

\*SOE Office Page Check Q.C. I.D.  Q.C. I.D.

**FEDERAL/STATE/COUNTY DATE**  /  /20  
(Select appropriate election below)

- Presidential Preference Primary
- Primary
- General

Special \_\_\_\_\_

**MUNICIPAL SUPER TUESDAY DATE**  /  /20  
(Select appropriate election below)

- Callaway
- Lynn Haven
- Mexico Beach
- Panama City
- Panama City Beach
- Parker
- Springfield

**AutoMARK**      **Card Compartment Seal #**

**This document and all forms MUST be completed and returned Election Night.  
If found please contact: Bay County Supervisor of Elections 784-6101**

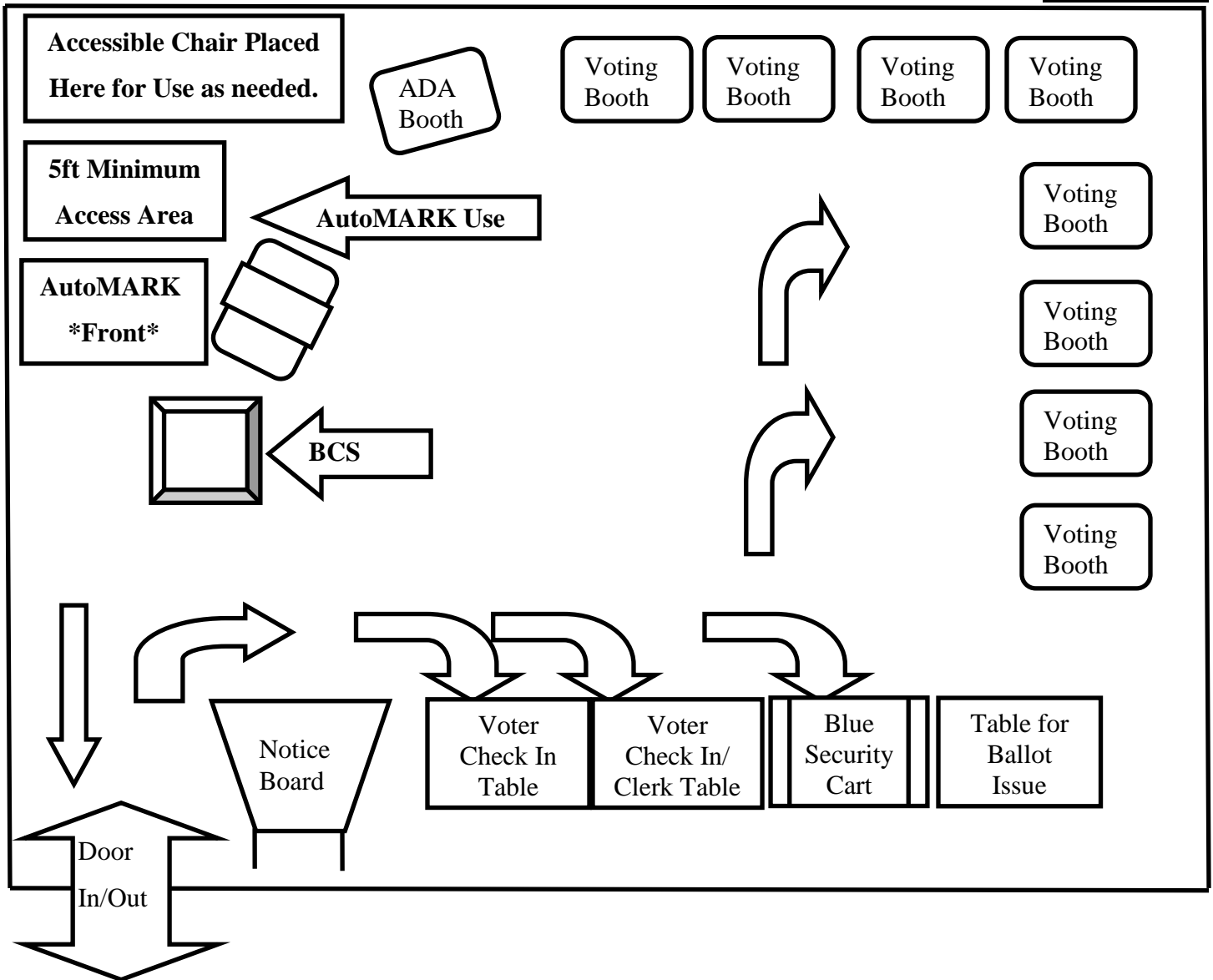
# I. REVISIONS PAGE

Revision	Revision Made
REV A	New Manual for AutoMARK System., Replaces Touch Screen Voting System.
REV B	Removed Public Testing Green Band Seal from cover page.
REV C	Change "AutoMARK Specialist Initials" to "Asst. Clerk Initials"
REV D	Update Pct layout to BCS and new Voter Check In Systems, change "Green Tee" to Black splitter with surge protector.
REV E	Clear up Table Leg Confusion.

## II. Election Morning

### A. PRECINCT AREA LAYOUT

Task Order Assistant Clerk Reads	Asst. Clerk Initials
<p style="text-align: center;"><b>CAUTION</b></p> <p style="text-align: center;"><i>Do not deviate from this Flow UNLESS Reverse Order is needed.</i></p> <p>1. Using graphic below, ensure proper set-up location.</p>	



**B. Clerk Issues Manual to Assistant Clerk for set up.**

Task Order Assistant Clerk Reads	Asst. Clerk Initials
1. Go to Booth Transport Cart.	
2. Release YELLOW retaining strap if not already released by Deputy or Inspectors.	
3. Grab BLACK Strap handle on WHITE AutoMARK Table and Pull WHITE AutoMARK Table clear of Booth Transport Cart.  (Lower area of Booth Transport Cart)	
