SAN BERNARDINO COUNTY
REGISTRAR OF VOTERS

Election Workers Guide to the Ballot Marking Device (BMD)

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Equipment Setup

Voting Booth for the BMD

Each voting booth setup for use must be set up for maximum privacy.

1. Stand the voting booth upright in the area it will be utilized and remove the Velcro strap holding sides in place.

2. Open the left side of the booth completely followed by the right side of the booth completely.

3. Pull up on the spring locking mechanism to release the bottom panel.

4. Lift the bottom panel of the booth up until it touches the bottoms of the left and right side.

5. Pull the spring bolt back and release so that the pin is secure in the housing on the leg of the booth.

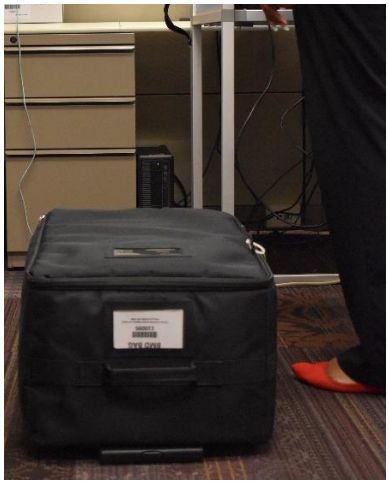
6. The voting booth is now ready for BMD Tablet and printer set up. Sanitize the whole booth once it is completely set-up.

BMD and Printer

Once the voting booths are set up and in place, you will set up the BMD's and Printers. Two poll workers are needed for setting up. You will need to retrieve the surge protectors from the Polling Place Supply Tote and plug into the wall outlets near the voting booths.

*NOTE – Make sure the power buttons on the surge protectors are in the off position.

1. Stand in front of the voting booth and place the BMD Bag, backside down, on the floor beside you.



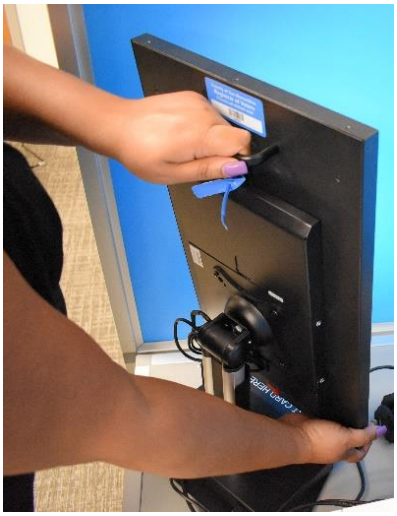
2. Unzip the BMD Bag and remove the black supply bag that is on top of the BMD and set aside.

3. Grasp the handle on the backside of the BMD and the groove located at the bottom of the BMD.

4. Carefully lift the BMD out of the bag and place on the voting booth, in a standing position with the touchscreen facing the back of the voting booth.

5. While keeping a hold of the handle on the back of the BMD, carefully remove the protective foam casing. Place the foam back in the BMD Bag and place bag back in the cage. Move BMD to the left side of the voting booth.

6. While holding the handle on the back of the BMD, slightly push the bottom of the BMD touchscreen forward to release the two cords secured behind the screen. Then sanitize the back of the BMD(Do not turn BMD around) and the cords.



7. Record the BMD seal and asset tag numbers from the back of the device onto the BMD Checklist provided in your duties packet from the Supervisor.

8. Place the Printer Bag on the floor, backside down, beside you. Unzip the Printer Bag and separate the velcro straps that are securing the printer in place.

9. Lift the printer out of the bag and place printer on the voting booth next to the BMD with the HP logo facing front. Then sanitize the printer before moving on.

10. Remove the printer power cord from the Printer Bag, remove the rubber band and place power cord on the voting booth in front of printer. Place the rubber band back in the Printer Bag and have partner zip Printer Bag and place back in cage.

11. Retrieve the black supply bag that was set aside previously and verify all supplies listed below are inside:
    - BMD power cord
    - Audio Tactile Interface (ATI) Unit
    - Headphones
    - Disposable earpiece covers
    - Microfiber cloth
    - 3 Red padlock seals
    - 2 poll worker cards with lanyards

12. Remove one (1) poll worker card attached to a lanyard and place around neck.

13. Remove the ATI unit, headphones and BMD power cord and place the items in front of the printer. Remove rubber band from BMD power cord and place the rubber band back in the black supply bag. Zip supply bag closed and place bag in the cage. Sanitize all items you remove from the Black Supply Bag.

14. The BMD has three cords; two cords attached to the BMD – the ATI cord and the printer USB cord; and one power cord.

15. Connect the printer USB cord that is attached to the BMD, into the cable port in the back of the printer.

16. Take the printer power cord previously placed in the front of the printer and connect to the back of the printer. Drop the opposite end of the power cord through the hole in the back of the voting booth and plug into surge protector.

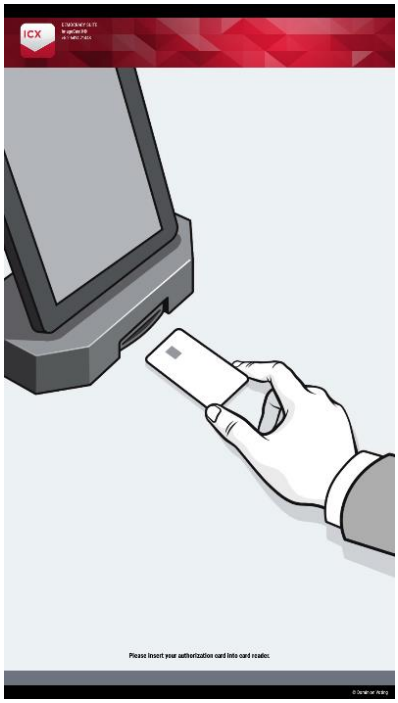
17. Take the BMD power cord previously removed from the black bag and plug into the BMD. Drop the opposite end of the power cord through the hole in the back of the voting booth and plug into surge protector.

18. Carefully turn the BMD completely around so the screen faces you.

19. Plug the ATI cord attached to the BMD into the back of the ATI device. Plug the headphones into the back of the ATI unit where the green dot is located. Place the ATI with headphones behind the BMD.

20. Turn the surge protector power on and then, turn the printer power on.

21. The BMD will automatically power on after a short period of time. If the BMD does not power on, reference the trouble-shooting guide on page 38 of this guide.



Functional Testing

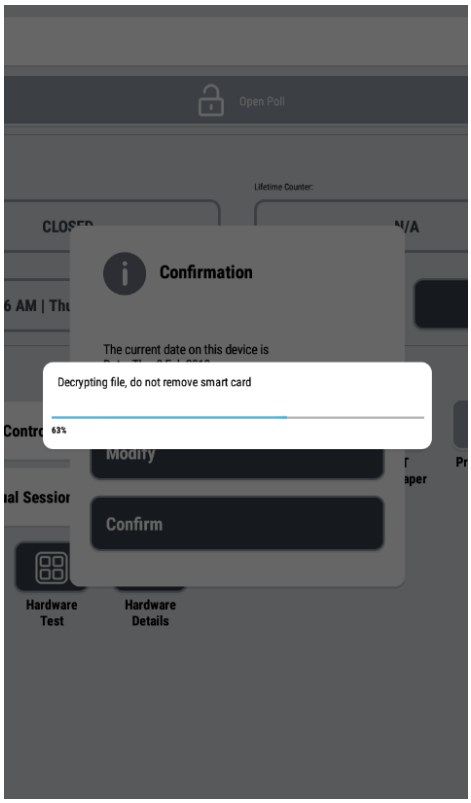
Testing the ATI

The BMD printer and ATI unit must be tested once the BMD is set up to ensure that ballots will print correctly and accessible equipment is ready to use.

