

Avante International Technology, Inc.

## VOTE-TRAKKER™ Election Official Manual

Part A  
Sections 1 - 3

**Version 4.4.3**  
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## **1. Introduction**

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### **1.1 About This Manual**

This manual contains operation functions and modes for the election official, poll worker and voter. In order to follow along with this manual, a VOTE-TRAKKER™ must be loaded with a ballot and Voter-Identifier-Numbers (VID#). The ballot generation and downloading of a ballot and VID# data are explained in the Election Administrator's Manual. One does not have to be an expert in operating a computer to use the VOTE-TRAKKER™ voting machine. The interface is a simple touch screen. To enter a function, simply press on the virtual button on the screen.

#### **1.1.1 Basic Operational Functions**

The basic functions for running the election using a VOTE-TRAKKER™ are divided into four distinct areas of operation.

1. Initiating and confirming the proper functioning of the system.
2. Closing of the voting session and system shutdown.
3. Helping voters that need special assistance. This includes assisting a voter with disabilities such as visually impaired, curbside voting for physical handicapped, terminating a “fleeing voter” session, and answering voter questions.
4. The actual voting process.

#### **1.1.2 Voter Operating Functions and Modes**

Voter operations are functions related to selecting and casting a completed ballot. They include:

- The entering of a VID# either manually or with an encoded smart card to initiate the voting session.
- Selecting their choices for each of the contests or questions.
- Casting their vote.
- Retrieving the voter receipt if they are allowed to keep it.

## **1.2 Safety Information**

### **IMPORTANT SAFETY INSTRUCTIONS**



**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



**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 from the type of source indicated on the manufacturer's ID label. Installation should be in compliance with applicable sections of the National Electric Code. Consult your local building code before installing.



**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, 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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**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 this 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! Danger of explosion if battery is incorrectly replaced. Replace only with same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer’s instructions and regards to local law.**

## **2. Operational Environment**

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VOTE-TRAKKER™ has been designed for both data security and ease of use for the voter. The system is based on the Windows® operating environment with graphical user interfaces similar to an Automatic Teller Machine (ATM).

### **2.1 Means of Interface by the Voter:**

The only data entry and interface for the voter and poll worker is through the touch screen, similar to an ATM.

- The VOTE-TRAKKER™ (EVC308R) uses a “resistive” touch screen system for compatibility reasons. The resistive touch screens respond to the touch of any object (a finger, pencil, or glove). The voter simply touches their choice on the screen.
- In the case of a visually impaired voter, they can elect to use the voice assisted voting accessory. In this case, a modified keyboard (although laid out in a familiar PC format) with four special functional keys and all of the alphanumeric keys activated. The voter uses earphones while the ballot is read to them. They make selections as easily as one moves through a telephone menu. This allows them to vote independently without assistance. The alphanumeric keys are used if the voter elects to “write-in” their candidate.
- Another use of the voice assisted voting feature is that people with certain physical disabilities can also use the modified keyboard and headphones. The corner keys used to control the voting functions are raised above the level of the rest of the keyboard allowing a closed fist or a pointer to vote independently. Since the keyboard is on a cord, it can be placed on someone’s lap.

## **2.2 Poll Worker Functions:**

The functional operations performed by the poll workers on Election Day are to initiate and close the voting sessions. This is performed through a special entry sequence at the touch screen.

- The VOTE-TRAKKER™ will ask for the proper password from the poll worker to initiate voting. If proper passwords are entered, the system will undergo a self-diagnostic routine test. There is some interaction with the machine at this point to check for the function of the touch screen, counters, presence sensor, and card reader. If any critical component fails during this start-up test, the VOTE-TRAKKER™ will prompt with a message of which component has failed. No further function is allowed and the system shuts down.
- When all critical hardware components are deemed functional, the system will undergo a routine of software testing. A receipt will then be issued to confirm the proper functioning of the software and hardware systems.
- If the jurisdiction chooses, the poll workers may be asked to perform one test run of a particular ballot. The poll worker would use a specially dedicated smart card (see Elections Administrators Manual in the Generate VID section) to vote on a test ballot. These votes are segregated from the provisional and normal votes and will not affect the final tally. In fact, the test voting will have its own separate tally.
- To close the voting session the poll workers will use a special sequence of touches via the touch screen, as designated in the Generate Ballot Data module. The system will then ask for the proper passwords to close the voting session.
- The VOTE-TRAKKER™ is closed and a final tally is printed. Polling Officials will be asked to sign on all of the receipts plus the readings of all counters.
- Depending on the jurisdiction, VOTE-TRAKKER™ may be unsealed at the polling locations. When VOTE-TRAKKER™ is unsealed, all of the memory modules should be removed under supervision and sealed in special bags or containers as required by law. The tally results that are stored on a floppy disk are also removed and sent to a central location either physically or by electronic means such as telephone, fax line or other electronic means.

### **3. Operational Features**

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VOTE-TRAKKER™ provides a touch-screen as a means for voters to input their choices. To select a choice, simply press on the screen where your desired choice is located.

#### **3.1 Before Voting and VID#:**

Each voter will be given a Voter Identifier Number (VID #) assigned by the local voting jurisdiction. The VID# is a series of numbers that identifies the proper ballot that is assigned to the voter. The VID# also contains a random number. A match of the entire VID# to list that is stored in the voting machine's database must occur for the voter to have access to the ballot. Once the number is used, it is removed from the list of available VID numbers stored in the database. This can either be assigned pre-election or assigned at the voting site. The options for presenting the VID numbers are:

- The twenty-four-digit number written on paper given to the voter by the poll workers after they have properly signed in for voting.
- A contactless smart card containing the proper VID#.

#### **3.2 How to start voting?**

This will depend on the mode of operations that the jurisdiction chooses to use. Each voting session may be activated by the voter inserting a card that carries the VID#. The machine may be programmed to “take-in” the card or “return” the card. The voter in the “return” mode is then asked to return the card to the Polling Officials for reprogramming.

A returned card cannot be re-used until a Polling Official rewrites a new VID# using the card encoder.

Each voting session can also be started by the voter manually entering the twenty-four digit number VID# to initiate the voting session. This number is given to the voter after they sign in and are checked for eligibility.

The Polling Official can also activate each voting session with a controlling card that they insert in the card-reading unit. This may be suitable for jurisdictions that want to reuse the card but also want to manage physical access to the voting machine at all times.