4. Take table to set-up location next to BCS system.	
5. Unlock/Unsnap AutoMARK Table.  (Centered under BLACK Strap Handle)	
6. Unfold/Open AutoMARK Table allowing it to lay flat on floor with leg area visible.	
7. Lift Left Side Leg Assembly up until fully extended.	
8. Rotate BLACK Plastic Leg Extension Lock into unlocked position.  (Centered on Leg Assembly)	
9. Squeeze two Leg Assembly Locking Pins together with left hand and HOLD.	
10. Place Right Hand on top of Leg Assembly Round Bar and Lift/Pull up to extend legs.	
11. Continue to Lift/pull until 2 <sup>nd</sup> hole in legs is visible on side leg assembly, then stop.	
12. Release Leg Assembly Locking Pins.	

Task Order Assistant Clerk Reads	Asst. Clerk Initials
13. Push down slightly on Leg Assembly Round Bar until Leg Assembly Locking Pins lock in place.	
14. <u>Verify that only 1 hole is showing</u> on the leg Assembly to be the correct table height.	
15. Rotate BLACK Plastic Leg Extension Lock/Snap into Locked position. (Centered on Leg Assembly)	
16. Lift Right Side Leg Assembly up until fully extended.	
17. Rotate BLACK Plastic Leg Extension Lock into unlocked position. (Centered on Leg Assembly)	
18. Squeeze two Leg Assembly Locking Pins together with left hand and HOLD.	
19. Place Right Hand on top of Leg Assembly Round Bar and Lift/Pull up to extend legs.	
20. Continue to Lift/pull until 2 <sup>nd</sup> hole in legs is visible on side leg assembly, then stop.	
21. Release Leg Assembly Locking Pins.	
22. Push down slightly on Leg Assembly Round Bar until Leg Assembly Locking Pins lock in place.	
23. <u>Verify that only 1 hole is showing</u> on the leg Assembly to be the correct table height.	

