

# MicroVote INFINITY

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## *Poll Worker's Manual*



## MicroVote Infinity Voting Panel

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**Electronic Voting Systems**  
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## **IMPORTANT SAFETY INSTRUCTIONS**

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**DO NOT DISCARD, READ BEFORE OPERATING**



**THIS IS THE ELECTRICAL HAZARD SYMBOL. IT INDICATES THAT THERE ARE DANGEROUS HIGH VOLTAGES PRESENT INSIDE THE ENCLOSURE OF THIS PRODUCT. TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT ATTEMPT TO OPEN THE ENCLOSURE OR GAIN ACCESS TO AREAS WHERE YOU ARE NOT INSTRUCTED TO DO SO. REFER SERVICING TO QUALIFIED SERVICE PERSONEL ONLY.**



**THIS IS THE USER CAUTION SYMBOL. IT INDICATES A CONDITION WHERE DAMAGE TO THE EQUIPMENT OR INJURY TO THE OPERATOR COULD OCCUR IF OPERATIONAL PROCEDURES ARE NOT FOLLOWED. TO REDUCE THE RISK OF DAMAGE OR INJURY, FOLLOW ALL STEPS OR PROCEDURES AS INSTRUCTED.**



## IMPORTANT SAFETY INSTRUCTIONS

### DO NOT DISCARD, READ BEFORE OPERATING



**SERVICING** – Do not attempt to service this unit unless specifically instructed to do so. Do not attempt to gain access to areas of the unit where dangerous voltages are present. Refer servicing to qualified service personnel.



**DAMAGE REQUIRING SERVICE** – Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:

- When the power supply cord is damaged.
- If liquid has been spilled into the enclosure of the unit.
- If the product does not function normally by following the instructions in the User's Guide. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require rework by a qualified technician to restore the product to its normal operation.
- If the product has been damaged in any way.
- When the unit displays a negative, distinct change in performance.



**Battery Replacement Warning** – CAUTION! There is a danger of explosion if the battery is incorrectly replaced. Replace only with same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturers instructions.



**READ USER'S GUIDE** – After installation, read the User's Guide carefully before operating. Follow all operating and other instructions carefully.



**POWER SOURCES** – This product should be operated only using the type of source indicated on the manufacturer's ID label. Installation should be in compliance with applicable sections of the National Electric Code.



**VENTILATION** – Slots and openings in the cabinet are provided for ventilation and to ensure reliable operation of the product. To protect the



unit from overheating, those openings must not be blocked or covered. This product should not be placed in a built-in installation, such as a wall cutout unless proper ventilation is provided.



**WATER AND MOISTURE** – Do not place containers with liquids such as coffee, water, sodas, etc. on this unit. Do not operate this equipment in a wet environment.



**CLEANING** – If it should become necessary to clean this equipment, disconnect the unit from its power source first. Do not use liquid cleaners, aerosols, and abrasive pads, scouring powders or solvents, such as benzene or alcohol. Use a soft cloth lightly moistened with a mild detergent solution. Ensure the surface cleaned is fully dry before reconnecting power.



**HEATING** – Do not install this product near heat sources such as radiators, air ducts, areas subject to direct, intense sunlight, or other products that produce heat.



**POWER CORD PROTECTION** – The power supply cord for this product should be routed or installed in such a manner to protect it from being walked on or pinched. The unit should be powered down completely before connecting or disconnecting the power cable. The power cord should be removed before moving the unit. **The power cord must be placed near an easily accessible unobstructed socket outlet.**



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## Welcome to the World of MicroVote

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### Welcome!

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Welcome to electronic voting. The world of the MicroVote Infinity! The MicroVote Infinity is as easy to use and understand as a paper ballot. However, it is tamper-proof when properly prepared for an election. The Infinity is accurate: it records every ballot cast, exactly as it was cast. It is confidential: Random-order ballot recording insures that nobody can tell who voted for whom. It is fast: just pushing a couple of buttons after the polls close gives you complete totals in minutes. The MicroVote Infinity is a leap forward in Direct Recording Electronic voting equipment and that means a lot less work for you, the election official, before, during, and after the voting process.

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### What is MicroVote Infinity?

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MicroVote Infinity is a Direct Recording Electronic (DRE) voting machine that stores ballots, receives, and records votes without the need to use other equipment. Whether at the polls or at the election headquarters, the Infinity does it all. And election results are automatically tallied for your entire polling site. MicroVote Infinity keeps three separate records of the vote: a tape printout from the voting panel, the electronic “audit image” of every vote cast, and the triple redundant electronic memory inside the Infinity itself.

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### How Does MicroVote Infinity Work?

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The poll worker simply inserts a voting card into the machine and the Infinity displays the different ballot styles available to a particular precinct. The poll worker then selects the appropriate ballot style for that particular voter by pressing the gray square button next to the proper ballot style. The Infinity panel will then present to the voter the correct ballot style he/she is entitled to vote for.

The poll worker leaves the booth and lets the voter proceed. The voter pushes a button next to the name or issue he/she wants to vote for, and turns the ballot ‘pages’ with the **Next Page** or **Previous Page** buttons. When all the choices have been made, the voter casts the entire ballot by pushing one final button. The machine itself guides the voter, step by step, so that it’s impossible for the voter to cast a spoiled or invalid ballot.

For you, the election official at the polls, there are simple, easy steps to perform in order to open, operate and close the polls, and to secure the complete tally for your precinct. These steps are detailed in the following pages, step by step. Please take time to read them over and follow them very carefully. That’s all you have to do. You can leave the rest to the MicroVote Infinity.





***MicroVote Infinity Voting Panel***



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## Setting Up the Voting Panel

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### Setting up the Voting Panel on Election Day

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MicroVote Infinity voting machines should be set up in such a way that voters feel they have enough privacy to cast their vote. MicroVote recommends placing voting machines so that the voter's back is to a wall while voting. Make sure that power is available (either an outlet or extension cord) within six feet of the voting machine.

Setting up the voting machine itself is a simple procedure. Follow the steps on the next few pages to set up each Infinity voting panel to be used on Election Day. One booth will have a handicap label. That is the panel per voting location that has certain features which satisfy the ADA (Americans with Disabilities Act) requirements. See **Appendix 1** located on page 44 for additional instructions to set-up this booth and panel.

1. Lay the voting booth on a flat surface with the topside up and the case latches facing you.
2. Open the case and lift the lid.



***Infinity booth with lid open and Infinity panel placed inside***



3. Lift the Infinity machine out of the case. Lift the metal support bar on the bottom of the machine and position the machine in the voting booth. The support bar will position the Infinity machine at the optimum angle for viewing the screen.
4. Remove the power cord from the sub-panel.



***Power cord connected to the back of Infinity panel***

5. Connect the power cord to the machine and a grounded (3-hole) receptacle. Be sure the plug is pushed all the way into the machine. Tape down all power cords in potential traffic areas.



## Initializing the Voting Panel

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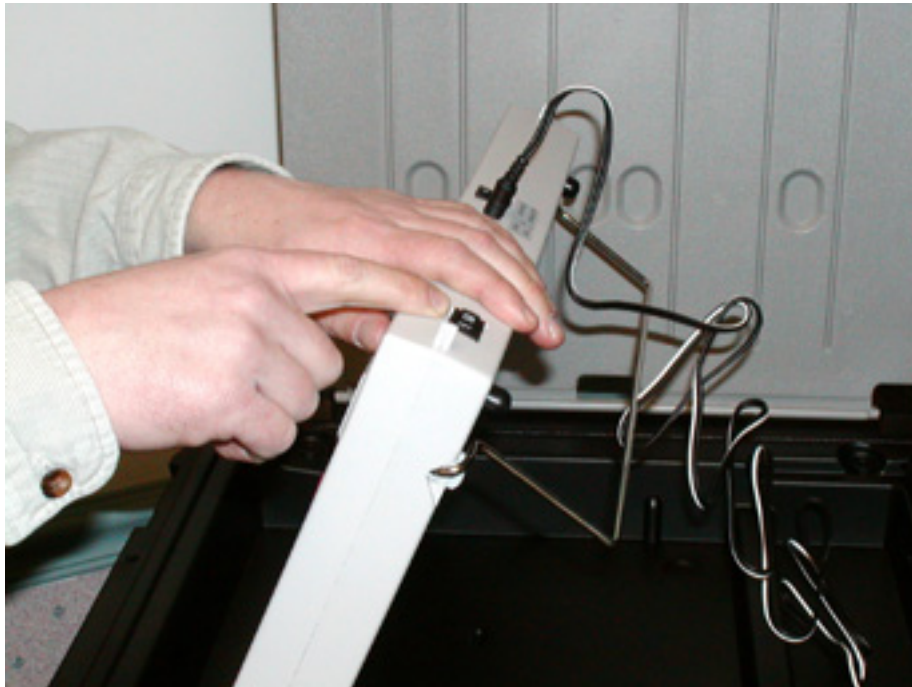
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### Initialization Procedures

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In order to provide a secure election, the Infinity must be initialized using an official Start Card. Follow the steps below to initialize the Infinity before voting.

1. Turn the power switch on the back of the voting panel to the **ON** position.



*User pressing power button on the back edge of the Infinity panel*



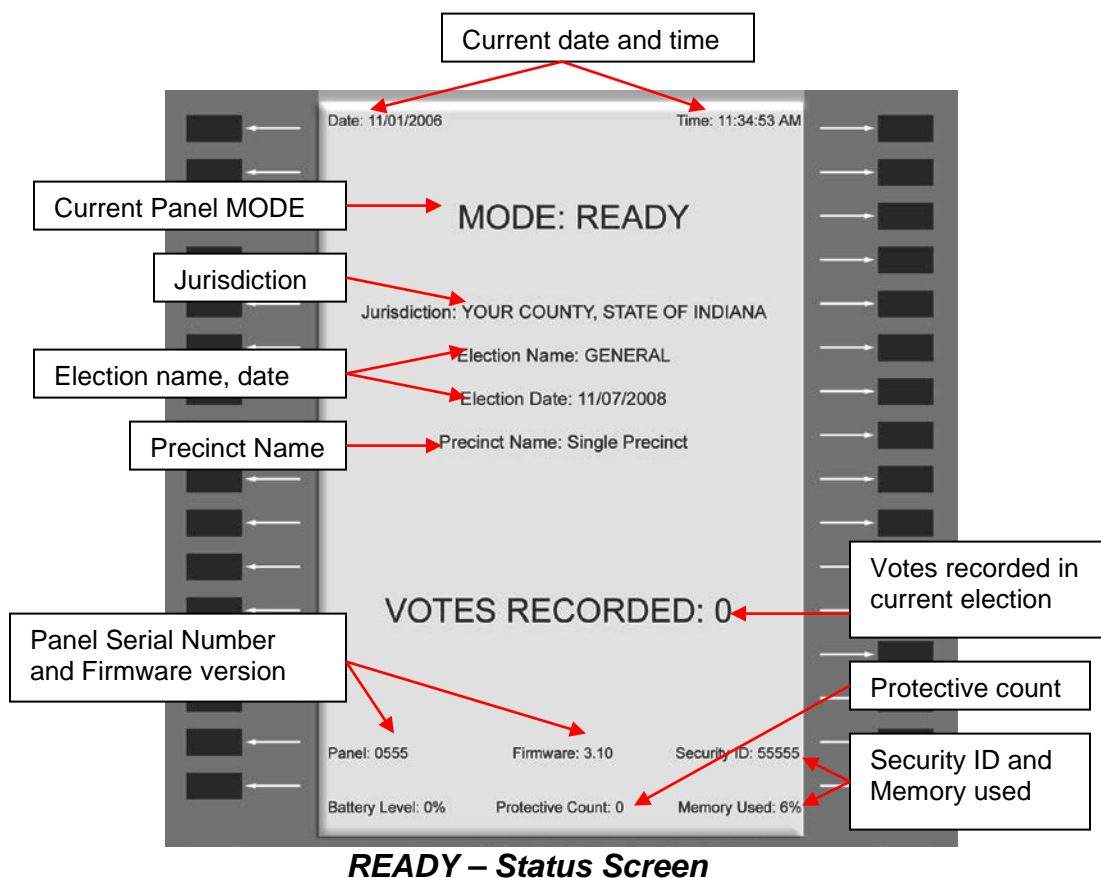
2. After about 10 seconds, this screen is displayed:



***Panel starting message***

3. With no card in the panel, pressing the **Cast Vote** button brings up the “**Status**” screen. This screen will be active for 7-8 seconds before going blank to conserve power. This screen gives the following information:





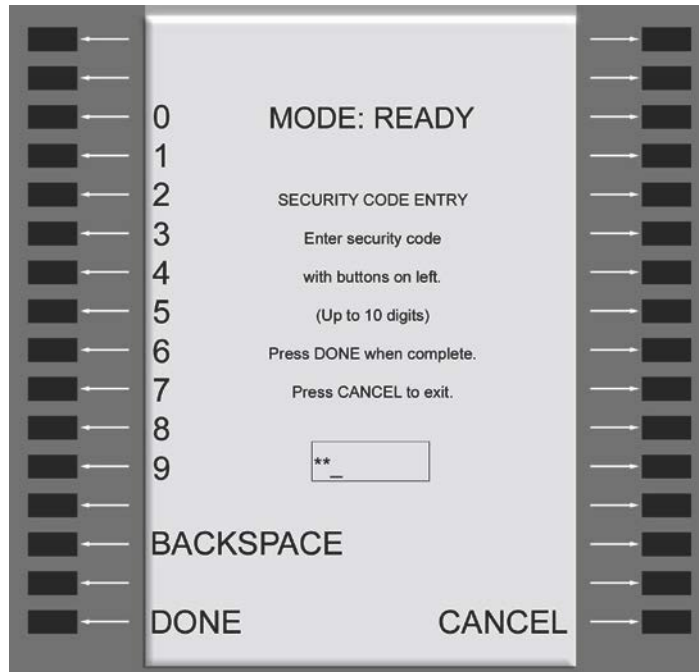
- When the start message disappears from the screen, insert the green Start Card into the slot on the Infinity panel. Be sure to line up the arrows on the Start Card and Infinity panel.



**Start Card being inserted into Infinity panel**



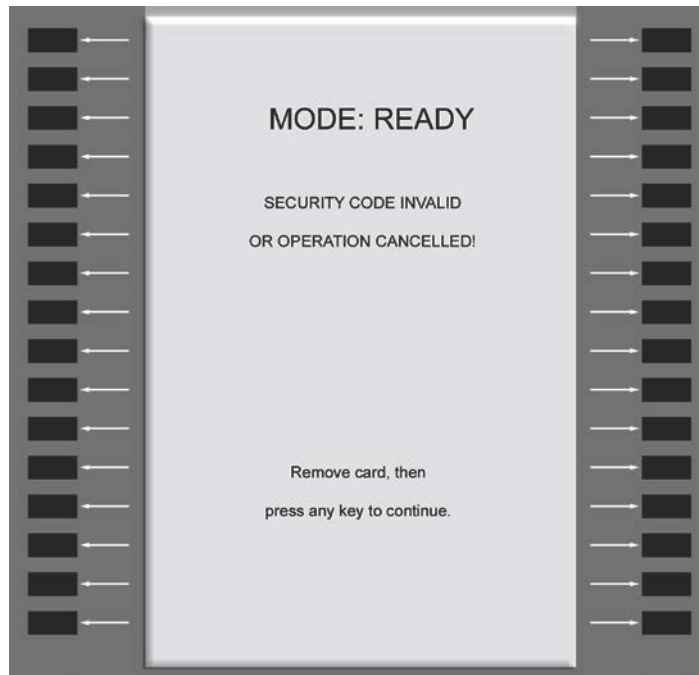
5. You will be asked to enter a security password to activate the voting panel. Use the gray buttons to the left of the displayed numbers to enter the password (can be up to 10 digits). Entry will appear as asterisks (\*) on screen for added security. Press the button next to **DONE** after entering the security password.