### **3.3 The Voting Process – How the voter votes**

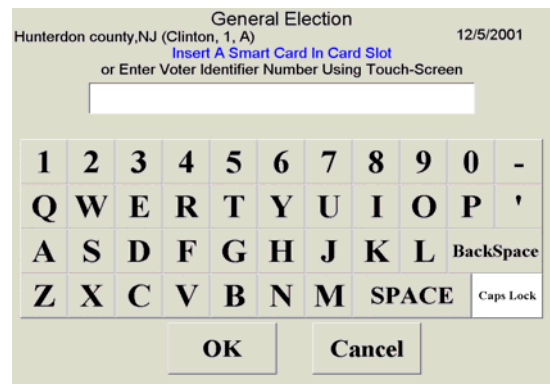
The following represents the screens the voters will encounter during their voting session.

#### **3.3.1 Enter the VID# to initiate voting**

The first screen they see is Figure 3.3.1A. Press the “Press to Begin Voting” button to go to the next screen, Figure 3.3.1B. The voter then enters their VID# manually or by insertion of a contactless smart card with their VID# preprogrammed in it. When an authorized VID# is entered, it will initiate the voting and the card will be retained by the machine or returned to the voter depending on the settings and card management scheme employed.



**Figure 3.3.1A**



**Figure 3.3.1B**

To enter the VID#, follow the instructions below:

1) If a voter smart card is issued by the local voting jurisdiction, the card is inserted into the card-reader slot located on the right side of the voting machine, see Figure 3.3.1C. Once the card is accepted, the voting machine will read the VID# from the card.



2) If a voter smart card is not used, the VID# is manually input by pressing on the numbers on the keypad. Press the “OK” button on the keypad to finish inputting the VID #. See Figure 3.3.1D.



**Figure 3.3.1C**

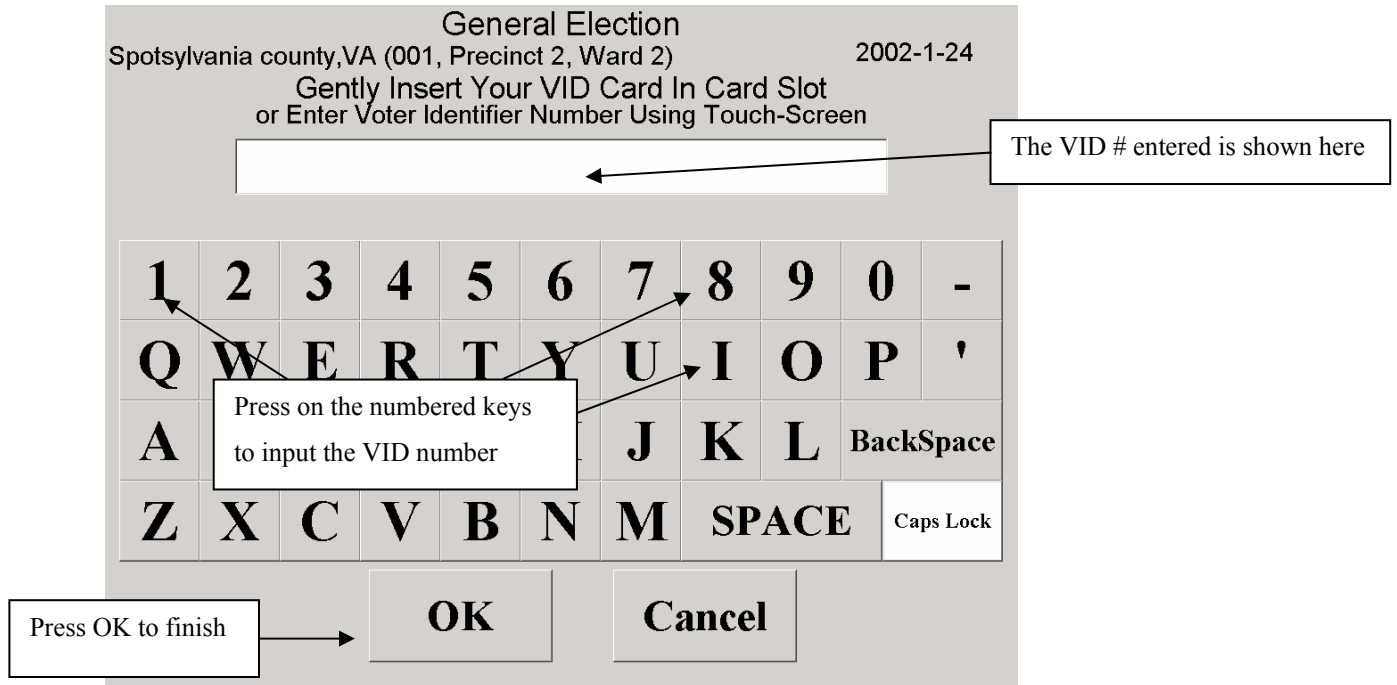


Figure 3.3.1D

### 3.3.2 Verify the ballot.

After inputting the VID #, the voting machine will select the correct ballot for the voter based on the ballot style assigned by the jurisdiction. Because several ballots styles may be stored on one VOTE-TRAKKER™, the voter should check to make sure the correct ballot is shown (see Figure 3.3.2A.).