Task Order Assistant Clerk Reads	Asst. Clerk Initials
<p>24. Rotate <b>BLACK Plastic Leg Extension Lock</b> into locked position.</p> <p style="text-align: right;">(Centered on Leg Assembly)</p>	
<p>25. Set Table onto Legs for use.</p>	
<p>26. Ensure <b>WHITE AutoMARK Table</b> is level/stable and leg locks are properly secured.</p>	
<p>27. Position <b>WHITE AutoMARK Table</b> approximately 1 foot from <b>BCS Tabulator</b> front corner.</p>	
<p>28. Go to <b>AutoMARK BLACK Case</b>.</p>	
<p>29. With two people using side handles on <b>AutoMARK BLACK Case</b> lift and carry <b>AutoMARK BLACK Case</b> over beside end of <b>WHITE AutoMARK Table</b> and place on floor.</p>	
<p>30. Unlock left side <b>BLACK Case lock</b>.</p>	
<p>31. Unlock right side <b>BLACK Case lock</b>.</p>	
<p>32. Using <b>AutoMARK BLACK Case</b> snap locks Lift up/Open until fully opened.</p>	
<p>33. Position Assistant Clerk on one side and <b>AutoMARK Specialist</b> on other side. Each person will place two hands under <b>AutoMARK Unit</b> where access is provided and Lift the <b>AutoMARK</b> onto the Center of the <b>WHITE AutoMARK table</b>.</p>	
<p>34. Center <b>AutoMARK Unit</b> on table with front of Unit (labeled <b>ESS AutoMARK</b>)</p>	

Task Order Assistant Clerk Reads	Asst. Clerk Initials
facing wall with 4 to 5 feet of clearance from wall.	
35. Close AutoMARK BLACK Case Top.	
36. Snap closed left and right Snap Locks on AutoMARK BLACK Case Top.	
37. Lift /Carry AutoMARK BLACK Case using side handle and place against wall out of the way of voters for storage during Election Day. Stand AutoMARK BLACK Case upright.	
38. Go to Next Section.	

### C. OPENING OF AUTOMARK

Task Order Assistant Clerk Reads	Asst. Clerk Initials
1. Go to AutoMARK and Face front of Unit.	
2. Slide Right Side Lid Latch toward side of AutoMARK Unit	
3. Slide Left Side Lid Latch toward side of AutoMARK Unit.	
4. Place Right Hand on Bottom Center of AutoMARK Unit.	
5. Slide Hand/Finger Tips up until they meet edge of Lid Section Part 1, continue to lift up/forward on front edge and back until resting on top.	
6. Place Hand/Finger on center of Lid Section Part 2.	
7. Lift Lid Section Part 2 up until it stops.	
8. Place Hand on Center Top of Touch Screen Display.	
9. Pull Touch Screen Display up/forward until it is straight up.	
10. Place Hand on Top Center of Lid Section Part 2.	
11. Pull forward to lower Lid Section Part 2 flat on AutoMARK Unit.	
12. Slide Right Side Lid Latch toward center of AutoMARK Unit	



Task Order Assistant Clerk Reads	Asst. Clerk Initials
13. Slide Left Side Lid Latch toward center of AutoMARK Unit.	
14. Place Hand on Center Top of Touch Screen.	
15. Push Touch Screen Display back until it touches right and left Lid Latches.	
16. Using thumb and index finger grasp front center opening of Ballot Tray.	
17. Lift up then lower Ballot Tray putting in level position to receive ballots by the voter.	
18. Get AutoMARK BLACK power cord from clear AutoMARK Supplies Bag.	
19. Go to back of AutoMARK Unit.	
20. Facing AutoMARK Unit, plug Female End of the BLACK power cord into left side power access of AutoMARK.	
<p style="text-align: center;"><i>NOTE</i></p> <p style="text-align: center;"><i>You may be required to wait.... for the Clerk arrive and get the BLUE Power Cord Assembly out for the BCS and AutoMARK.</i></p> <p>21. Plug Male End of AutoMARK BLACK power cord into surge protector -2 on the BLUE Power Cord Assembly.</p>	
22. Get Headphone Set with Splitter Plug from clear AutoMARK Supply Bag.	
23. Plug Headphone Jack Splitter into AutoMARK Unit front right corner.	

