

AUDIO INSTRUCTIONS (USE HEADSET)

MANAGER INSTRUCTIONS:

1. Get AVS Blank Ballot Card from 2nd Drawer BLUE Security Cart.
2. Take AVS Blank Ballot Card, Voter Certificate, and this card to the Accessible Voting System.
3. Insert blank ballot card into front card slot (Ensure cut corner of blank ballot card is facing right.)
4. On the **Precinct Selection**: Search screen, touch **Search** to view a list of precincts.
5. Find Voter's Precinct number on Voter Certificate.
6. On the **Precinct Selection**: Results screen, Touch Precinct # matching Voter Certificate. (Ex: PCT1)
7. Verify **PCT #** on AVS Screen matches Voter Certificate.
8. Find **Ballot Style** on Voter Certificate. (Ex DEM, REP, NPA)
9. On AVS Screen, touch **Ballot Style** matching Voter Certificate.

WARNING

Once you touch Activate, you cannot change your selection and must move the voter to a different Accessible Voting System to allow AVS to be completely turned off and back on.

10. On **Confirm Selections** screen, verify PCT # and Ballot Style match Voter Certificate, touch **Activate**.
11. If PCT # and Ballot Style do not match Voter Certificate, touch Search at bottom of AVS Screen to start over.
12. On **Select a Language** screen, confirm preferred language with Voter and touch English or Spanish.
13. If you touch the wrong language, touch the "**Previous**" button to go back.
14. Hand **Voter Interface Keypad** to voter and explain use of buttons.
15. Tell voter he/she must listen to all choices in contest before moving to next contest.
16. Give Voter the headset with ear covers and assist if needed using the other headset.
17. Give Voter privacy, but remain nearby in case they need further assistance.
18. After Voter is finished voting, direct Voter to Ballot Counting System to cast their ballot.

VOTER INSTRUCTIONS:

1. Follow instructions on screen to make your selections.
2. If you choose to write in a candidate,
3. If you choose to write in a candidate, you will be prompted to select letters alphabetically using the **Voter Interface Keypad** to spell the candidate name.
4. After making all selections, review choices on the **Verify Selections** screen.
5. To make changes press the contest listing.
6. After reviewing all selections, Press **Print Card** (Any change after the ballot card is printed requires a new blank ballot card to be issued by Manager at the Blue Security Cart)
7. After printing is complete, Pull completed ballot card from front card slot.
8. You may insert your ballot into a secrecy sleeve.
9. Take ballot to Ballot Counting System.

**PRIMARY ELECTION
SVS Accessible Voting System
Quick Reference Guide**

TOUCH SCREEN INSTRUCTIONS

MANAGER INSTRUCTIONS:

1. Get AVS Blank Ballot Card from 2nd Drawer BLUE Security Cart.
2. Take AVS Blank Ballot Card, Voter Certificate, and this card to the Accessible Voting System.
3. Insert blank ballot card into front card slot (Ensure cut corner of blank ballot card is facing right.)
4. On the **Precinct Selection: Search** screen, touch **Search** to view a list of precincts.
5. Find Voter's Precinct number on Voter Certificate.
6. On the **Precinct Selection: Results** screen, Touch Precinct # matching Voter Certificate. (Ex: PCT1)
7. Verify **PCT #** on AVS Screen matches Voter Certificate.
8. Find **Ballot Style** on Voter Certificate. (Ex DEM, REP, NPA)
9. On AVS Screen, touch **Ballot Style** matching Voter Certificate.

WARNING

Once you touch Activate, you cannot change your selection and must move the voter to a different Accessible Voting System to allow AVS to be completely turned off and back on.

10. On **Confirm Selections** screen, verify PCT # and Ballot Style match Voter Certificate, touch **Activate**.
11. If PCT # and Ballot Style do not match Voter Certificate, touch Search at bottom of AVS Screen to start over.
12. On **Select a Language** screen, confirm preferred language with Voter and touch English or Spanish.
13. If you touch the wrong language, touch the "**Previous**" button to go back.
14. Instruct Voter to touch the candidate name of their choice on the screen and follow the arrow buttons.
15. Give Voter privacy, but remain nearby in case they need further assistance.
16. After Voter is finished voting, direct Voter to Ballot Counting System to cast their ballot.

VOTER INSTRUCTIONS:

1. Follow instructions on screen to make your selections.
2. If you choose to write in a candidate,
 - a. Selects **Write-in** for that contest.
 - b. Uses the on-screen keyboard to enter candidate name.
 - c. Presses **Accept** when entry is complete.
3. After making all selections, review choices on the **Verify Selections** screen. To make changes press the contest listing.
4. After reviewing all selections, Press **Print Card** (Any change after the ballot card is printed requires a new blank ballot card to be issued by Manager at the Blue Security Cart)
5. After printing is complete, Pull completed ballot card from front card slot.
6. You may insert ballot into a secrecy sleeve.
7. Take ballot to the Ballot Counting System.