POWERVOTE

VOTING MACHINE

OPERATOR'S GUIDE

IF IN **ANY** DOUBT CALL THE
NUMBER PROVIDED

....

NOTICE

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Contents

Introduction.

The introduction of the electronic voting and counting system to all constituencies represents the beginning of a new era for everyone involved in the election management process. While it will mean changes in the working environment for election staff, who must familiarise themselves with the new duties associated with electronic voting, it will also be an exciting and challenging time as we embark on electronic voting nation-wide.

One of the key factors to the success of the introduction of any system is training and making sure that everyone involved in the process is familiar with the tasks they have to carry out. In this regard, the Department put in place a training programme, in conjunction with the IPA. This Operator's Guide has been developed to provide a step by step guide to the procedures involved in using the voting machine.

The Guide is structured to provide information on issues such as polling station layout; assembling and turning the voting machine on; opening the poll; voting cycle at the machine; close of poll and dissasembling the machine. It covers all stages and documents the actions to be taken by election staff.

This Guide has been produced by Powervote in consultation with the Department and a number of Returning Officers.

Franchise Section
Department of the Environment, Heritage and Local Government

Handling the Voting Machine
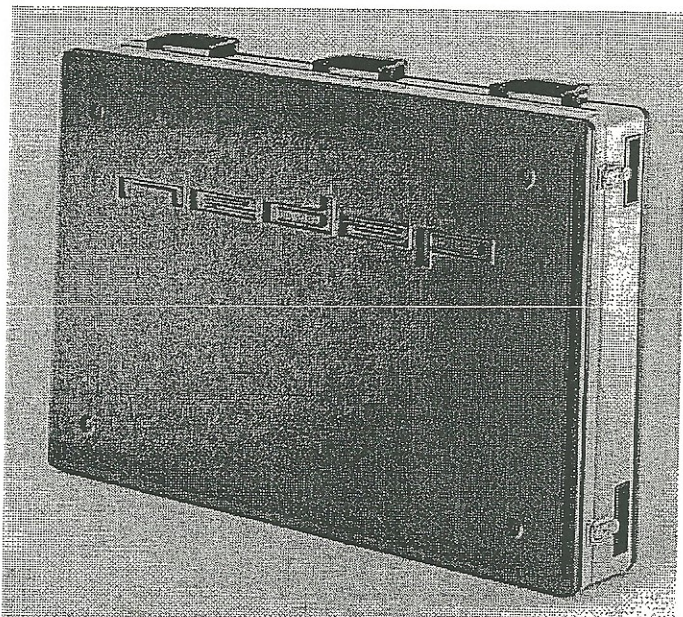
The voting machine is provided with 7 carry points. Three folding handles and two hand grips at each end of the machine.
These are provided to allow ease of handling by two people when lifting and carrying.

Different carrying and handling options are shown below. These include transportation on a small hand cart.
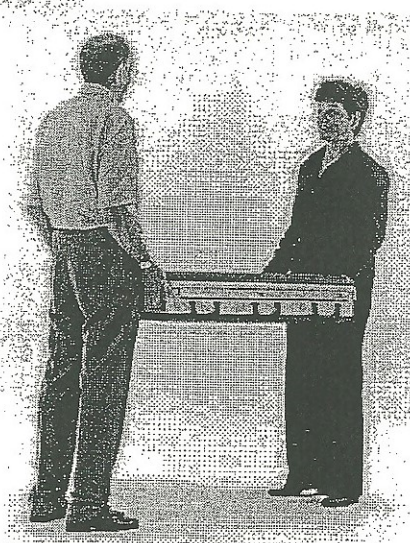
Locating the Voting Machine in the polling station.

The layout and preparation of the polling station for polling day is a matter for the returning officer and his/her staff. A survey of the polling station will have been done before polling day. Among items that will be checked and provided are:

Power socket (if mains connected) is within 3 metres of the VM.

Provide a suitable table for the VM.
A specially designed voting machine table, with a tilt facility to enable easier access by disable voters, may be available for use at some polling stations.

Make sure that the cable can be placed so as not to cause any hazard to staff or public. If necessary, secure the cable under masking tape to prevent people from tripping over it or damaging the cable.

The VM must be placed in a position to ensure total privacy for the voters. Make sure that light from windows and/or room light will not affect the readability of the voting screen.

When surveying your polling station use the illustration on the next page as a guide for layout. It is only a guide – use your own interpretation to suit particular circumstances.