Task Order Assistant Clerk Reads	Asst. Clerk Initials
<b>(Labeled Audio)</b>	
24. Contact Clerk for next step to Power Up AutoMARK Unit. Clerk will have ORANGE key to power up unit.	
25. Using ORANGE key, Clerk inserts into Key Access (Located Front Left Side)	
26. Clerk Rotates Key One click to ON position. (Green light will occur)	
27. Clerk removes Key and continues on will Clerk Tasks.	
<p style="text-align: center;"><b>CAUTION</b></p> <p style="text-align: center;"><i>Screen will stay dark approximately one minute. "Application Boot In Process Please Wait....." will show on screen.</i></p> <p>28. Wait, AutoMARK Unit will display:</p> <p style="text-align: center;"><b>Application Boot In process Please Wait.....</b></p>	
29. Screen Display will change to: <b>Please Insert Your Ballot</b>	
30. System is now ready for use.	
31. Report to Clerk AutoMARK Unit is "Ready for Voter Use".	
32. Get/Return AutoMARK Supply Bag to Top of Blue Security Cart.	
33. Return this AutoMARK Manual and AutoMARK Kick Off Package to Top of Blue Security.	

**END until Closing of Polling Place.**

**D. AutoMARK SHUT DOWN**

Task Order Assistant Clerk Reads	Asst. Clerk Initials
1. Get Auto AutoMARK Supply Bag from Clerk. (Located in 2 <sup>nd</sup> Drawer)	
2. Contact Clerk for next step to power down AutoMARK Unit.	
3. Using ORANGE Key, Clerk inserts into Key Access (Located Front Left Side)	
4. Clerk Rotates Key One click to OFF position. Clerk removes Key returns BCS Closure.	
5. Unplug Headphone Jack Splitter from AutoMARK Unit, front right corner.  (Labeled Audio)	
6. Place Headphone Set with Splitter into AutoMARK Supply Bag.	
7. Using thumb and index finger grasp front center opening of Ballot Tray.	
8. Lift up then Forward to return Ballot Tray to storage position.	
9. Place Hand/Finger center of Lid section part 2.	
10. Lift Lid section part 2 up until it stops.	
11. Slide Right Side Lid Latch toward outer edge of AutoMARK Unit	

Task Order Assistant Clerk Reads	Asst. Clerk Initials
12. Slide Left Side Lid Latch toward outer edge of AutoMARK Unit.	
13. Place Hand on Center Top of Touch Screen.	
14. Push Touch Screen Display back until it is flat in enclosed area of AutoMARK.	
15. Place hand on center of Lid Section Parts 1 and 2.	
16. Pull forward in Lid Sections Parts 1 and 2, until both are flat matching enclosure area of AutoMARK Unit.	
17. Slide Right Side Lid Latch toward center of AutoMARK Unit	
18. Slide Left Side Lid Latch toward center of AutoMARK Unit.	
19. Go to back of AutoMARK Unit, face AutoMARK Unit.	
20. Unplug AutoMARK BLACK power cord from left side power access of AutoMARK Unit.	
<p style="text-align: center;"><b>WARNING</b></p> <p style="text-align: center;"><i>Do Not unplug BCS Power Cord from Surge Protector -1. Disconnecting power could affect Election Night modem of results from BCS.</i></p> <p>21. Unplug other end of AutoMARK BLACK power cord from surge protector -2 on BLUE Power Cord Assembly.</p>	

Task Order Assistant Clerk Reads	Asst. Clerk Initials
22. Coil AutoMARK BLACK power cord and place into AutoMARK Supply Bag.	
23. Get/Return AutoMARK Supply Bag to Blue Security Cart Top.	
24. Get/Carry from storage area AutoMARK Black Case using side handles.	
25. Set/Lay Flat AutoMARK Black Case near AutoMARK Unit on White AutoMARK Table.	
26. Unlock left side case lock.	
27. Unlock right side case lock.	
28. Using AutoMARK BLACK Case snap locks Lift up/Open until fully opened.	
29. Position Assistant Clerk on one side and AutoMARK Specialist on other side. Each person will place two hands under AutoMARK Unit where access is provided and Lift the AutoMARK Unit off the Table into BLACK AutoMARK Case.	
<p style="text-align: center;"><b>CAUTION</b></p> <p style="text-align: center;"><i>Ensure AutoMARK Unit is properly placed to allow closing of cover without damage to cover or AutoMARK Unit.</i></p> <p>30. Close AutoMARK Black Case Cover.</p>	
31. Lock AutoMARK Black Case left side and right side case locks.	