***Security Code Screen***

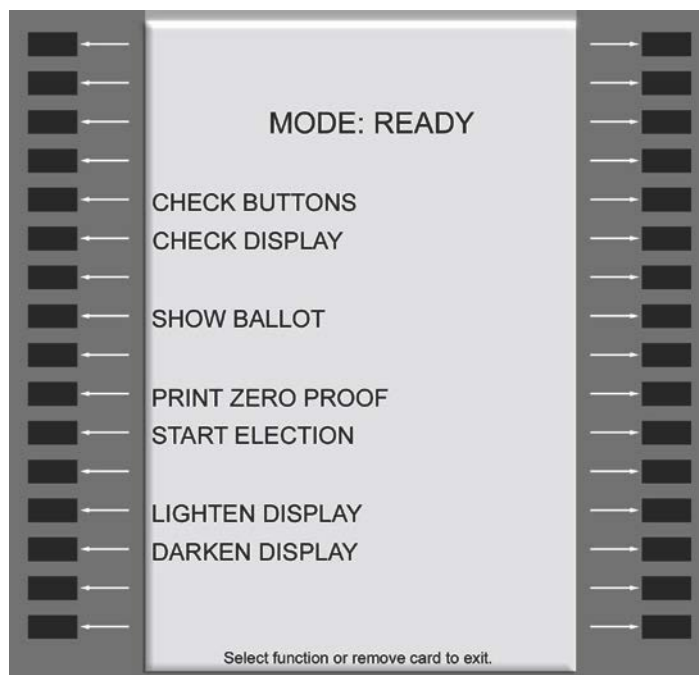
- 5.1. If an invalid code is entered, “**Security Code Invalid**” will be displayed on screen and an alarm will sound. This will require the Start Card to be removed, **any** button to be pressed, and the Start Card reinserted before re-entering the proper password.





***Security Code Invalid Screen***

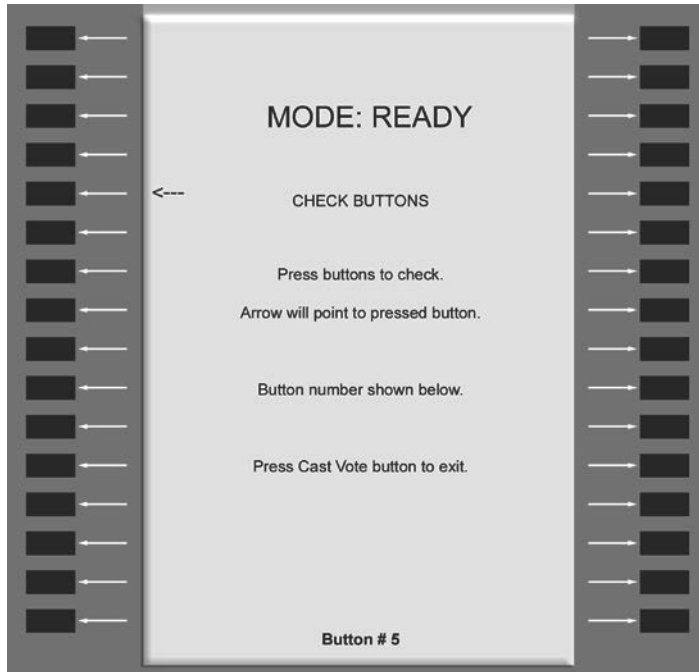
6. The voting panel displays the “**Start Card Functions**” screen. From the “**Start Card Functions**” screen, you have the option to perform a variety of tests on the voting panel. Most of these options will not be used and are included briefly for informational purpose only. Step 7 continues the steps of initializing voting panel.



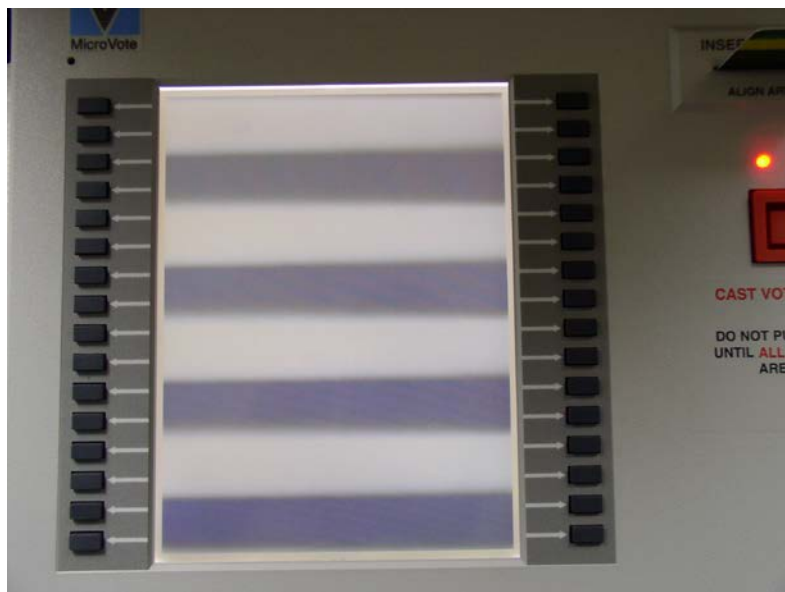
***Start Card Functions Screen***



- 6.1. **“Check Buttons”** allows manual testing of voting panel buttons. With each press of a button, an arrow appears on the panel screen next to the button presses and the button number is displayed at the bottom of the panel screen. Press the **Cast Vote** button to exit this function.



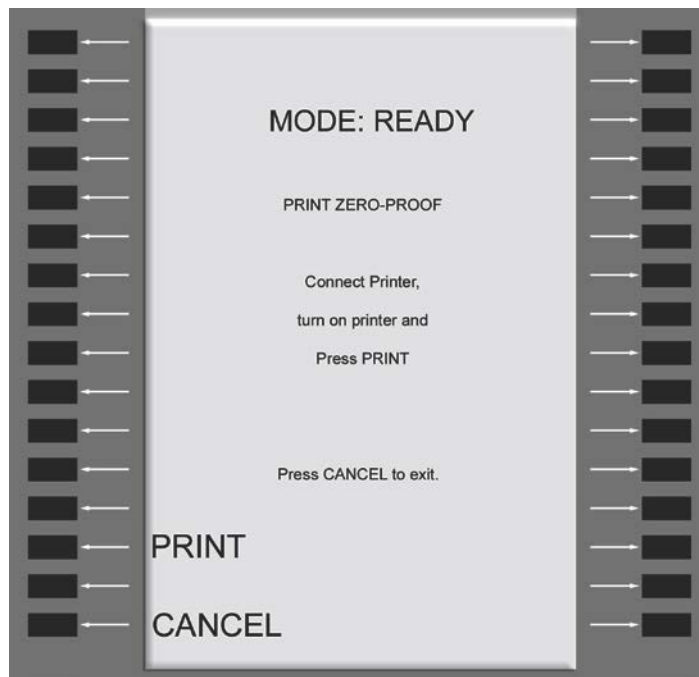
- 6.2. **“Check Display”** performs a test of the voting panel display. Pressing this button, starts a pattern of thick black lines scrolling across the panel screen. Lines should be black with no gaps inside of lines. Gaps within the black areas are an indication of “dead spots” on display. Press the **Cast Vote** button to exit this function.





- 6.3. **“Show Ballot”** allows the user to view the ballot. The ballot may not be voted upon in this mode. Take this time to test the Double Talk device. Connect the Double Talk device to the panel, You should hear that the device is ready. Press Show ballot. Once you have chosen a Precinct and Activation you should hear the selections by pushing each selectable location button twice. Press the **Cast Vote** button to exit this function.
- 6.4. **“Print Zero-Proof”** allows the user to print a zero verification tape to verify all candidates currently have no votes. (See details in step 7 below)
- 6.5. **“Start Election”** changes the voting panel to **“Voting Enabled”** mode. (See details in step 7 below)
- 6.6. **“Lighten Display / Darken Display”** are used to adjust the default display contrast. Press the appropriate button repeatedly to adjust. This can be done on Election Day, between voters, only when no ballot is activated. To change the default contrast for all voters, use a Start Card to adjust the display. To temporarily change the contrast for one voter, use a Vote Card to adjust the display from the Voter Control page. The contrast will return to the default setting after each voter.
7. **A Zero-Proof must be printed before you can start an election or you will receive an error when you try to start the election.**
- 7.1. Press the button next to **Print Zero Proof** on the **“Start Card Function”** screen





***Print Zero Proof Screen***

- 7.2. Locate your precinct printer, cables, and power cord in the carrying case provided.



- 7.3. Plug the power cord into the printer (DC6.5V 2A round port) and into an available outlet. The printer will also operate on a rechargeable Ni-MH battery (if sufficiently charged). However, these batteries may not be charged due to time spent sitting on the shelf between elections.



- 7.4. Connect the printer to the voting panel using the flat gray cable. Connect the rectangular 9-pin connector to the serial port on the back of printer (if it is not already connected). Connect the phone cord style connector to either the front or back port on the voting panel.

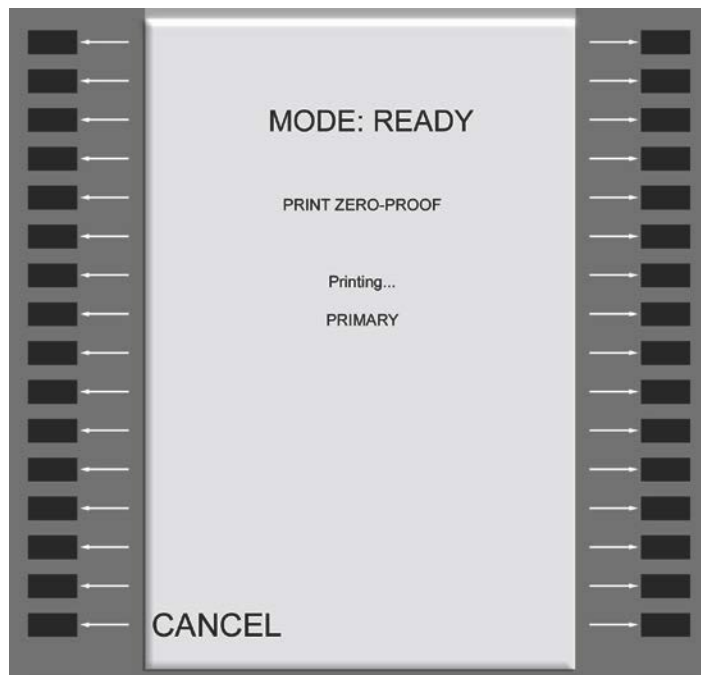


- 7.5. Turn the printer on. The power switch is located on the left side of printer and should be switched to the "I" position. When powered on, the green light on the top of the printer should be lit. If the orange light on top of printer is lit, the printer is "Offline" and you need to press the smaller square button to bring the printer "Online".



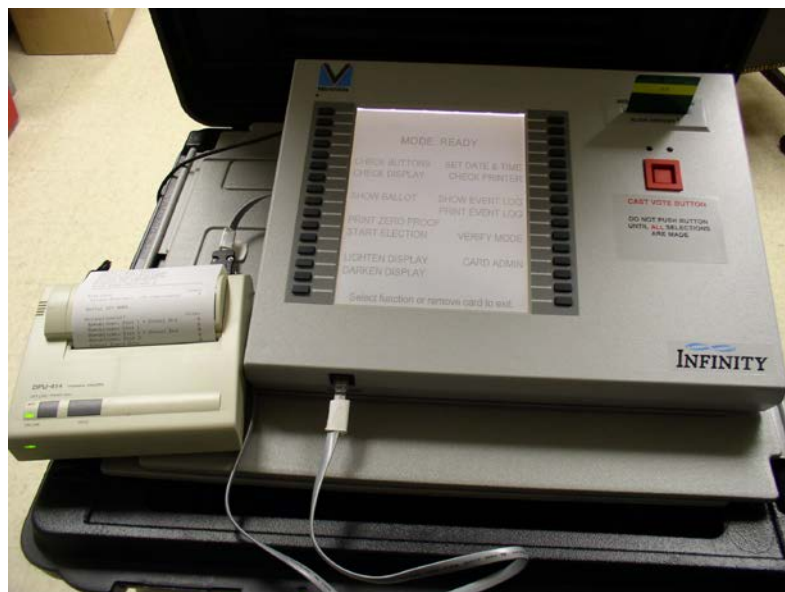
- 7.6 Press button next to **Print** to begin the printing process.





***Printing Zero Proof Screen***

The **Cancel** button can be pressed at any time to stop the print process.



***Printing of Zero Proof***

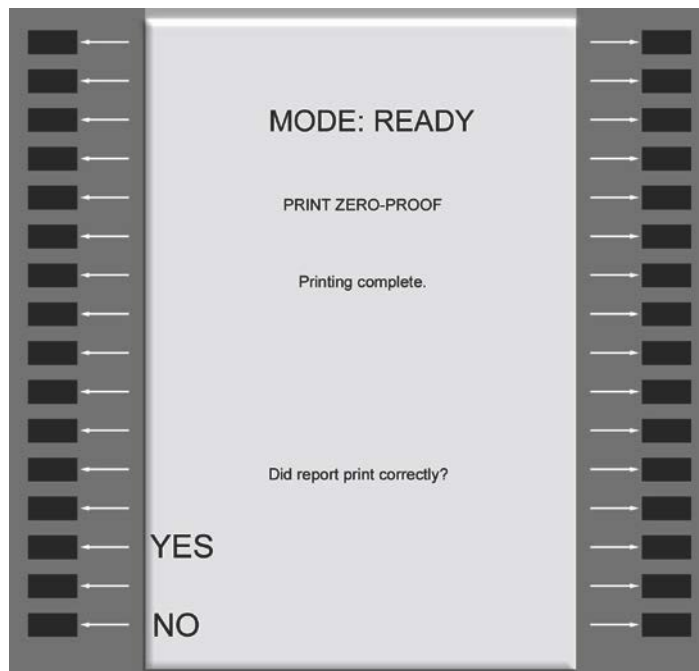
If the printer is not connected or is not turned on, an alarm will sound and an error screen will appear until the printer is ready.





