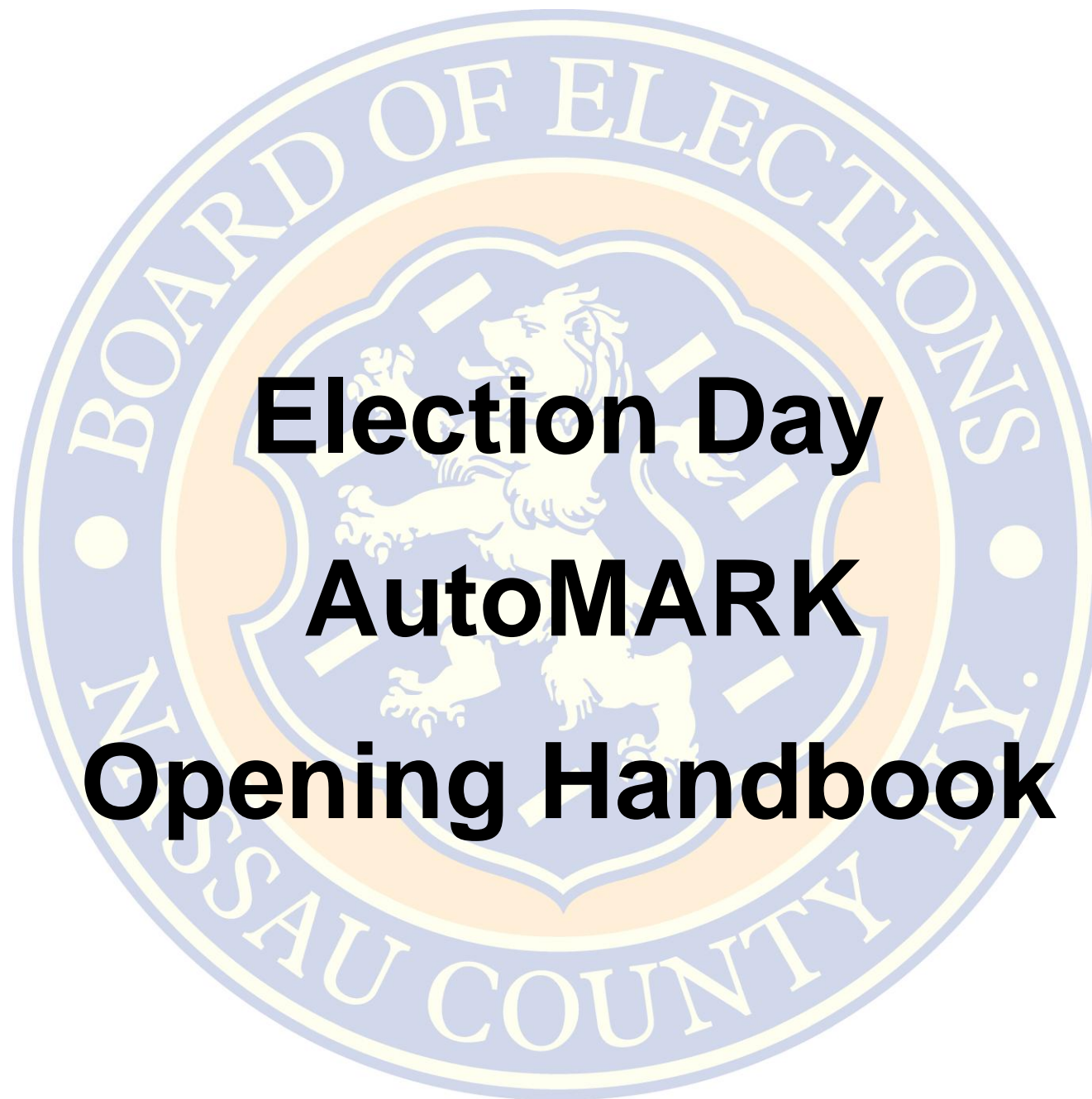




AutoMARK



Opening & Closing Handbook



**Election Day
AutoMARK
Opening Handbook**

STEP 1



You will find your
AutoMARK gold
key in the Poll
Coordinator's
Purple Bag

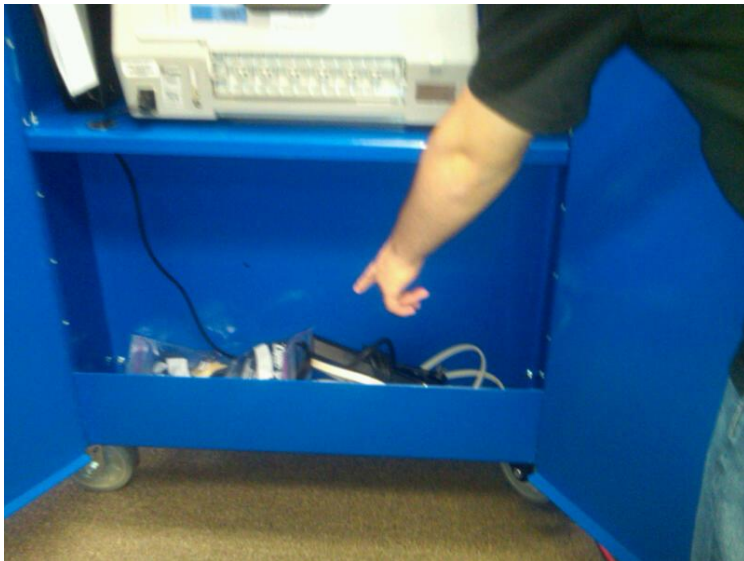
Step 2



Remove the

- ❖ Table
- ❖ Black Binder containing the Countywide Street Finder; and
- ❖ Purple Poll Coordinator Bag

Step 3



AutoMARK accessories are in the bottom compartment of the cart.

Remove the bag containing the headset and covers & place on top of the cart.

Step 4



Feed the cord through the opening in the cart and plug into the outlet; use extension cord if necessary.

Step 5

COUNTY OF NASSAU
RETURN OF CANVASS

AutoMARK – Ballot Marking Device
POLL COORDINATORS - SEALS VERIFICATION REPORT

POLLING PLACE NAME _____
ADDRESS _____

Opening of Polls:
AutoMARK Opening Time _____

AutoMARK Unit # (Back of machine) _____
(DO NOT REMOVE)

Sticker Seal # on Compact Flash Card Door (Front) _____ (DO NOT REMOVE)
Sticker Seal # on Printer Compartment Door (Back) _____ (DO NOT REMOVE)

Closing of Polls:
AutoMARK Closing Time _____

Number of Voters Who Used the AutoMARK
(Please Numerical Check-off
See on reverse side)

DDM _____ GEM _____
SRP _____ REP _____
Coordinators of Election at Opening Coordinators of Election at Closing

Take the Return of Canvass out of the Purple Bag.

Fill in the information for: **Polling Place Name and Address**

Step 6



Check the white label on the back of the **AutoMARK** for the Unit Number.

A "RETURN OF CANVASS" report form for the County of Nassau, General Election on November 3, 2013. The form is titled "AutoMARK - Ballot Marking Device" and "POLL COORDINATORS - SEALS VERIFICATION REPORT". It contains several sections for recording information: "POLL PLACE NAME" and "ADDRESS" with dashed lines for text; "Opening of Polls:" with "AutoMARK Opening Time" and "AutoMARK Unit # (Back of machine)" fields; "Closing of Polls:" with "AutoMARK Closing Time" and a "Number of Voters Who Used the AutoMARK" field. There are also fields for "COV" and "REP" for the coordinators. A small inset box on the right side of the form contains a barcode and the text: "Machine ID", "PO Number 291261", "Date: 8/28/2012". A red arrow points from the "AutoMARK Unit # (Back of machine)" field on the form to the white label on the device in the top-left image.

Record it on your **Return of Canvass Report**.

Step 7



Record the Sticker seal on the Return of Canvass.