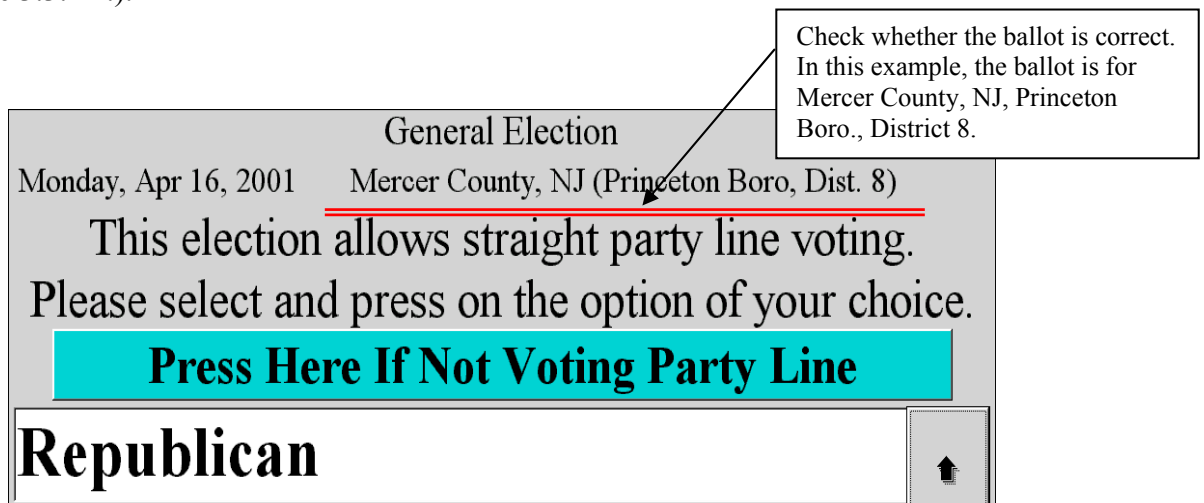
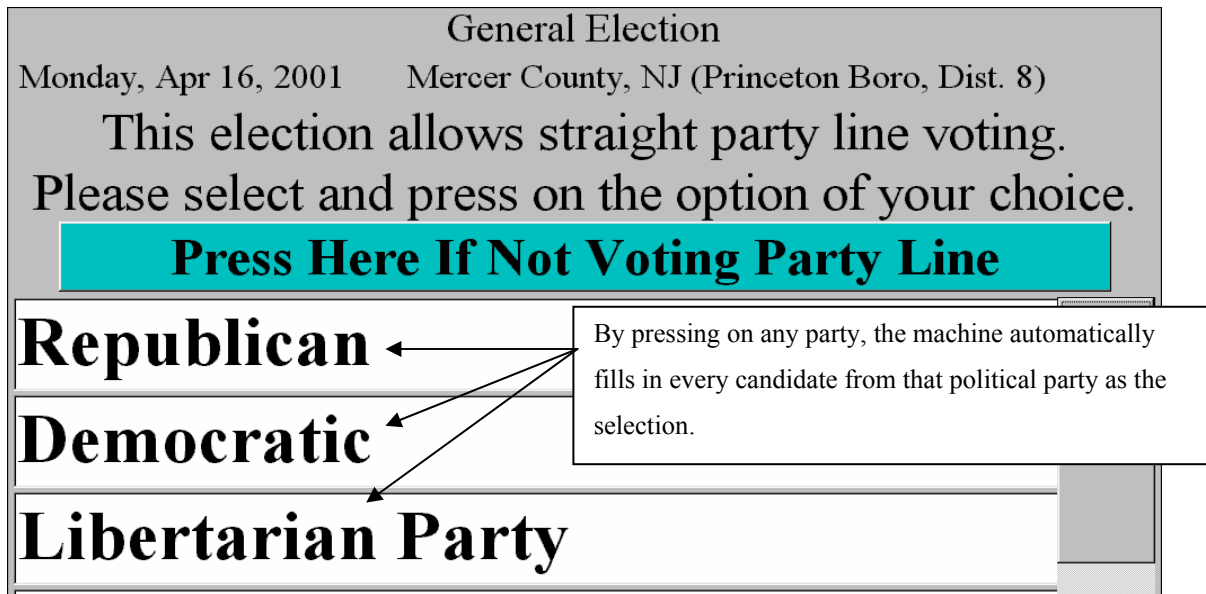


Figure 3.3.2A

**3.3.3 Straight Party Line Option (When available)**

Some States allow Straight Party-Line Voting. Screen Figure 3.3.3A will appear only if the State allows Straight Party-Line Voting. The party will appear in a fixed order. Select one of the parties on the screen. If the party chosen is Republican all the candidates or slate of candidates that have been nominated by that party will have been selected for those positions that they have been nominated. Those contests where the party lacks a nomination, will result in a “No Vote” indicating the choice of no selection, Figure 3.3.3B. The next contest that appears to the voter will be non-partisan related voting such as propositions, public questions, initiatives, etc.

- If there are too many parties to be listed in one page of the screen, a scroll bar appears on the right hand edge of the screen. For more choices, press on the scroll buttons.
- If “Not Voting Party Line” is chosen, the machine will sequentially display all contests for this particular ballot.



**Figure 3.3.3A**

Selecting any specific party will result in a confirmation screen requiring the voter to confirm their choice for the Straight Party-Line Voting option.

The following represents your current choices. Pressing any of the boxes will allow you to change that choice.

President and Vice President Republican George W. BUSH Dick CHENEY	State Senator Republican Bob FRANKS
Mayor Republican Dick ZIMMER	Dogcatcher Skip Contest (No Vote)
Public Question	Party Line Vote(Republican)

General Election  
 Mercer county,NJ (Princeton, Precinct 1, Ward 1) 03/07/2002  
**Public Question**  
 Press YES, NO or Skip Contest  
 (No Vote) for the following question

Test

A sample of Straight-Party-Line selection. The voter selected “Republican” in the Figure 3.3.3A. The system automatically selected candidates from the “Republican” party and chose “Skip Contest (No Vote) in any contest that does not have a Republican candidate. The voter is brought directly to vote on public question. If the voter is not satisfied with the selections, they can change the selection one by one or press on the “Party Line Vote” to select another party.

YES NO Details >>

**Cast Vote** Skip Contest (No Vote) Write-In Candidate

Figure 3.3.3B

“Not Voting Party Line” means that the voter can select their desired candidate from all the candidates available for every contest position. To select Not-Voting Party Line, press on the bar showing “Press Here If Not Voting Party Line” as shown in Figure 3.3.3C.

General Election  
 Monday, Apr 16, 2001 Mercer County, NJ (Princeton Boro, Dist. 8)  
 This election allows straight party line voting.  
 Please select and press on the option of your choice.