***Print Zero Proof Error Screen***

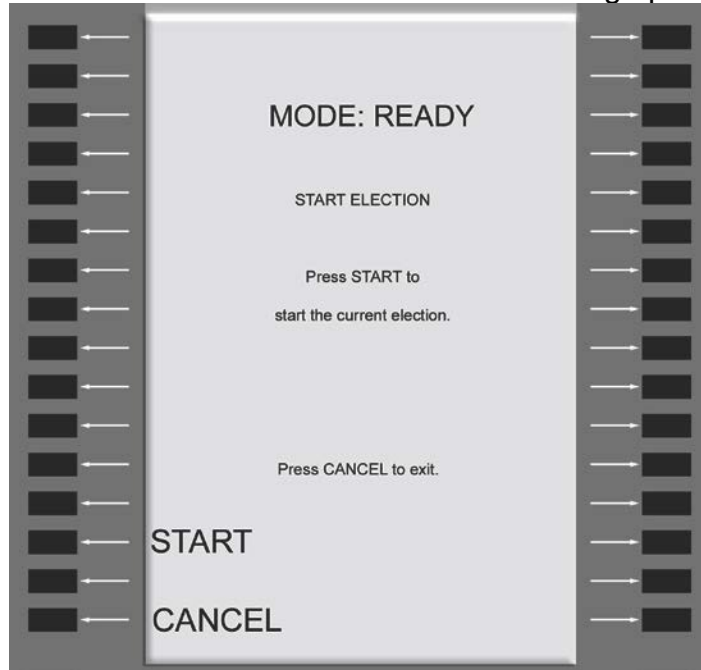
When the Zero-Proof is done printing, the panel will beep and the panel will ask you to confirm whether or not the report printed correctly. Press **YES** to complete this function.





7.7 Remove the report by tearing the paper from the printer and store according to administrative procedures. Disconnect printer and store in the carrying case until all polls close. Store the carrying case in a secure location.

8. Press the button next to **Start Election**. This will bring up a confirmation screen.

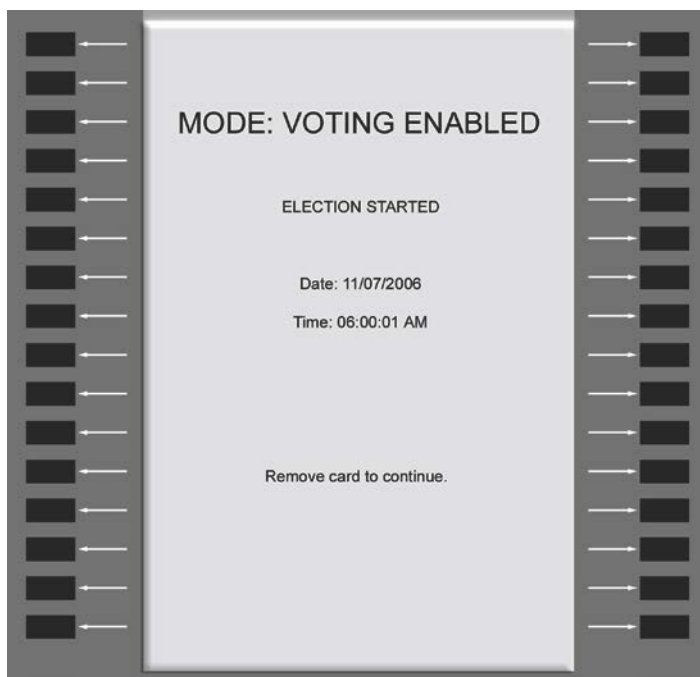


***Start Election Screen***

Press **Start** on the confirmation screen to start the election.

The panel will beep and display "**Mode: Voting Enabled**". The screen will also display the date and time the election started on that panel.

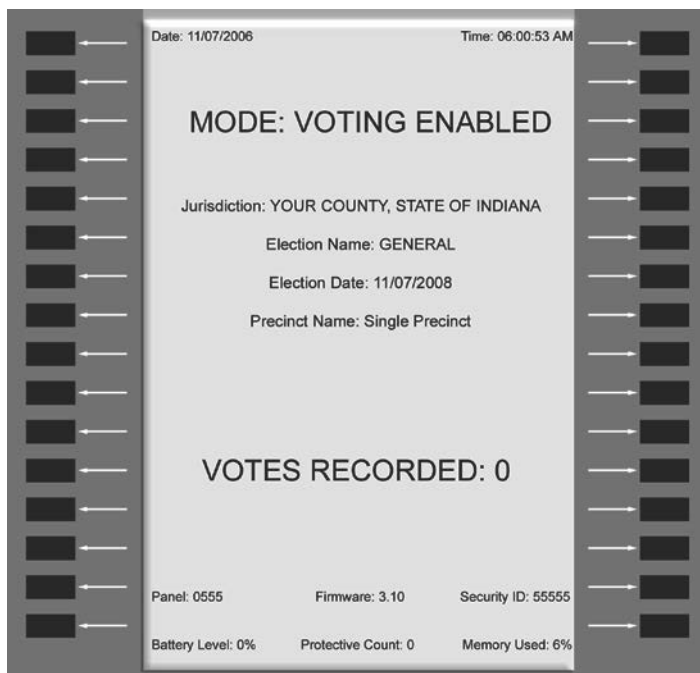




***Election Started Screen***

Remove the Start Card (the screen will go blank) and store it in the precinct envelope.

Pressing the red **Cast Vote** button will display the “**Status**” screen for 7-8 seconds.



***Voting Enabled – Status Screen***



## Ballot Selection and Activation

The Infinity voting panels are programmed with all of the ballots that voters in your precinct will need. All you have to do is select for them the proper ballot for voting. There are 2 types of vote cards you can use on the Infinity Voting Panel. One type is a blue vote card that is used in almost all voting situations. The other is a grey vote card that is used on early voting or provisional voting panels where you need to assign a Voter Identification Number to that voter in case a vote needs to be retracted.

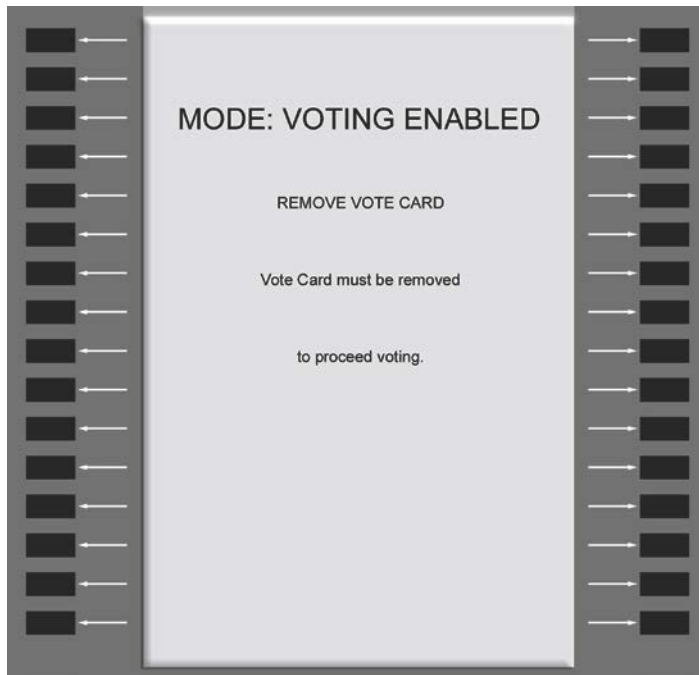
### Blue Vote Card

1. Insert the blue Vote Card into the Infinity panel. Align the arrows on the blue Vote Card and the Infinity panel.



2. Remove the Vote Card when the confirmation screen instructs to do so.







**Grey Vote N Card**

1. Insert the grey Vote N Card into the Infinity panel. Align the arrows on the grey Vote N Card and the Infinity panel.
2. The screen below will appear and enter up to a 10 digit Voter Identification Number that will be assigned to that Voter. Once the Voter Identification Number has been entered, press done.

□	Vote Type: PR	Include in Tally	□
□			□
□	0	MODE: VOTING ENABLED	□
□	1		□
□	2	VOTER IDENTIFICATION ENTRY	□
□	3	Enter Voter ID	□
□	4	with buttons on left.	□
□	5	(Up to 10 digits)	□
□	6	Press DONE when complete.	□
□	7	Press CANCEL to exit.	□
□	8		□
□	9	<input type="text" value="672"/>	□
□			□
□	BACKSPACE		□
□	DONE	CANCEL	□

Voter ID Entry

3. Remove the Vote N Card



## **Remove Vote Card Screen**

3. If there is only one ballot style available, it will appear automatically. If there are multiple precincts and activations (parties, districts, etc), a screen will appear with all of the possible precincts available to the voter. Press the gray square button next to the Precinct name for that voter. The available activations will then appear on the screen allowing the poll worker to select the activation.

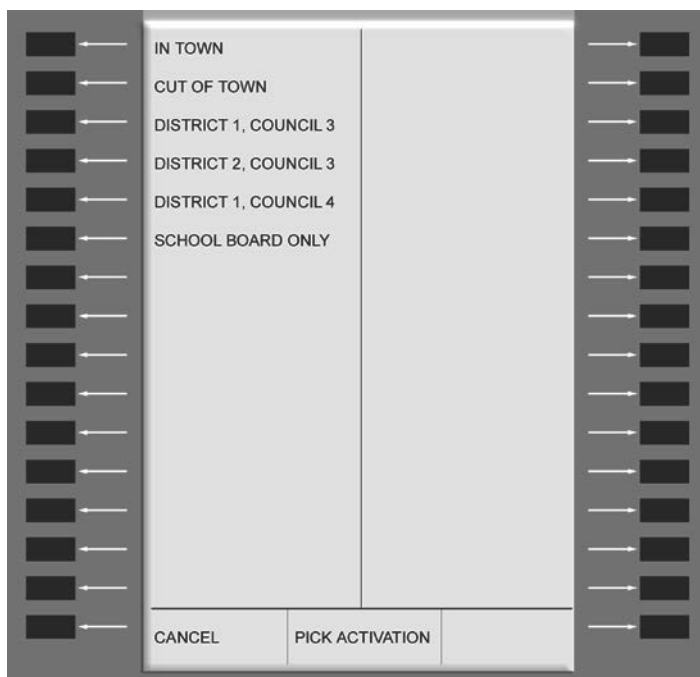
PRECINCT 1	PRECINCT 16
PRECINCT 2	PRECINCT 17
PRECINCT 3	PRECINCT 18
PRECINCT 4	PRECINCT 19
PRECINCT 5	PRECINCT 20
PRECINCT 6	PRECINCT 21
PRECINCT 7	PRECINCT 22
PRECINCT 8	PRECINCT 23
PRECINCT 9	PRECINCT 24
PRECINCT 10	PRECINCT 25
PRECINCT 11	PRECINCT 26
PRECINCT 12	PRECINCT 27
PRECINCT 13	PRECINCT 28
PRECINCT 14	PRECINCT 29
PRECINCT 15	PRECINCT 30
CANCEL	PICK ACTIVATION

**Precinct Listing Screen**

4. Press the gray square button next to the Activation name for that voter. The proper ballot for that precinct and activation will then appear on the screen allowing the voter to begin voting.

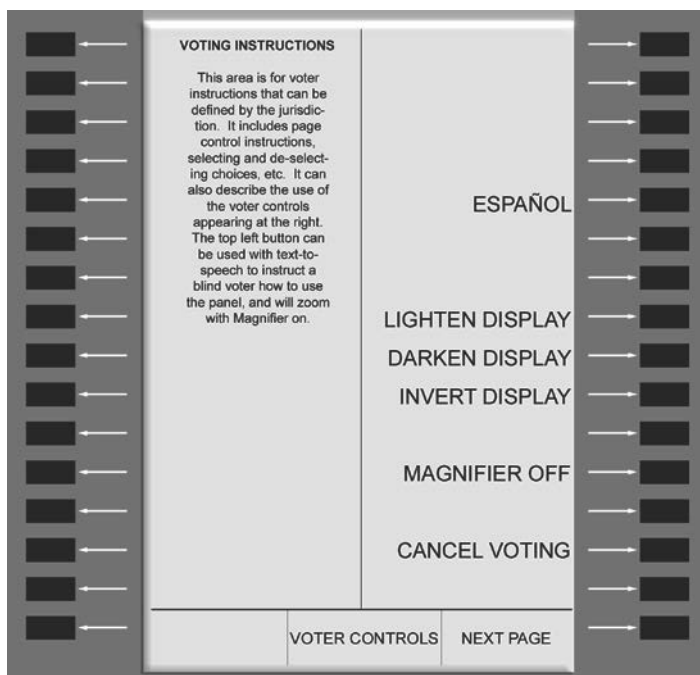
**Note:** Open, Closed, Secret and Presidential Primary elections all have an election type of “P - Primary Election” in EMS. Their differences are mostly handled procedurally by poll workers. For example in an Open Primary, In some states a voter has to declare their party affiliation and the poll worker has to pick the activation belonging to that party on the infinity panel for the voter. In Closed primaries only registered party members can vote. In Secret primaries the voter not the poll worker chooses the activation in private. In Presidential Primaries it is simply a vote for one for President of an elected party in one office and a vote for N for delegates for that President in another office.





***Ballot Activation Listing Screen***

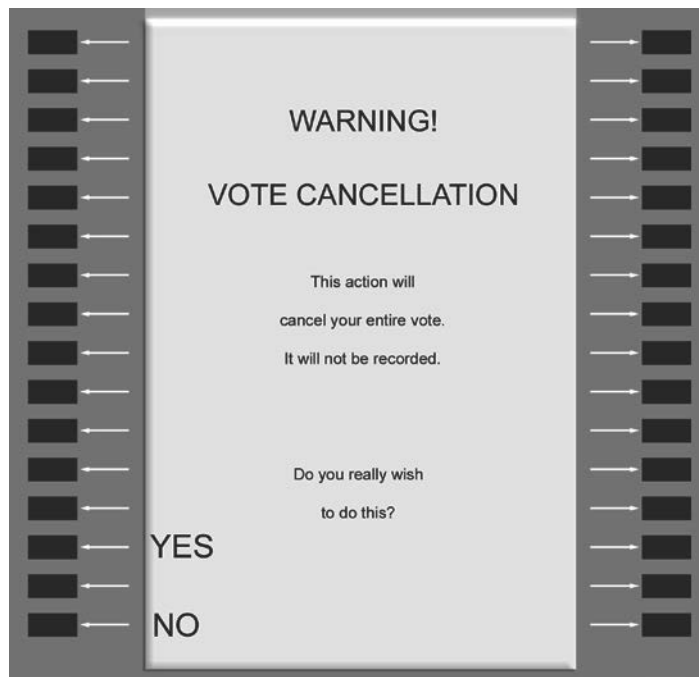
5. If you select the incorrect ballot, select the button **Voter Controls** on the bottom left corner of the display of the first page of the ballot. Select **Cancel Voting** button on the **“Voter Controls”** page of the ballot.



