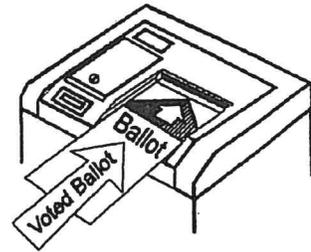


BALLOT BOX WORKER

"YOUR JOB"



Keeper of the keys.

When taking a break, be sure to give keys to the relief person.

Monitor ballot box.

As voters insert ballots into the Accu-Vote unit, please provide assistance when needed. Monitor at a reasonable distance from the ballot box. This will ensure comfort for the voter and maintain ballot secrecy. We recommend that you stand to the side of the ballot box where the Accu-Vote unit LCD screen is located. This will allow you to easily read messages that may appear.

Collect secrecy sleeves.

Return secrecy sleeves to the ballot-issuing worker.

Assist voters if ballot is rejected.

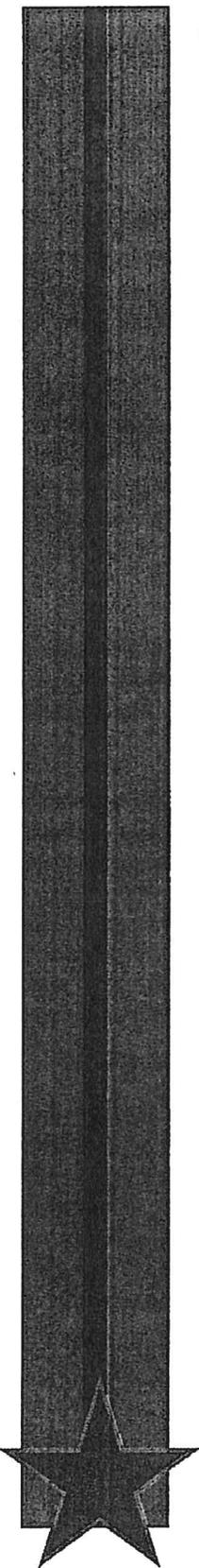
When the Accu-Vote unit rejects a ballot, request the voter to reinsert the ballot in a different direction. If the ballot is rejected a few times, you will need to read the ballot error message appearing on the LCD screen. As you approach the ballot box, be mindful to ensure secrecy of the ballot by requesting the voter to remove their ballot placing it in their secrecy sleeve or by using a secrecy sleeve to cover up the ballot.

Questioned and special needs voters.

Instruct questioned voters to drop voted ballots, sealed in the voted ballot envelopes, in the emergency compartment of the Accu-Vote ballot box or in a separate silver ballot box that may be provided in your supplies. If a personal representative returns a voted special needs ballot, instruct the personal representative to drop the voted ballot in the emergency compartment of the Accu-Vote ballot box.

If the electricity goes out.

When there is a power outage, allow voters to insert ballots into the Accu-Vote unit for 15 minutes. After 15 minutes, turn off the Accu-Vote unit. Tell voters to drop voted ballots into the emergency compartment of the ballot box. After the polls close, insert regular ballots from the emergency compartment into the Accu-Vote unit before inserting the ender card. For a prolonged outage, please refer to your handbook.



BALLOT BOX WORKER, CONTINUED

“YOUR JOB”

Accu-Vote coordinator.

An Accu-Vote coordinator may be assigned to your precinct on election day. If you experience problems with your Accu-Vote unit, contact your Accu-Vote coordinator or the election supervisor for assistance.

Locate designated phone line.

A telephone, fax line or jack has been designated to transmit election results. The specific location is provided inside your Accu-Vote carrying case. To have a successful transmission, you **MUST** use the designated phone line. During the day, make sure you located and have access to the area you will transmit election results from at 8 p.m.

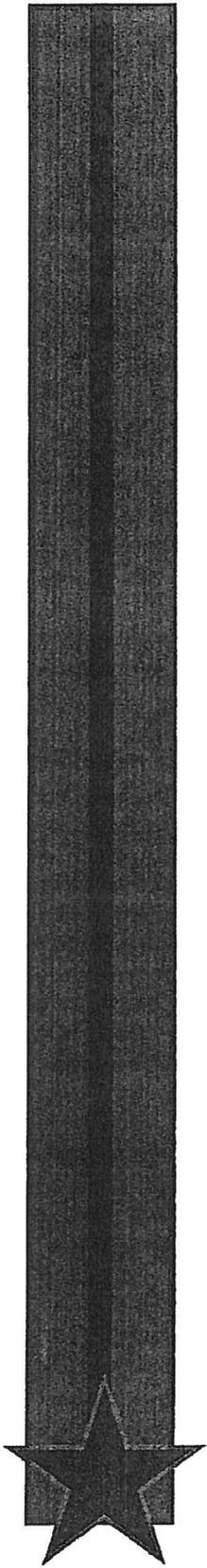
Ballot box full.

Ballots may land crookedly at the bottom of the box and take up space. This may cause ballots dropping into the ballot box to jam. Regularly shake your ballot box to compact the ballots down inside. This movement will not damage the Accu-Vote unit.

Your ballot box has two main compartments that are accessible through the back of the ballot box. One of the compartments is for write-in ballots. The write-in compartment usually does not fill up. If the compartment for regular ballots becomes full, remove the voted ballots from the main compartment and stack them at the bottom of the write-in compartment. If the write-in compartment becomes full, remove the ballots and place them in a voted ballot envelope. Seal the envelope and ask each worker to sign across the seal. Place the sealed envelope inside the ballot transfer bag. Secure the ballot transfer bag with a cable tie in your supplies.

