

Sequoia Voting Systems

7677 Oakport St., Ste. 800, Oakland, CA 94621

SEQUOIA EDGE AUDIO ACCESSORY

POLL WORKER'S/OPERATOR'S MANUAL

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Edge Audio Accessory Poll Worker's/Operator's Manual

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1 Introduction

The EDGE Voting Accessory, manufactured by Sequoia Voting Systems, provides audio voters with a private and secure way to cast their vote. The audio voting accessory unit is designed for use with the Edge Voting Systems and is optional.

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2 System Overview

2.1 AUDIO VOTING ACCESSORY COMPONENTS

NOTE: For instructions on switching the Edge into or out of the audio voting mode, see Sections 4.2 and 4.3.

The Audio Voting Accessory components are shown in Figure 2-1:

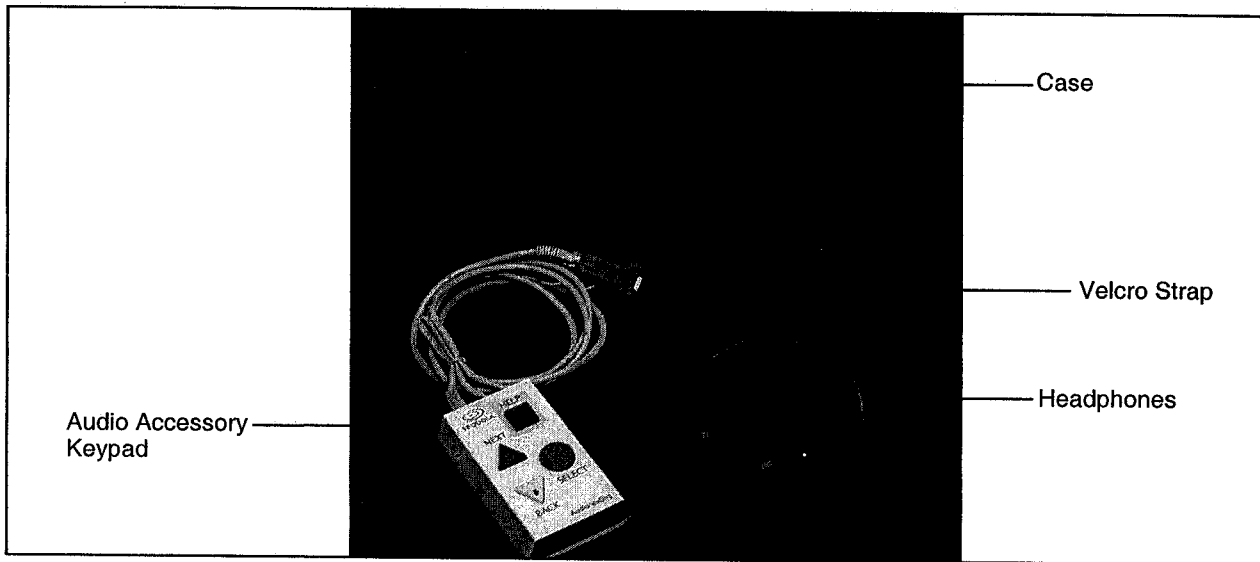


Figure 2-1; Edge Audio Voting Accessory Components

2.2 KEYPAD BUTTON FUNCTIONS

The audio voting accessory consists of the following four buttons:

- ROUND red SELECT button
- Green UP-ARROW button
- Yellow DOWN-ARROW button
- SQUARE blue HELP button

Following are the basic functions of each button on the audio keypad:

- Press the **ROUND** red **SELECT** button to initiate the following actions
- Exit Introductory Help and begin voting
- Select a candidate or deselect a candidate for each contest
- Review selections
- Exit contests

NOTE: If the contest is a "Vote for two or more," the voter must press the **ROUND** red **SELECT** button to hear each selected candidate. For example, if the voter voted for two candidates then he/she must press the **ROUND** red **SELECT** button twice.

