



Rapides Parish Clerk of Court
Carolyn J. Ryland

**Guidebook
For the New AVC (Advantage
Voting Machine)
Clerk's Office 473-8153
Registrar's Office 473-6770**



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1 GLOSSARY

**AVC Advantage[®]
Voting Unit**

The AVC Advantage[®] combines the benefits of electronic voting with the familiarity and speed of the full ballot display. Voters are provided with the accuracy and security of electronic voting while maintaining the all-inclusive single page ballot style that has been used for generations.

Ballot Style

Is a list of candidates and issues for a voting area.

**Commissioner in
Charge**

The Commissioner is the individual responsible for the polling place.

**Designated
Solicitation Area**

The designated solicitation area is a specific area designated by law for signs, candidates and petitioners.

Poll Watcher

The Poll Watcher is the person that observes the conduct of voters and commissioners. The Poll Watcher is designated by a candidate, political committee or political party and must be certified by the Clerk of Court.

Precinct

A precinct is an area that has specific boundaries established for administrative and election purposes.

Precinct Register

The precinct register is an alphabetical listing of registered voters in a Precinct.

Sample Ballot

A sample ballot is a printed facsimile of an actual ballot.

C of C Office

C of C is an acronym for Clerk of Court Office.

Split Precinct

A split precinct is a precinct divided into parts to accommodate voting with more than one ballot style.

2 VOTING OVERVIEW

The AVC Advantage[®] combines the benefits of electronic voting with the familiarity and speed of the full ballot display. Voters are provided with the accuracy and security of electronic voting while maintaining the all-inclusive single page ballot style that has been used for generations.

Easily maneuvered by just one person, the AVC Advantage[®] is quick and easy to set up. Messages and prompts are displayed throughout all phases of operation.

The tactile voting switch with visual indicator provides feedback to the voter. A candidate area accommodates large text display for easy to read ballots. The AVC Advantage[®] is completely wheelchair accessible with no election officer intervention.

No electronics knowledge is required to operate or maintain the AVC Advantage[®]. Error messages are easy to understand for quick and simple troubleshooting.

Once the AVC Advantage[®] voting units are setup, voting can begin. When the voting is completed, the Commissioners will close the polls and turn off the systems. The Results Cartridge from each voting unit with the vote data are removed. The Results Cartridges and appropriate documentation are then delivered to the Clerk of Court's Office for tabulation.

3 VOTING UNIT SETUP

Arrive at the Polling Place by 5:30 A.M. the building should be open. CALL THE CLERK OF COURT'S OFFICE at 473-8153 if the Commissioner-in-Charge has not arrived by 5:30 A.M.

The Commissioner-in-Charge should administer the Oath of Office to all commissioners prior to opening of the polls (6:00 A.M.)

Verify that any Poll Watchers present have commissions for your precinct.

Open the voting machines, **IN THE PRESENCE OF THE WATCHERS**, by following these instructions and **ALWAYS USE ALL VOTING MACHINES!**

Open the "Supply Machine" (either designated as Supply machine or the Lead Machine AND with a precinct tag on it) for your precinct.

Make sure supplies are inside the unit.

3.1 Positioning the Voting Unit

Position the voting unit next to an electrical wall outlet in a location convenient for use by you and the voters.

Lock the two back wheels in place by pressing your foot down on the back of each brake, as shown in Figure 1, Electrical Cord and Brake.

Remove the plastic cover.

Pull out the electrical cord, as shown in Figure 1, Electrical Cord and Brake, and plug it into an electrical outlet. Be careful not to pull the cord out too far.

The yellow indicator light located to the left of the power cord must show yellow. If it does not, locate a different electrical outlet.