IT IS STRONGLY RECOMMENDED THAT TWO PEOPLE LIFT THE VOTING MACHINE

Polling Station layout

Points to remember :

- Your layout should create a smooth flow path for voters.

- The member of polling staff at register SHOULD explain 'how to use machine' to voter using the large format instruction card (example shown on table below next to register).

- The member of staff at Control Unit **MUST** be aware of voter at machine and their progress. The control unit operator must sit in a position where he cannot see the voters panel.
  Offer verbal prompts if required.

- **STAFF SHOULD NOT GO TO FRONT OF VOTING MACHINE WITH VOTER TO GIVE INSTRUCTION.**

- **NO POSTERS OR NOTICES SHOULD BE PLACED ON VOTING MACHINE**

wall / screen

table

Voting machine

staff

control unit

register

staff
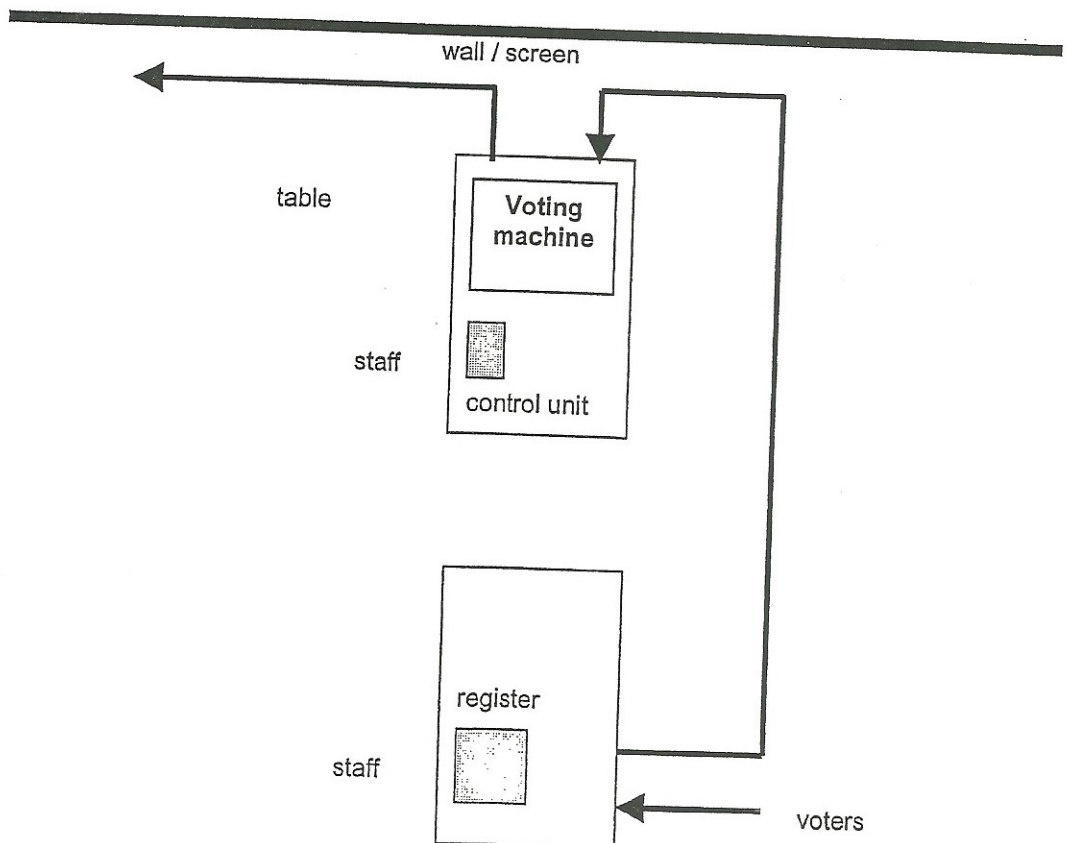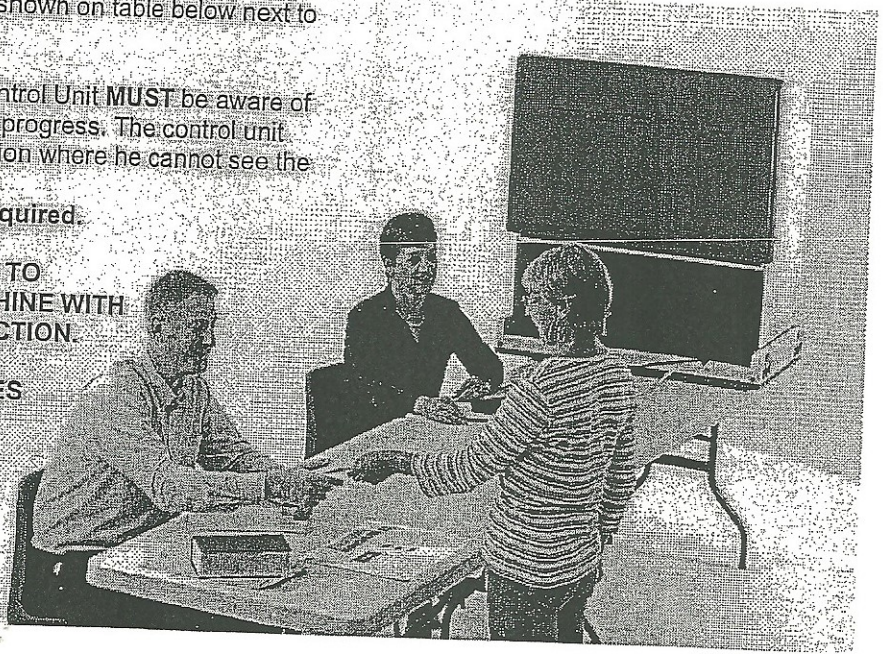
voters