**Press Here If Not Voting Party Line** ← Press

**Republican** ↑

Figure 3.3.3C



Figure 3.3.3D is a sample screen after the voter selected “Not Voting Party Line”:

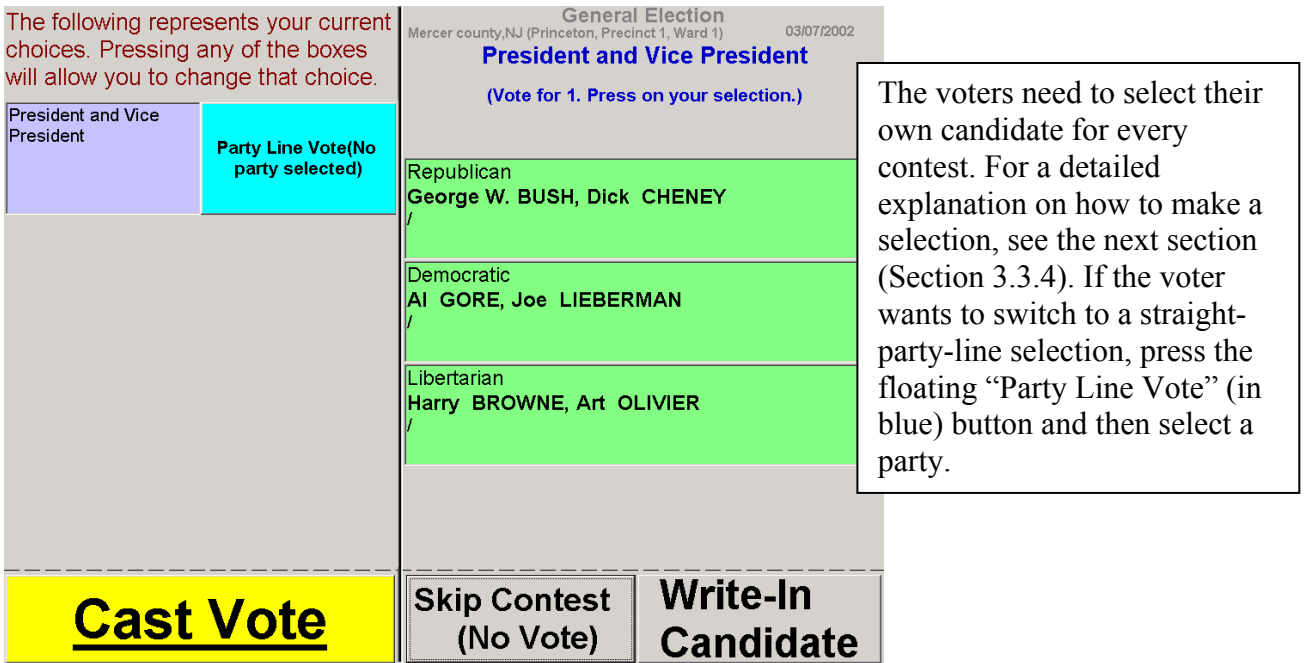


Figure 3.3.3D

**3.3.4 Make the selections if “Straight-Party-Line” voting is not allowed**

If the state does not allow “Straight-Party-Line” option, Figure 3.3.4A will be the first screen to appear after a valid VID# is entered either manually or via a smart card.



Figure 3.3.4A

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The screen is divided into two main sections:

**Left Side:** Lists the voter's selections along with a vertical scroll bar.

Voters scroll through their selections by pressing on the scroll bar arrow.

**Right Side:** Lists the choices of candidates for a particular contest or public questions along with a vertical scroll bar to view selections that cannot fit on the current screen. Voters scroll through their selections by pressing on the scroll bar arrow.

VOTE-TRAKKER™ requires that a voter make one of the three choices shown in Figure 3.3.4B before moving on to the next contest or public question:

- Select a candidate by pressing on the candidate's name, or
- Press on the "Skip Contest (Abstain)" or "No Vote (Abstain)" button if the voter does not want to vote for any of the nominated candidates, or
- Press on the "Write-in Candidate" to enter a write-in candidate.

The following represents your current choices. Pressing on any specific selections will allow you to change your choices for those positions.

Presidential Elector For

Choice 1: Press on a candidate's name to select it

Choice 2: Press on "Write-In" to enter a not-listed candidate.

Choice 3: Press on "No Vote" to abstain.

General Election  
Mercer County, NJ (Princeton Boro, Dist. 8) Monday, Apr 16, 2001  
**Presidential Elector For**  
(Vote for 1. Press on your choice.)

Republican George W. BUSH Dick Cheney	↑
Democratic Al GORE Joe Lieberman	
Libertarian Party Harry BROWNE Art Olivier	
Constitution Party Howard PHILLIPS Curtis Frazier	
Independent John HAGEMAN Laura Ticiati	↓
Reform Party	

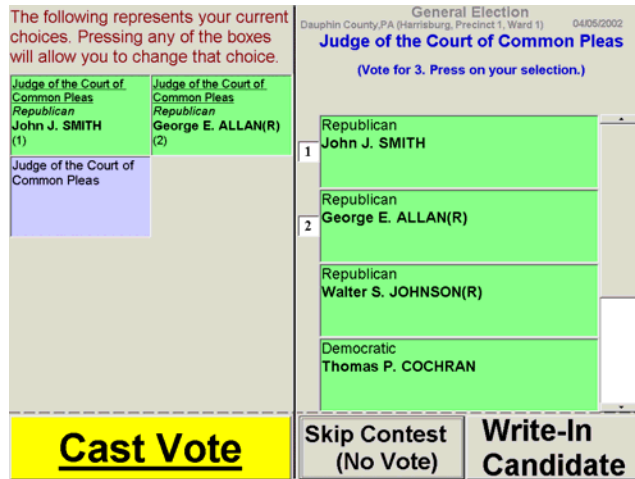
More Choices

**Cast Vote**      **No Vote (Abstain)**      **Write-In Candidate**

Figure 3.3.4B

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If there is more than one position to be elected for an office, each selection made by the voter is displayed and numbered in sequence. In the right half of the screen, all selected candidate(s) are also numbered in the sequence of being selected. The voting screen will move to the next contest/question when the voter has made the required number of selection. Please see Figure 3.3.4C as an example:



**Figure 3.3.4 C**

The office of “Judge of the Court of Common Pleas” is required to “Vote for 3”. The voter made “John J. Smith” as their first choice and “George E. Allan(R)” as the second choice. The selected candidates are numbered on both sides of the voting screen. After the voter makes the third selection, the total number of required choices is met and the right half of the voting screen will move to the next contest/question.

If the voter selects a candidate more than once, the Figure 3.3.4D screen will appear to notify the voter that they have already selected the candidate.