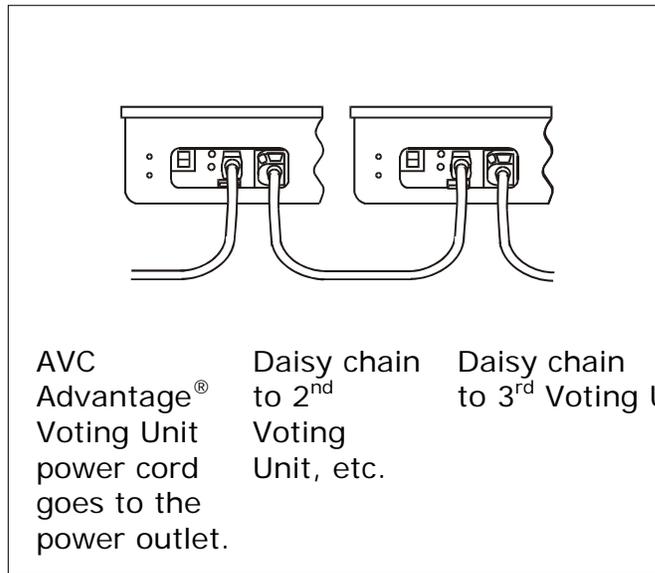


Figure 1. Electrical Cord and Brake

If you have multiple voting units, use the daisy chain method to connect them.

Connect each AVC Advantage[®] unit to the previous unit's power receptacle (AC In) and supply (AC Out). See "Daisy-Chain" instruction in Figure 2, below.

Make sure that the yellow power indicator light is on.



3.2 Turning the Power 'ON'

Using the yellow (gold) key, unlock the back door by turning the key clockwise.

Note: The voting unit keys are identified by a serial number that matches the serial number on the sides and top of the voting unit.

Compare the seal number recorded on **KEY ENVELOPE A** with the seal number on the blue **RESULTS CARTRIDGE** located in the back of the voting unit.

Remove the Operator Panel from the back and hang it to either side of the voting unit.

Plug in Audio unit to audio jack, and place audio unit on back of machine.

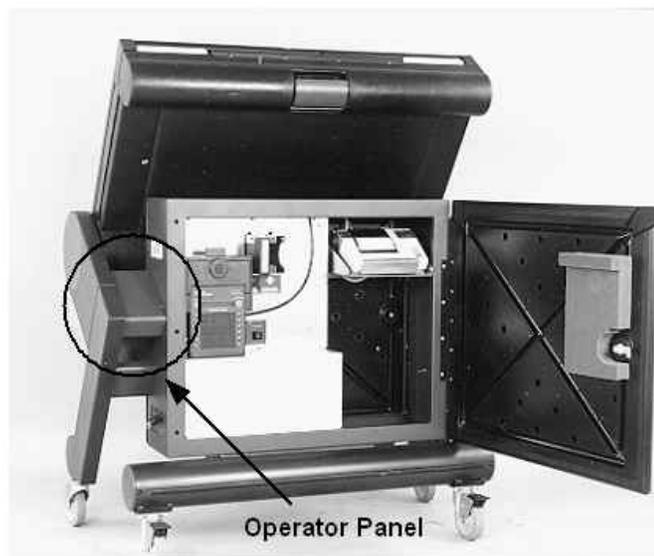


Figure 2. Operator Panel within Back of Unit



Figure 3. Operator Panel in Position

Turn the red **Power On-Off** knob, within the rear panel, to the **On** position.

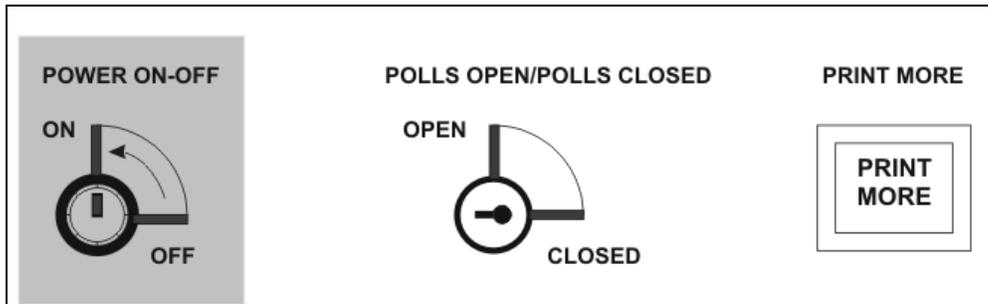


Figure 4. Power On-Off Button

3.3 Opening the Polls

The Operator Panel should read “READY TO OPEN POLLS - ELECTION”



Figure 5. Operator Panel – “Ready to Open Polls”

If the “READY TO OPEN POLLS” message does not display, notify Clerk’s Office at 473-8153 immediately.

