

Accu-Vote

# Accu-Feed User's Guide



Revision 1.0  
July 18, 2002

## Copyright

---

### Accu-Feed User's Guide

This documentation contains proprietary, trade secret information and is the property of Diebold Election Systems, Inc. and/or Diebold Elections Systems Inc. The information contained herein may not be disclosed, used, transferred or copied, in whole or in part, without the express prior written consent of Diebold Election Systems, Inc. and/or Diebold Elections Systems Inc.

Diebold Election Systems Inc.  
1611 Wilmeth Road  
McKinney, Texas  
USA 750610-8250

Diebold Election Systems Inc.  
1200 W. 73rd Street, Suite 350  
Vancouver, B.C.  
Canada V6P 3G5

## Disclaimer

---

NO WARRANTIES OF ANY NATURE ARE EXTENDED BY THIS DOCUMENT.

Any product and related material disclosed herein are only furnished pursuant and subject to the terms and conditions of a duly executed license or agreement to purchase or lease equipment. The only warranties made by Diebold Election Systems, Inc., and/or Diebold Election Systems Inc. if any, with respect to the products described are set forth in such license or agreement. Neither Diebold Election Systems, Inc., nor Diebold Election Systems, Inc. accepts any financial or other responsibility that may result from your use of the information in this document or software material, including direct, indirect, special, or consequential damages. You should be very careful to ensure that the use of this information and/or software material complies with the laws, rules, and regulations of the jurisdictions with respect to which it is used. The information contained herein is subject to change without notice.

Part number: 733-2271

## Table of Contents

---

1.	Accu-Feed Installation .....	1
1.1.	Setting Memory Card for Accu-Feed Processing in Test Mode.....	1
1.2.	Processing Test Decks or Voted Ballots .....	2
1.3.	System stopped procedures .....	3
1.3.1.	Jammed Ballots .....	3
1.4.	Direct Setting to Election mode .....	4

# 1. Accu-Feed Installation

---

The following section describes the procedure for installing the Accu-Feed unit on top of an AccuVote device:

- 1) Insert three pronged black plug into plug receptacle at the back of the Accu-Vote.
- 2) Place aluminum feed tray onto the ballot path of the Accu-Vote (Hook corner edge to front of Accu-Vote feed path.)
- 3) Insert Memory Card into Accu-Vote.
- 4) Place feeder on top of Accu-Vote with the lid above the ballot feed path.  
Ensure that the feeder sits flat and square to the Accu-Vote.
- 5) Open the lid of the feeder.
- 6) Insert Ballot Hopper into the feeder, insuring that the black prong engages the black prong of the feeder.
- 7) Attach catch basin to the exit side of the feeder.
- 8) Plug feeder and Accu-Vote into electrical outlet. DO NOT TURN UNITS ON

## 1.1. Setting Memory Card for Accu-Feed Processing in Test Mode

Follow the next set of instructions to prepare the memory card to count ballots processed with the feeder. If the memory card is not instructed to use the feeder it will not process the ballots.

Note: Use Test Mode for Public L & A test and general pre-election testing.

While holding the "YES" button, turn the Accu-Vote "ON".

<u>Message</u>	<u>Response</u>
1) Supervisor Functions	YES
2) Enter Password	Enter Yes four times or enter appropriate code
3) Change Set-Up Parameters	YES
4) Change Phone Number	NO
5) Change Ballot Feed Method	YES
Depending upon the previous setting of the Memory Card the LCD message will ask if you would like to "Use Manual Ballot Feed" or "Use Auto Ballot Feed".	
6) Use Auto Ballot Feed	YES
7) Change Output Devices	NO
8) Save Setting to Memory Card	YES
9) Save Successful Save to Another	NO
10) Duplicate this Memory Card	NO
11) Reset Card to Pre-Election	YES
12) Card Not Audited O.K. to Reset	YES
13) Enter Password	Same as Password above
14) Reset UnAudited Memory Card	YES

15) Remove Reset Memory Card – TURN ACCU-VOTE OFF Do Not Remove Card

After Ten Seconds Turn Accu-Vote “ON” (Do Not Hold the Yes or No button.)

- |   |     |
|---|-----|
| 16) Test Ballots                          | YES |
| 17) Test Unvoted Ballots                  | NO  |
| 18) Test Fully Voted Ballots              | NO  |
| 19) Count Test Ballots                    | YES |
| 20) Generating Report – Print Long Report | YES |

After Printing the Long report:

- |                       |    |
|-----------------------|----|
| 21) Need Another Copy | NO |
|-----------------------|----|

The Accu-Vote and Feeder are now ready to process ballots in automated TEST MODE.