***Voter Controls Screen***

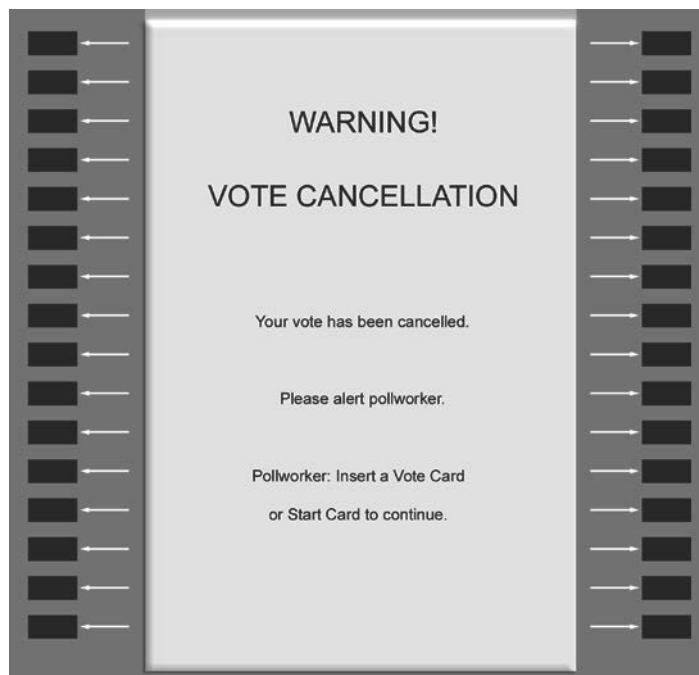
- 5.1. This will bring up a **“Vote Cancellation”** confirmation screen. Select **YES** on this screen.





***Vote Cancellation Confirmation Screen***

5.2. This will bring up a "Vote Cancellation" acknowledgement screen.



***Vote Cancellation Acknowledgement Screen***

5.3. Re-insert the Vote Card to get the "Reset Acknowledgement" screen.





***Vote Cancellation Reset Acknowledgement Screen***

5.4. Then remove the Vote Card and the screen will go blank. You can then re-insert the Vote Card and select the correct ballot.

6. Repeat steps 1 through 4 for each voter.

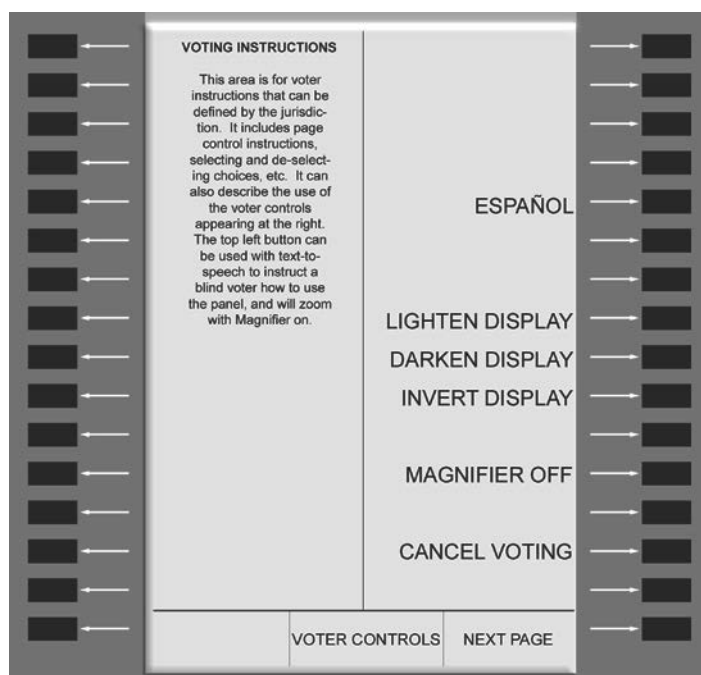


## Voting

Casting a vote using the Infinity voting panel is a simple process. The voter only has to press gray buttons next to the name(s) of the candidate(s) they want, and then press the red **Cast Vote** button. The MicroVote Infinity panel records the votes in its electronic flash memory. No information about the voter's choices is stored on the Vote Card.

1. When the voter enters the booth their ballot will be displayed on the screen. The voter can access the **Voter Control** screen to adjust the display of the ballot to assist for the visually impaired as well as for Spanish speaking voters or voters that speak an optional third language. To access this page from the ballot, there will be an option for the voter to select the **Voter Controls** page from the first page of the ballot. The **Voter Controls** page can be accessed at any point during voting by using the **Prior Page** button at the lower left of voting panel.

2. Voter Controls Screen Functions:



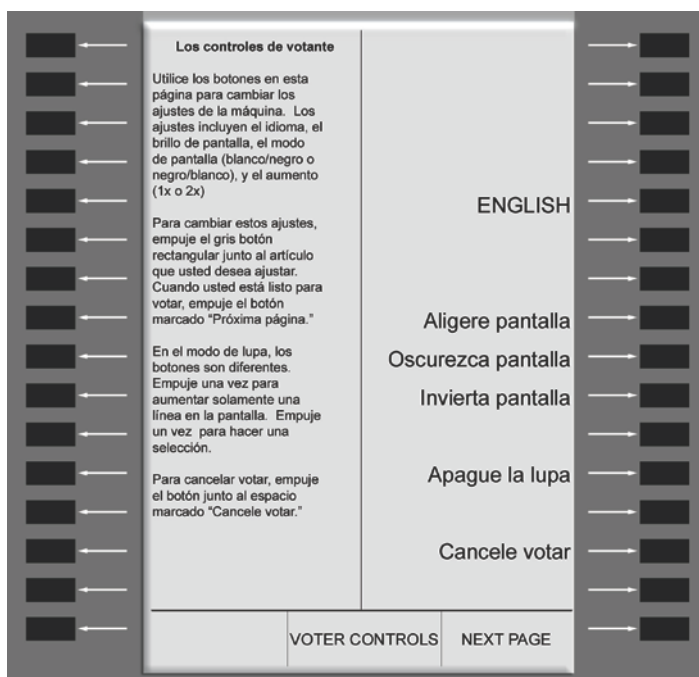
***Voter Controls Screen***

- 2.1. **Voting Instructions:** The column on the left gives some various voting instructions.
- 2.2. **Louder / Softer:** These buttons are only active when the DOUBLETALK device is attached for the hearing impaired. The default volume level is halfway of a range of 1 to 10. The voter can raise or lower the volume one



step by pressing the appropriate button one time. The panel will announce the level each time a button is pressed. After each vote cast or cancelled, the volume returns to the halfway default.

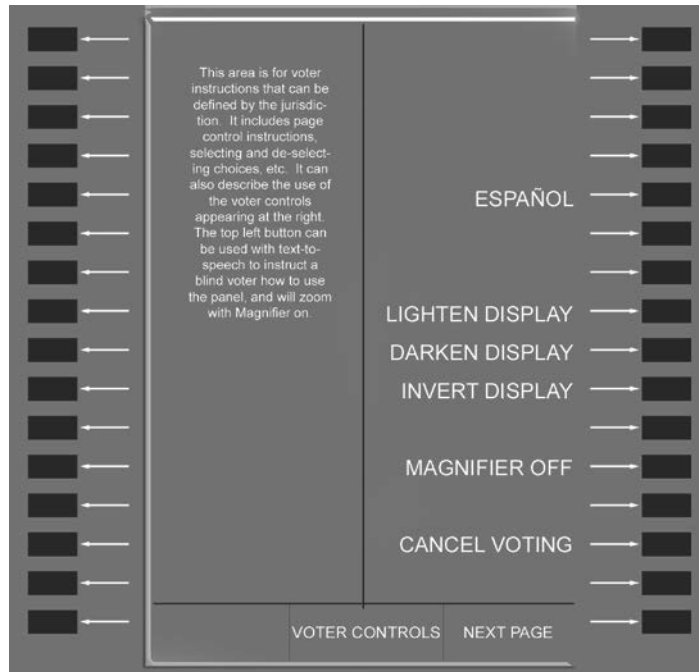
- 2.3. **Faster / Slower:** These buttons are also only active when the DOUBLETALK device is attached for the hearing impaired. The voter can speed up or slow down the tempo of device by pressing the appropriate button one time. The panel will announce the speed level each time a button is pressed. After each vote cast or cancelled, the speed returns to the halfway default.
- 2.4. **Language - English / Spanish / Other:** The default language is English. Selecting the Spanish (ESPAÑOL) button will place the Infinity panel in Spanish mode. An optional third language may also be available. In Spanish mode the voter control and navigation button labels, voter warning messages, and vote limit text will immediately display in Spanish. In addition, if any ballot text objects have been programmed to include a Spanish version, this will also be displayed instead of the English version. If a ballot text object only contains an English version, the English ballot text will continue to display in the Spanish mode. Selecting the English button in Spanish mode (or the optional third language mode) will return all labels, messages, and text to English. After each vote cast or cancelled, the language returns to the English default.



**Voter Controls Screen (in Spanish mode)**



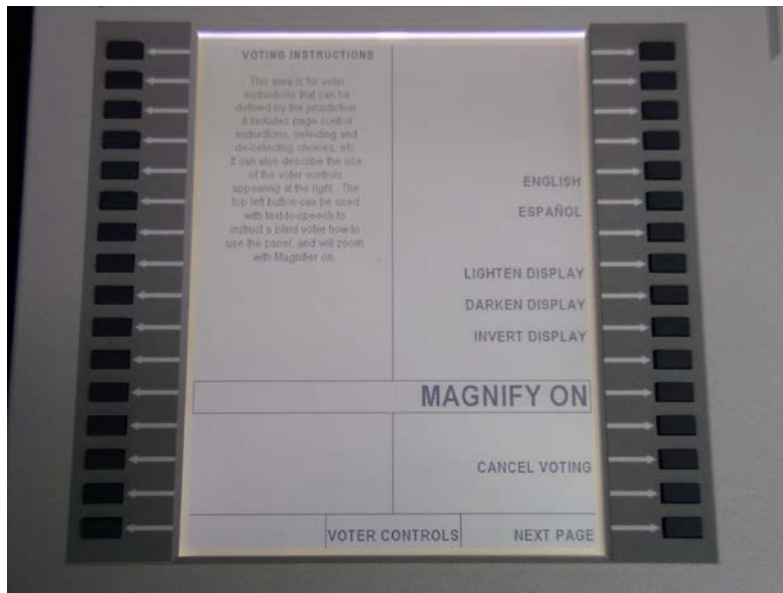
- 2.5. **Lighten / Darken Display:** These selections allow the voter to lighten or darken the contrast of the display. The button must be pressed repeatedly to change contrast (holding button down will not work). After each vote cast or cancelled, the contrast returns to the default level (see Start Card Functions).
- 2.6. **Invert Display:** This selection allows the voter to change display to white letters on black background. The default is black letters on white background. After each vote cast or cancelled, the display returns to the black on white default.



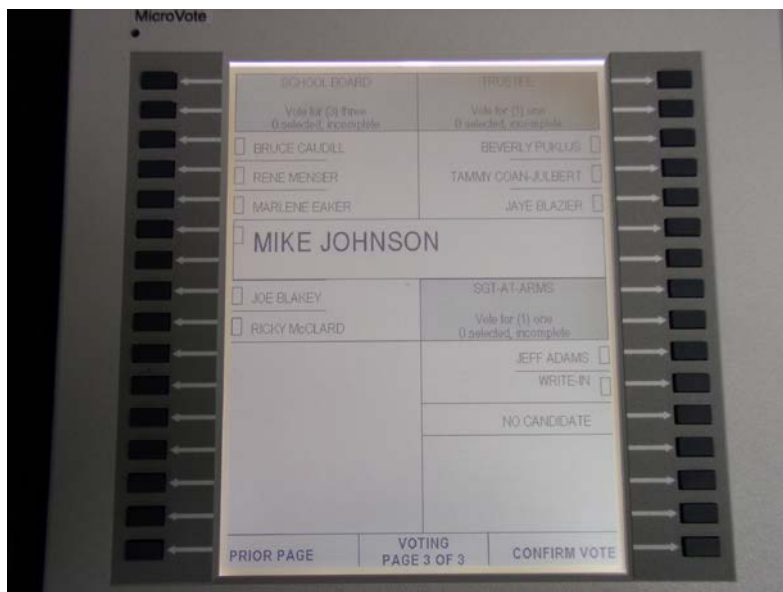
**Voter Controls screen (with inverted display)**

- 2.7. **Magnifier On / Off:** This selection allows the voter to put the display in “**Magnifier**” mode. The default is **Magnify OFF**, which displays in normal size font. If the Magnifier selection is changed to **ON**, pressing any button on the panel will cause the text associated with that button to increase in size by twice the width and height. Pressing the button once, only magnifies the text. Pressing the button a second time will activate that button or make that selection. Pressing a different button will return the previous text to normal font and magnify the new selection. After each vote is cast or cancelled, the display returns to the **Magnify OFF** default.





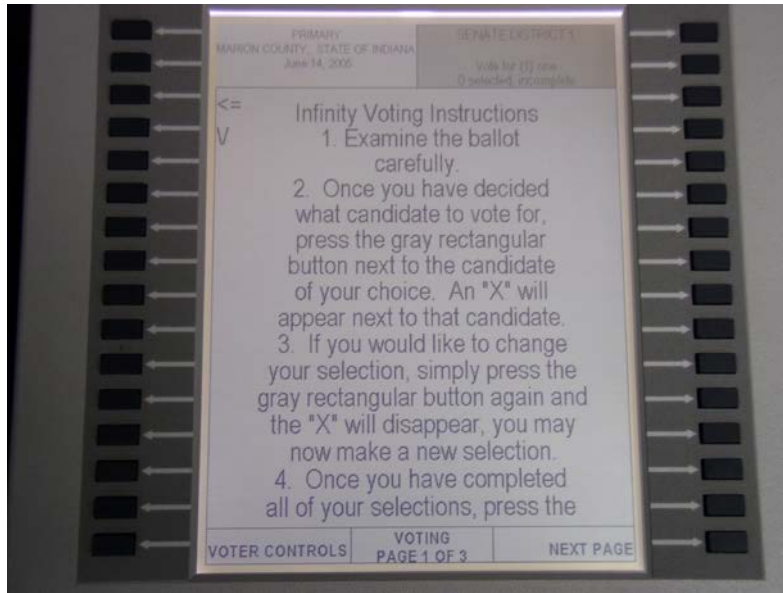
**Voter Controls Screen with Magnify On**



**Candidate Name Magnified**

If the selected text is too large to show all at once (more than 16 locations in length), page control up-down arrows will appear next to buttons allowing voter to scroll through the entire selection text.



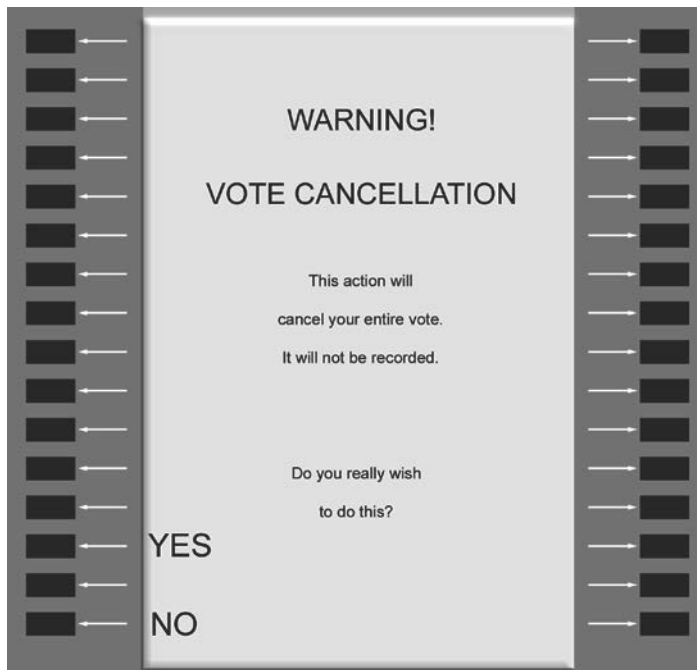


***Long Text Magnified***

2.8. **Cancel Voting:** This selection allows the voter to cancel their vote without it being recorded. When this button is selected, a confirmation screen is displayed to make sure the voter actually intends to cancel their vote.