2. If the panel reads “READY TO OPEN POLLS,” go to the back of the voting unit and insert the small **silver key** into the “POLLS OPEN/POLLS CLOSED” slot and turn to the **Open** position. Remove the key.

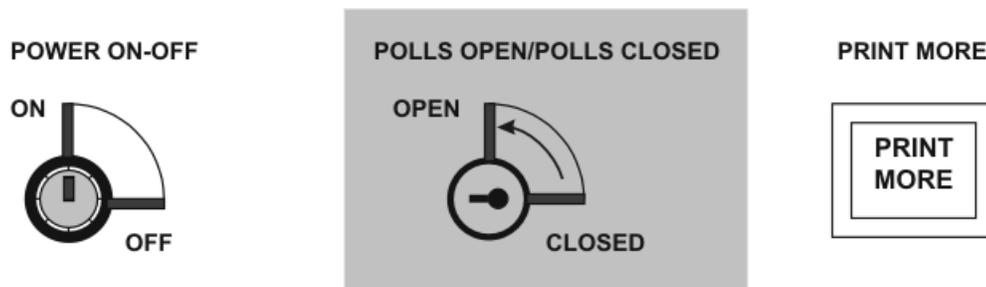


Figure 6. Polls Open

Warning: Do not turn the key back to the “closed” position. Remove the key immediately after turning the polls to open.

After the polls are opened, the **Official Election Zero Proof Report** will print.

3.4 Rotating the Voter Panel to the Voting Position

1. While the Zero Proof Report is printing, move to the front of the voting unit and swing the Voter Panel into a vertical position.
2. As the AVC Advantage[®] Voter Panel is swung up, it will pause at intermittent points.



Figure 7. Positioning the Voter Panel (Part 1)



Figure 8. Positioning the Voter Panel (Part 2)

3. The Voter Panel will stop in a vertical position.
4. Go to the back of the voting unit and release the maroon latch and move the Voter Panel until it is resting on the back of the voting unit.



Figure 9. Release Maroon Latch on Tub

3.5 Front Doors and Curtain

Go to the front and open the door panels using the yellow banded key.



Figure 10. Side Door Panels

2. Raise the top white panel with one hand and move a side door into place, adjoining it with the catch on the inside top of the door. Then adjoin the second door.



Figure 11. Connect the Top Panel with Side Panels

3. Retrieve the privacy curtain from the storage tube located at the bottom of the voting unit. To do this, push in one of the small release buttons, pull the cap off and remove the curtain.



Figure 12. Privacy Curtain Location

4. Unroll the curtain and open the frame into a U shape.
5. Move to the front of the voting unit and push the arms of the curtain frame through the open knobs on the inside of the front doors.



Figure 13. Privacy Curtain - Installation



Figure 14. Privacy Curtain – Installed

3.6 Verifying the Zero Proof Report

1. When the Official Election Zero Proof Report has stopped printing, tear it off. Close and lock the back door with the Yellow banded Key.

2. When closing the back door, make sure the cord leading to the Operator Panel goes through the groove in the upper-corner of the back door.