- Press the green UP-ARROW button to do the following:
- Move forward through the list of candidates

NOTE: *If you continue pressing the UP-ARROW button you will eventually come back to the first choice.*

- Access the “Review Selections” option for a contest
- Access the “Exit Contest” to skip a contest
- Access the “Exit Contest” at the end of the audio ballot to review the entire ballot

- Press the yellow DOWN-ARROW button to do the following:
- Move backward through the list of candidates for each contest
- Move backward through the contests on the ballot

- Press the SQUARE blue HELP button to do the following:
- Introduction Help
- General Help
- Candidate Select/Deselect Help
- Write-In Help

3 The Audio Voting Process

The following sections contain an overview of the voting process, assisting the audio voter, audio help,

3.1 OVERVIEW OF THE AUDIO VOTING PROCESS

Following is an overview of the voting process

1. After voter is seated and is set up with the audio voting keypad and headphones, the voter listens to the introduction and introductory help.
2. The voter presses the ROUND red SELECT button to hear the list of choices for the first contest. **When this list is being read the voter cannot perform any actions until the list is finished! This ensures that the voter hears all of the candidates before he/she is allowed to make a selection.**
3. After the list is read the voter presses the green UP-ARROW button to hear the first choice.

NOTE: In contests where there are write-in choices, the voter must repeat pressing the green UP-ARROW until he/she hears "Write-In," at which time he/she presses the ROUND red SELECT button to begin write-in voting. (See *Write-in Voting in Section 3.5 Standard Sequences* for instructions.)

4. If the voter does not select the first choice, the voter presses the green UP-ARROW button to hear the next choice and so on. When the voter hears the desired choice he/she presses the ROUND red SELECT button to select the choice.
5. After selecting the choice (or choices if the contest has more than one choice, for example, a school board contest) the voter will hear "This contest is fully voted."
6. The voter repeats pressing the green UP-ARROW until he/she hears "Exit contest." (The voter can also exit the contest at this point by pressing the ROUND red SELECT button.)
7. The voter presses the ROUND red SELECT button to begin the next contest.
8. The voter presses the ROUND red SELECT button to hear list of choices for the second contest.
9. Repeat steps 3 through 9 for the remaining contests.

3.2 AUDIO BALLOT LAYOUT

The audio ballot is presented by contest, which contains the candidates for an office, or propositions. The voter will hear all the candidates (or propositions) at the start of each contest then will go back through the contest and make his/her choices. At the end of each contest the voter will be able to hear the choice or choices he/she has made. At the end of all of the contests the voter will hear a summary of all the choices he/she has made for all of the contests.

3.3 ASSISTING THE AUDIO VOTER

The following sections provide the poll worker with guidelines for assisting the audio voter.

Never touch the voter without first requesting permission. When assisting the voter, let the voter know what you are doing; for example, "I'm locating your name in the poll book, or I'm handing you the headphones," etc.

Do the following when assisting the audio voter:

1. Introduce yourself by speaking directly to the voter, not to the voter's sighted friend or attendant.
2. Locate the voter's name in the poll book.
3. Offer to *assist* the voter to the voting machine, offering your arm for guidance if the audio voter is blind. Make sure that the Edge being used for audio voting is in the "audio" mode (See *Section 4.2 Switching the Edge to the Audio Voting Mode* for instructions.)
4. After the voter is seated, tell the voter that you are handing him the audio voting headphones and keypad that he/she will be using for audio voting (before handing the voter the headphones and keypad make sure that the headphones are plugged into the keypad). If the voter is unable to hold the keypad, tell him/her that you can use the Velcro strap to attach it to the wheelchair or any assisting-device the voter may be using.

IMPORTANT: Before handing the voter the audio voting keypad, make sure the volume slide is adjusted to low to moderate volume.

5. Make sure that the ROUND red SELECT button is positioned to the voter's right, whether the voter is right- or left-handed.
6. Tell the voter that you are going to give him/her a brief overview of the voting process, but tell him/her that there are HELP instructions in the audio and that these instructions can be listened to as often as required.
7. Explain to the voter that there are four raised buttons on the keypad, each with its own shape. As you describe each of the four buttons and their functions, ask the voter to locate and feel their shapes. Tell them that this information is contained in the introductory HELP at the beginning of the audio. Explain also that there are four types of HELP and that each of these is based on where you are in the audio ballot. To access HELP the voter presses the SQUARE blue HELP button (See *Section 3.4 Audio Ballot HELP* for a description of the four types of HELP.)
8. Explain to the voter that in contests that contain write-ins, he/she must repeat pressing the green UP-ARROW button (each press of the button will recite a candidate in the contest) until he/she hears "Entering the write-In keyboard." He/she can then spell out the desired write-in candidate.
9. Tell the voter to raise his/her hand if he/she needs assistance or if he/she is finished voting.
10. After the voter is finished, check that the voter has properly exited the audio ballot then retrieve the audio voting accessory keypad and headphones.
11. Thank the voter for participating in the election.
12. If the next voter is voting in the visual mode, return the Edge to the visual mode as instructed in *Section 4.3 Returning the Edge to the Regular Voting Mode*.