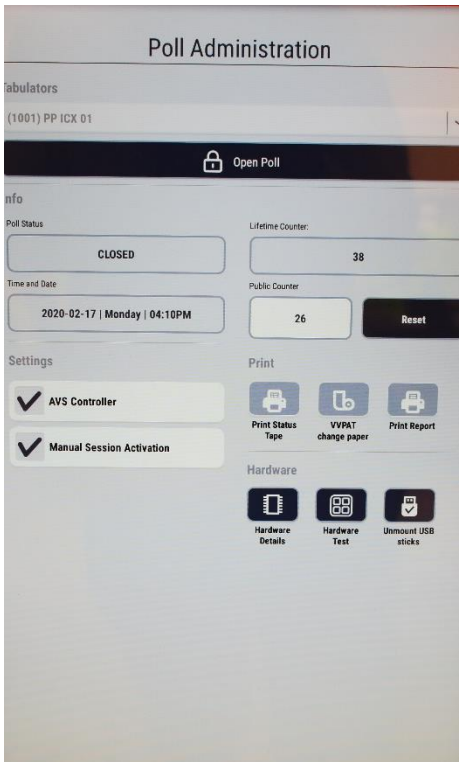
1. Insert Poll Worker Card into the yellow card reader at the base of the BMD.

2. Enter the 8 digit Administrator Login PIN found in the Ballot Marking Device Checklist and tap the 'Login' button on screen.

3. The election file will decrypt and load.

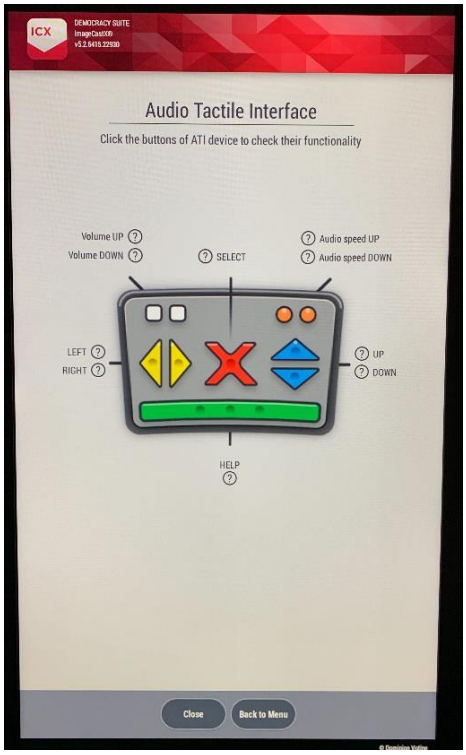


4. Tap the 'Hardware Test' button under settings on the right of the screen.

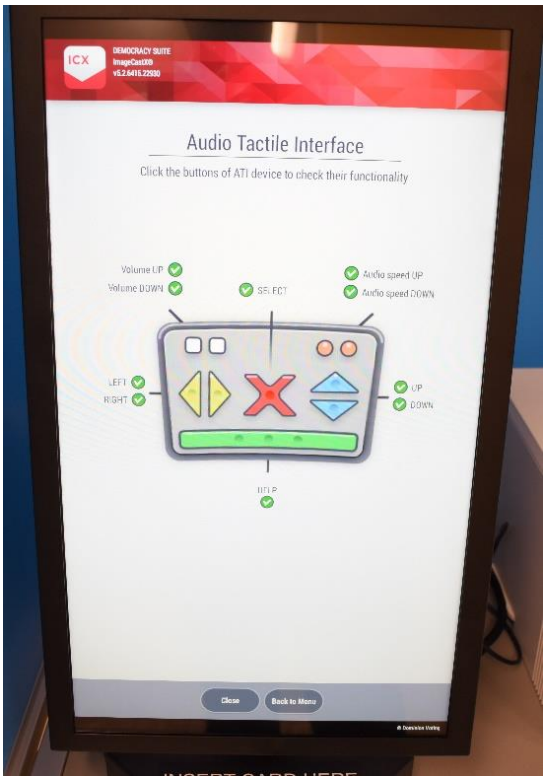


5. Tap the ‘ATI’ button on the top of the list on the Functional Tests screen.

6. Take the ATI device from in front of the printer and press each button on the device to check functionality. Green check marks will highlight the screen indicating each button has been pressed.

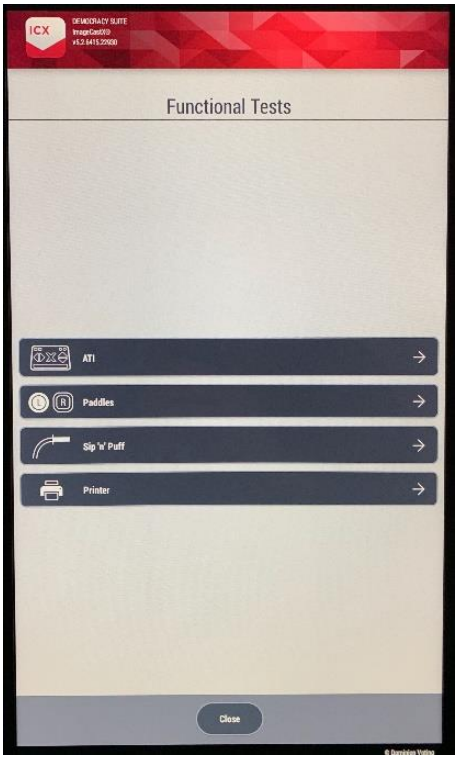


7. Once all green check marks are present on the screen, tap the ‘Back to Menu’ button at the bottom of the screen. Place the ATI unit and headphones behind the BMD.

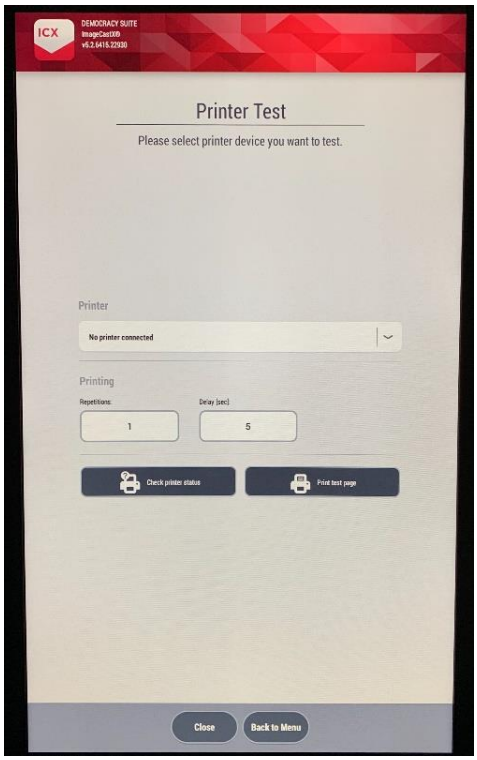


Testing the Printer

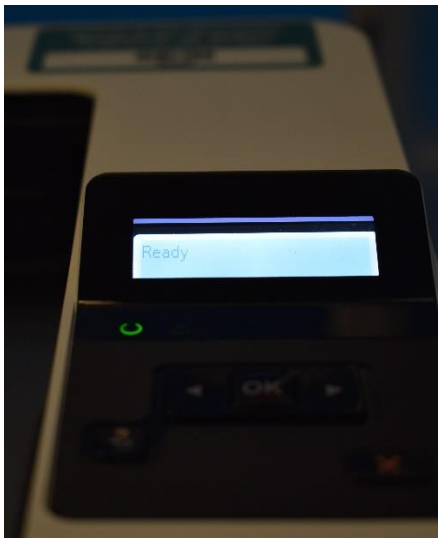
1. Tap the ‘Printer Button’ on the bottom of the Functional Test screen.