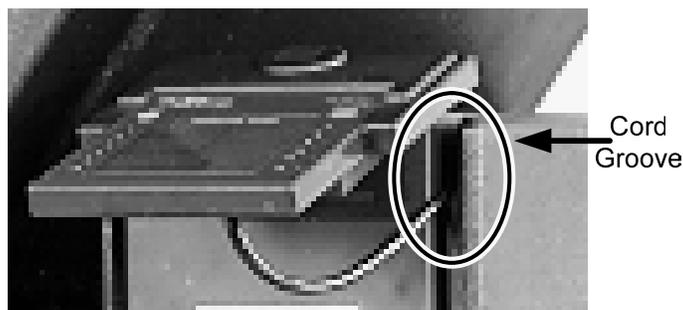


Figure 15. Closing Back Panel Door

3. Place the keys in **KEY ENVELOPE B**. Sign and seal the Envelope.
4. Inspect the Official Election Zero Proof Report and Operator Panel for the following:
 - Totals on the Report are **ZERO**.
 - Public Counter (on right side of screen) Reads **Zero** on both the report and the Operator Panel. The public counter number is to the **RIGHT** on the Operator Panel.
 - Operator Panel states “**VOTER INACTIVE POLLS OPEN**”

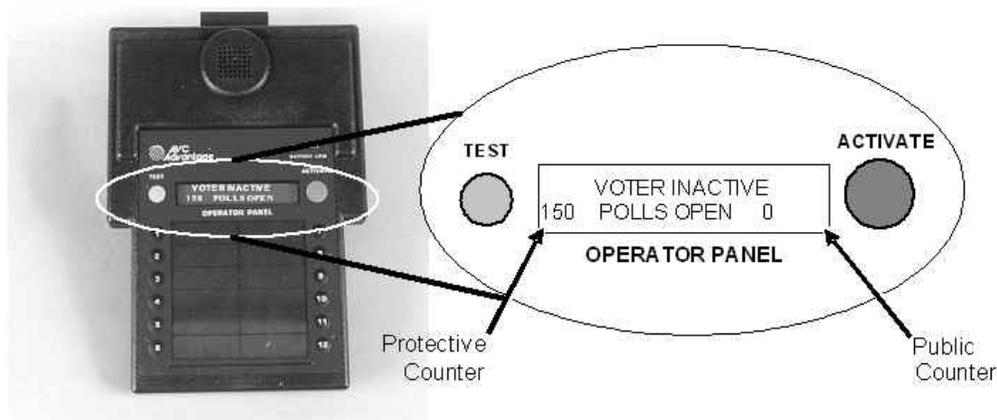


Figure 16. Operator Panel – Polls Open

Complete Certificate No. 1 of the Machine Certificate.

Commissioner-in-Charge must post outside entrance to polling place:

the Sample Ballot

Official Election Zero Proof Report for each voting unit

Card of Instructions

Statement of Proposed Constitutional amendments (if any)

Any additional Notices provided in Election Supplies

Clear all political material from within 600 feet of the polling place except those located on private property. Check the area during the day for political material.

Before 6:00 A.M. verify that the proper Precinct number is on all materials and forms. If you have the material for another Precinct or you are missing items, call the Clerk of Court's Office.

For any mechanical, supply, or Commissioner problems, call the Clerk of Court's Office at 473-8153.

4 VOTING PROCESS

The Voting Process covers the following:

- Lockout Selection
- Activating the Voting Unit
- Assisting a Voter

4.1 Lockout Selection

If lockout selection is necessary, follow the steps below to select a lockout. If lockout selection is not necessary, refer to Section 4.2, Activating the Voting Unit.

The Commissioner working at the voting unit accepts the Voter Identification slip from the voter.

Press the appropriate **Number** button for the voter's lockout.

Example:

District 1 – Button No. 1

District 2 – Button No. 7

The Operator Panel will display the name of the ballot selected.



Figure 17. Party Selection

If the wrong lockout button is selected, press the correct lockout button and the Operator Panel will display the new selection name.

Go to Section 4.2, Activating the Voting Unit and follow the steps to activate the voting unit.

4.2 Activating the Voting Unit

Follow the steps below to activate the voting unit.

Press the green **Activate** button on the Operator Panel.