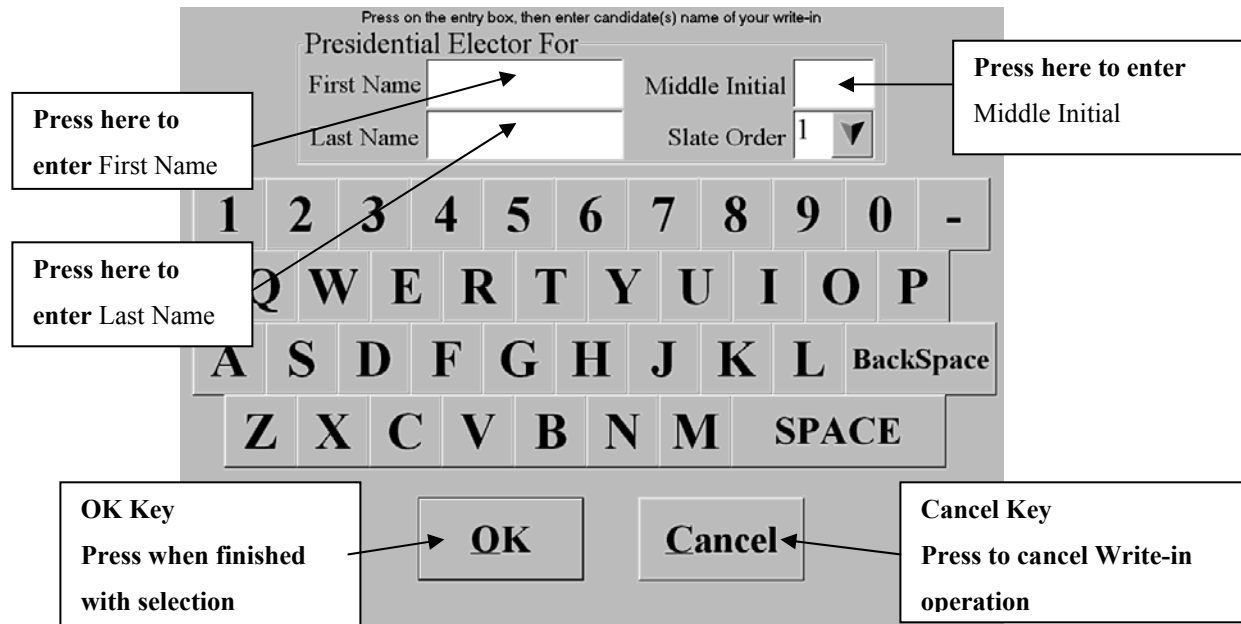


**Figure 3.3.4D**

### **3.3.5 How to perform a “Write-In” on VOTE-TRAKKER™**

VOTE-TRAKKER™ “Write-in” votes require the entry of a full first name and full last name,

Figure 3.3.5A. The middle initial is optional.



**Figure 3.3.5A**

The visual interactive simplified keypad operates just like a standard keyboard. The voter may enter or delete characters, numbers, spaces, etc.

To write in a candidate:

- a. Press on the rectangular field next to **First Name**
- b. Enter characters from touch screen keypad
- c. Press on the rectangular field next to **Last Name**
- d. Enter characters from touch screen keypad
- e. Press on the rectangular field next to **Middle Initial** (optional)
- f. Enter a character from touch screen keypad
- g. Press the **OK** button

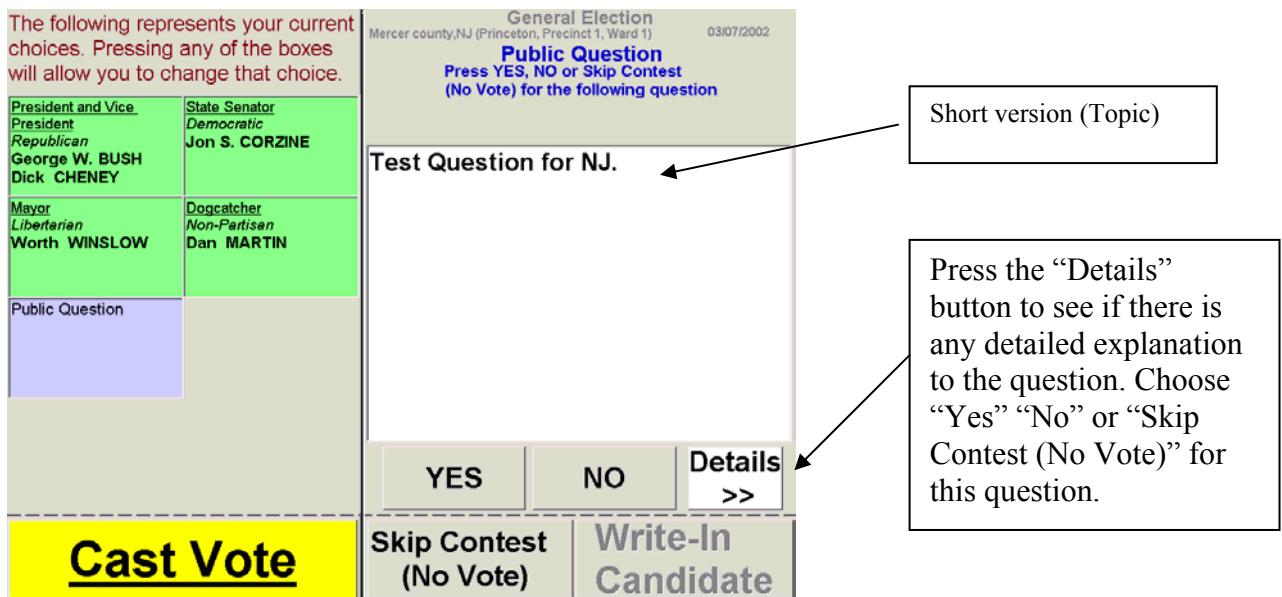
Please note that when choosing to write-in a candidate for a contest with a slate of candidates, the voter must write in a candidate or candidates to complete the slate. The “Slate Order” will change from “1” to “2” after writing in the first candidate, asking the voter to enter the name for the second candidate.

**3.3.6 Checking choices and making changes before pressing “Cast Vote”**

After making a choice, the selection will be shown on the left side of the screen. The voter is then prompted to vote for the next contest or public question. If the voter finds any mistakes or changes their mind, they can press on the corresponding button on the left side column to make a change. The right half of the screen will return to that contest or public question to allow them to make a new selection. If they select the same choice as they previously selected, the VOTE-TRAKKER™ will remind them that this is the same choice they wanted to change but does not restrict them from selecting the same choice.

**3.3.7 Voting on Public Questions, Initiatives, and Propositions**

The voter may vote on public questions once they have completed their choices for candidates. This screen operates just like the general election screen. They may read the short version of the public question or choose the **Details** button to view the question in detail, Figure 3.3.7A.