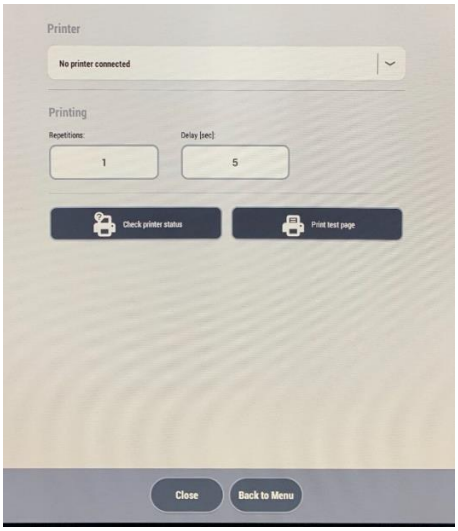
2. Tap the ‘Check Printer Status’ button on the mid-left of the Printer Test screen.



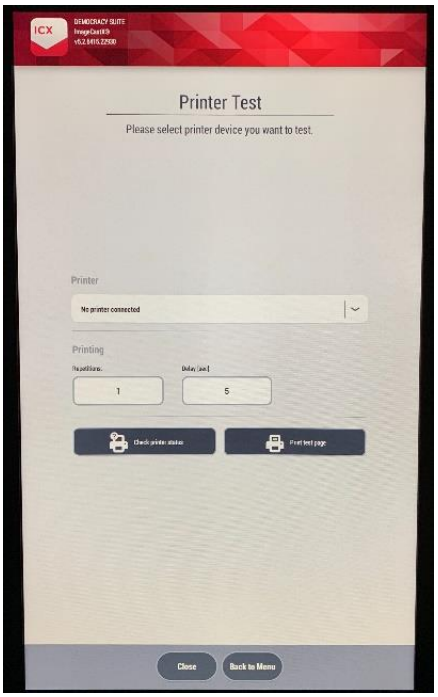
3. Confirm the printer screen says ‘Ready’.



4. Tap the ‘Print Test Page’ button on the Printer Test screen to ensure printer is functioning properly.



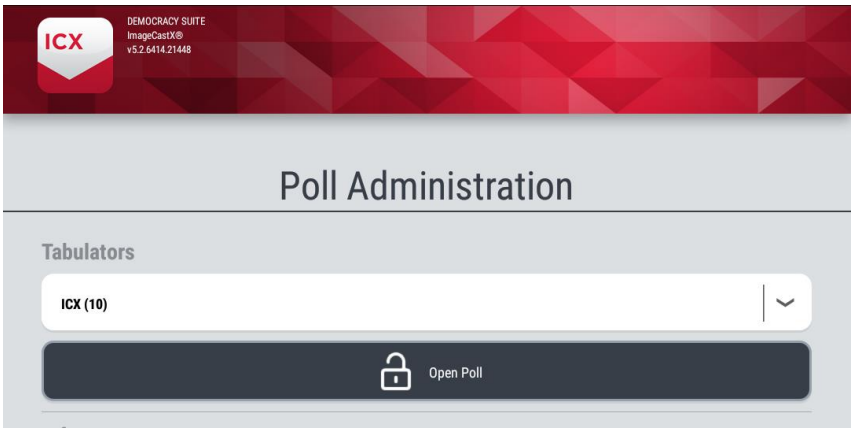
5. Once test page prints, hand it to the Poll Supervisor. Tap the ‘Close’ button at the bottom of the screen.



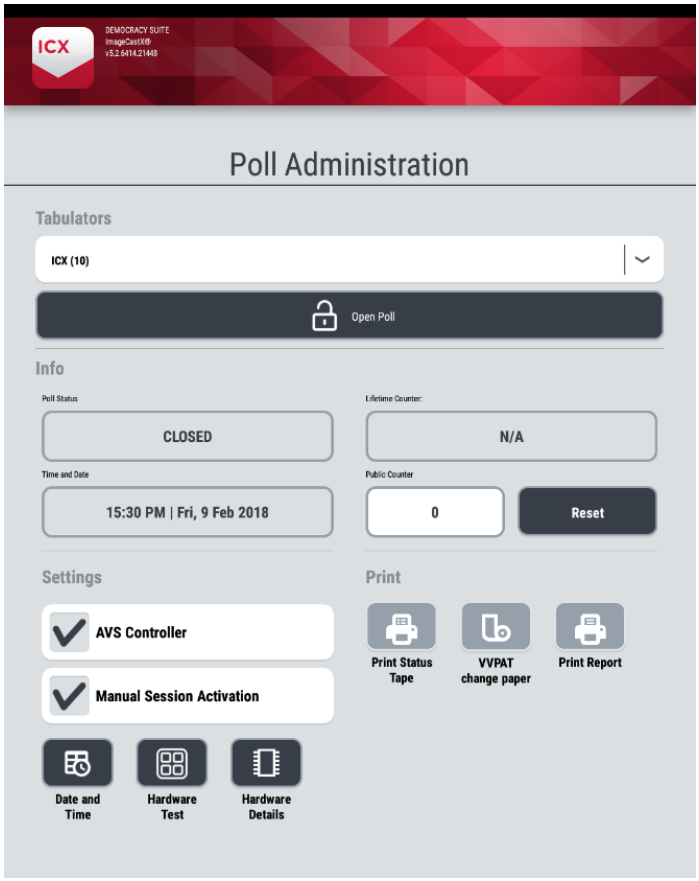
Opening the Polls

After testing is complete, the polls must be opened on the BMD in order to allow voter use for marking ballots.

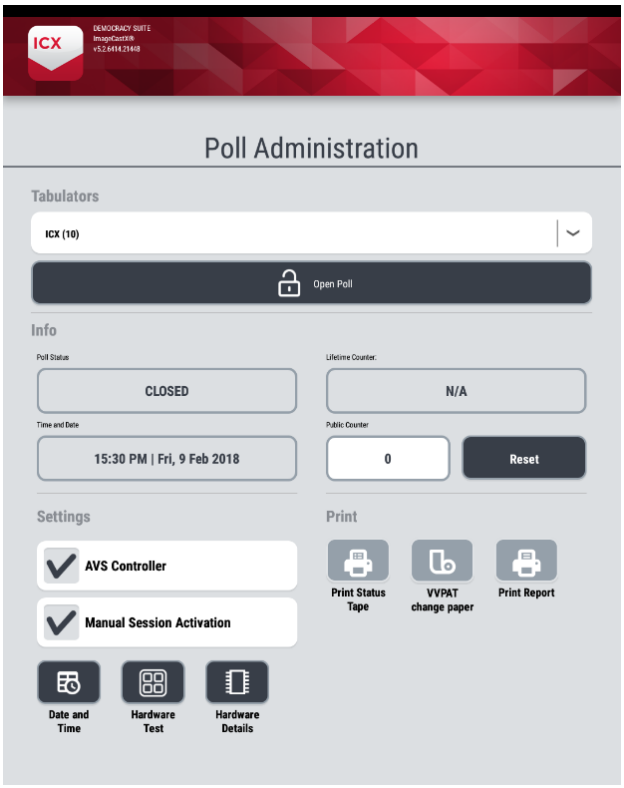
1. On the Poll Administration screen, verify the displayed 'Tabulator'. If incorrect, select the drop down menu arrow and click on the correct name.