1. Assembling the Voting Machine.

IT IS STRONGLY RECOMMENDED THAT TWO PEOPLE LIFT THE VOTING MACHINE

1. Place the Voting Machine on the table.   **Ensure voter privacy positioning.**
2. Cut and remove the official seals around the Voting Machine and at the side of it.
3. Open the 4 catches around the Voting Machine.
4. Open the case.
5. Unfold the hinged panels inside. These panels will form the sides of the polling booth.
6. Lift the lid of the case upwards, tilting slightly backwards, so that the hooks on the side panels line up with the locating holes on the lid.
7. Insert the hooks on both side panels into the holes in the case lid starting with the bottom hooks and working up to the top hooks.
8. The assembly is now complete.
9. Complete Section A. of the Reconciliation Statement (VM1).

3.   2 official seal
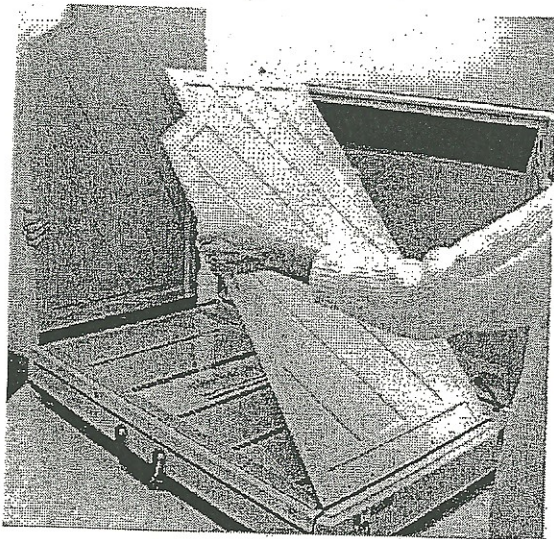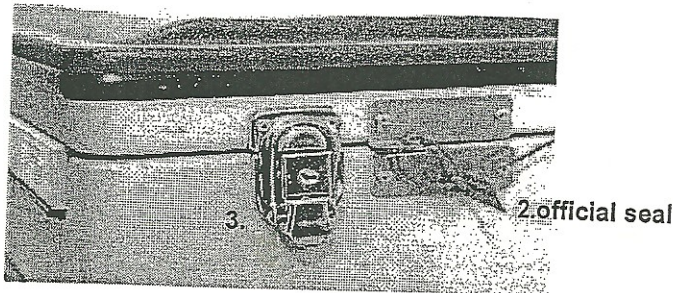
4,5,6
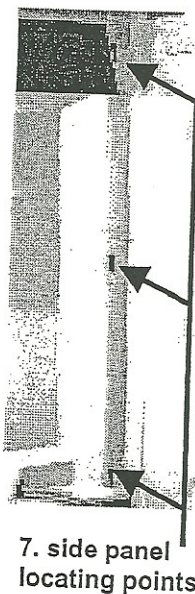
7. side panel
locating points
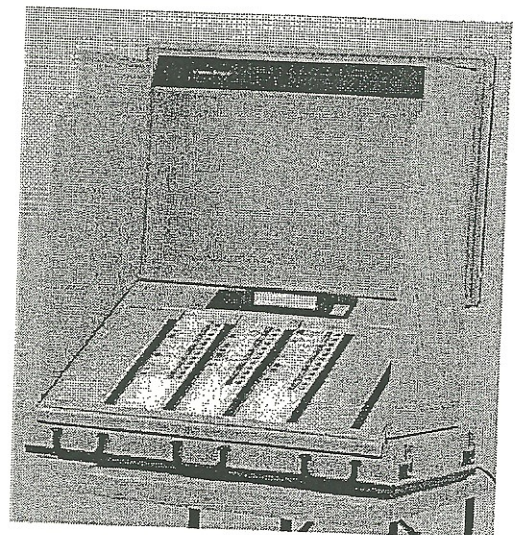
8. voting machine