**Figure 3.3.7A**

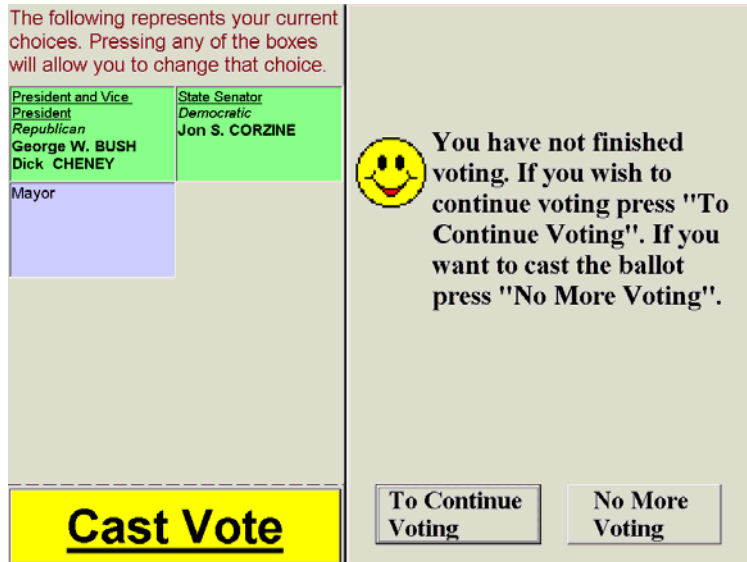
**The Voter has three choices:**

- **1. Yes (or In Favor)** – vote for the public question
- **2. No (or Against)** – vote against the public question
- **3. No Vote** – abstain or no-vote the public question

Again, the choices for public questions are shown on the left side of the screen.

**3.3.8 Casting vote before all contests were selected**

At anytime during voting, the voter can press the yellow “**Cast Vote**” button to end voting. If the voter presses this button before they complete all the contested positions and public questions, Figure 3.3.8A will appear to remind the voter that they are not finished.



**Figure 3.3.8A**

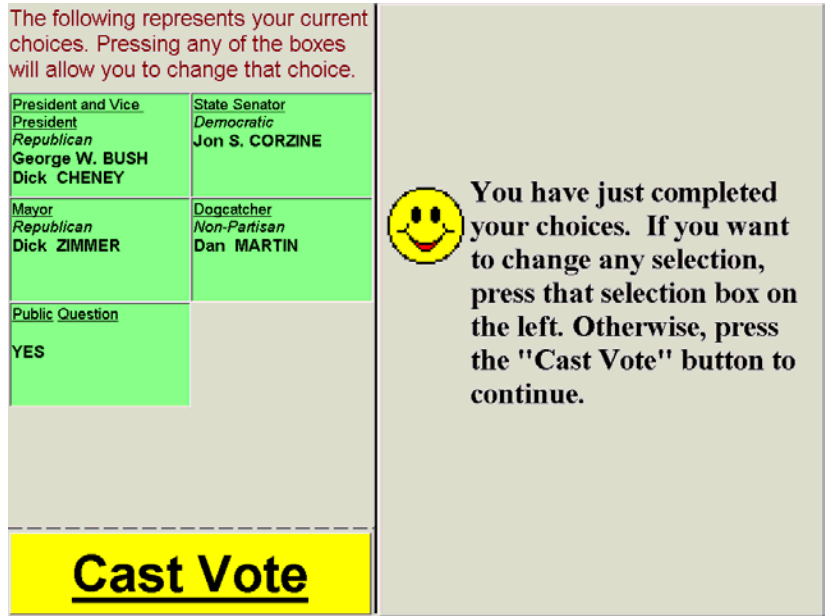
The voter then selects one of the following two choices:

1. Press  to return to the voting screen to continue voting.
2. Press  to end the voting session.

If the voter chooses “No More Voting”, the machine will ask the voter to press the “Cast Vote” button again to cast the ballot. All the voting questions/contests that the voter has not made choices will be cast as “No Vote (Abstain)”.

**3.3.9 Cast vote and end voting when all contests have been selected**

A voter who has completed all of their selections will then see the following screen, Figure 3.3.9A. The voter may press the **Cast Vote** button again to complete their voting session, or press on any button shown in the left side of the screen to make changes.



**Figure 3.3.9A**

Only upon re-confirming the **Cast Vote** function, Figure 3.3.9B will the ballot be cast. **Once a ballot is cast, no change can be made to the ballot cast.**