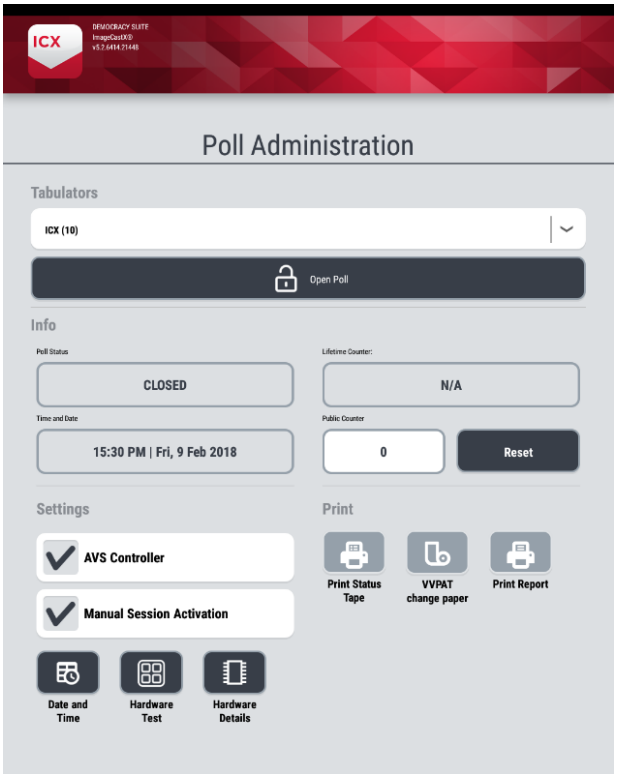
2. Verify the 'Public Counter' is at 0. If 'Public Counter' is not at 0, follow the instructions on the Ballot Marking Device Checklist.



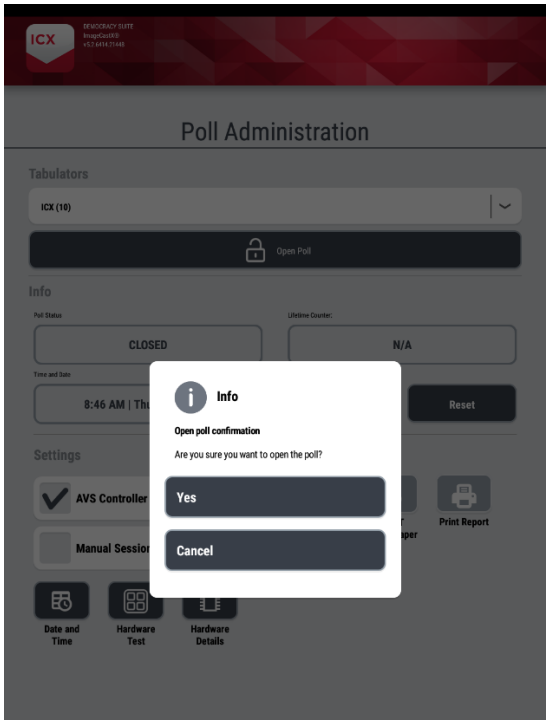
3. Ensure that the ‘AVS Controller’ **AND** the ‘Manual Session Activation’ checkboxes are checked.



4. Tap the ‘Open Poll’ button.



5. Tap the ‘Yes’ button in the dialogue pop up box to confirm Opening Poll. Remove Poll Worker Card.



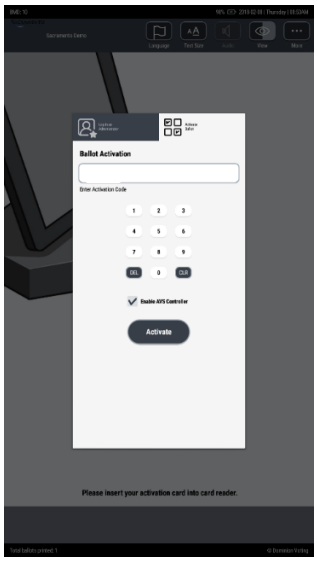
Activating a Voting Session

Once Polls are Open, you will be returned to the main screen and a voting session will be ready to activate. You will have the choice to activate a standard voting session or an accessible voting session.

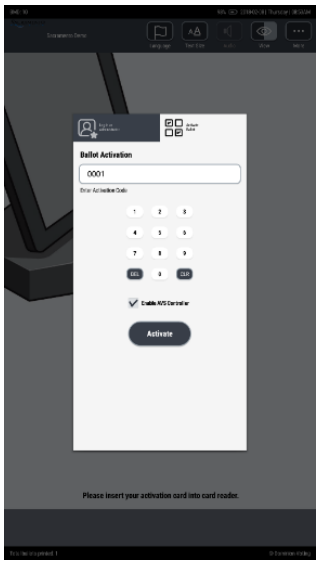
*NOTE - Make sure to keep the poll worker card with you at all times and when activating a voting session, remove the Poll Worker card after activating the session to retain possession of the card and allow the voter privacy. Do not write passwords down or place in places visible to voters or unauthorized users.

Standard Voting Session

1. Insert the Poll Worker Card in the yellow card reader at the base of the BMD and select the 'Activate Ballot' tab on the right side of the dialogue pop up box.



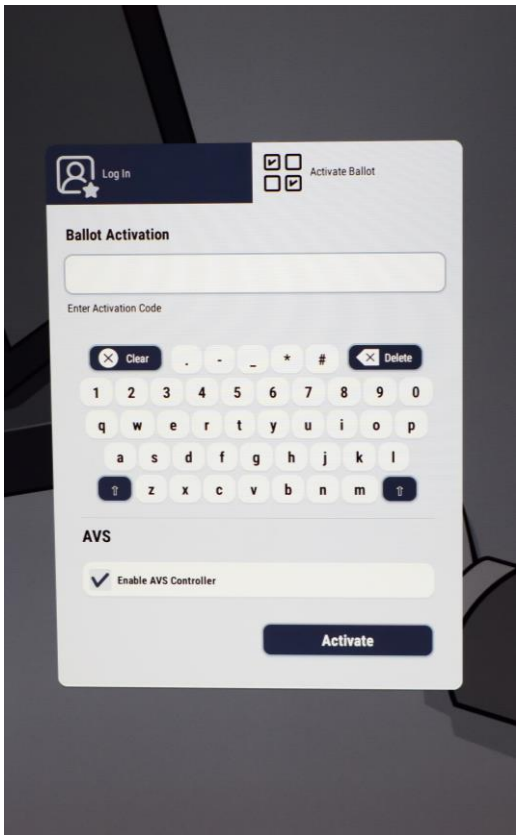
2. Take the Ballot Marking Device Ticket from the voter and enter the ballot type in the 'Ballot Activation' field by using the on screen numbered keypad, then tap 'Activate'. Once ballot type is accepted and voting session begins, remove Poll Worker Card and step away from the voter to allow privacy, but remain available for any questions voter may have.



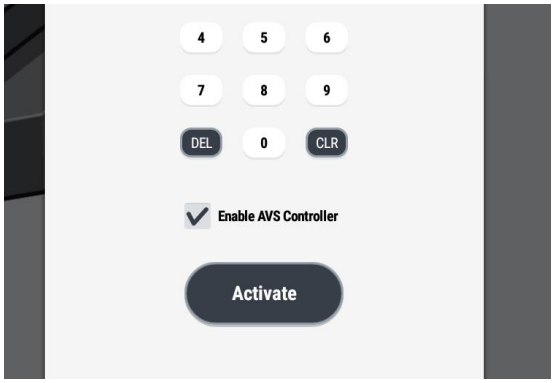
Accessible Voting Session

Make sure that the voter is comfortably positioned with the ATI and headphones prior to starting the accessible voting session. The voter may require assistance with the headphones; ask if the voter would like assistance before providing.