2.8.1. If "NO" is selected, the display returns to the Voter Controls page.

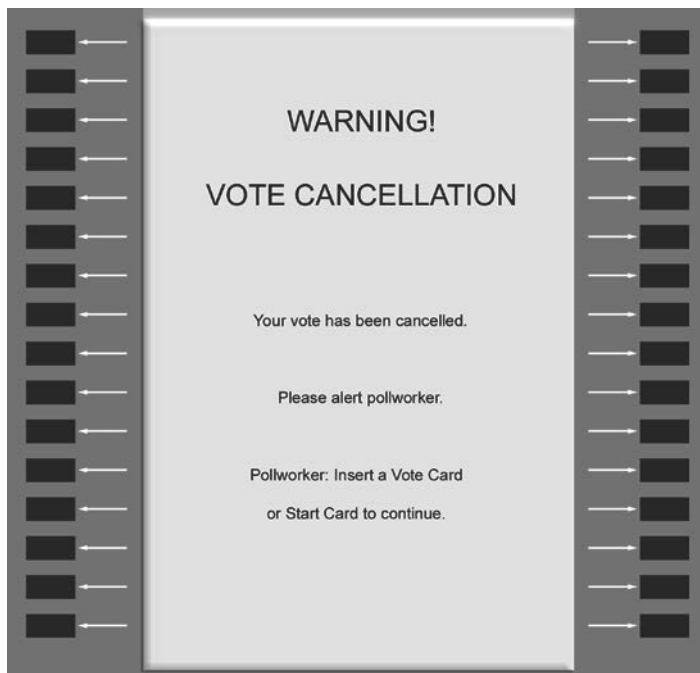
2.8.2. If "Yes" is selected, the screen "**Vote Cancellation**" confirmation screen is displayed.



***Vote Cancellation Confirmation Screen***

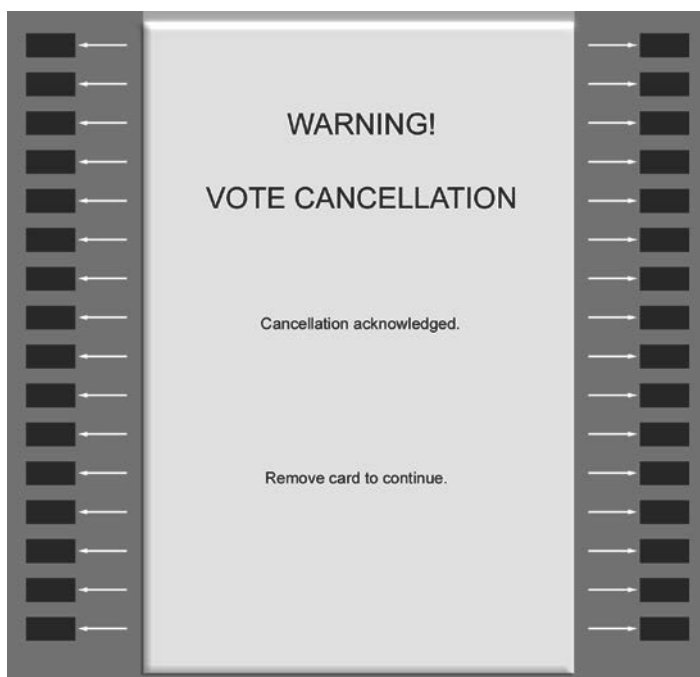


- 2.8.2.1. This will bring up a “Vote Cancellation” acknowledgement screen.



***Vote Cancellation Acknowledgement Screen***

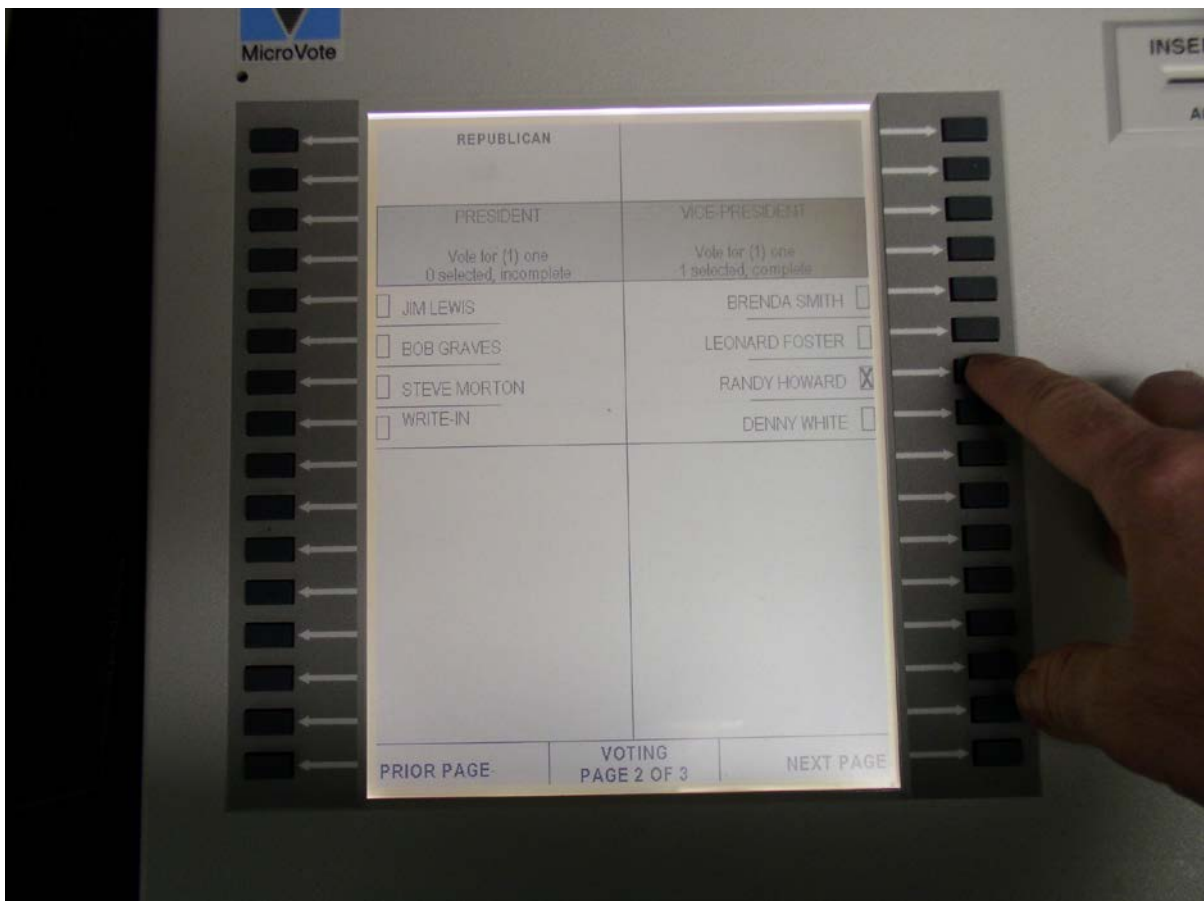
- 2.8.2.2. Re-insert the Vote Card to get the “Reset Acknowledgement” screen. This will require the poll-worker to re-insert the Vote Card to acknowledge the cancellation.



***Vote Cancellation Reset Acknowledgement Screen***



- 2.8.2.3. Then remove the Vote Card and the screen will go blank. You must reactivate the ballot if the voter still wishes to vote. A cancelled vote does not increment the vote count.
3. Offices and candidates begin on the first page that is displayed upon ballot activation. To make a selection, press the button next to the name of the desired candidate. An “X” will appear in the box next to the candidate name. To change a vote, press the gray button again to cancel the selection then, elect another candidate by using the same procedure. The “Office Title” area will show the vote limit for that office, the number of selections currently made, and whether the vote limit has been reached (complete). If an invalid button is pressed, the status display at the bottom of panel will display “**Blank Location**”. If a voter attempts to overvote, vote for more than the allotted number of candidates for the office being contested, the status display will display “**Contest Full**”. Repeat this procedure for every office on the ballot.



**Voter pressing button next to candidate's name**

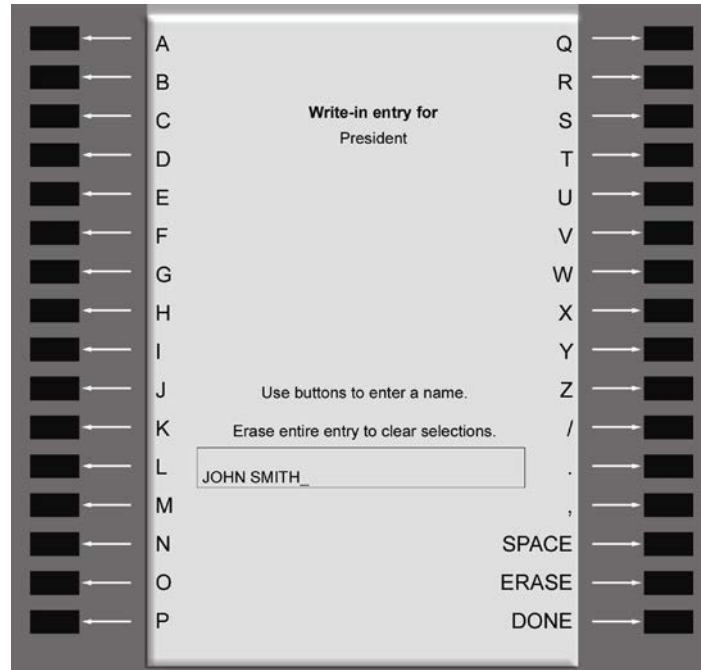
4. The status display at the bottom center of panel shows the voting status and the current page number of the ballot. Press the **Next Page** button at lower right of display to view the next page of the ballot. Press the **Prior Page** button at the lower left of display to review a previous page. The voter must view all pages of



a ballot, and select one candidate before the **Cast Vote** button will become active allowing the vote to be cast and recorded.

## 5. Write-In Votes:

5.1. To cast a write-in vote for an office, press the button next to **Write-In**. The screen will change.



***Write-In screen with user entered candidate name***

5.2. Using the “Write-in” Alpha Key Pad, type the desired candidate name by pressing the gray button next to the letters of the candidate’s name. The name will appear on the screen as the letters are selected. The **Erase** button can be used to make corrections.

5.3. Press the **Done** button to accept the write-in vote. The screen automatically returns to the regular ballot.

5.4. The name the voter entered will be displayed below the appropriate **Write-In** header on the ballot.



SCHOOL BOARD	TRUSTEE
Vote for (3) three 2 selected, incomplete	Vote for (1) one 1 selected, complete
<input type="checkbox"/> BRUCE CAUDILL	BEVERLY PUKLUS <input type="checkbox"/>
<input checked="" type="checkbox"/> RENE MENSER	TAMMY COAN-JULBERT <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> MARLENE EAKER	JAYE BLAZIER <input type="checkbox"/>
<input type="checkbox"/> MIKE JOHNSON	MIKE BROWNING <input type="checkbox"/>
<input type="checkbox"/> BECKY DeSANTIS	
<input type="checkbox"/> JOE BLAKEY	
<input type="checkbox"/> RICKY McCLARD	
	SGT-AT-ARMS
	Vote for (1) one 1 selected, complete
	JEFF ADAMS <input type="checkbox"/>
	WRITE-IN <input checked="" type="checkbox"/>
	JOHN DOE
	NO CANDIDATE
PRIOR PAGE	VOTING PAGE 3 OF 3
	CONFIRM VOTE

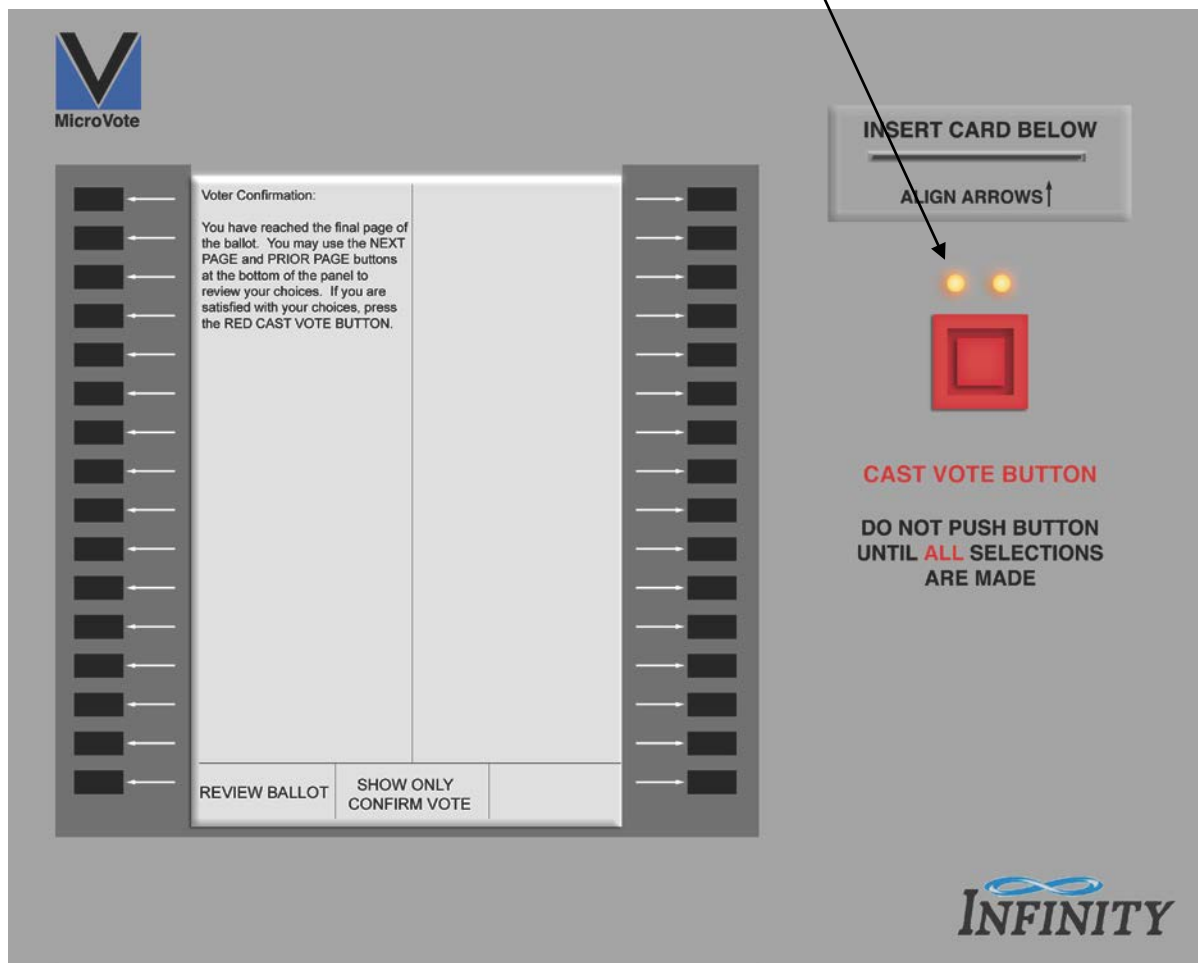
***Ballot with Write-In entered candidate name***

- 5.5. To cancel a write-in or enter a new candidate name, press the appropriate **Write-In** button again. The “**Write-In**” screen will appear again. Using the **Erase** button, erase the characters entered and type in a new candidate name or press the **Done** button to return to the ballot screen.



