REGISTRAR OF VOTERS

ICC Ballot Counting Procedure

PROCEDURE DOCUMENT – Version 1.0

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Starting the ICC up

1. Wake up the ICC unit, select the **green** button on the front of the ICC unit. This step <u>must</u> be done before logging in as an administrator.
2. Plug in the **iButton**.
3. Enter the password on the ICC workstation, enter the password and log into the Image Cast application.
4. Verify appropriate counting group (PP, MP, DMB, PV) is correct before you begin scanning.

Ballot Scanning (3 person team)

1. Always start an ICC specific batch sheet before scanning ballots. <u>**ONLY**</u> the initial batch sheet has a count of "0" on the total batch line and a "0" on the total batches accepted line on the sheet (Located on the upper left corner), date and time with 2 member initials, Place a "1" in the first batch number box. Continue the sequence 2, 3, 4 etc. in the batch number boxes after every batch is started and accepted on the ICC.
2. With every subsequent ICC specific batch sheet, enter the information from the previous batch sheet located in the upper right hand corner to the new starting batch sheet located in the upper left hand corner. The number in the first batch box should match the Image Cast batch number on the screen (verify against the Image Cast).
3. Open box, remove ballots from box and prep ballots for scanning.
4. Load the ballots into the front input hoppers. Insert approximately 500 at a time (250 in each hopper).
   a. Input 1 sends ballots to the top hopper (number labels correspond on ICC unit).
   b. Input 2 sends ballots to the bottom hopper (number labels correspond on ICC unit)
5. Start ballot tallying by either hitting the green button on the ICC unit, selecting **SCAN** (blue triangle) on the large touchscreen monitor (log window), or by selecting **Start** on the small touchscreen monitor.
6. Option available to add more ballots to either hopper 1 or 2 to continue scanning ballots, until all ballots have been scanned from box.
7. **Scanner Operator** to verify numbers with team member on **Box Label (Date, Member Initials, ICC#, Batch Size and Outstacks)** from scanner screen. **Box Label Station member** to complete box seal (Print Name, Initials, Date & time) *both station members have to fill out the box seal*. **Scanner operator** to complete the batch sheet (Batch number, Batch size, Box number, outstacks, Time and Initials).
8. After a batch has finished scanning, make sure all ballots have been scanned (<u>Check surrounding area and the rear ICC double feed tray for additional ballots</u>) (click **ACCEPT BATCH** *green check mark*, to add the scanned ballots to the results. A confirmation message will appear.)
9. Click **OK** to confirm.
10. The **Batch Number** value on the Image Cast screen will increment by one.
11. The **Batch Size** value will be 0.
12. Two team members have to **verify** that the batch is **<u>Accepted</u>** and initial.

13. Once scanning has concluded on ICC always end the batch sheet. In the upper right hand corner put the ending batch number from the batch sheet on the total batch line. Put total ballots accepted from the Image Cast screen on the total ballots accepted line. Date and time with 2 member's initials.
14. Seal box.

Example of Batch sheet (ICC 06)

PRINT LEGIBLE

ICC06 - DESIGNATED MAIL BALLOT (DMB)

STARTING		ENDING	
Total Batches	0	Total Batches	2
Total Ballots Accepted	0	Total Ballots Accepted	1104
6/16/22 1:40pm me JD		6/16/22 2:04pm me JD	
DATE/TIME INITIALS		DATE/TIME INITIALS	

Batch Number	Batch Size	Box Number	Outstacks	Time	Initials
1	597	295	0	1:52pm	me JD
2	507	296	0	2:02pm	me JD

DESIGNATED MAIL BALLOT   Form_2022-06-07_ICCBatchSheet

Discarding a Batch (Supervisor ONLY)

1. A batch must be discarded and rescanned if there is a jam or if the ICC stops or at the discretion of the supervisor.
2. Double feeds are sent out the back of the machine into a tray.
3. A Ballot Misread warning occurs when the system cannot read a ballot, a message will appear indicating how many ballots were not read when the ICC stopped. Count back through the ballots in the output tray to locate the misread ballot and remove it for manual review. Take the remaining unread ballots that were removed and place them in the hopper to be read. If the ballot is not torn, you can try to rescan it. If this does not work, place the ballot in the outstack tray for duplication (see duplication section).

Optional Settings

Spring Force Lever for Standard Setting

1. To set for less weight stock, move knob to lower number.
2. To set for more weight stock, move knob to higher number.

Stacker Arms

Stacker arms can only be enabled for 8.5 x 11 ballot paper. Prerequisite: Have an election loaded.

1. Lift High Speed Stacker Arm (HSSA) for tray 1.
2. Remove paper extension unit under the HSSA.
3. Add Crash Jam Sensor plate under the HSSA.
4. Place single 8.5 x 11 paper in tray.
5. Adjust guide with two red bars to accommodate paper size.
6. Adjust right and left guides to accommodate paper size.
7. Follow steps 1-6 to change HSSA on tray 2.
8. Enable feature in Administrator Mode.

Enable Stacker Arms in Administrator Mode

1. If ICC unit is not on, wake it up by holding down green button on front of unit.
2. Wake up the ICC computer application and log in as an Administrator.
3. Click on **ICC application icon** on touchscreen monitor. Application will be in Administrator Mode.
4. Lower or lift machine to correct height using controls on small screen.
5. Remove top cover, if required.
6. Click on the Administrator Mode button on left side of ICC application screen to change to Supervisor Mode.
7. Enter Supervisor 6-digit passcode.
8. Click **Configuration**.
9. Confirm it is using the correct driver under the *Scanner* section.
10. Click **Properties**, which takes the user to the Profile menu on the small screen.

11. Click **Scanner** with the three dots.
12. On the Scanner menu, go to **Control Settings**.
13. Under **Output Hopper Sensor**, select **Near**.
14. Enable the **Use High Speed Stacker Arm**.
15. Click **Save** at left, bottom corner
16. Click **End Edit**.
17. Lightly push stacker arm down and a green bar will display on the small screen.
18. Repeat steps 5-17 if an orange/yellow warning appears on the small screen.

ICC Shutdown

1. Close the ICC application by selecting the X at the top of the touchscreen.
2. Click Ctrl-Alt-Delete, select Sign out.
3. Hold down the red button on the ICC unit or select Stop (red X) on the small screen to shut down.

Authorization

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