

TABULATOR INSPECTOR

- To ensure ballot secrecy, the voter must put the ballot back in the secrecy sleeve with the stub exposed when they leave the voting booth.
- Ask voter if they voted back and front side of ballot (if applicable)
- Verify the number on the ballot stub against the ballot number recorded on the Application to Vote
- Remove the ballot stub & Application to Vote
- Instruct the voter to feed the ballot into the tabulator – *like feeding a dollar into vending machine*
If the tabulator indicates an error by flashing the green and red buttons, refer to the “Tabulator Script” below and continued on the back of this card.
- Give voter “I Voted” sticker
- Put the Application to Vote on the spindle

SPECIAL BALLOT CHEAT SHEET

Sample Ballot (Yellow) – **NEVER** go in

VAT Test Ballot – **NEVER** go in

Provisional **Envelope** Ballot – **NEVER** go in

Challenged Ballot – Go in tabulator

Provisional **Affidavit** Ballot – Go in tabulator

TABULATOR ERROR MESSAGES

WHEN ERROR LIGHTS FLASH

1. Ask voter to review the message on the screen. They may have to push “MORE” to review all the information. They/You should NOT attempt to remove the ballot at this time.
2. Voter should use this information to decide whether to “CAST” their ballot “AS IS” or “RETURN” their ballot and request a new one.
3. If the voter selects “CAST” the ballot will be counted. If they select “RETURN” the ballot is NOT counted. They should then remove the ballot and place it back in the secrecy sleeve. The Tabulator Inspector should return their application and ballot tab to the secrecy sleeve and direct the voter to the Ballot Inspector for further assistance.

BALLOT MISREAD

A MISREAD WARNING INDICATES THE TABULATOR DID NOT RECOGNIZE THE BALLOT. THE BALLOT IS AUTOMATICALLY RETURNED TO THE VOTER WITH THIS WARNING!

- To correct this error first instruct the voter try to feed the ballot in another direction (example: upside down or bottom first)
- If error continues it is either a bad ballot OR, in a multiple precinct location, it could be the voter trying to insert the ballot into the wrong precinct tabulator.
- If the voter has the correct precinct ballot have them return their ballot to the secrecy sleeve, return their application to vote and ballot stub and direct them to the Ballot Inspector for a new ballot.
- If the voter has a ballot for a different precinct please direct them to the correct tabulator.

OVER VOTED BALLOT

AN OVERVOTED WARNING INDICATES THE VOTER SELECTED TOO MANY CANDIDATES FOR ONE OR MORE OFFICES. THE BALLOT WILL BE HELD IN THE TABULATOR UNTIL THE VOTER MAKES THE SELECTION TO "CAST" OR "RETURN" THEIR BALLOT. AT THIS TIME THE BALLOT HAS NOT BEEN COUNTED!

- Instruct the voter to read the screen and follow the prompts for more information. On the final screen the tabulator will list ALL offices/issues that have been OVERVOTED.
- Voter is given the choice to "CAST" or "RETURN" their ballot. Please make sure the voter is aware that once they "CAST" their ballot they CANNOT receive a new one.
- If they choose "CAST" their ballot will be accepted as presented. ***Please make sure the voter is aware that NO votes which appear under any office that was "over voted" will count.***
- If they choose to "RETURN" their ballot, have them place it back in the secrecy sleeve, retrieve their application and ballot tab and direct them to the Ballot Inspector to have a new ballot issued.

BLANK BALLOT

THIS ERROR INDICATES EITHER THE BALLOT WAS NOT MARKED AT ALL OR THEIR MARKS CANNOT BE READ BY THE TABULATOR. THE BALLOT WILL BE HELD IN THE TABULATOR UNTIL THE VOTER MAKES A SELECTION THE SELECTION TO "CAST" OR "RETURN" THEIR BALLOT. AT THIS TIME THE BALLOT HAS NOT BEEN COUNTED!

- Instruct the voter to read the screen and follow the prompts for more information.
- Voter is given the choice to "CAST" or "RETURN" their ballot. Please make sure the voter is aware that once they "CAST" their ballot they CANNOT receive a new one.
- If they choose "CAST" their ballot will be accepted as presented. ***Please make sure the voter is aware that no votes will count for any candidates or proposals.***
- If they choose to "RETURN" their ballot, have them place it back in the secrecy sleeve, retrieve their application and ballot tab and direct them to the Ballot Inspector to have a new ballot issued. The Ballot Inspector should provide direction to voter on how to properly mark the ballot.

AMBIGUOUS MARKS

THIS ERROR INDICATES THEY HAVE MARKED THE BALLOT INCORRECTLY. THE CAST AND RETURN BUTTONS WILL LIGHT UP AND THE TABULATOR WILL PARTIALLY RETURN THE BALLOT. THE USER MUST "RETURN" THE BALLOT AND GET A NEW ONE.

- This ballot cannot be cast "as is".
- Ask the voter to press the return button, remove the ballot and place it back in the secrecy sleeve.
- Instruct the voter on how to properly mark the ballot by filling in the ovals completely.
- Direct the voter to the Ballot Inspector to have a new ballot issued.

CROSSVOTED BALLOT (AUGUST PARTISAN PRIMARY IN EVEN YEARS ONLY)

THIS ERROR INDICATES THEY VOTED FOR OFFICES IN MORE THAN ONE PRIMARY PARTY

- Instruct the voter to read the screen and follow the prompts for more information.
- Voter is given the choice to "CAST" or "RETURN" their ballot. Please make sure the voter is aware that once they "CAST" their ballot they CANNOT receive a new one.
- If they choose "CAST" their ballot their ballot will be accepted as presented. Please make sure the voter is aware that no votes which appear in the partisan section of the ballot will count.
- If they choose to "RETURN" their ballot, have them place it back in the secrecy sleeve, retrieve their application and ballot tab and direct them to the Ballot Inspector to have a new ballot issued. The Ballot Inspector should provide direction to voter on how to properly mark the ballot.