6. The final page of the ballot, will be a “**Voter Confirmation**” page. It will contain a message asking the voter to review their choices and confirm that they are satisfied and finished voting. This is required by law to ensure that voter is satisfied with their selections before casting their vote.

**Cast Vote** lights and button are active.



***Panel showing ballot that has not been cast***



To review selections made on the ballot, the voter can select the **Review Ballot** button on the lower left corner of the display. This will return the voter to the first page of the ballot.

When the voter has viewed and/or reviewed all pages of the ballot and reached the Confirm Vote screen as well as made at least one selection on the ballot, this will cause the lights above the **Cast Vote** button to light. The voter now presses the **Cast Vote** button to cast their vote.

The screen will show a confirmation screen that shows that the vote has been successfully cast.



***Panel showing “Thank You” message after successful vote casting***

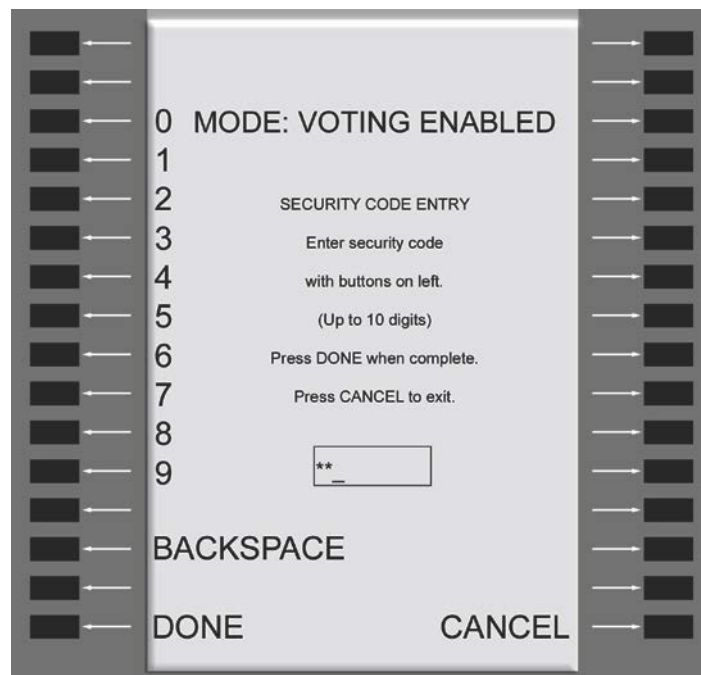


## Closing the Polls

### Tallying the Infinity Panel

After the polls have closed, downloading vote totals and printing a vote tally for your polling location is easier than ever. The Infinity will quickly and easily transfer all vote totals to electronic memory. The voting panel will then be able to print a tally tape for each panel.

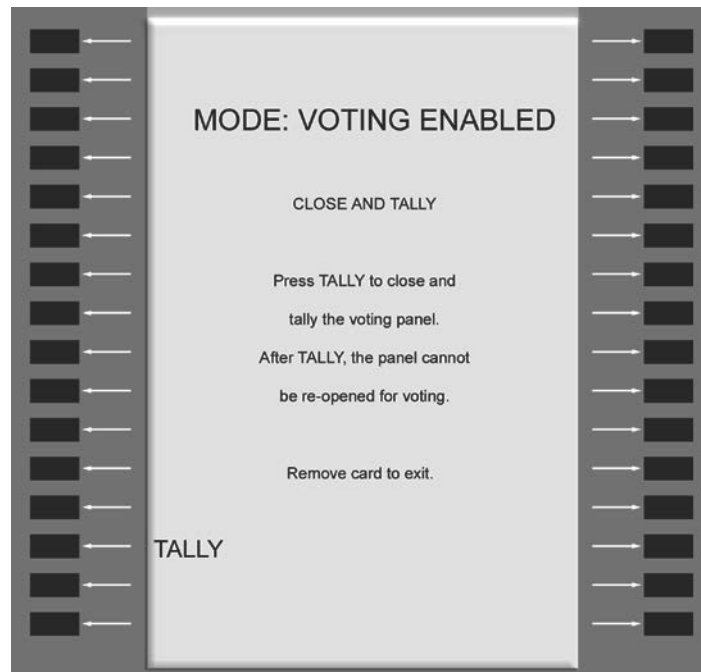
1. Insert the red colored Tally Card into the voting panel.
  - 1.1. Make sure to use the Tally Card that is assigned to that particular voting panel. The Tally Card will have a label on it with the serial number of the Infinity voting panel it is assigned to. Each Tally Card must only be used once on the voting panel to which it is assigned.
  - 1.2. If the wrong Tally Card is inserted, it will result in a Tally Card Error and the screen will prompt you to remove the incorrect card and insert the appropriate card.
2. Upon insertion of proper Tally Card, the **“Security Code Entry”** screen will appear.



**Security Code Screen**

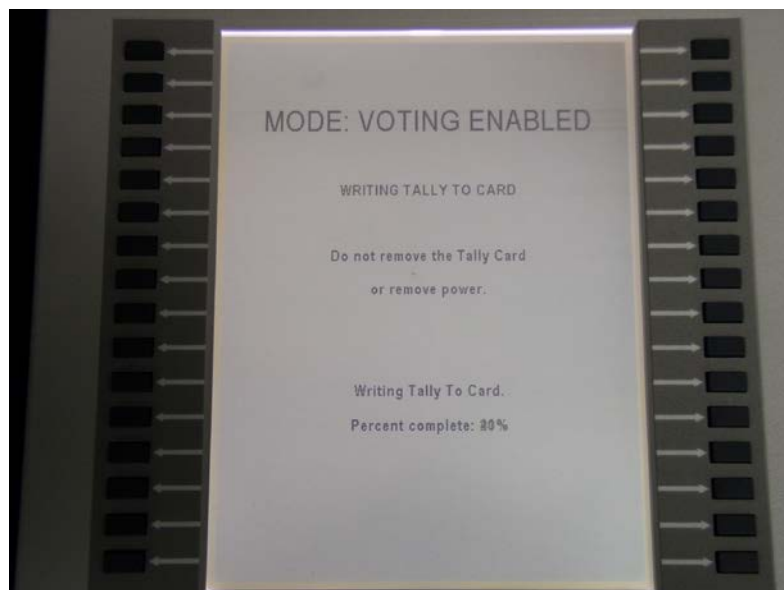
3. Enter the password and the **“Close and Tally”** screen will appear.





***Close and Tally Screen***

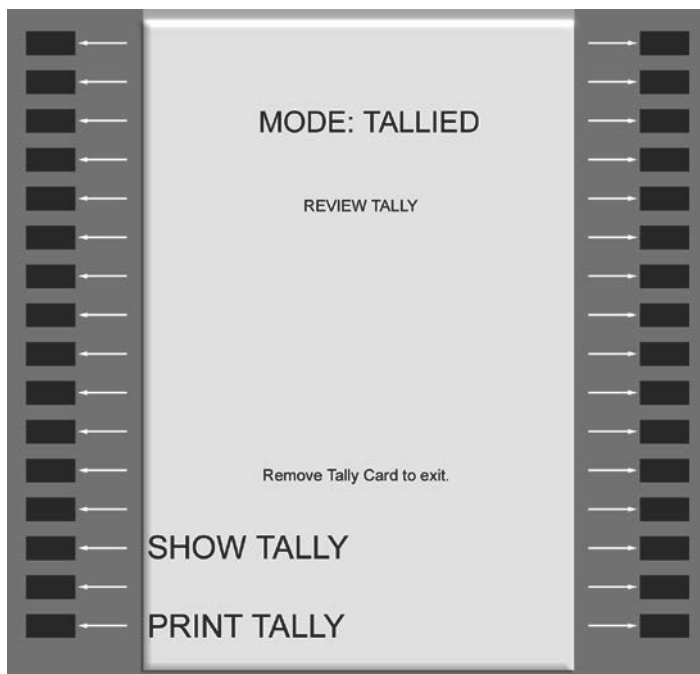
- 3.1. If you are not ready to tally, the Tally Card can be removed to return to the **“Voting Enabled”** mode.
4. Press **Tally** to start the process. Progress screens will display the progress of the tally on the screen. **Do not remove the Tally Card during this process.**



***Writing to Tally Card Screen***



5. Once voting is closed and the voting panel has been tallied, no more votes can be entered into the voting panel for the election. Once the tally process is completed, the “**Review Tally**” screen will appear with two choices: **Show Tally** and **Print Tally**.



***Review Tally Screen***

6. Printing the tally:

- 6.1. Locate your precinct printer, cables, and power cord in the carrying case provided.



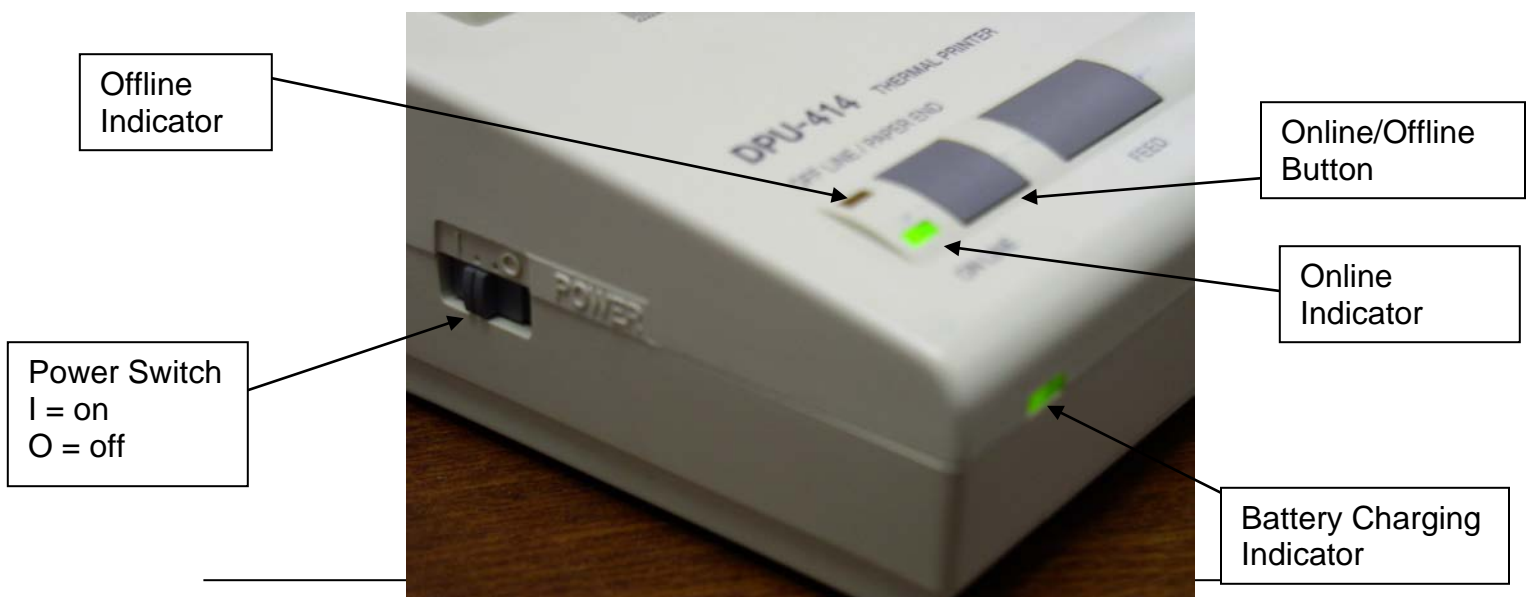


6.2. Plug the power cord into the printer (DC6.5V 2A round port) and into an available outlet. The printer will also operate on a rechargeable Ni-MH battery (if sufficiently charged). However, these batteries may not be pre-charged due to time spent sitting on the shelf between elections.

6.3. Connect the printer to the Voting Panel using the flat gray cable. Connect the rectangular 9-pin connector to the serial port on the back of printer. Connect the phone cord style connector to either the front or back port on the voting panel.

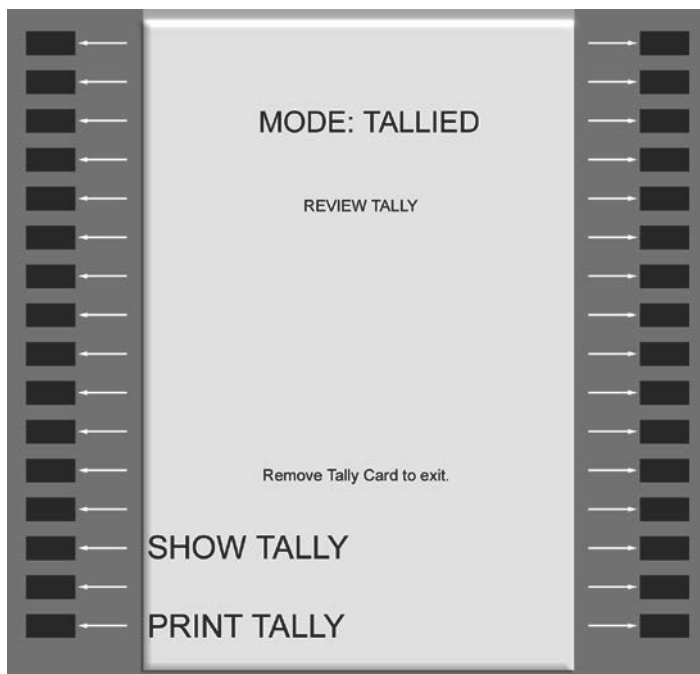


6.4. Turn the printer on. The power switch is located on the left side of printer and should be switched to the "I" position. When powered on, the green light on the top of the printer should be lit. If the orange light on top of printer is lit, the printer is "offline" and you need to press the smaller square button to bring the printer "online".





6.5. Press button next to **Print Tally** to begin the printing process.



***Review Tally Screen***

If the printer is not connected or is not turned on, an alarm will sound and an error screen will appear until the printer is ready.







## **Closing the Equipment**

### **Closing the Equipment**

1. Store the power cord and Infinity panel in the panel carrying case.
2. Remove the legs and store them in the rear compartment of the booth.



Leg Storage  
(Close flaps)

Power Cord  
Storage  
(Close flap)



3. Carefully fold the privacy curtains into the panel and close the panel carrying case.
4. If used, place printer, cable, power cord, DOUBLE TALK device, and headphones back into carrying case.
5. All cards (Start, Vote, Vote N and Tally) must be stored in proper envelopes for returning to election office. It is recommended that you seal tally cards and tapes in their respective envelopes before you transport them to the election office. It is also recommended that at least one poll worker from each party transport the tally cards and tapes to the election office together. The sealing of the envelopes and transportation of the cards and tapes by at least two partisan poll workers ensures a high level of security between the poll site and the election.