1. Insert the Poll Worker Card into the yellow card reader at the base of the BMD and select the 'Activate Ballot' tab on the right side of the dialogue pop up box. Take the Ballot Marking Device Ticket from the voter and enter ballot type in the 'Ballot Activation' field by using the on screen numbered keypad.

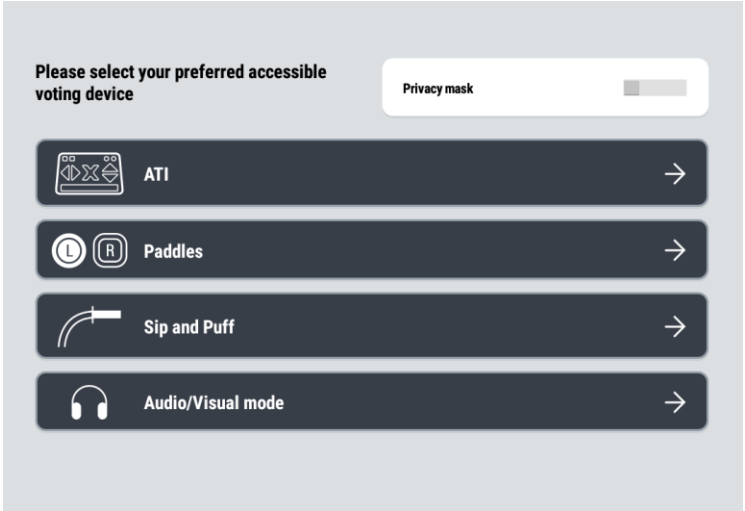


2. Check the 'Enable AVS Controller' box and tap the 'Activate' button.

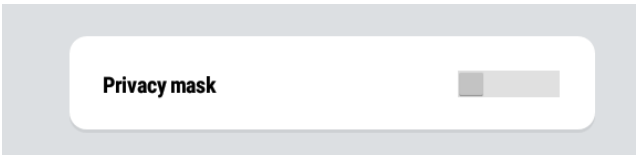


3. Once ballot type is accepted and the accessible voting session begins, remove the Poll Worker Card and step away from the voter to allow privacy, but remain close-by for any questions voter may have or any assistance voter needs. The voter will choose their desired language.
   *NOTE – Audio guidance is not available on the language selection screen so the voter may need assistance. When using the touchscreen in accessible session, all buttons must be tapped twice.

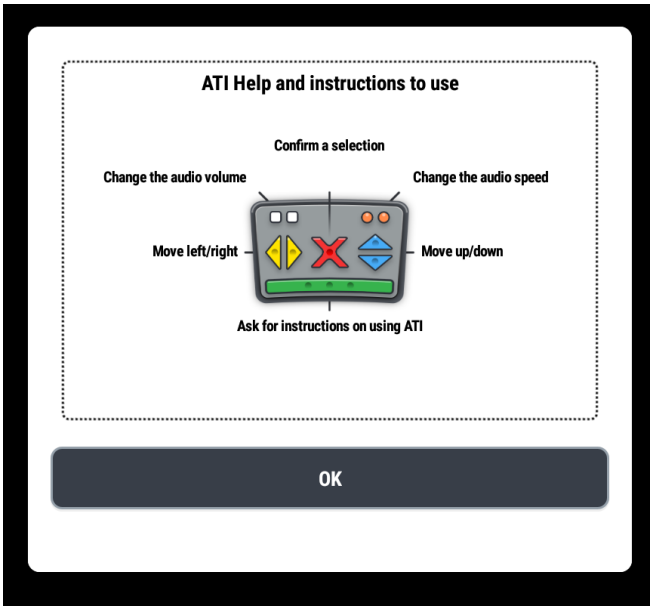
4. The voter then chooses their preferred mode of accessible voting by choosing one of the available selections on the screen.
   *NOTE – Audio guidance is not available on the preferred accessible voting selection screen so the voter may need assistance.



5. The voter also can choose to use the 'Privacy Mask' from this screen. Sliding the "Privacy Mask' button will black out the screen so the voter will only hear direction and feel a greater sense of privacy.



6. Audio guidance will begin and the voter will hear instructions based on the chosen mode of accessible voting before proceeding to the ballot.
   *NOTE – After the voter has finished voting and has printed their ballot, they may need assistance putting the ballot into a ballot box. Use a privacy sleeve to provide this assistance while maintaining voter confidentiality.

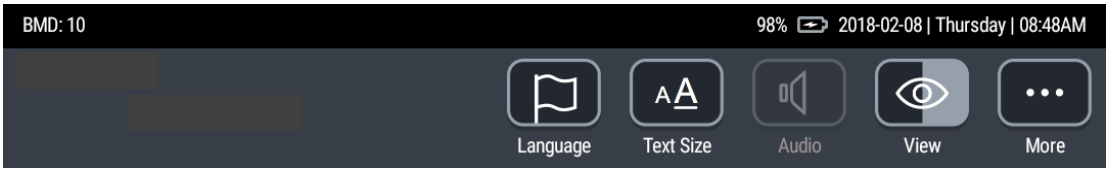


Navigating a Voting Session

During an active voting session, there are several menus available for adjusting the interface as desired and navigating through the ballot.

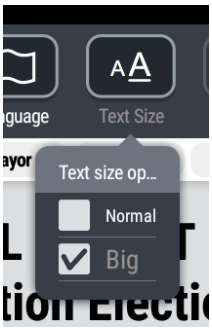
Action Bar

The Action Bar is located at the top of the screen and gives the voter the ability to change various graphics and audio settings. These settings can be changed at any point in the session.

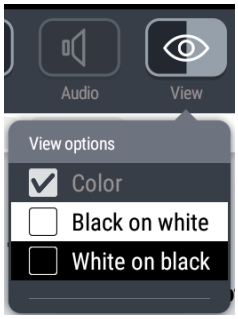


1. The "Language" button opens a menu with the languages defined for current elections. The voter can change the language by pressing a checkbox with the desired language.

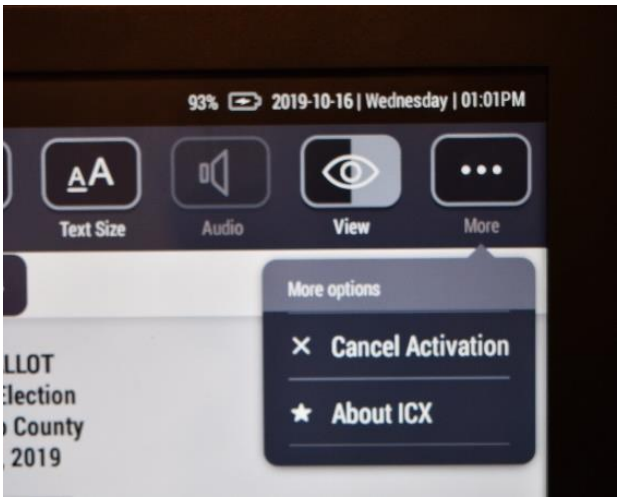
2. Text size can be changed by choosing one of the options displayed by tapping the "Text Size" button.



3. The "Audio" button is active only in AVS session. The "View" button allows changing the visual theme of the voting interface (Color, Black on White, White on Black).



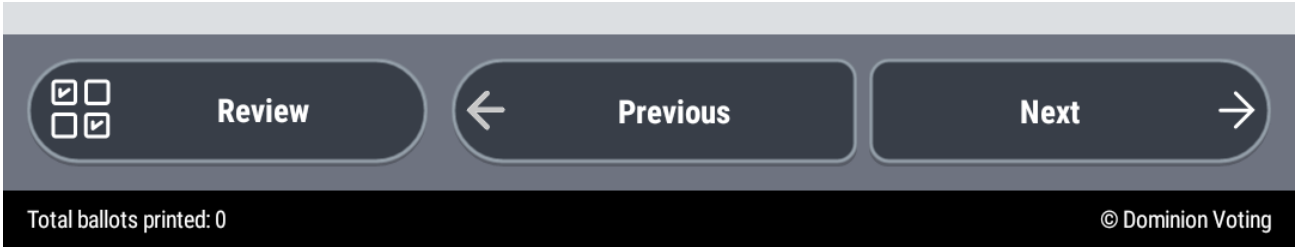
4. The "More" button allows the current voting session to be canceled by tapping the "Cancel Activation" in the pop-up menu, or display the information about the BMD device and software by pressing the "About" button.



