. When the ballot is activated, the panel will announce “Volume level 5”. Each time the “**Louder**” or “**Softer**” button is selected, the volume will adjust accordingly by one step. It has a range of 1-softest to 10-loudest. This will return to a default level of 5 when each voter casts or cancels their vote.
4. Assist the voter in locating the two rows of raised gray buttons. Also assist them in locating the “**Cast Vote**” button. Have them place finger on top left gray button on panel (to use as a starting point). Explain that when they press this first button, the panel will read further instructions on how to vote.

5. Instruct the voter to put on the headphones and have them press the top gray button to begin voting.

6. A single press of a button will announce the information associated with that button. To make a selection, the button must be pressed twice quickly. This includes all voter control buttons, as well as “**Cast Vote**” button.

7. The Voting Panel will remain in ADA mode as long as the DoubleTalk remains plugged in to Voting Panel. To return the Voting Panel to normal operating mode, simply unplug the DoubleTalk device before activating the Voting Panel for the next voter.