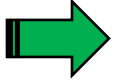


MIDDLESEX

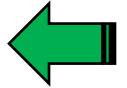
C O U N T Y • N J

BOARD OF ELECTIONS

VOTING MACHINE PROCEDURES

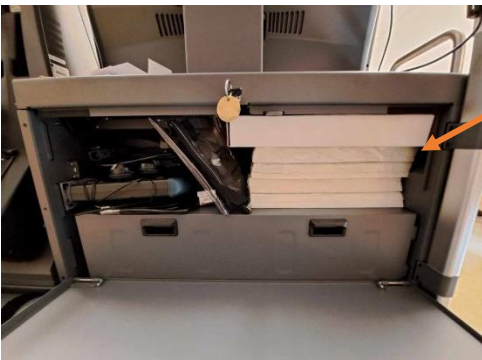


REMIND VOTERS NOT TO FOLD, BEND, OR CREASE BALLOT



Wheelchair voter: Tilt the screen down before voter enters curtain.

Visually impaired voter: Call the Voting Machine Warehouse at (732) 548-2410 for assistance with the UVC kit.



LOCATE SUPPLIES IN BACK OF VOTING MACHINE

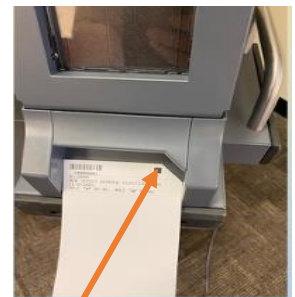
(1-3 get brought to the electronic poll-book table)

1. White box containing UVC Disinfection wand.
2. Packs of blank ballot cards.
3. Power strips and extension cords.

-
4. Clear ATV bag gets hung on the side of the voting machine.

VOTING PROCEDURES: Standard Ballot

1. When voter approaches, collect ATV slip and hold.
2. Instruct voter to enter voting machine and insert their ballot card cut corner top and right.
3. Once ballot card is inserted, the voter's ballot will load, and the voter will cast their vote.
4. Be mindful of the Active Session Light. **NOTE: If the voter exits the voting machine before completing their vote, the light will still be shining. That voter will need to be directed back to complete their vote by touching CAST.**



STEP 2 – Insert Ballot

VOTING PROCEDURES: Standard Ballot cont'd

5. After the voter casts their vote, the voting machine screen will display "I VOTED".
6. Voter exits the voting machine.
7. Poll worker places that voter's ATV slip in the clear ATV bag on the side of the machine.



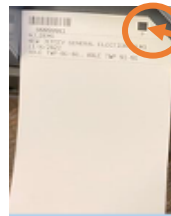
STEP 5 – I Voted



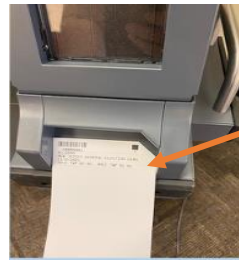
STEP 7 – ATV BAG

VOTING PROCEDURES: Provisional Ballot

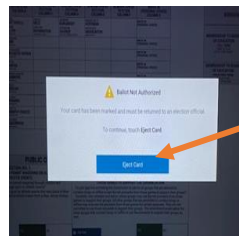
1. Voter approaches with a ballot card but NO ATV slip. **NOTE: Ballot card will have a filled in square on the top right.**
2. Inform the voter that their provisional ballot card will be **EJECTED** after their vote is cast.
3. Have voter enter the voting machine and insert their ballot card cut corner top and right.
4. Once ballot card is inserted, the voter's ballot will load, and the voter will cast their vote.
5. Be mindful of the Active Session Light. **NOTE: If the voter exits the voting machine before completing their vote, the light will still be shining. That voter will need to go back and complete their vote by touching CAST.**
6. Voting machine will prompt voter to **EJECT CARD**.
7. Voted provisional ballot card is ejected. **NOTE: the voting machine screen will display "I VOTED".**
8. Voter exits the voting machine with their voted provisional ballot card in hand.
9. Direct voter to the fold their ballot in half and go to the **Provisional Ballot Table**.



STEP 1 – Provisional Ballot



STEP 3 – Insert Provisional Ballot




STEP 6 – Eject Provisional

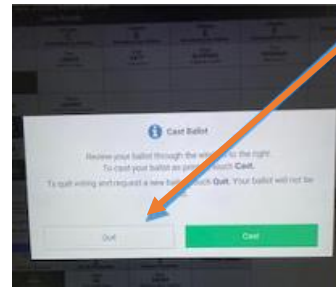


STEP 7 – Ejected Provisional

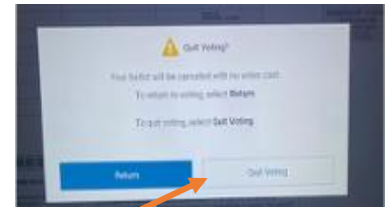
VOTING PROCEDURES: QUIT VOTE

There are a few reasons why you would Quit before your vote is cast. Voter changes their mind, Fled Voter, Wrong Ballot appears. Whatever the reason may be, it is the responsibility of the poll worker to Quit for that voter.

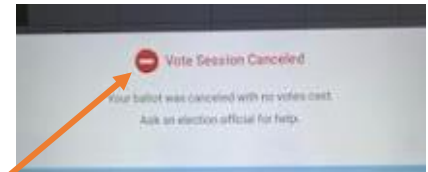
1. Poll worker enters voting machine and touches QUIT on the voting machine screen.
2. A second message will appear on the voting machine confirming that you wish to Quit.
3. Touch Quit Voting to confirm.
4. The voting machine alarm will sound, and message appears on the voting machine that says **Vote Session Canceled**.
5. Poll worker must touch the red circle .
6. A second message will appear on the screen
7. The voting machine will ask you to confirm ballot cancel by entering the election code that is located on the key envelope in the supply bag.
8. After election is entered, touch **Accept**.
9. The voting machine will ask you select the reason for Quitting.
10. The ballot card is ejected from the voting machine.
11. Poll worker folds the ballot card in half, rips the ballot card in half, and places it in the **SPOILED** envelope found in the supply bag.
12. If voter is present and wishes to be re-issued a ballot send them back to the voter check-in table.



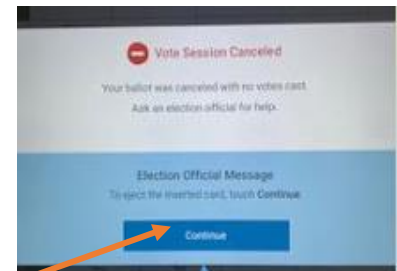
STEP 1 – Quit



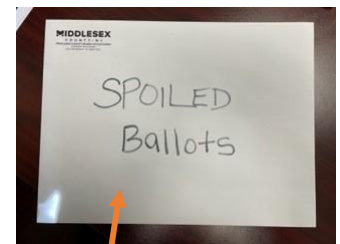
STEP 3 – Quit Voting



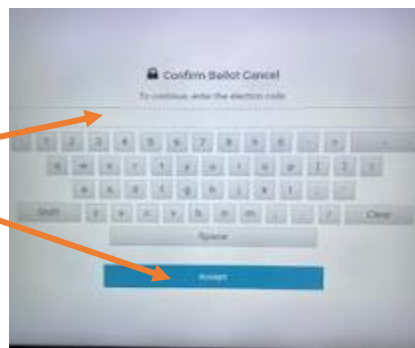
STEPS 4 & 5– Alarm and Message



STEP 6 – Continue



STEP 11 – Spoiled Ballot Envelope



STEPS 7 & 8– Election Code and Accept