3.4 AUDIO BALLOT HELP

The audio ballot contains four types of HELP, each based on its location in the audio ballot. Each type of Help can be heard by pressing the SQUARE blue HELP button. Following are the four types of Help with a brief functional description.

- **Introduction Help:** This is the first thing the voter hears when the audio ballot begins. Introduction Help welcomes the voter to audio voting and describes the function of the four buttons on the audio voting keypad. The voter can exit Introduction Help at any time by pressing the ROUND red SELECT button.

NOTE: If the voter does not press any buttons on the audio keypad for 30 seconds, audio Help automatically begins. To exit audio Help the voter presses the ROUND red SELECT button.

- **General Help:** General Help provides general information for navigating through the audio ballot. General HELP is available only when inside the contest, and is accessed by pressing the SQUARE blue HELP button.
- **Candidate Select/Deselect Help:** Candidate Select/Deselect Help describes how to select a candidate or deselect a candidate. The voter presses the SQUARE blue HELP button to access Candidate Select/Deselect Help in situations in which the voter wants select or deselect a choice.
- **Write-In Help:** Write-In Help describes the necessary steps for entering the name of a write-in candidate, and for selecting or deselecting a write-in candidate. To access Write-In Help, the voter presses the SQUARE blue HELP button after he/she has entered the write-in keyboard in the audio ballot.

3.5 STANDARD SEQUENCES USED IN THE AUDIO BALLOT

Following are the standard sequences used by the voter when navigating the various parts of the audio ballot. These will be helpful if the audio voter requires assistance:

Skipping a Contest

1. To skip a contest, press the green UP-ARROW button repeatedly until you hear "Exit contest."
2. Press the ROUND red SELECT button to continue to the next contest.

"Selecting" and "Deselecting" a Choice

1. To select a choice, press the ROUND red SELECT button once after hearing the desired choice.
2. To deselect a choice, repeat pressing the green UP-ARROW or yellow DOWN-ARROW button until you hear the choice you just select then press the ROUND red SELECT button to deselect the choice.
3. To deselect a choice after leaving a contest, press the yellow DOWN-ARROW button to return to the contest and candidate then press the ROUND red SELECT button to deselect the candidate.

Write-In Voting

1. Repeat pressing the green UP-ARROW button until you hear "Write-in, then press the ROUND red SELECT button to enter the Write-In keyboard.
2. Use the green DOWN-ARROW and yellow UP-ARROW buttons to move back and forth through the alphabet, numbers, and special characters.
3. Spell out your write-in choice by pressing the ROUND red SELECT button to select each desired letter, number, or special character. To deselect a character, use the BACKSPACE choice.

Exiting Write-In Voting

1. Repeat pressing the green UP-ARROW or yellow DOWN-ARROW button until you hear "OK," then press the ROUND red SELECT button.
2. To cancel a selection, repeat pressing the green UP-ARROW or yellow DOWN-ARROW button until you hear "Cancel," then press the ROUND red SELECT button.

Reviewing Choices at the End of a Contest

1. After selecting your choices for a given contest, repeat pressing the green UP-ARROW button until you hear "Review Selections."

Press the ROUND red SELECT button to hear the choices for the contest.

Reviewing Choices at the End of a Ballot

1. Exit the current contest.
2. Press the green UP-ARROW or yellow DOWN-ARROW button until you hear "review your selections."
3. Press the ROUND red SELECT button to hear the contest names and selections.
4. Press the green UP-ARROW or yellow DOWN-ARROW button when you are finished.

4 Preparing the Edge for Audio or Regular Voting

The following sections provide instructions for connecting the audio voting accessory to the Edge, putting the Edge into the audio voting mode, and returning the Edge to the visual voting mode.