2. Turning the Voting Machine On.

Pull clips

Printer lever

Mains lead

Battery leads
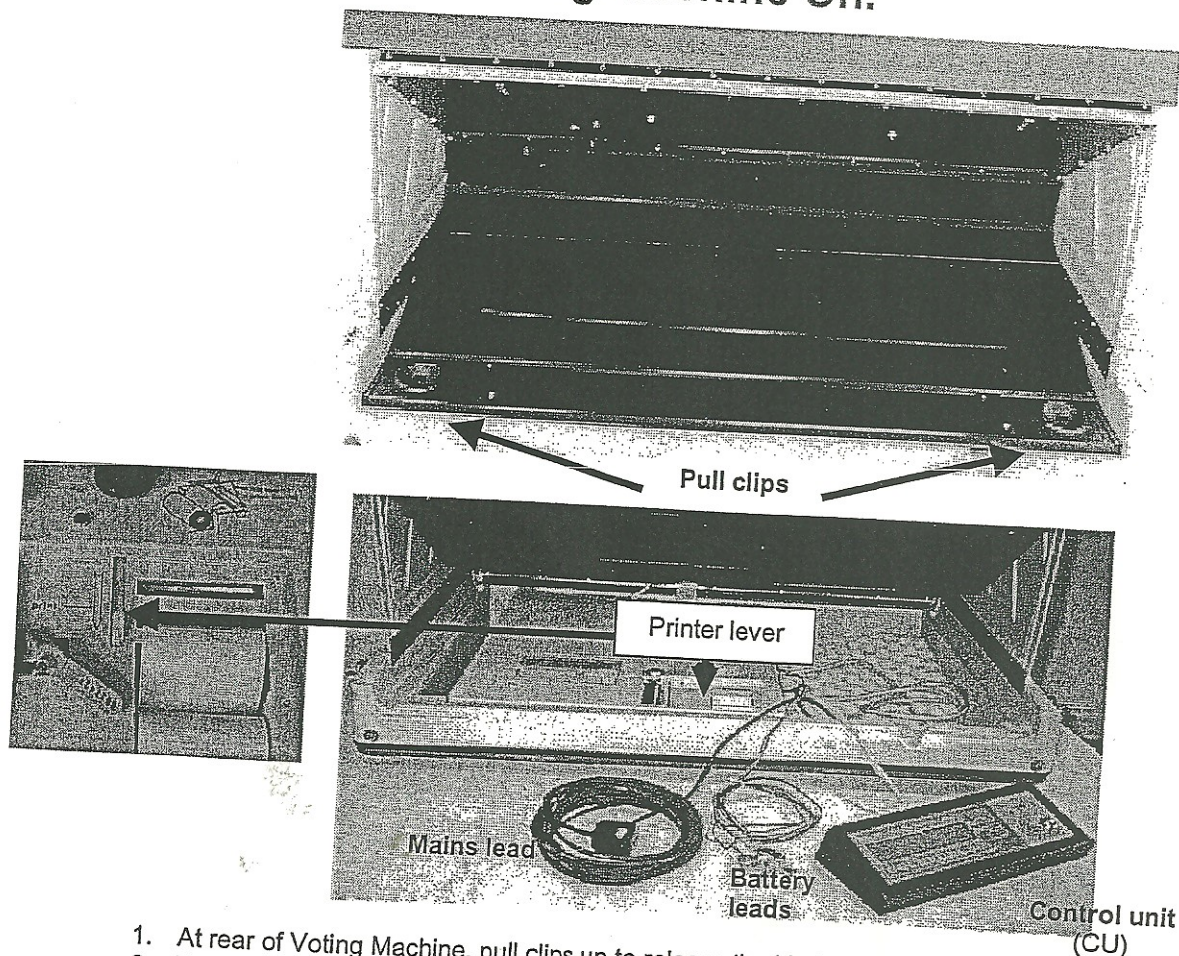
Control unit (CU)

