Election Day Accessible Voting System Quick Reference

A. **Ask Voter which option Audio (see below) or Touch Screen (see reverse side) he/she would like to use.**

AUDIO INSTRUCTIONS (THROUGH HEADSET)

1. Hand **Voter Interface Keypad** to voter and explain use of buttons.

Button	Description
Up Arrow	Moves the cursor up the screen menu.
Back Arrow	Moves to the previous screen.
Select Square	Selects the voter's contest choices.
Forward Arrow	Advances to the next contest/screen.
Down Arrow	Moves the cursor down the screen.
Home	Opens screen with voting instructions
Pause	Stops the audio message momentarily.
Screen Diamond	Press once to darken the screen for privacy. Press again to return to normal display. **(Darken screen if voter is using audio capability.)**
Repeat Round	Repeats the last spoken phrase of audio.
Tempo Oval	Adjusts audio speed.
Volume Rectangle	Adjusts audio level.

2. Tell voter he/she must listen to all choices in contest before moving to next contest.

3. Give Voter the headset with ear covers and assist if needed using the other headset.

4. Assist voter(if required) in inserting blank ballot card into card slot with cut corner facing right.

5. Give the voter privacy, but remain nearby in case they need further assistance.

6. If Voter chooses to write in a candidate, voter will be prompted to select letters alphabetically using the **Voter Interface Keypad** in order to spell the candidate name.

7. Voter may review and/or make selection changes prior to printing ballot card. (Any change after ballot card is printed requires a new blank ballot card to be issued by Clerk.)

8. After printing is complete, Voter pulls completed ballot card from front card slot.

9. Voter may insert ballot card into a secrecy sleeve. (Do not touch or view Voter's ballot.)

10. Direct or assist Voter to Ballot Counting System.

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TOUCH SCREEN INSTRUCTIONS (DO NOT USE HEADSET)

1. Assist voter(if required) in inserting blank ballot card into front card slot (Ensure cut corner of blank ballot card is facing right.)

2. Show Voter instructions that are displayed on screen and explain how to navigate using on screen buttons.

Button	Description
Previous	Returns to the previous screen.
Zoom	Increases and decreases the size of the text.
Exit	Opens the EXIT screen.
Contrast	Changes the screen display to white text on a black background. Touch Contrast again to return to a color display.
Next	Enters the selection and opens the next screen.

3. If Voter chooses to write in a candidate, voter:

    a. Selects **Write-in** for that contest.

    b. Uses the on-screen keyboard to enter candidate name.

    c. Presses **Accept** when entry is complete.

4. After making all selections, Voter reviews choices on the **Verify Selections** screen. To make changes press the contest listing.

5. After reviewing all selections, Voter presses **Print Card** (Any change after the ballot card is printed requires a new blank ballot card to be issued by Clerk.)

6. After printing is complete, Voter pulls completed ballot card from front card slot.

7. Voter may insert ballot into a secrecy sleeve. (Do not touch or view Voter's ballot.)

8. Direct or assist Voter to Ballot Counting System.