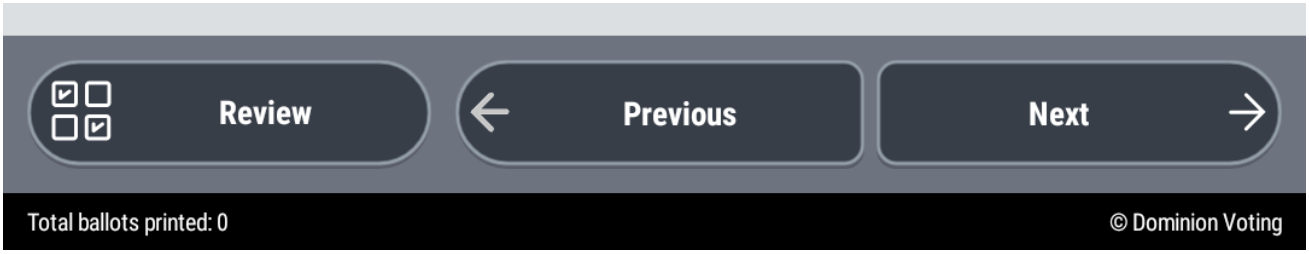
Navigation Bar

The Navigation Bar is located at the bottom of the screen and allows voters to navigate between contests on the ballot.

1. Tapping the 'Previous' and 'Next' buttons will display the previous or next contest listed in the Contest Bar.



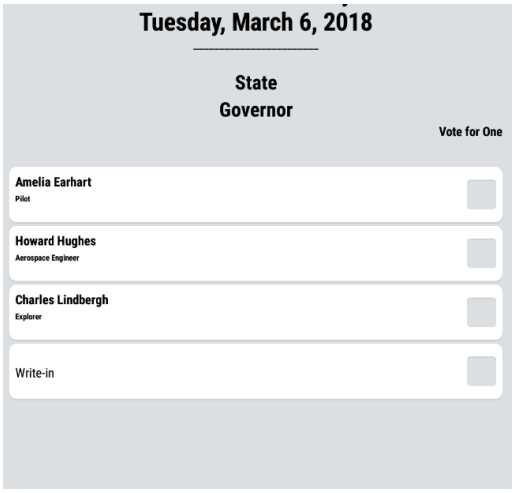
2. Selecting the 'Review' button will display the review screen that contains all contests and choices marked by the voter and display notifications about any errors or warnings if the ballot is not valid or incomplete.

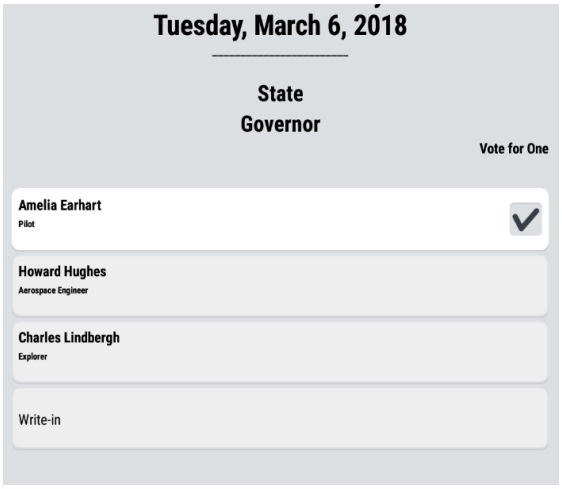


Ballot Marking

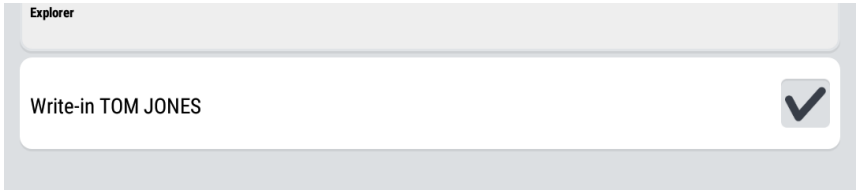
Once the voter has chosen the contest they want to vote on, the Official Ballot screen will show a list of candidates to vote on in that contest and will show how many candidates they can vote for.

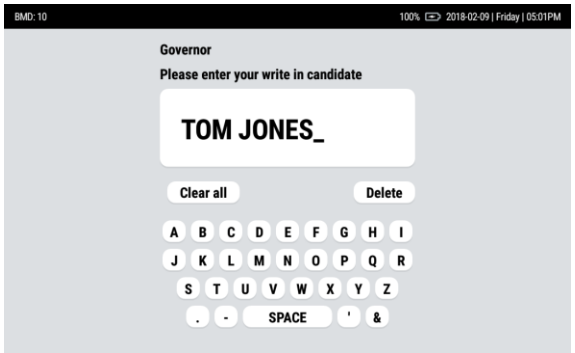
1. If the contest is 'Vote for One', once the voter has made their choice, the boxes for all other candidates will no longer be available. The boxes will only remain open until all of the candidates have been marked for the number of candidates the voter can vote for.



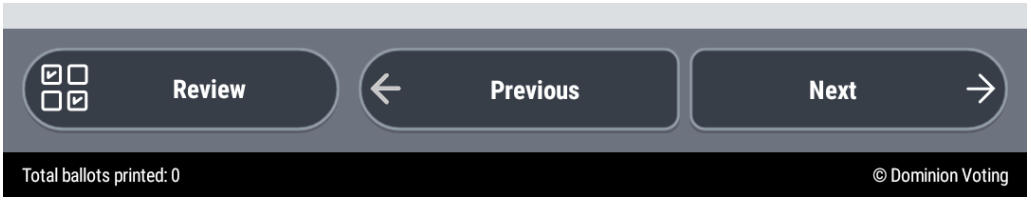


2. If the voter chooses to write-in a candidate, they can check the 'Write-in' box which would open the write-in candidate screen. The voter can then enter the name of the candidate they would like to vote for and tap the 'Accept' button on the bottom right side of the screen, which would take them back to the contest page and show their write-in candidates name.

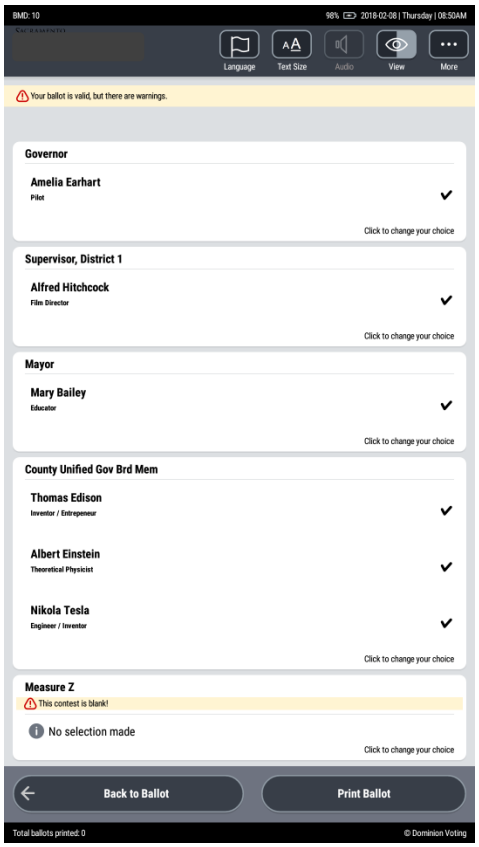




3. Once the voter has voted on each contest, they can tap the ‘Review’ button at the bottom left of the screen to review their ballot choices.