Figure 18. Operator Panel – Activate

The machine responds as follows:

- The Operator Panel will make a sound.
- The light next to the **Activate** button will light up.
- The display on the Operator Panel will read:
VOTER ACTIVE
- The booth light in the voting unit will turn on.

4.3 Voting Assistance

The following procedures include:

Aiding Voters

Assuring the Voter Voted Properly

Voter Leaves Without Casting Vote

4.3.1 Aiding Voters

If a voter needs assistance, give the following directions:

Press the square next to your choice and a green indicator will appear.

After you have finished making all of your choices, leaving the green indicators on, press the **Cast Vote** button.

Once voting is completed, part the curtains and exit the voting booth.

A voter may change (or cancel) a selection by pressing the button again. The green indicator will disappear, allowing the voter to make a new choice.

4.3.2 Assuring the Voter Voted Properly

When the voter presses the 'CAST VOTE' button, four things will occur:

Listen: The Operator Panel will make a sound.

Look: The light next to the ACTIVATE button will turn off.

Look: The display on the Operator Panel will read:

VOTER INACTIVE

POLLS OPEN

The Public and Protective Counters will increase by one.

Look: The booth light in the voting unit will turn off.

4.3.3 Voter Leaves without Casting Vote

If the voter leaves the booth (fleeing voter) without pressing the **CAST VOTE** button, ask the voter to return to the booth in order to press the **CAST VOTE** button.

Note: This will be the primary mistake of voters, so it is very important to listen and look for the signals listed.

If the voter leaves the booth without pressing the **CAST VOTE** button, and has left the polling place, perform the following steps:

Reach underneath the curtain (without going into the voting unit) and press the **CAST VOTE** button. If the four signals listed in Assuring the Voter Voted Properly occur, the voting unit is ready for the next voter.

If these signals do not occur, it means the previous voter left the voting unit without making any selections (known as a fleeing voter).

5 SPECIAL NEEDS VOTER

The voting unit can accommodate most voters in wheelchairs while in its natural voting position. If needed, a minor adjustment can be made. Perform the following steps if a voting unit adjustment is required:

Ask the voter if they would like the voting unit to be adjusted.

To adjust the display, go to the rear of the voting unit, and lift the maroon latch to move the display to the desired angle.



Figure 19. Release Maroon Latch on Tub

5.1 Audio Voting

The AVC Advantage[®] voting accessory for audio voting provides visually impaired voters with a private and secure way to cast their vote. The audio voting accessory unit is designed for use with the AVC Advantage[®] voting unit.

Note: For instructions on switching the AVC Advantage[®] into and out of audio voting, see Section 5.1.1 Enabling Audio Voting and Section Using Audio Accessory Components

The Audio voting accessory components are shown below in Figure 20.



Figure 20. Audio Voting Accessory Components

5.1.1 Enabling Audio Voting

The audio unit is stored in the rear of the supply machine, and should already be connected. If the audio unit is not connected, contact your Elections office for assistance.

Follow the steps below to enable audio voting.

1. Ensure the voting unit is powered on and polls are Open.
2. On the Operator Panel, press the yellow **Test** button.

The Operator Panel displays **Return to Voter Inactive**.

3. Press the yellow **Test** button to select **Next**.

The Operator Panel displays **Enable Audio Voting**.

4. Press the green **Activate** button to select **Start**.

The Operator Panel displays a message that audio is being loaded, then displays **Voter Inactive Audio Mode**.

5. Press the green Activate button to Activate the machine for the voter.

The AVC Advantage[®] is now ready for the voter to vote in audio mode.

If the next voter does not require audio voting, the AVC Advantage[®] automatically returns to regular voting and is ready to press the activate button for the next voter.

6 CLOSING POLLS

1. At 8:00 P.M. announce the polls are closed.
2. Remove the voting unit keys from the **Key Envelope B**.
3. Unlock the back door with the *yellow banded key*.
4. Open the Back Door with the yellow banded key.
5. “Close the Polls” by inserting the silver key into the **Polls Open/Polls Closed** slot.
6. Turn the key **clockwise** to the **Closed** position.