VERIFY THAT THE ACCU VOTE ACCU-VOTE IS SET UP FOR FEED MODE BY INSPECTING THE LCD DISPLAY. TWO (2) \ \ MARKS SHOULD APPEAR AT THE FAR RIGHT OF THE LCD DISPLAY.

## 1.2. Processing Test Decks or Voted Ballots

- 1) Open Lid of Feeder.
- 2) Turn Feeder unit “ON”.
- 3) Place Ballots into Hopper.

Ballots should be stacked evenly and neatly. The Hopper will hold 200 ballots. Do not overfill the Ballot Hopper.

- 4) Inspect LCD display on Accu Vote to verify Total Ballot Count is “Zero”.
- 5) Close Lid of Feeder.

Ballots will begin processing through the system.

- 6) When all ballots have been processed, inspect LCD display for total ballot count
- 7) Open Lid of Feeder.
- 8) Place Accu-Vote Ender Card into hopper.
- 9) Close Lid of Feeder.

Ender Card will process through the System.

<u>Message</u>	<u>Response</u>
----------------	-----------------

- |                             |     |
|-----------------------------|-----|
| 10) Print Test Total Report | YES |
| 11) Print Long Report       | NO  |

After Printing the LCD will display “Need Another Copy”. Select Yes, if more than one copy is needed for L&A reports.

- |                 |    |
|-----------------|----|
| 14) Repeat Test | NO |
|-----------------|----|

Select “No” if no further L&A or testing is to be done, or if after L&A test you are setting the machine to Election mode.

- |                              |    |
|------------------------------|----|
| 15) Send Test Results        | NO |
| 16) Print Test Total Reports | NO |
| 17) Print Audit Report       | NO |

To set unit to Election Mode:

- |  |     |
|--|-----|
| 18) Prepare for Election               | YES |
| 19) O.K. to Prepare for Election       | YES |
| 20) Remove Memory Card – TURN UNIT OFF |     |

The Accu-Vote and Accu Feed are now ready for Election Day processing of Voted Ballots.

### 1.3. System stopped procedures

Occasionally the feeder will stop processing Ballots. This is an indication of one of several possible ballot errors, for example, Blank Voted Ballot, Over Voted Ballot, Ballot Not Read, Invalid Ballot, Invalid Mark, Ballot Jammed in reader or Counted Ballot Jammed in Reader.

It is critical to read the LCD message to ascertain reason for stoppage. If stoppage occurred for any reason other than “Counted Ballot Jammed in Reader, you must outstack the top/last ballot in the Catch Basket.

#### 1.3.1. Jammed Ballots

If the stoppage is due to a “Counted Ballot Jammed in Reader” gently pull the counted ballot out of the rear of the Feeder and Place in the Catch Basket. If the LCD message reads “Uncounted Ballot Jammed in Reader”, outstack the jammed ballot.

Outstack the last ballot in the Catch Basket if you see any of these messages:

Ballot Not Read

Invalid Ballot

Overvoted Race

Blank Card

Invalid Mark

Uncounted Ballot Jammed in Reader (and all other error messages).

If a stoppage occurs:

- 1) **Outstack the last ballot in the Catch Basket.**
- 2) Press “YES” to continue counting Ballots.

After ballots in hopper have been processed:

- 3) Inspect LCD message to insure the last ballot was processed.
- 4) Open lid of feeder.
- 5) Place all outstacked ballots into Hopper.
- 6) Close feeder lid.
- 7) If stoppage occurs again, read LCD message.
- 8) Remove last ballot from Catch Basket and outstack into groups, i.e., overvoted, blank, etc.

After all outstacked ballots have been processed follow these steps:

- For Overvoted & Blank voted races, place these ballots into the Hopper, hold the “YES” button, close the lid of feeder to override the outstack process and to count the ballots appropriately.

- All other outstacked ballots should be handled by Election Supervisor/Canvassing Board. These would include ballots marked with inappropriate marking devices i.e. red, orange, highlighters, partially marked ovals, etc.

## 1.4. Direct Setting to Election mode

Follow steps 1 through 8 in the previous section, then:

<u>Message</u>	<u>Response</u>
Reset Card to Pre-Election	NO
Clear this Memory Card	NO (Turn unit OFF immediately.)

When the unit is turned "ON" it will automatically print Zero Total Report and be in Auto Ballot Feed mode.

### ADDITIONAL CONSIDERATIONS:

- L&A test for mass ballot counts may be completed on the Accu-Vote without the feeder. If so, the memory card must be put in the Auto Feed mode prior to assembling the Feeder to the Accu-Vote.
- Placing a seal on the memory card slot may be desired after the L & A test.
- In Election Mode when the Accu-Vote is turned "on", it will automatically print a Zero Total report.