1. At rear of Voting Machine, pull clips up to release the black protective cover.
2. Take out the power connection cable and the Control Unit and place the Control Unit on the table assigned to the Control Unit Operator.
3. Check that the printer lever is pulled fully towards you.
4. Plug the Voting Machine into the mains.
5. Insert the key into the lock on the Control Unit. **DO NOT TURN IT.**

The Voting Machine will now go through a series of self checks to make sure that everything is functioning correctly. While it is doing this you will hear a series of audio tones. When it is finished you will see the screens below. The '0' shows correctly that the machine does not contain any votes.

> **NOTE**
> The examples of displays show what you would see for a single poll. If more than one poll is being taken then the word "Standby" and "0" would be repeated for each poll on the Control Unit. On the Voting Machine Display you will see a "0" against "Votes Cast" for each poll. Where dotted lines are shown you will be able to see the names of actual polls and Machine, date and polling station number.

Control Unit Display

```
Turn Key
(name(s) of poll(s)).....................................
Standby
   0
```

Voting Machine Display

```
Machine ID: N7.......        Date: .........
Module ID: N7C.......        Poll.Stn.: ......
Votes Cast           0
On Standby
```

3. Opening the Poll.

A print out must be generated from the Voting Machine to confirm the programming of the machine.

1. At the Control Unit make sure that the key is in position 1.
2. Press and hold down the 'F' button on the Control Unit and turn the key to position 2.
3. Take your finger off the 'F' button.
   The Control Unit and Voting Machine displays will now look as follows.

Control Unit Display

```
FUNCTIONS   Turn red key to exit functions
(name(s) of poll(s)) .............................................
Standby
      0
```

Voting Machine Display

```
<A OPEN POLL
<B CLOSE POLL
<C TEST VOTING MACHINE
<D ABOUT VOTING MACHINE
```

4. Go to the front of the Voting Machine and raise the flap over the keypad beside the display.
5. Press 'A' on the Voting Machine keypad for Open Poll. The display now shows the following.

Voting Machine Display

```
<A PRINT OPEN POLL STATEMENT
<B SHOW OPEN POLL STATEMENT ON DISPLAY

<D BACK
```

6. Press 'A' again on the keypad for printing the open poll statement. The display now appears as shown below and the printer at the rear of the machine will start printing the opening statement.

Voting Machine Display

```
PRINT OPEN POLL STATEMENT
Printing open poll statement

<D STOP
```

7. If the printer is not working, press 'B' for "Show open poll statement on display"and input the details shown on the display in part A of VM2 form.
8. **Close the flap over the Voting Machine Keypad.**
9. When the printer stops printing pull the paper towards you and tear off the printed section. Make sure that a couple of inches of paper is left sticking out of the printer.
10. This information should be cross-checked with the candidates details and order on the ballot papers displayed on the voters' panel.
11. The Presiding Officer must sign this opening statement and keep it safe.
12. Now turn the key on the Control Unit back to position1. The displays will be as shown below.

Control Unit Display

```
Turn Key
(name(s) of poll(s)) .............................................
Standby
      0
```

Voting Machine Display

```
Machine ID: N7 .......          Date: ............
Module ID: N7C ........         Poll.Stn.: ........
Votes Cast              0
On Standby
```

13. Close the black cover at the rear of the Voting Machine ensuring that the power cable sits in the channel provided.
14. Turn the key to position 2. The displays should be as follows.

Control Unit Display

```
Awaiting activation for voter
(name(s) of poll(s)) .............................................
Standby
      0
```

Voting Machine Display

```
Machine ID: N7 .......          Date: ............
Module ID: N7C ........         Poll.Stn.: ........
Votes Cast              0
On Standby
```

0907-7

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4. Voting Cycle at the Voting Machine.

Before you can activate the Voting Machine, the key in the Control Unit must be in position 2. Your Control Unit display should be as follows.