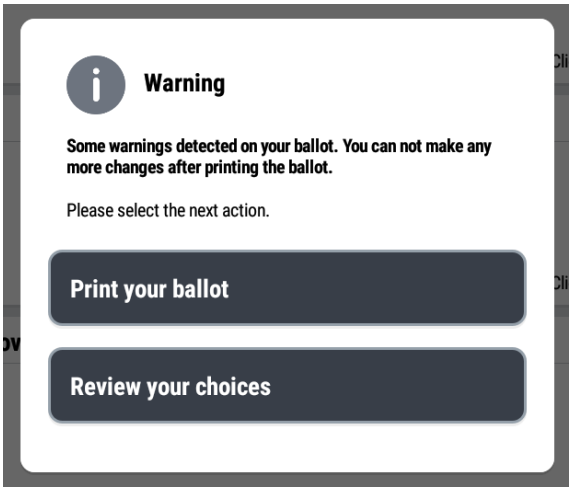


4. If any contest has not been voted on or has been under voted the review screen will display a warning message at the top of the screen and on the contest that contains the error.

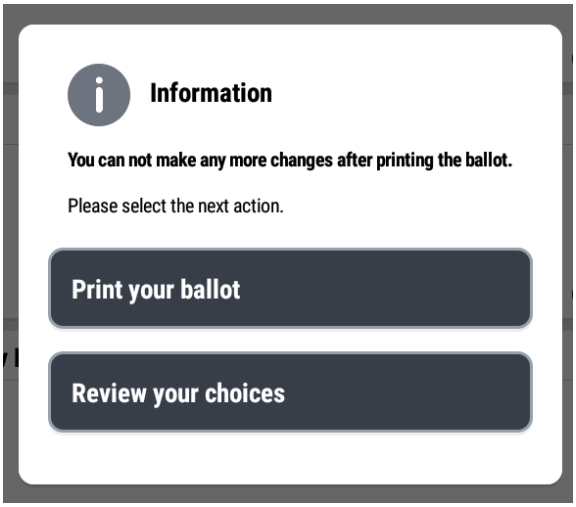


5. The voter has the choice to tap the ‘Back to Ballot’ button at the bottom left of the screen, which will return them to the ballot, or tap the contest that shows the warning, which will return them directly to that contest. The voter can then make their changes and tap the ‘Review’ button to go back to the review screen to print their ballot.

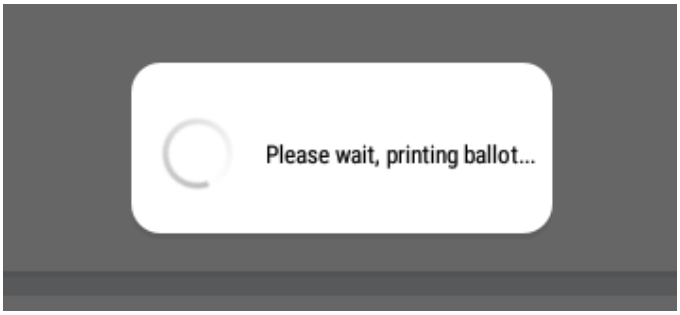
6. The voter can also choose to tap the ‘Print Ballot’ button on the bottom right of the screen if they do not want to make any changes on their ballot in spite of the warning message and continue to cast their ballot. A ‘Warning’ dialogue box will then pop up allowing the voter another chance to go back to the ballot and make changes or continue to print their ballot.



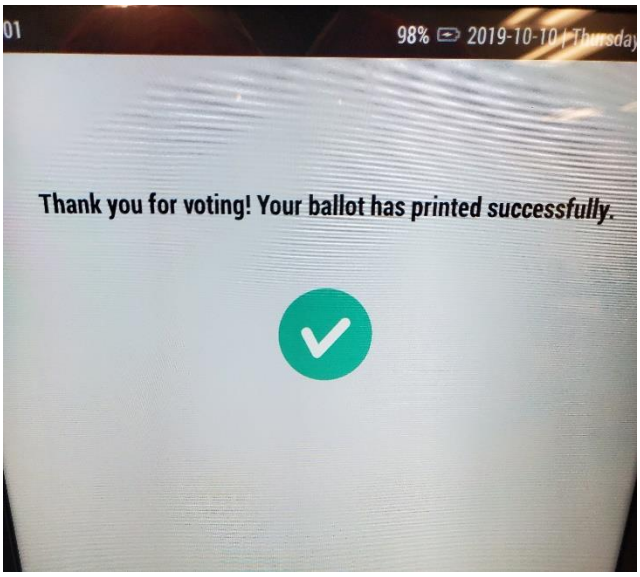
7. Once the voter is done reviewing the ballot and there are no warnings, the voter taps the ‘Print Ballot’ button on the bottom right of the screen. An ‘Information’ dialogue box will pop up. The voter will then choose to print their ballot or Review their choices again. It also informs them that they cannot make any more changes after choosing to print the ballot.



8. The voter will then see a message to ‘Please wait, printing ballot…’.



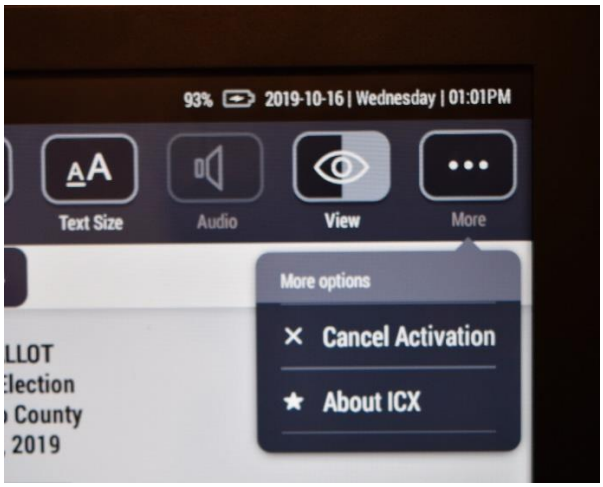
9. Voting session is complete and voter will see a ‘Thank You’ message.

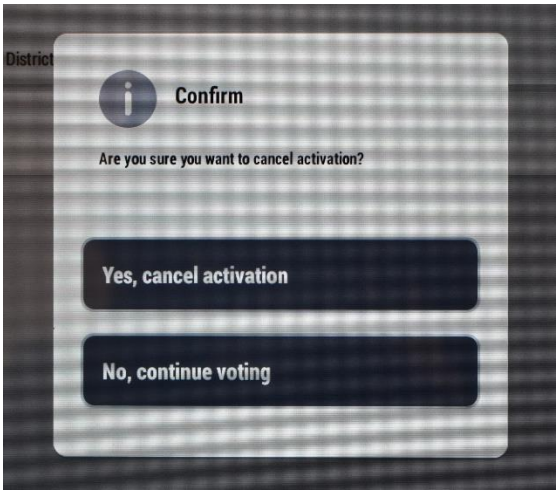


Canceling a Vote Session

If a vote session needs canceling for any reason, an authorized election worker can cancel the session and begin a new session if needed.