If you have **ANY** questions regarding the operation of the Infinity, please contact the Board of Elections immediately!

## **APPENDIX 1 - American's with Disabilities Act Voting Mode**

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### **Summary Visually Impaired**

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The Infinity voting panel has the capabilities to convert the ballot into an audio version which will allow voters that are visually impaired the ability to vote directly on the panel without any outside intervention.

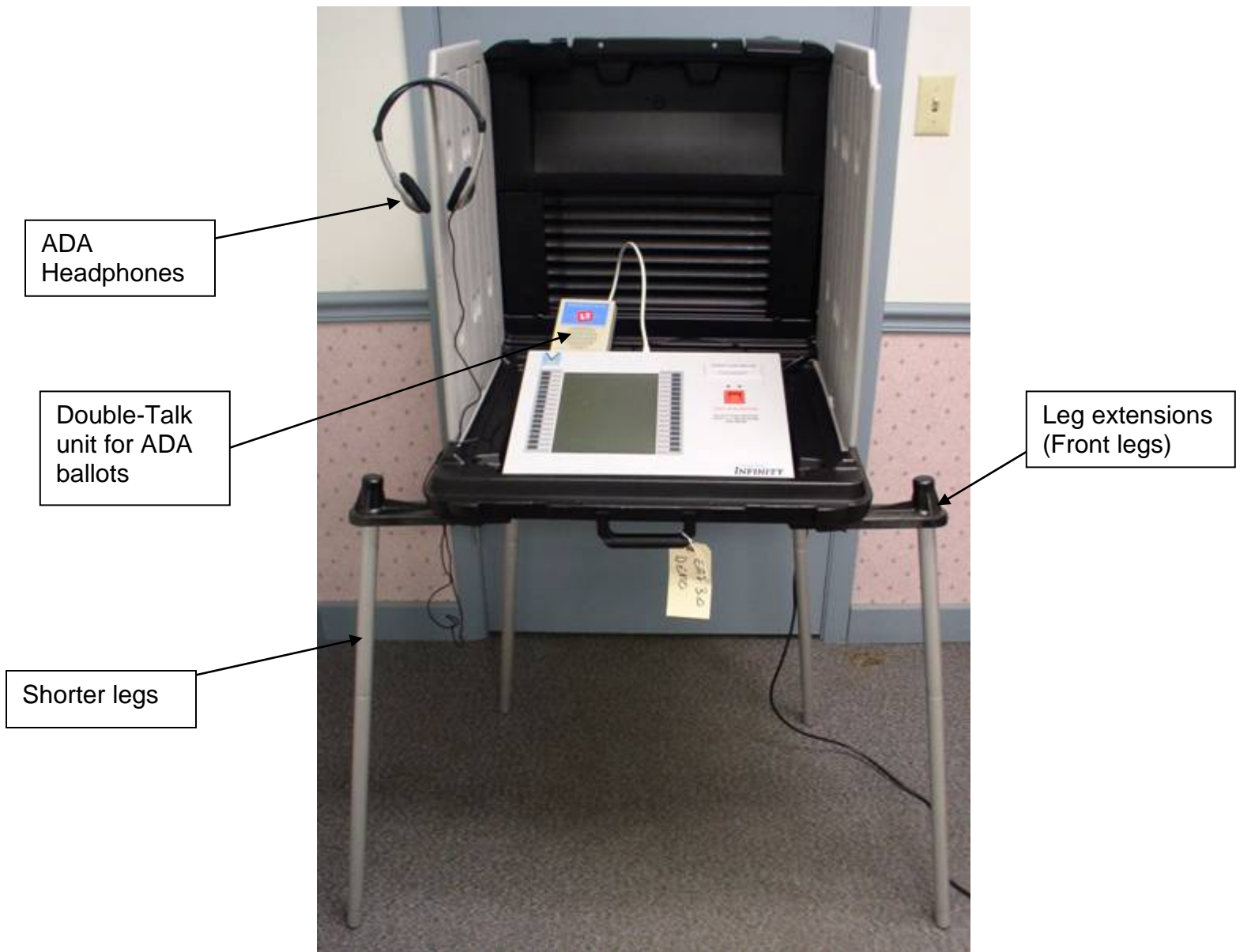
1. The accessible booth will be marked by a blue sticker near the latch. It will have shorter legs to make the height of the voting panel more accessible to a person seated or in a wheelchair. It is also possible to remove the panel and place on the voter's lap if necessary.
2. The same booth will have plastic leg inserts that are placed between the booth and the front legs to allow a wider berth for a wheelchair or seated person.





***Leg extensions (for front legs of accessible booth)***





***Booth set-up for ADA use***

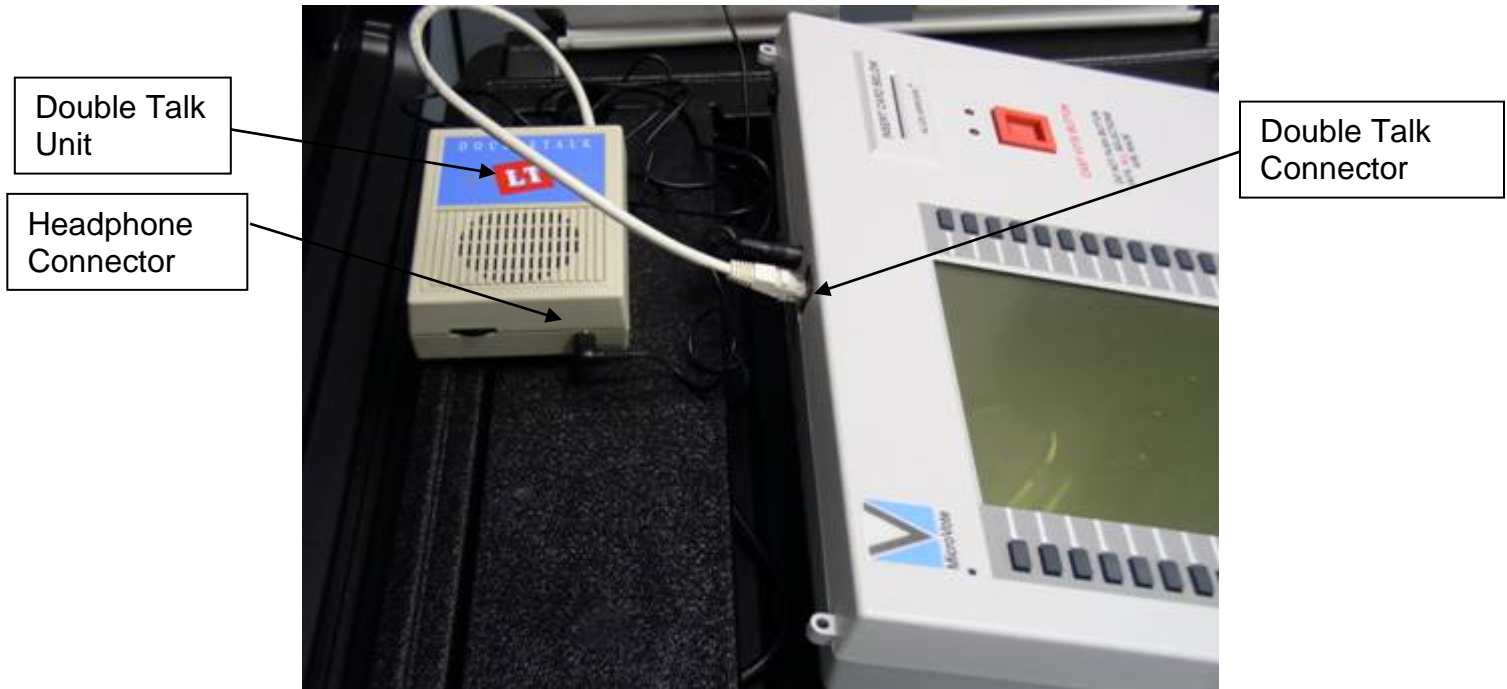
**How do I Activate the ADA Mode?**

The booth and the voting panel that have been designated for ADA use can still be used in a normal mode just like the rest of the panels in the precinct. However, when needed in ADA mode, the following steps will switch the Infinity panel to ADA mode.

1. Attach the DOUBLE TALK serial cable to the serial jack on the back of the panel. This must be done **before** the ballot is activated with the Vote Card. Make sure the headphones are plugged into the DOUBLE TALK device and turned to it's highest level. Next we recommend that you use



a common generic disposable ear covers on the headphones for each voter. This will provide sanitized headphones for each voter.



2. Insert the Vote Card into the voting panel and activate the ballot as normal.
3. When the ballot is activated, the panel will announce the **Volume Level** and the **Speed Level**. Each time the **Louder** or **Softer** button is selected, the volume will adjust accordingly by one step. It has a range of 1-softest to 10-loudest. The same applies to the **Speed Level**, Each time the **Faster** or **Slower** button is selected, the speed will adjust accordingly by one step. It also has a range from 1-slowest to 10-fastest. Both of these settings will return to a default level when each voter casts or cancels their vote.
4. Assist the voter in locating the two rows of raised gray buttons. Also assist them in locating the **Cast Vote** button. Have them place finger on top left gray button on panel (to use as a starting point). Explain that when they press this first button, the panel will read further instructions on how to vote.
5. Instruct the voter to put on the headphones and have them press the top gray button to begin voting.
6. A single press of a button will announce the information associated with that button. If the same button is pressed before spoken text is completed the output will pause, and resume at the last sentence when



the button is pressed again. To make a selection, the button must be pressed again. This includes all voter control buttons, as well as **Cast Vote** button.

7. The panel will remain in ADA mode as long as the DOUBLE TALK device remains plugged in. To return the Infinity panel to normal operating mode, simply unplug the DOUBLE TALK device before activating the panel for the next voter.

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### Summary Mobility and Dexterity Issues

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The Infinity voting panel has the capabilities to allow voters with mobility and dexterity issues to vote the panel.

1. A voter can use a head stick or mouth stick to vote the panel in a handicap booth as show below.





2. A voter without use of their hands can vote the panel using their feet. Simply remove the panel from the voting booth and place it on the floor a comfortable distance for the voter.





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## APPENDIX 2 - Voter Verifiable Paper Audit Trail (VVPAT)

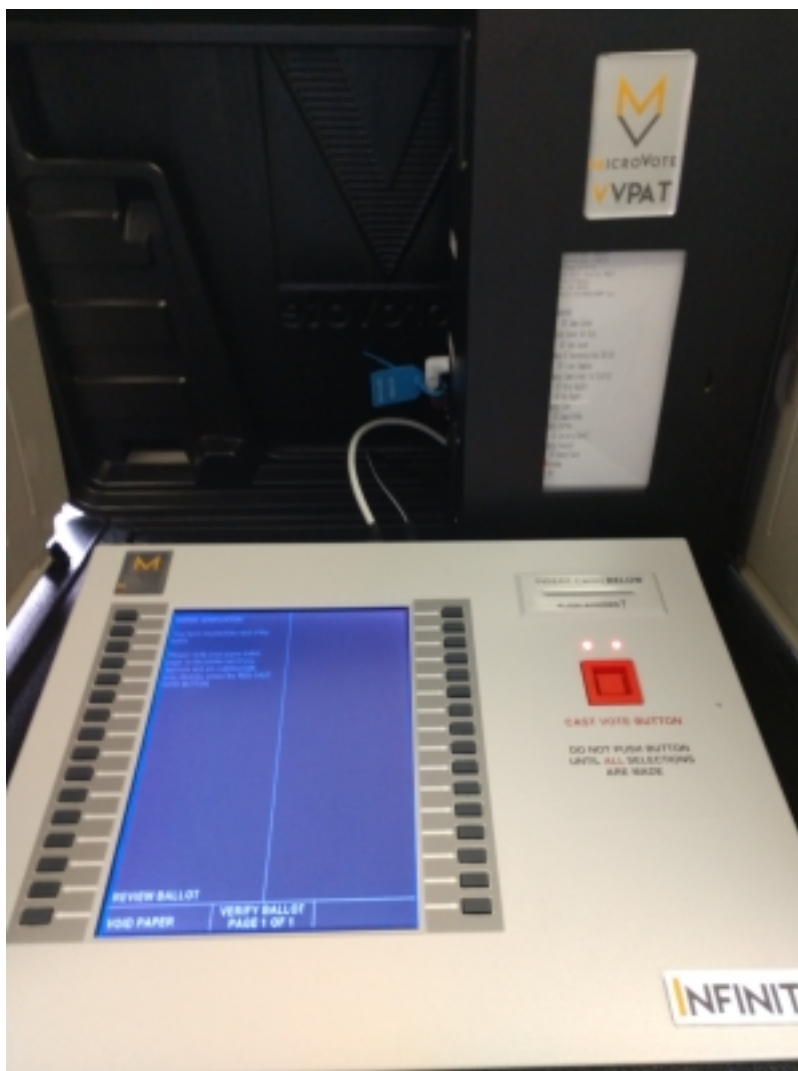
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### Setting up the VVPAT

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The Infinity voting panel has the capabilities to support printing a voter verifiable paper audit trail (VVPAT) for each ballot cast electronically.





1. Remove and record any security seals and open the VVPAT carrying case.



2. Carefully remove the locked and sealed VVPAT from the carrying case.





3. Note the VVPAT serial number and place in the back of the booth.

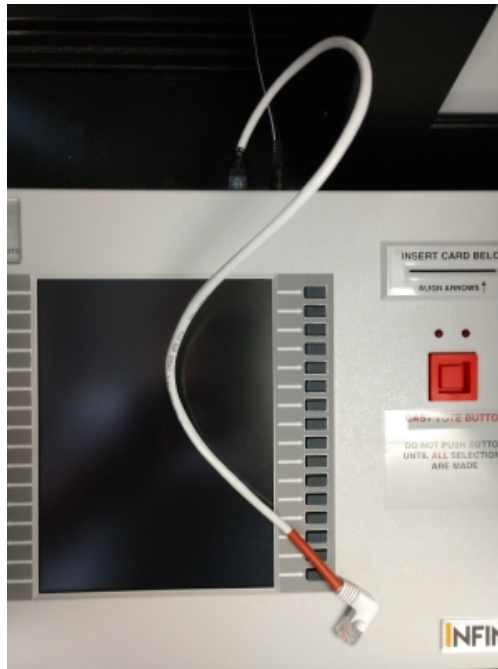


4. Push the power cord into the VVPAT with the flat side of the connector facing you. Make sure it's secure and then slide the VVPAT over to the right.





5. The Infinity panel will have a pigtail cable attached to the back data jack.



6. Place the panel in the booth and plug in the red connector to the bottom jack on the left side of the VVPAT. Attach a security seal and record the number. Insert the panel power connector and plug both the VVPAT and panel into an electrical outlet. Make sure all cables are secure. Turn the panel on using the switch.





7. In order to print the zero proof or tally reports plug the Seiko precinct printer into the top jack on the VVPAT.



8. The DoubleTalk text-to-speech player may also be plugged into the top VVPAT jack before the panel is activated for a voter with disabilities and should be removed before the panel is activated for the next voter.