Control Unit Display

```
Awaiting activation for voter
(name(s) of poll(s)) ..........................................
Standby
          0
```

At this point the machine is ready for use but the voters panel has not been activated and will not accept any votes.

DO NOT TAKE ANY FURTHER ACTIONS UNTIL YOU HAVE RECEIVED A TICKET FROM A VOTER.

When the voter gives you the ticket you permit him or her to go the Voting Machine and you activate the machine by pressing the button on your Control Unit which matches their ticket. Your display will now look like the example below and the voter will be able to record his/her preference(s) and cast his/her vote.

Control Unit Display

```
Activated
(name(s) of poll(s)) ..........................................
Open
          0
```

As the voter selects a preference you will hear a short beep from the machine.   When the voter presses the "Cast Votes" button you will hear a longer tone.   Your display will now look similar to that shown below and the number of votes shown on your display will have increased by one.

Control Unit Display

```
Awaiting activation for voter
(name(s) of poll(s)) ..........................................
Standby
          1
```

IMPORTANT NOTE

Should a voter decide not to press the "Cast Vote" button and leave the voting machine, you need to reset the voting machine before allowing the next voter to approach the machine.   Simply turn the key from position 2 to position 1 and then back to position 2. The Voting Machine will then be in the "Awaiting activation for voter" position.

VOTERS REQUESTING ASSISTANCE.
If the voter presses a button in error and seeks assistance from polling station staff on how to change his or her preferences you may instruct the voter verbally to press that button a second time. (Under NO circumstances should you go around to the front of the voting machine). This deletes the original preference and any subsequent preferences on the ballot paper. The voter should then continue to select preferences. When finished recording preferences the voter should press the "Cast Vote" button.

5. Close of Polling.

1. Turn the key in the Control Unit to position 1.
2. Hold down the 'F' button on the Control Unit and turn the key to position 2 before releasing the 'F' button. The machine will now be in Functions mode.
3. At the rear of the machine unclip the black cover and lift until the magnets hold it in place.
4. Check that the printer lever is pulled fully towards you.
5. Go to the front of the Voting Machine and raise the cover on the Voting Machine keypad. The displays should look as follows.

Control Unit Display

FUNCTIONS   Turn red key to exit functions
(name(s) of poll(s))
Standby

bottom row will indicate
number of voters who have
used machine.

Voting Machine Display

<A OPEN POLL
<B CLOSE POLL
<C TEST VOTING MACHINE
<D ABOUT VOTING MACHINE

6. Press the 'B' button on the keypad to close the poll. The screen now looks like this.

Voting Machine Display

Warning Pressing B or C closes poll
<B MAKE BACKUP & PRINT STATEMENT
<C MAKE BACK UP – SHOW DATA ON DISPLAY
<D BACK

7. Press the 'B' button on the keypad to make a backup ballot module and print the statement. The display will change as shown below and you will hear a series of tones. **Be patient** (if the printer does not work, press the 'C' button on the keypad (<C to "show data on display") and follow the instructions on the next page.)

Voting Machine Display

CLOSE POLLING
Making backup and printing statement

8. After a minute or two the printer will operate and the display will change to the following

Voting Machine Display

CLOSE POLL
Poll closed correctly. Remove ballot
Module and printed statement from VM
<D BACK

9. Tear off the printed statement
10. The presiding officer must sign and date the statement and have it witnessed.
11. Using the Close Poll statement, complete Part B of form VM1 ("Close of Poll details") for each of the polls. This form must be signed by the Presiding Officer and have it witnessed.
12. Turn the key to position 1 and remove it from the Control Unit.
13. Remove the seal from the ballot module cover in the rear of the machine and open it.
14. Insert the key into the lock beside the ballot module and turn clockwise to unlock the module.
15. Unplug the ballot module smoothly using both hands.
16. Remove the key from the lock and place it on the foam in the storage compartment.
17. Place the Ballot Module, the completed VM1 form and the opening and closing Printouts into the envelope provided. Nothing else should be placed into this envelope unless directed by the Returning Officer.
18. **The envelope should be delivered or collected as instructed by the Returning Officer WITHOUT DELAY.**

5. Close of polling contd.

This section is needed only if the voting machine printer is NOT working. In such circumstances, you must follow this sequence and record the required information on form VM2

19. Press 'C' button on keypad

Voting Machine Display

> Warning Pressing B or C closes poll
> <B MAKE BACKUP & PRINT STATEMENT
> <C MAKE BACK UP – SHOW DATA ON DISPLAY
> <D BACK

Voting Machine Display

> SHOW DATA ON DISPLAY
>
> Wait a moment, counting votes cast

20. Single poll.
Record numbers under 'Activ', 'Votes' and 'De-act' on form VM2. Section B

Voting Machine Display   SINGLE POLL

> SHOW DATA ON DISPLAY
> *name of poll*
> Activ.   Votes   De- act.
> <D BACK

21. Multiple poll.
Use 'A' and 'B' buttons on the keypad to switch to each poll and record numbers under 'Activ', 'Votes' and 'De-act' on form VM2 Section B.