Flashing power fail.

When the Accu-Vote unit is not receiving power, ****Power Fail**** will flash on the screen. Verify the power cord is connected to the unit and the electrical outlet. If power cord is connected, the electrical outlet it is plugged into may not have power. Plug the cord into a different electrical outlet. If the unit, after you have verified the power source, continues to flash ****Power Fail**** contact your Accu-Vote coordinator or the election supervisor for assistance.



BALLOT BOX WORKER, CONTINUED

“YOUR JOB”

Accu-Vote will not accept ballots or indicates the following rejection errors on the screen.

Ballots will not feed: When the Accu-Vote unit returns the ballot back to the voter, make sure the silver bar covering the ballot entry path is removed and that the lock is in the horizontal position. This most likely will occur in the morning when the first voter inserts a ballot.

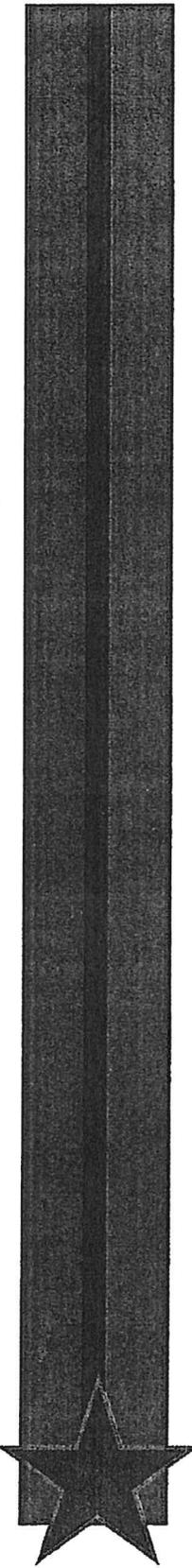
If the ballot entry path is clear, the calibration of the Accu-Vote unit may be off. Turn off the Accu-Vote unit for 30 seconds and then turn it back on. During this time, instruct voters to insert ballots into the emergency compartment. If this does not solve the problem, contact your Accu-Vote coordinator or the election supervisor.

Invalid Ballot or Ballot Not Read: The Accu-Vote unit will display either one of these messages if it cannot orient the ballot to read the timing marks on the edge of the ballot.

Ask the voter to re-feed the ballot into the Accu-Vote unit a few times, using different orientations. If the ballot will not feed, provide the voter with another ballot, using the spoiled or mismarked ballot process.

If the voter will not vote a new ballot, tell the voter to insert the ballot into the emergency compartment. Before closing the Accu-Vote unit at the end of the night, insert the ballot again into the Accu-Vote unit. If the ballot still will not read, place the ballot in the uncounted ballot(s) envelope. This envelope is to be placed in the precinct register at the end of the night. Write a note inside the precinct register cover in the comment section if you have any invalid ballot(s). The ballot(s) will be hand counted and entered into the statewide accumulator at a later date.

Overvoted Race #: When a voter marks more than one candidate for a race, the Accu-Vote unit will not accept the ballot. Issue the voter a replacement ballot using the spoiled or mismarked ballot process. If the voter does not wish to correct the mistake, ask the voter to insert the ballot in the Accu-Vote unit while you hold the "YES" button at the same time. This overrides the mismarked ballot. All races, except the overvoted race(s), will count.



BALLOT BOX WORKER, CONTINUED

“YOUR JOB”

Counted Ballot Jammed in Reader: This ballot has been counted by the Accu-Vote unit and has become jammed in the Accu-Vote unit. Unlock the top lock on the ballot box and slide the Accu-Vote unit slightly off the ballot box lid. Cover the ballot box area with a privacy sleeve and pull the ballot from the back of the Accu-Vote unit, allowing it to drop into the ballot box. **Do not re-feed the ballot through the unit.**

Returned Ballot Jammed in Reader: This ballot could not be counted and was jammed upon being returned back to the voter. Using the privacy sleeve, remove the ballot from the unit. **Ask the voter to reinsert the ballot into the unit.**

Jammed on Accept: This ballot has been counted by the Accu-Vote unit and became jammed in the ballot box. The jam is usually in the chute area of the ballot box. If you cannot see the ballot by pulling the Accu-Vote unit out, you may need to lift the lid of the ballot box to remove the jammed ballot. Remove the jammed ballot and allow it to drop into the ballot box. **Do not re-feed the ballot through the unit.**

Non Processed Ballot Rejected: The Accu-Vote unit was unable to read the ballot inserted appropriately. **Ask the voter to reinsert the ballot in a different direction.** If the ballot is still rejected, ask the voter to place the ballot into the secrecy sleeve. Once the voter secures the ballot, approach the Accu-Vote unit, unlock the front door and slide the Accu-Vote unit forward. Check to see if a previous ballot was jammed in the ballot entry path, if so, pull the jammed ballot and allow it to drop into the ballot box. Slide the Accu-Vote unit back into place and ask the voter to reinsert the ballot. If there is not a jammed ballot, pass your hand through the ballot entry path to verify that the lock is in a horizontal position. If so, use your key to unlock the bar. Slide the Accu-Vote unit in place and ask the voter to insert the ballot.