1. Tap the ‘More’ button on the Action Bar and tap ‘Cancel Activation’ on the pop-up menu.



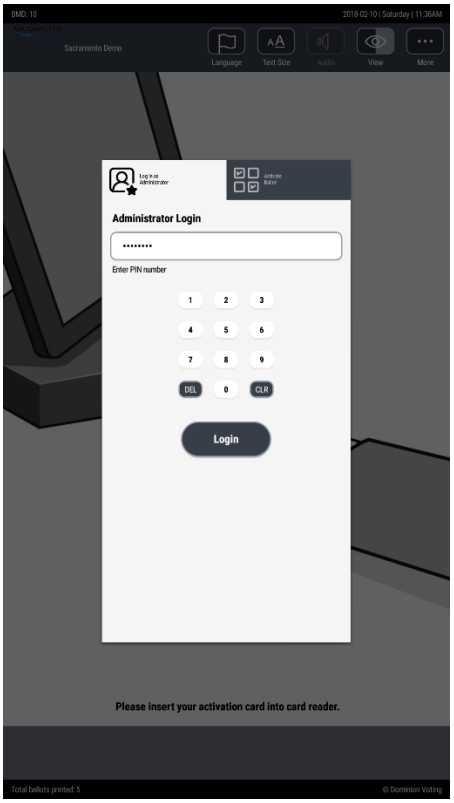


*NOTE - If the voter has printed their ballot and would like to make changes, retrieve the ballot from the voter and take the ballot to the Ballot Clerk to have the ballot spoiled and placed in the spoiled and surrendered box. A new voting session can then be activated.

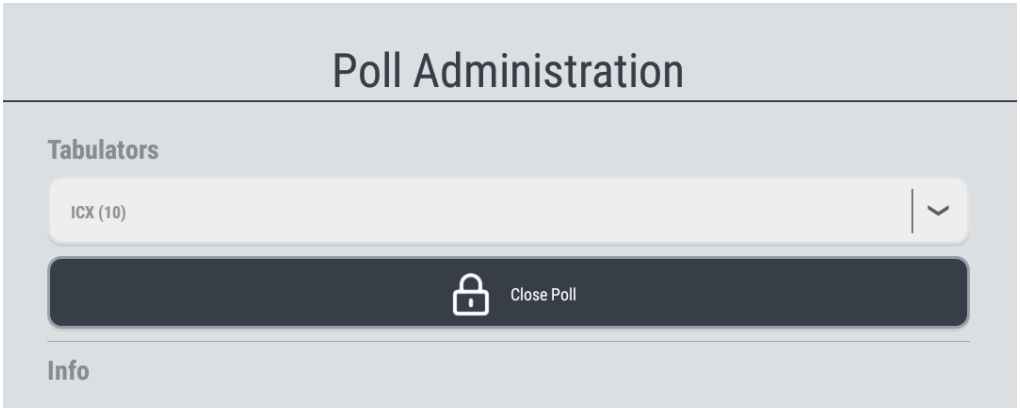
Closing the Polls

When the polls close at 8:00 pm, or when the last voter leaves, the BMD must be closed also.

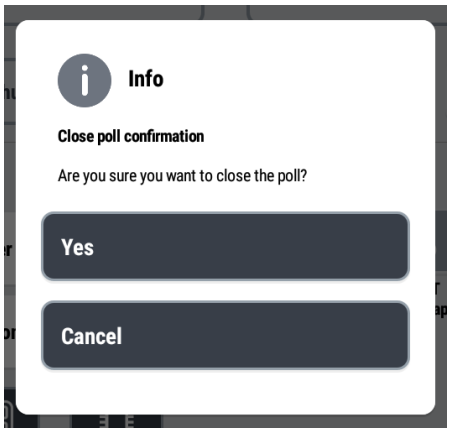
1. Insert the Poll Worker card into the yellow card reader at the base of the BMD and enter the Administrator Code. Enter the 8 digit Administrator Login PIN and tap the 'Login' button on screen.



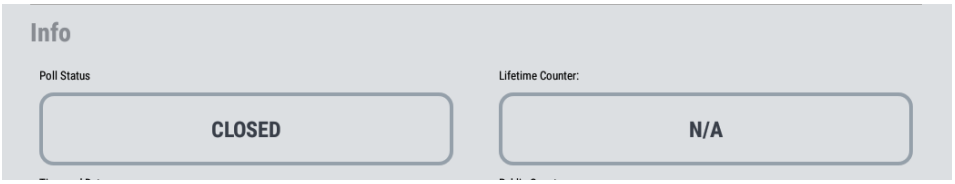
2. Tap the 'Close Poll' button on the Poll Administration screen.



3. Tap the ‘Yes’ button on the dialogue pop up box to confirm closing the poll.



4. The Poll Status should now read ‘CLOSED’.



5. Record the ‘Public Counter Number’ on the *BMD Checklist*
6. *Press the Power Button on the screen in the lower right corner to power off BMD*
7. Remove poll worker smart card.

Equipment Disassembly

Once the polls are closed and the BMD is powered off, all equipment needs to be packed and put away to await pick up by the Registrar of Voters office. Sanitize all equipment before you pack it away.

Packing the Printer

1. Power off the printer and then the surge protector.
2. Retrieve Printer Bag, place on the floor beside you and unzip the bag.
3. Unplug the printer power cord from the surge protector and the back of the printer. Remove the rubber band from the Printer Bag, wrap the printer power cord and secure with rubber band.
4. Unplug the printer USB cord from the cable port in back of the printer.
5. Place the printer in the Printer Bag with the back of the printer touching the back of the bag. Secure the Velcro straps around the printer and place printer power cord in the Printer Bag in front of the printer.
6. Zip Printer Bag and place in cage.

Packing the BMD and Supplies

1. Retrieve BMD Bag, place on the floor beside you and unzip bag.
2. Unplug the headphones from the ATI device, carefully wrap and set aside.
3. Unplug the ATI cord from the back of the ATI device.
4. Turn the BMD around so the touchscreen is facing the back of the voting booth. Grasp the handle on the back of the BMD and lift the touchscreen of the BMD.
5. Roll up the ATI and printer cords that are connected to the BMD and secure them behind the touchscreen by placing the rolled cords against the back of the BMD and securing the touchscreen back down against the cords.
6. Remove BMD power cord from the surge protector and the back of the BMD.
7. Retrieve the black supply bag and remove the rubber band that was used to secure the BMD power cord.
8. Wrap the BMD power cord and secure with rubber band.
9. Place the following items back in the black supply bag and zip bag:
    - BMD power cord
    - ATI Unit
    - Headphones
    - Poll worker card with lanyard
10. Remove the foam from the BMD Bag and follow the labels to correctly place the foam around the BMD.
11. Grasp the handle on the backside of the BMD and tilt slightly to enable you to place your hand in the groove located at the bottom of the BMD.
12. Lift the BMD and place in BMD bag touchscreen side down.
13. Place the black supply bag on top of the BMD, close and zip BMD Bag and return to cage.
14. Break down BMD Voting Booths.

Troubleshooting

Problem	Solution
The BMD states the printer is not ready or is not connected	Ensure both the BMD and printer power cords are connected to the surge protector and the surge protector is turned on. Ensure the printer is powered on and there is paper in the tray.
The BMD will not read a Poll Worker card	Alert Supervisor to retrieve back up Poll Worker Card to use
ATI does not function –has audio but no functionality	Check for the connection lights on the ATI, near the cable connector. Reconnect the connector if needed.
ATI functions but has no audio	Make sure headphones are plugged in completely. Make sure headphones are plugged into the correct port.
The BMD battery life is low	Check the power connection from the BMD to the surge protector.
The BMD doesn't power on after set up	Check connections to the printer. Make sure surge protector and printer power is on. Once all connections are correct and power is on and BMD still does not power up, Unplug all connections and reconnect BMD and Printer.
Printer Error	Tap 'OK' on the pop up menu. Press the 'OK' button on the printer and then tap print on the BMD