Voting Machine Display   MULTIPLE POLL

> <A NEXT   SHOW DATA ON DISPLAY
> <B PREVIOUS   *name of poll*
>   Activ.   Votes   De- act.
> <D BACK

22. Turn the key to position 1 and remove it from the Control Unit.

23. Remove the seal from the ballot module cover in the rear of the machine and open it.

24. Insert the key into the lock beside the ballot module and turn clockwise to unlock the module.

25. Unplug the ballot module smoothly using both hands.

26. Remove the key from the lock and place it on the foam in the storage compartment.

27. Place the Ballot Module, the completed Reconciliation Statement (VM2) and the opening and closing Printouts into the envelope provided.   Nothing else should be placed in this envelope unless directed by the Returning Officer.

28. **The envelope should be delivered or collected as instructed by the Returning Officer WITHOUT DELAY.**
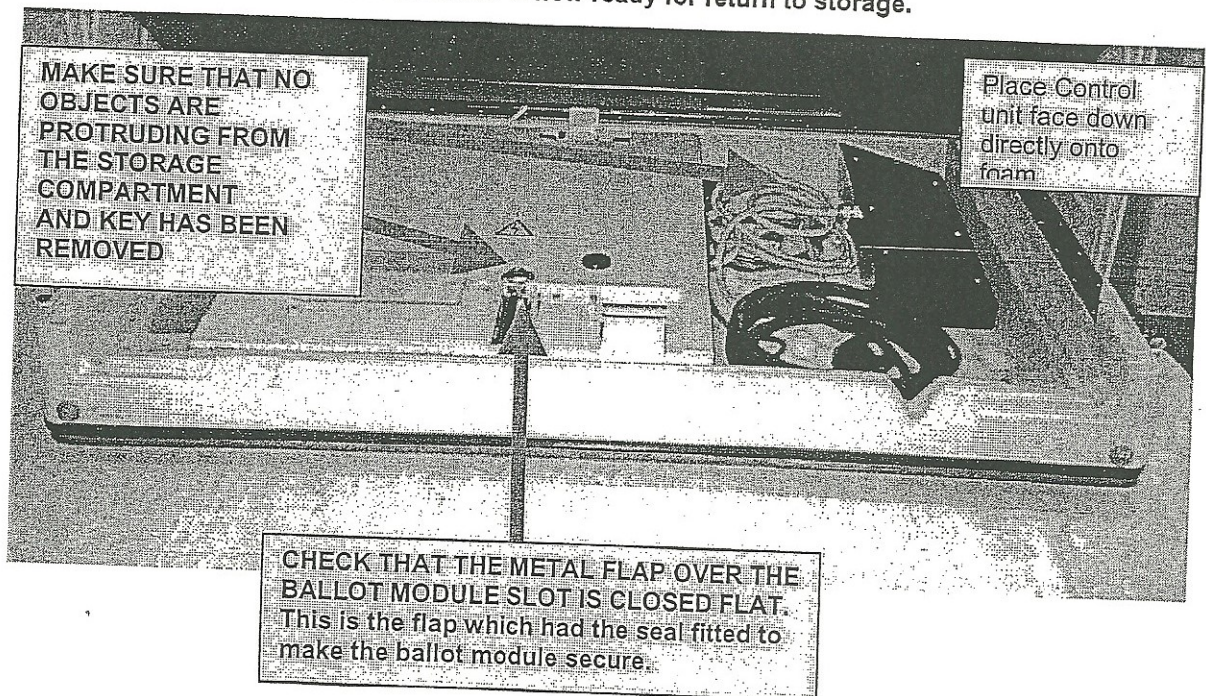
6. Disassembling and Re-packing the Voting Machine.

It is recommended that two people carry out this procedure.
Follow each step carefully

1. Ensure that the key has been removed from the lock on the ballot module slot at the rear of the machine. Close the metal flap fully over the ballot module slot.