Task Order Assistant Clerk Reads	Asst. Clerk Initials
32. Rotate WHITE AutoMARK Table over with Table Top on floor and legs up.	
33. Rotate Right Side BLACK Plastic Leg Extension Lock into unlocked position.  (Centered on Leg Assembly)	
34. Squeeze two Leg Assembly Locking Pins together with left hand and HOLD.	
35. Place Right Hand on top of Leg Assembly Round Bar, press down until leg assembly is in pack-up position.	
36. Release Leg Assembly Locking Pins.	
37. Pull up slightly on Leg Assembly to Lock/Storage Position.	
38. Rotate BLACK plastic Leg extension Lock into Locked position.  (Centered on Leg Assembly)	
39. Fold Leg Assembly down/flat on table.	
40. Rotate Left Side BLACK Plastic Leg Extension Lock into unlocked position.  (Centered on Leg Assembly)	
41. Squeeze two Leg Assembly Locking Pins together with left hand and HOLD.	
42. Place Right Hand on top of Leg Assembly Round Bar, press down until leg assembly is in pack-up position	
43. Release Leg Assembly Locking Pins.	

Task Order Assistant Clerk Reads	Asst. Clerk Initials
44. Pull up slightly on Leg Assembly to Lock/Storage Position.	
45. Rotate BLACK plastic Leg extension Lock into Locked position.  (Centered on Leg Assembly)	
46. Fold Leg Assembly down/flat on table.	
47. Release two folding locks, one on each side in center of table to allow folding.	
<p style="text-align: center;"><b>WARNING</b></p> <p style="text-align: center;"><i>Do Not Force Table Closed. Ensure all areas are properly aligned.</i></p> <p>48. Fold/Close AutoMARK Table keeping BLACK Strap Handle outside of folded WHITE AutoMARK Table.</p>	
49. Lock/Snap AutoMARK Table closed, using white snap lock.  (Centered Under BLACK Strap Handle)	
50. Grab BLACK Strap Handle on WHITE AutoMARK Table.	
51. Carry AutoMARK Table to Booth Transport Cart.	
52. Remain at Booth Transport Cart for proper order and storage of ALL Booth Transport Cart Supplies.	
53. Direct/Ensure Deputy has brought in all yard signs and disassembled Notices Board.	

Task Order Assistant Clerk Reads	Asst. Clerk Initials
<p><b>54. Booth Transport Cart, Green Storage Bag Area:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>4 pieces of Notice Board Leg Assembly (PVC Pipe)</b></li> <li><input type="checkbox"/> <b>Notice Board Placed beside Cart.</b></li> </ul>	
<p><b>55. Booth Transport Cart Bottom Shelf Area: (order from bottom to top):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>ADA Voting Booth</b></li> <li><input type="checkbox"/> <b>WHITE AutoMARK Table</b></li> <li><input type="checkbox"/> <b>Precinct Sign Kit/Deputy Box with: Precinct Signs, BCS Sign, Solicitation Sign, Orange Deputy Materials bag.</b></li> </ul>	
<p><b>56. Booth Transport Cart Top Shelf Area: (order from bottom to top):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Voting Booths</b></li> <li><input type="checkbox"/> <b>Unused Election Boxes in Plastic Storage Bag (behind booths).</b></li> </ul>	
<p><b>57. With all items in proper locations on Booth Transport Cart, route YELLOW Strap down front.</b></p>	
<p><b>58. Secure through retaining clip and tighten in place.</b></p>	
<p><b>59. Slide Booth Transport Cart Plastic Bag Cover from Top of Cart back into place.</b></p>	
<p><b>60. Go to the AutoMARK BLACK Case, place one person on each side of AutoMARK BLACK Case.</b></p>	



<b>Task Order Assistant Clerk Reads</b>		<b>Asst. Clerk Initials</b>	
<b>61. With two people using side handles of AutoMARK BLACK Case lift and carry AutoMARK BLACK Case over to Voter Check-In Tables.</b>			
<b>62. Place AutoMARK BLACK Case on top of Voter Check-In Table.</b>			
<b>63. Notify Clerk upon completion.</b>			
<b>Assistant Clerk</b>		<b>AutoMARK Specialist</b>	