4.1 CONNECTING THE AUDIO VOTING ACCESSORY TO THE EDGE

Do the following to connect the audio voting accessory to the Edge (the Edge should be powered on):

1. Connect the audio voting accessory cable to the Edge serial port labeled "Audio." (Figure 4-1.)

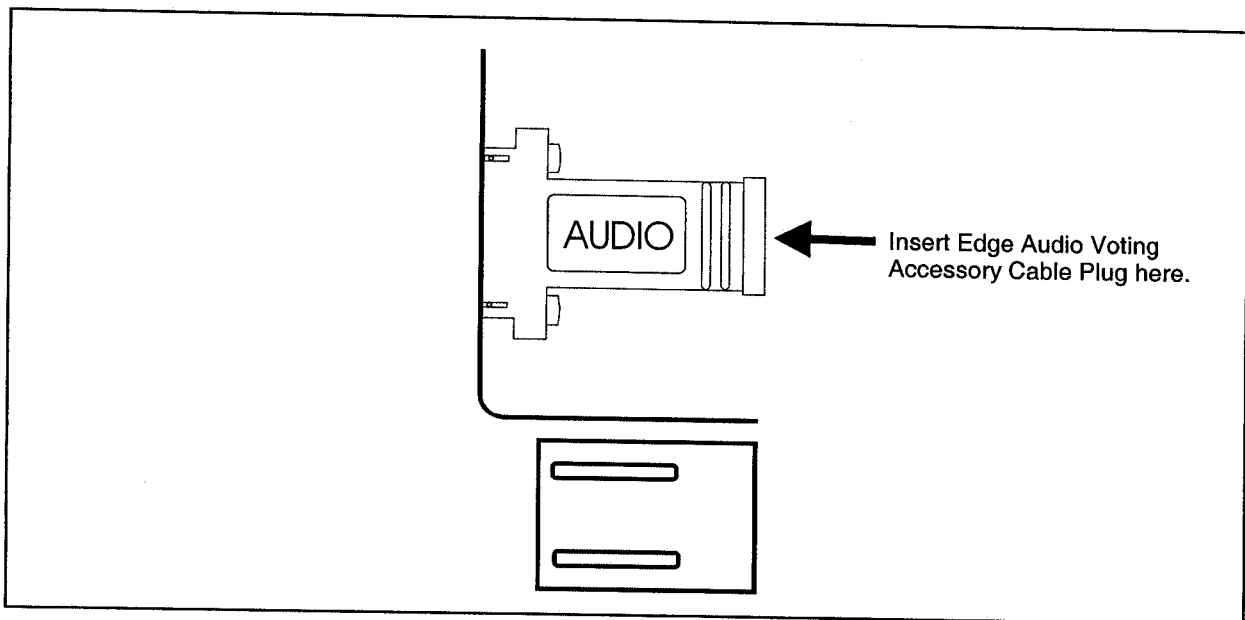


Figure 4-1: Edge Connector for Audio Voting Accessory

2. Connect the audio accessory headphones jack to the audio voting accessory.

4.2 SWITCHING THE EDGE TO THE AUDIO VOTING MODE

Do the following to activate the Edge for audio voting (the Edge should be powered on):

1. With the "To Begin Voting Insert Voter Card Into Slot Below" prompt displayed, press the yellow **Activate** button (located at the back of the Edge) for 3 seconds, which displays the "Waiting for Voter" prompt.
2. From the "Waiting for Voter" touch screen, press the **Audio Voting** button, which displays the "Please Make Sure the Audio Module is Plugged Into the Correct COMM Port" prompt."
3. Press the **OK** button, which displays the "To Begin Voting Insert Voter Card Into Slot Below" prompt.

The Edge is now in audio voting mode.

4.3 RETURNING THE EDGE TO THE REGULAR VOTING MODE

Do the following to return the Edge to regular voting (the Edge should be powered on):

1. With the "To Begin Voting Insert Voter Card Into Slot Below" prompt displayed, press the yellow **Activate** button (located at the back of the Edge) for 3 seconds, which displays the "Cancel Audio Voting?" prompt.
2. Press the **OK** button, which displays the "Waiting for Voter" prompt.
3. From the "Waiting for Voter" prompt, press the **Resume Voting** button, which displays the "To Begin Voting Insert Voter Card Into Slot" prompt.

The Edge is now in regular voting mode.

5 MAINTENANCE

No maintenance is required.