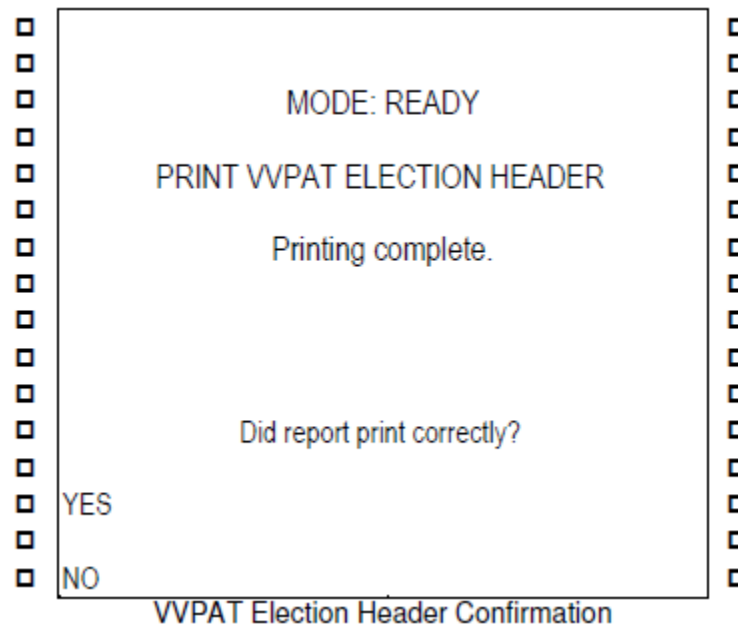




### Starting election with VVPAT

If VVPAT is enabled the VVPAT printer must be connected to the Voting Panel and powered up, then a Seiko precinct printer is connected to the top jack of the VVPAT printer. When the Print Zero-Proof function is executed according to Section 7 in this document the VVPAT printer will print an Election Header. If the Election Header is correct answer YES to “Did report print correctly?” The Voting Panel will then proceed to print the Zero-Proof report on the Seiko printer and allow you to start the election. After the election is started disconnect the Seiko printer while leaving the VVPAT printer connected.

If the VVPAT election header did not print correctly answer NO. This will invoke a VVPAT error – the Voting Panel must be turned off and the VVPAT printer corrected, then the Voting Panel is turned on and the starting election process repeated.



### Activation with VVPAT

After removing the Vote Card the VVPAT printer will print a Vote Record Header. This will remain partially visible to the voter and is for official use.

### Cancel voting with VVPAT

If the voter cancels their vote for any reason while VVPAT is enabled the VVPAT printer will print “\*\*\*\*\* VOTE CANCELLED \*\*\*\*\*” and clear the displayed print window.

### Printing ballot with VVPAT

Upon selecting VERIFY VOTE on the last ballot page a record of the voter's selections is printed in the language selected by the voter. This record is protected by a plastic window to prevent tampering, and may consist of multiple ballot pages depending on the number of selections made.



The VVPAT Paper Verification screen is displayed allowing the voter to accept, void, review, cancel or cast the printed ballot.

PAPER VERIFICATION		RECITE BALLOT	
Please verify your paper ballot page on the printer and then press the APPROVE button at the bottom right of the panel to print the next page.			
Printer cannot scroll paper in Reverse, so once you press the APPROVE button you will not see This printed page again.			
REVIEW BALLOT			
VOID PAPER	VERIFY BALLOT PAGE 1 OF 2	APPROVE	

VVPAT Review Screen

PAPER VERIFICATION		RECITE BALLOT	
You have reached the end of the ballot.			
Please verify your paper ballot page on the printer and if you approve and are satisfied with your choices, press the RED CAST VOTE BUTTON.			
REVIEW BALLOT			
VOID PAPER	VERIFY BALLOT PAGE 2 OF 2		

VVPAT Review Screen – Only/Last Page

On the only or last printed page the CAST VOTE lights will light indicating that voter may press the CAST VOTE button to cast their ballot. The printer will print an optional QR Code followed by \*\*\*\*\* **BALLOT CAST** \*\*\*\*\* in the selected language. The VVPAT printer will then clear the display area to provide secrecy of the ballot.

The RECITE BALLOT button only appears if a DoubleTalk text-to-speech converter is connected to the top jack on the VVPAT printer prior to activating. When a VVPAT ballot page is printed it is also recited in the selected language via the converter. Pressing RECITE BALLOT recites the ballot page again.

## VVPAT void limit

There is a limit to the number of times a paper ballot can be voided. This is set during programming in the range of 1 to 5.

Once this limit is reached (number of times BALLÖT VOID is printed) the VVPAT Review Screen changes VOID PAPER to CANCEL VOTING. REVIEW BALLOT allows voter to view their selections, but they cannot be changed. Voter is also prohibited from changing language.

If CANCEL VOTE is selected the VVPAT printer will print \*\*\*\*\* **VOTE CANCELLED** \*\*\*\*\* and clear the display window. The public count will not be advanced, and the event will be logged.



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## Closing Polls with VVPAT

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The process of tallying the Infinity panel with VVPAT during closing of the polls is identical to the process described earlier in this document except that the Seiko printer is connected to the top jack on the VVPAT.

1. Once the Infinity has been tallied and the final tally reports have been printed and signed, switch off the Infinity panel and unplug the panel and VVPAT from the electrical outlet.
2. Disconnect the Seiko printer cable from the VVPAT and remove Seiko printer from booth.
3. Remove the security seal from the bottom jack and disconnect the Infinity pigtail cable from the VVPAT. Remove the Infinity panel and power cable from the booth, leaving the pigtail cable attached to the panel.
4. Slide the VVPAT to the left and remove the VVPAT power cable by grasping the spring loaded connector and pulling gently to the right.





5. Place the sealed and locked VVPAT into the carrying case along with the VVPAT power cable. Close and seal the carrying case.

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**Loading paper  
into VVPAT**

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The VVPAT is designed to reduce or eliminate the necessity of changing paper during a busy Election Day. Loading paper will therefore usually be performed outside of normal polling hours by a technician or election official.

1. While the VVPAT is standing on a stable surface, record and remove any attached security seals and then unlock enclosure using key. Attach the VVPAT power cable and plug into an electrical outlet.





2. If VVPAT has been used and audit trail records are visible on take-up reel, press the linefeed (LF) button several times to advance blank paper onto the take-up reel.

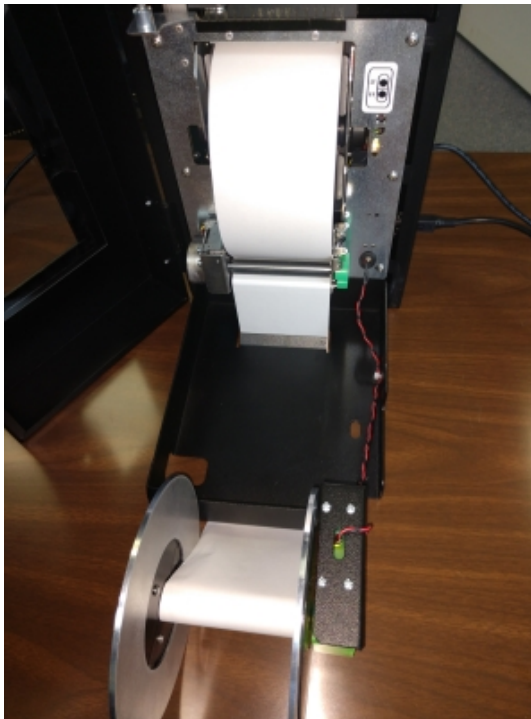


3. Release the two locking pins at the top left of the VVPAT print mechanism by lifting the pins and rotating a  $\frac{1}{4}$  turn to lock pins in release position.

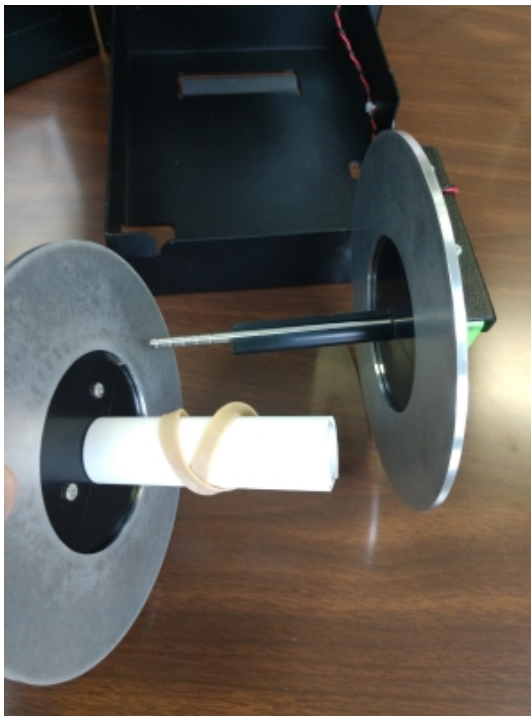




4. Lower the paper bed and take-up reel, cut the paper coming out of the print mechanism and wind around the take-up reel.

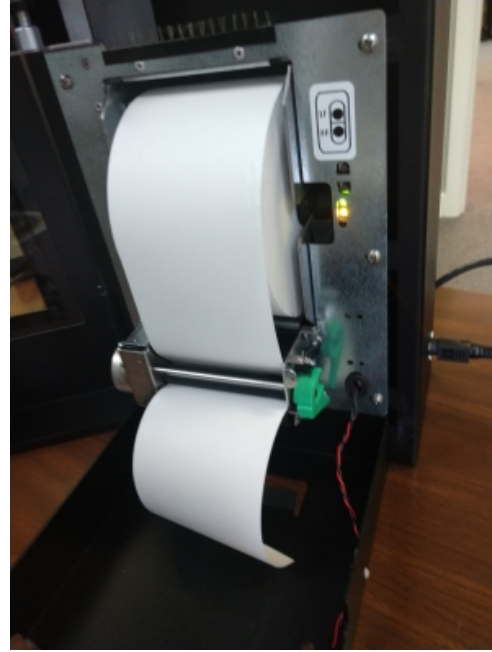


5. Remove the left take-up reel guide along with any printed audit records. Securely store the audit records and discard any remaining paper from paper bucket. To prevent loss store the plastic spindle in the paper bucket.

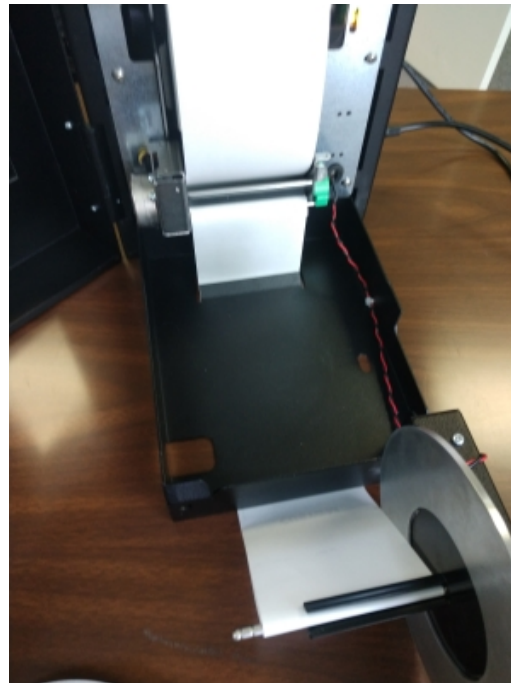
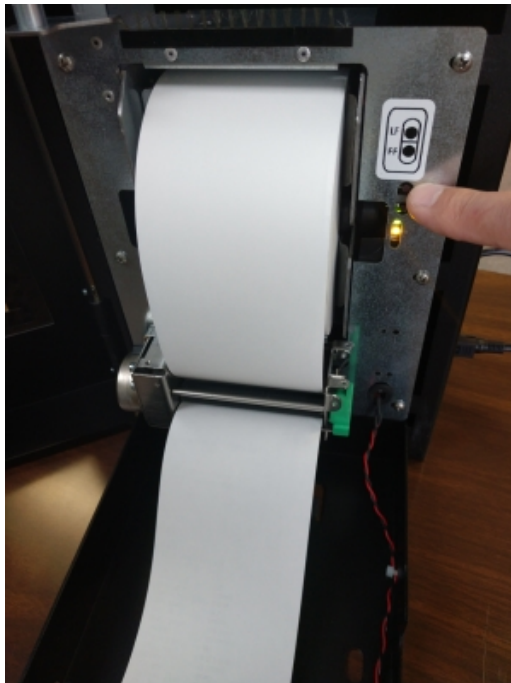




6. Insert the plastic spindle into a new roll of paper and position into the paper bucket with the paper unwinding **over the top as shown**. The paper has a chemical coating on one side and if positioned backwards will not print. Feed the paper into the print mechanism, which will automatically advance a short length of paper through the rollers. Note that green release lever is pushed back towards the printer so rollers will grip the paper.

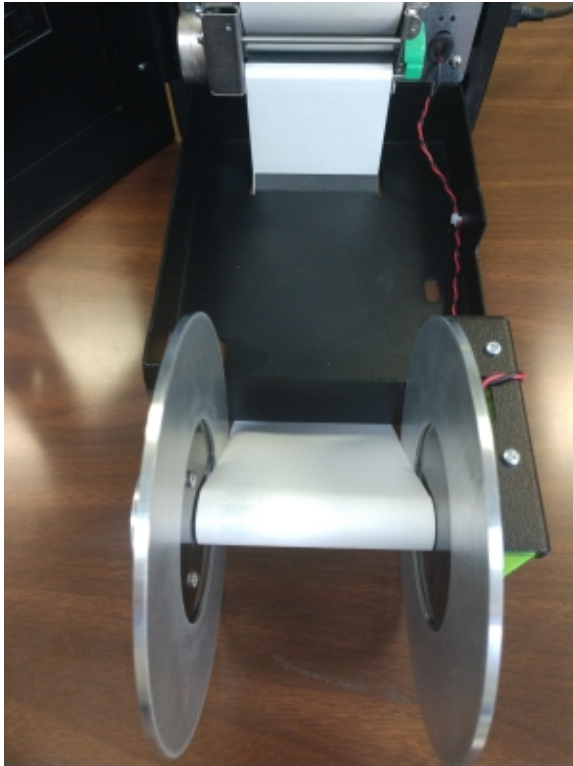


7. Press the LF (linefeed) button several times to advance paper. Feed the paper through the printer bed slot and wind onto the take-up reel as shown.





8. Press the left take-up guide onto the take-up spindle so that both guides are the same width as paper and move paper bed to upright position, turning both locking pins to release. Make certain that upper locking pin fully inserts into left take-up guide bearing. Use LF or FF buttons or manually roll take-up reels to take up any slack in paper.



9. Close and lock VVPAT enclosure. Place security seal on VVPAT and record number. Place VVPAT and power cable back into carrying case and seal.





## **Emergency Polling Place Procedures**

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### **Summary**

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This procedure is In case of an emergency where there is a case of civil disobedience, vandalism or any other disturbance at the polling place. There are 2 steps you need to perform to protect the Infinity voting panel.

1. Call 911 or the main election office for assistance depending upon the scale of the emergency.
2. Power off all of the Infinity Voting Panels in the precinct and place them in their protective cases. If a voter is in the process of voting they will have to start over and vote again after the disturbance has been stopped.