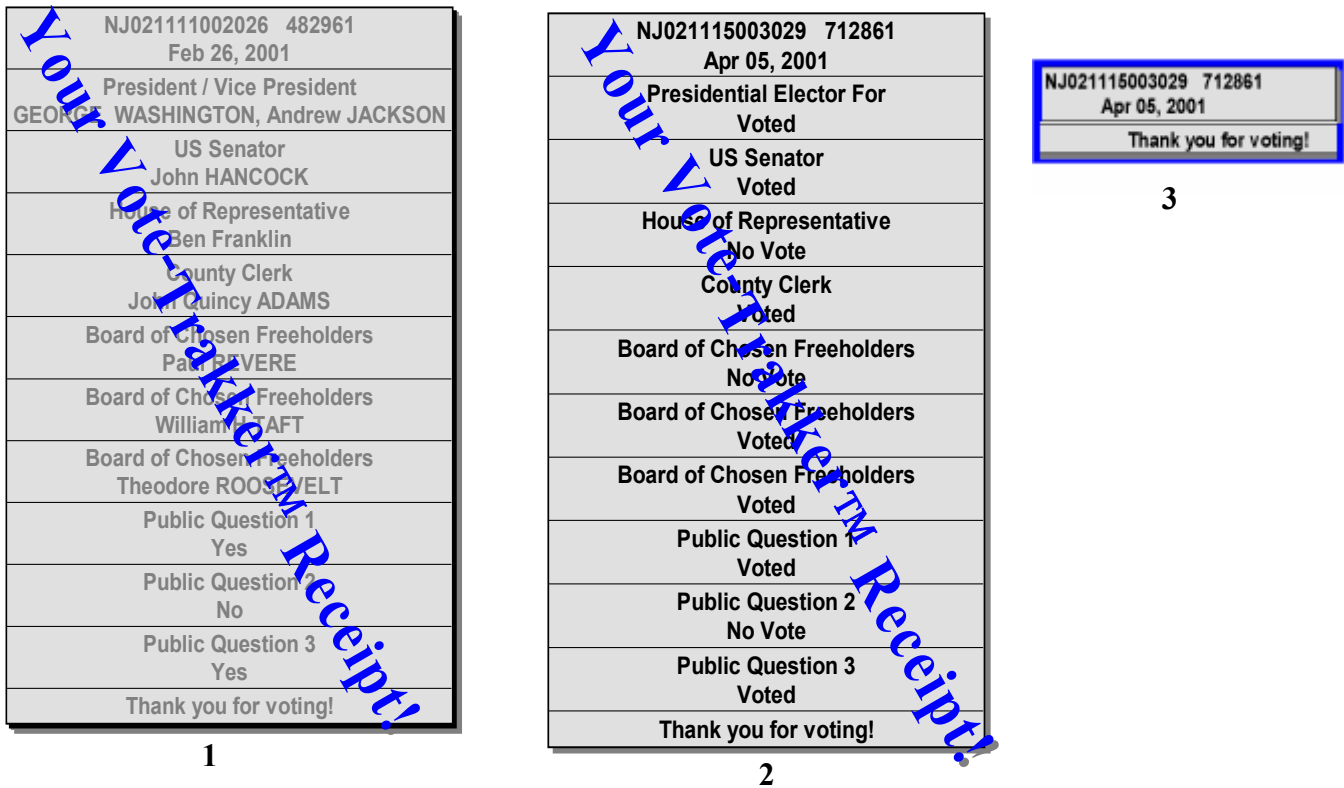


**Figure 3.3.9B**

**3.3.10 Cast vote - collect your voter receipt**

There are three different ways VOTE-TRAKKER™ helps to ensure 100% transparency (refer to Figure 3.3.10A).

1. The voter is given a receipt with a set of randomly generated numbers along with all of the choices that were made. To meet the current Federal standard the voter must return the receipt to the Poll Worker. This is most useful to ensure 100% transparency of any voting systems.
2. The voter receipt with indication of what contests the voter has selected a choice by marking the receipt with “Voted” or “No Vote” along with the randomly generated numbers. The voter will be able to write down their choices for future tracking. This allows the voter to check their vote in a controlled environment whereby the voter must register in order to check on their vote in private. This will eliminate the possibility for a fraudulent “vote buyer” to check the receipt.
3. Voter will be a given the receipt with only the randomly generated numbers.

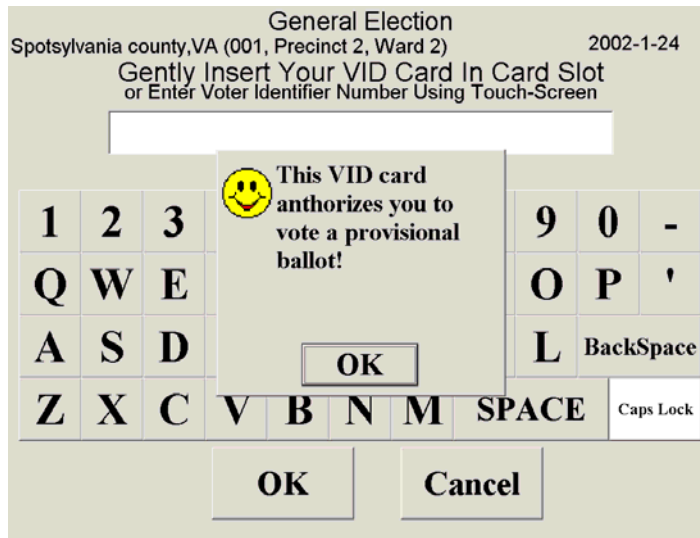


**Figure 3.3.10A**



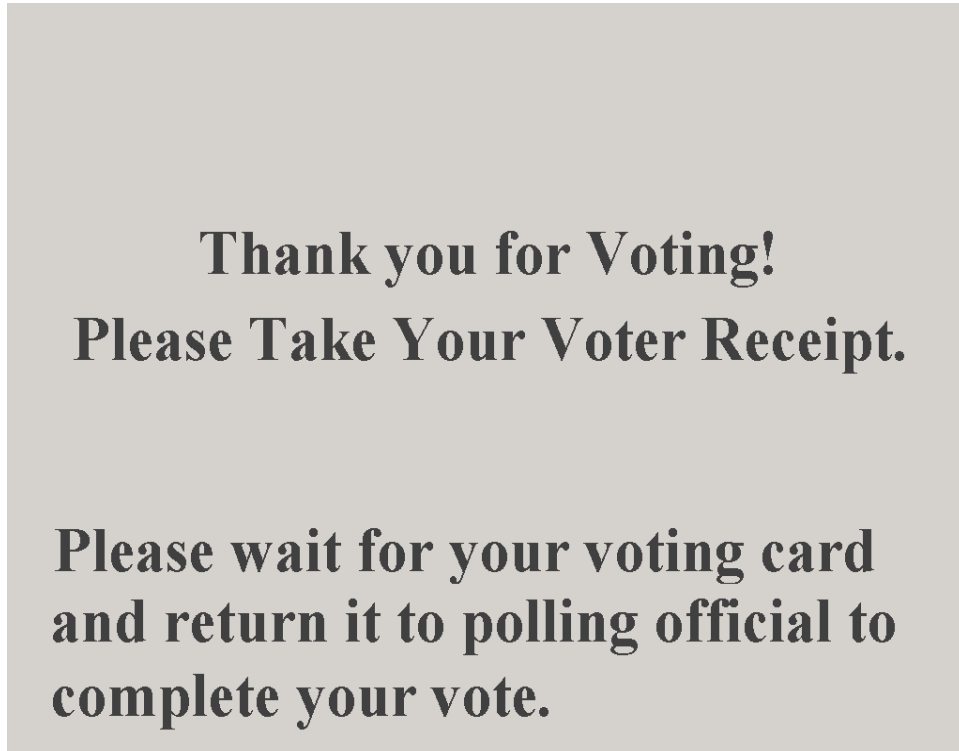
### **3.3.11 How to vote a provisional ballot**

If the election official cannot verify that a voter has been registered as an eligible voter, the voter may vote a provisional ballot if the State allows. The voter will be issued a provisional voting card. After pressing the “Press to Begin Voting” button and the insertion of the provisional card into the VOTE-TRAKKER™, the following screen, Figure 3.3.11A will appear to confirm that they will vote on a provisional ballot.