POWER ON-OFF



POLLS OPEN/POLLS CLOSED



PRINT MORE



*******CAUTION:** Do not turn the key back to open.

7. Once the key is turned to the closed position, the printer will begin printing the **Official Election Results Report**.
8. While the **Official Election Results** is printing, start closing up the voting unit.
9. Remove the curtain from the front of the voting unit, roll it up, and place it back into the storage tube.



Figure 21. Storing the Voting Curtain

10. Unlatch the privacy panels (front doors) from the top white panel. Fold the top white panel down, followed by the right door, and then the left door.



Figure 22. Closing Front Doors of AVC Advantage®

11. Close the doors and secure the latch, then lock with the yellow banded key.
- 11.5 Lower the large voter panel to the down position by pulling the maroon latch release handle, which allows the panel to be lowered. Caution: Do not force panel down.
12. After printing stops, tear off the **Official Election Results** from the printer.
13. All commissioners must sign and date all **Official Election Results Report**.

14. Remove the Results cartridge from the voting unit by breaking the seal on the blue **RESULTS CARTRIDGE** and Press the silver Release button and pulling the **RESULTS CARTRIDGE** out.



Figure 23. Rear View of AVC Advantage®

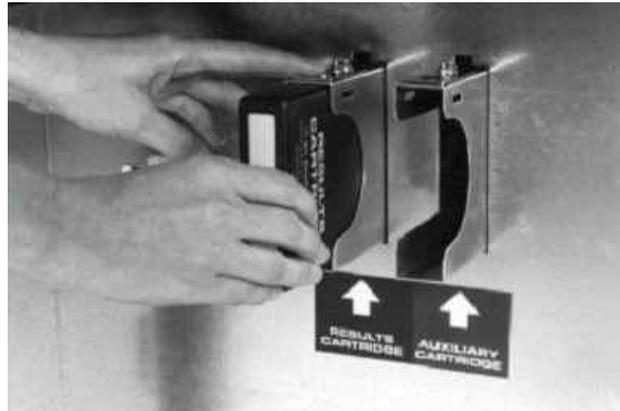


Figure 24. Removing Results Cartridge

15. Place the Results Cartridge and **Official Election Results Report** into the Clear Plastic Envelope that will be delivered to the Clerk of Court's Office..

16. Turn the red “Power On-Off” knob in the rear of the voting unit to the OFF position.

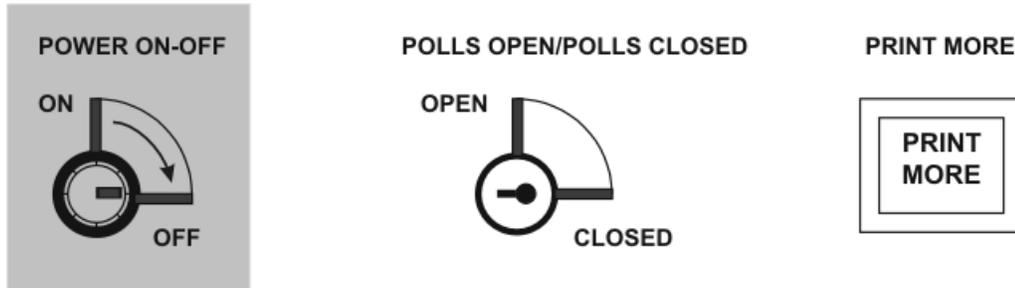


Figure 25. Turn Power Switch to Off

17. Remove the Operator Panel from the side of the voting unit and hang it back into its storage position in the rear of the voting unit.
- 17.5 Remove the audio panel and headphones.
18. Unplug the cord and pull it back gently so that it will retract back into the voting unit.
19. Close and lock the back door using the yellow key.
20. Return the voting unit keys, **RESULTS CARTRIDGE**, **OFFICIAL ZERO PROOF REPORTS** and **Official Election Results report** to the Clerk of Court’s Office along with all the completed necessary forms.