2. Unplug the mains lead.

3. Place the **control unit face down** onto the foam in the storage compartment making sure that there are no objects underneath the unit and that the key has been removed.

4. Coil up the mains cable **neatly** and place in storage compartment making sure the neither the cable nor the plug are placed on top of the control unit.

5. Close the black cover at the rear of the machine and push the clips down to secure the cover.

6. Check that the **FLAP** covering the keypad at the front of the Voting Machine **is closed.**

7. Unhook the side panels and fold inwards (one at a time)

8. Close the lid and fasten the four catches.

If there is any resistance to closing the machine fully, then open it and check thoroughly.
DO NOT FORCE IT.

The machine is now ready for return to storage.

MAKE SURE THAT NO OBJECTS ARE PROTRUDING FROM THE STORAGE COMPARTMENT AND KEY HAS BEEN REMOVED

Place Control unit face down directly onto foam

CHECK THAT THE METAL FLAP OVER THE BALLOT MODULE SLOT IS CLOSED FLAT. This is the flap which had the seal fitted to make the ballot module secure

FORM VM1
POLLING STATION RECONCILIATION STATEMENT

Constituency/LEA: _____ Poll: _____ Date: _____

Polling Station No: _____ Location: _____ VM No: _____

_____

Section A: Check the following before start of voting.

Tick the appropriate box	Yes	No
1. Seal number _____ on side of voting machine is intact		
2. Ballot Module Seal No. _____ is intact		

_____

Section B: Close of Poll details (attach voting machine close poll statement):

1. **European Election**

   a. Number of pink "E" permit tickets issued to voters   _____

2. **Local Elections**

   a. Number of red "L" permit tickets issued to voters   _____

_____

Presiding Officer Signature: _____ Date: _____

Form VM2

OPENING AND CLOSING STATEMENTS WHERE PRINTER IS <u>NOT</u> FUNCTIONING

Constituency/LEA: _____ Poll: _____ Date: _____

Polling Station No: _____ Location: _____ VM No: _____

_____

Section A: To be completed only if printer is not functioning at <u>START</u> of polling.

Enter the following details from the voting machine display screen.

Machine ID No: _____ Ballot Module ID No: _____

Votes cast per Voting Machine: _____

Signed: _____ Date: _____
Presiding Officer

Signed: _____
Witness

_____

Section B: To be completed only if printer is not functioning at <u>CLOSE</u> of polling.

Enter the following details from the voting machine display screen.

Machine ID No: _____ Ballot Module ID No: _____

Column 1:   Votes cast per Voting Machine: _____   Number of deactivations: _____

Column 2:   Votes cast per Voting Machine: _____   Number of deactivations: _____

Column 3:   Votes cast per Voting Machine: _____   Number of deactivations: _____

Column 4:   Votes cast per Voting Machine: _____   Number of deactivations: _____

Column 5:   Votes cast per Voting Machine: _____   Number of deactivations: _____

Signed: _____ Date: _____
Presiding Officer

Troubleshooting.

In the unlikely event that the voting machine does not function according to the procedures described, you should first call the returning officer at the number on the front of this booklet. In the first instance, they will assess the nature of the problem, and if required, contact the Department's Help Desk.

UNDER NO CIRCUMSTANCES SHOULD STAFF TRY TO FIX A MACHINE .

The display above the voters panel **and on the control unit** will in most circumstances, show a message if a problem occurs. Staff should make a note of this message before calling for assistance. This information is needed to assist in the diagnosis of the problem and advise on what action to take.

Error messages linked to vote storage.

Apart from the error messages that may relate to other elements of the voting procedure, there are specific messages which relate to the storage of votes in the ballot module.
These are represented by the following list of numbers, one of which would be showing in the voter's display in the event of a problem occuring.

5104	5120	5129	5406	8001
5108	5122	5131	5410	8002
5112	5124	5132	5503	
5116	5126	5133	5504	
5118	5128	5139		

If any of these codes appear, it means that the vote has NOT been stored. In such circumstances, the machine should be withdrawn from service. You should immediately call the returning officer if this occurs.

The voter should be invited to choose **ONE** of the following options;

(a) Re-select his/her preferences again on another voting machine in the polling building.

(b) Await the delivery of a replacement voting machine and re-select his/her preferences again.

(c) Return to the polling building later in the day to re-select his/her preferences on a replacement machine.