**Figure 3.3.11A**

After pressing the “OK” button, the voter will vote the same as other registered voters. The difference appears only after the voter has cast their vote. Instead of being recorded into the computer database the provisional ballot is written to the provisional voting card. VOTE-TRAKKER™ will return the card to the voter and prompt the voter to submit the card to polling official, Figure 3.3.11B.



**Figure 3.3.11B**

The polling official would seal the card with other state-required documentation for later verification. If the provisional voter's eligibility is later verified, the voter's voting result will be transferred from the provisional card to a VOTE-TRAKKER™'s database to be counted. Otherwise, the voting card will be void and recycled.

### 3.3.12 Cumulative Voting

A voter is not allowed to vote more than once for the same candidate unless this contest is set up as a cumulative voting. A cumulative voting contest allows the voter to repeat the selection of the same candidate. When a voter tries to select a same candidate more than once in a cumulative voting contest, the following screen, Figure 3.3.12A will appear to notify the voter of a redundant choice.



Figure 3.3.12A

If the voter presses the “Yes” button to confirm the intention to select the same candidate more than once, the result will be shown in Figure 3.3.12B.

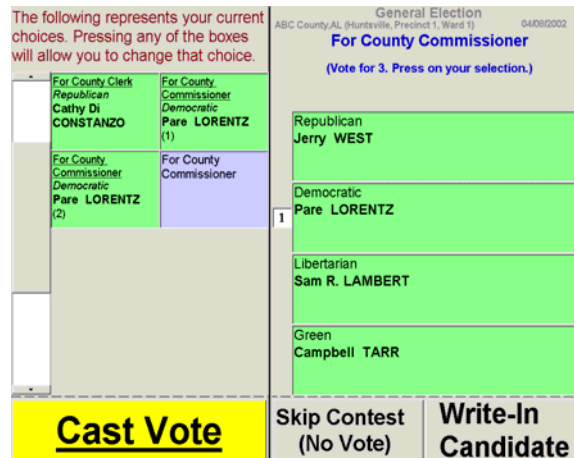


Figure 3.3.12B

Note that “Pare Lorentz” has been selected twice as listed in the left half of the above screen.

### **3.3.13 Ranking Voting**

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If required, the VOTE-TRAKKER™ can perform ranking voting. This type of voting is where the voter chooses multiple candidates in order of preference. Each candidate chosen receives a point value that is predetermined by the local jurisdiction. For example, when the voter has to rank three candidates, the first choice may receive three points, the second choice receives two points, and the third choice receives one point. The candidate with the most overall points is declared the winner. Therefore it is theoretically possible that the person with the most first choice preferences does not win. The voter selects their choices as they would for any multiple-choice contest. Each choice is labeled with the order of their selection.

Example:

Candidate	First Choice Votes (3 points)	Second Choice Votes (2 points)	Third Choice Votes (1 point)	Total Points
John Smith	29	15	25	142
Sally Doe	25	25	19	144
Jim Jackson	22	22	13	123
No Votes	5	0	5	20

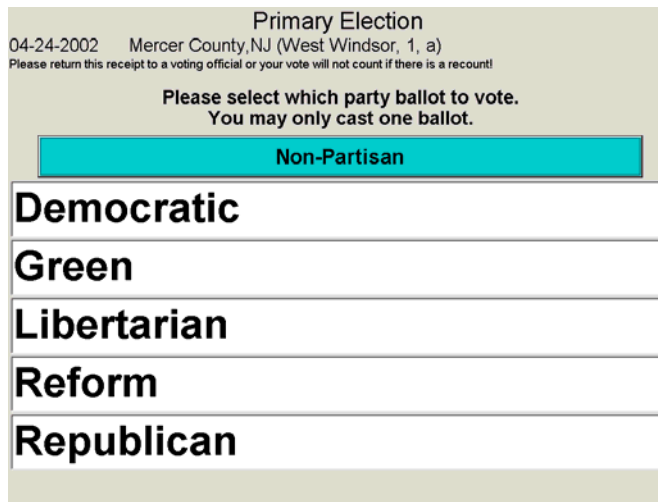
In the example, John Smith had the most first choice votes but Sally Doe had the most overall points. Sally Doe would be the winner for this contest.

### **3.3.14 Primary Elections**

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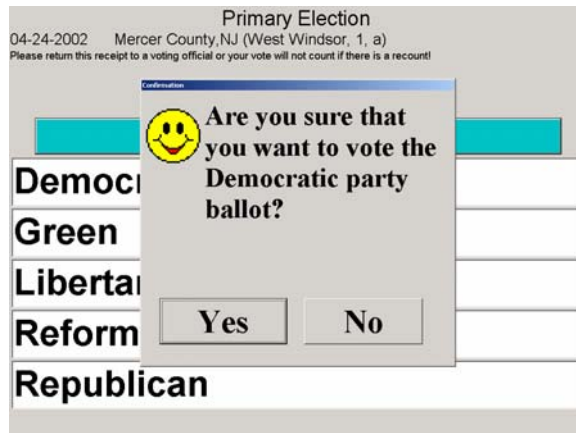
VOTE-TRAKKER™ allows three (3) types of Primary Elections, Open, Closed and a Modified Primary. In all of the described types of Primaries the voter is permitted to vote on nonpartisan offices and ballot issues that are presented at the same election.

In an Open Primary the voter, regardless of political affiliation, may choose in which party's primary they will vote. The voter is given the opportunity to select their choice of party ballot within the privacy of the voting booth. Upon inserting their VID card the voter will see all political parties. Figure 3.3.14A



**Figure 3.3.14A**

When a party is selected they will be asked to confirm their choice. Figure 3.3.14B.



**Figure 3.3.14B**

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In a Closed Primary the voter is required to publicly declare their choice of party ballot prior to entering the voting booth. Upon inserting their VID card the voter will only see their declared party's contests.

There are jurisdictions that allow a Modified Primary. Non-partisan registered voters may choose to vote for candidates from other selected political parties. The party may restrict which contests the non-partisan voter may participate. There can be certain parties that allow this method while others do not. Non-partisan voters can always select non-partisan and vote only on non-partisan offices and ballot issues that are presented at the same election. Partisan registered voters can only vote for candidates running within the same political party in which they are registered.