This seal is NOT to be removed

COUNTY OF NAZARU
RETURN OF CANVASS
GENERAL ELECTION
NOVEMBER 3, 2015
AutoMARK - Ballot Marking Device
POLL COORDINATORS - SEALS VERIFICATION REPORT

POLL PLACE NAME _____
ADDRESS _____

Opening of Poll:
AutoMARK Opening Time _____

AutoMARK Unit # (Back of machine) _____ (DONOT REMOVE)

Sticker Seal # on Compact Flash Card (Front) _____ (DONOT REMOVE)

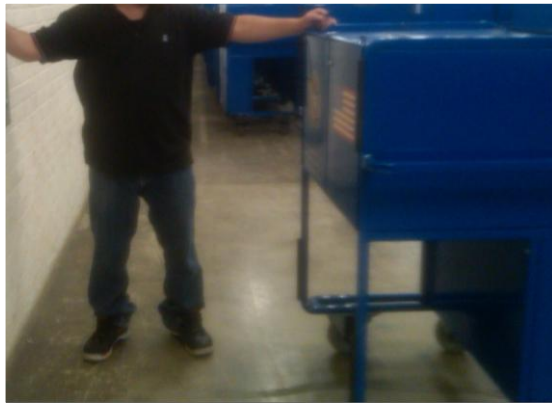
Sticker Seal # on Printer Compartment Door (Back) _____ (DONOT REMOVE)

Closing of Poll:
AutoMARK Closing Time _____

Number of Voters Who Used the AutoMARK (How numerical? Check-off? See an example card)

COV _____ COU _____
COO _____ COP _____
Coordinators of Election at Opening Coordinators of Election at Closing

Step 8



Close and lock the back doors of the cart with the barrel key.

If possible move cart with AutoMARK to face a wall for privacy.

Leave ample space for a voter who may be in a wheelchair to access the device.

Lock the wheels

Step 9



Using the barrel key,
open the front of the
Auto**MARK** cart.

Lift and fold the top lid
onto the cart

Step 10



Using the Gold key, turn key straight up.

The light will turn green & the AutoMARK will begin booting up.

Remove the key, ensuring the green light remains lit, and place key in the Poll Coordinator's bag for safe keeping.

Step 11



While AutoMARK boots up, record the Sticker seal number on the Return of Canvass

This seal is NOT to be removed

COUNTY OF NASSAU
RETURN OF CANVASS
GENERAL ELECTION
NOVEMBER 3, 2015
AutoMARK - Ballot Marking Device
POLL COORDINATORS - SEALS VERIFICATION REPORT

POLL PLACE NAME _____
ADDRESS _____

Opening of Poll:
AutoMARK Opening Time _____
AutoMARK Unit # (Back of machine) _____
Sticker Seal # on Compact Flash Card Door (Front) (DO NOT REMOVE) _____
Sticker Seal # on Printer Compartment Door (Back) (DO NOT REMOVE) _____

Closing of Poll:
AutoMARK Closing Time _____

Number of Voters Who Used the AutoMARK (Please Numerical - Check-off ☐ on reverse side) _____

COV _____ COB _____
COC _____ COE _____
Coordinators of Election at Opening Coordinators of Election at Closing

Poll Coordinators sign the bottom of the Return of Canvass at Opening

Step 12



Slide the plastic clips towards the outer edges to release the top cover of the machine.

Step 13



Lift lid as high as it will go and carefully pull the monitor up and out

The lid of the AutoMARK will not clear the top of the cart but the monitor will.

Step 14



Lay the lid down
behind the monitor
and adjust the
monitor height for
the best visibility

Step 15



Lift the ballot feed tray up and out to accept ballots for marking

The AutoMARK will begin the 'boot up' process. A loud sound will be heard when ready

*You have successfully opened the AutoMARK.
Congratulations!!*



The
AutoMARK
is now ready
to mark a
voter's
ballot.

Please Note: *The AutoMARK must be up and ready for
voters at 6AM.*