



Revised 2/16/16

## **Chapter 14**

# **Using the Ballot Marking Device (BMD)**

<b>Ballot Marking Device (BMD) .....</b>	<b>14.2</b>
<b>Prepare the Voter for Voting .....</b>	<b>14.3</b>
<b>BMD Screen Display Options.....</b>	<b>14.4</b>
<b>Activating the BMD.....</b>	<b>14.4</b>
<b>Summary of Selections .....</b>	<b>14.8</b>
<b>Printing the Ballot Activation Card Ballot.....</b>	<b>14.8</b>
<b>Voter is Ready for the Scanning Unit .....</b>	<b>14.9</b>
<b>Using the Audio Headset and Keypad .....</b>	<b>14.9</b>
<b>Spoiled Ballots .....</b>	<b>14.10</b>
<b>Verifying a Marked Ballot Activation Card Ballot .....</b>	<b>14.13</b>
<b>Write-in Votes on the BMD (General Election Only).....</b>	<b>14.14</b>

## *Using the Ballot Marking Device*

### **Ballot Marking Device (BMD)**

The Ballot Marking Device (BMD) is a device that enables voters, including voters with disabilities, to mark their ballots independently. Any voter may request the use of the BMD.

There are several ways to mark a Ballot Activation Card ballot using the BMD. The BMD includes a touch screen and keypad (includes Braille). Voters may use their own sip and puff device or rocker paddle device.

An audio ballot is available to all voters who use the BMD and all accessibility features can be used with the audio ballot. The BMD also offers high-contrast and enlarged print viewing options. The accessibility features on the BMD can be used in any combination to make ballot selections.

The BMD is a ballot marking device and **cannot record votes**. The BMD acts as a pen that marks and prints the voter's selections. The voter's Ballot Activation Card ballot is then inserted into the Scanning Unit which records the selections. At least one BMD will be available at each precinct.



**Ballot Marking Device (BMD)**

## Using the Ballot Marking Device

### Prepare the Voter for Voting

Voters who choose to use the BMD will be issued a BAC instead of a standard paper ballot by the ballot judge.

A voting judge will:

1. Ask the voter for his or her Voter Authority Card (VAC);
2. Verify that the VAC has been signed by the voter and initialed by a check-in judge and ballot judge;
3. Verify that the District/Precinct, party and ballot style have been circled or highlighted.

**VOTER AUTHORITY CARD**  
**Presidential General Election 2012**

Linc. Abraham Quincy  
Main St APT A, Anytown 12345  
DOB: 5/2/1842  
ID#: 3      Party: **Republican**  
**DIST/PREC: 001-001**-T. CONG=03; LEGIS=32; COUNCIL=001  
EPB Number: 018797  
**Ballot Style: 2**  
Issued: 12/16/2013 09:45:03 Issued By: ABIGAIL G  
Reason: 0

**IMPORTANT**

If your address or other information has changed, please request the Voter Update Form from an election judge.

Please sign in the space below.

*Abraham Linc*

-----  
Voter Signature

Check-in Judge Initials: *DH* \_\_\_\_\_

Ballot Issuing Judge: *MM* \_\_\_\_\_ Voting Judge \_\_\_\_\_

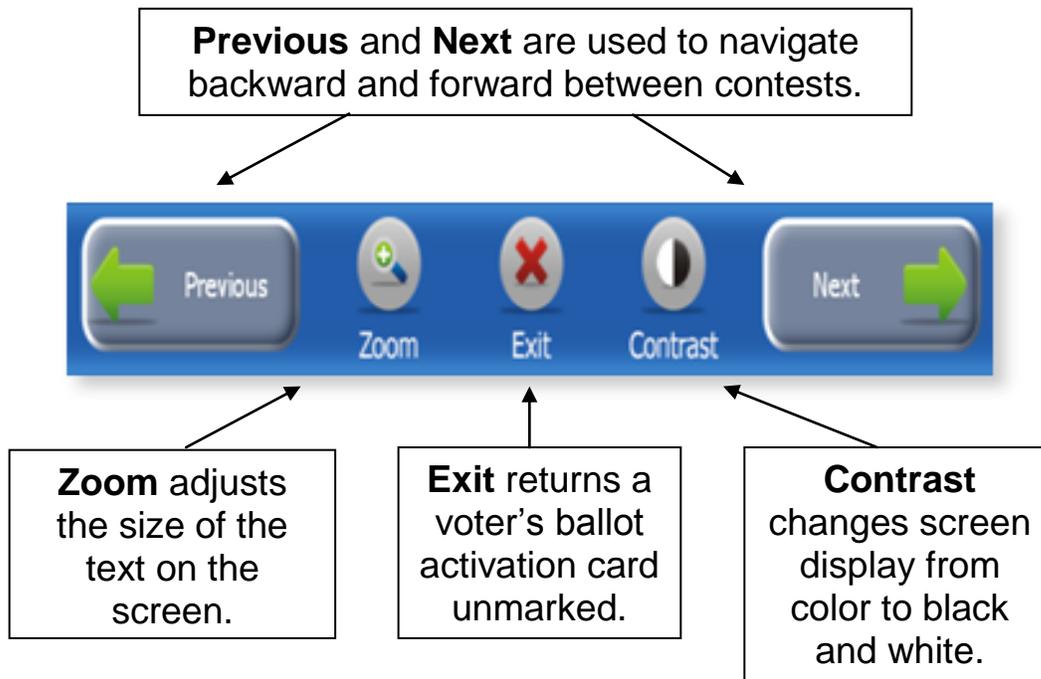
DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

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## Using the Ballot Marking Device

4. Hold onto the VAC while escorting the voter to a BMD; and
5. Instruct the voter on how to use the BMD and explain its various features.

### BMD Screen Display Options



**Explain to the voter that they must press the “More” button on the display screen to view all candidates for the contest.**

Explain that the BMD will display a warning message after 5 minutes of inactivity. Voter will be asked to select to continue or exit.

Explain that the voter can choose the language to be displayed and/or heard. The “English” box is the default selection.

### Activating the BMD

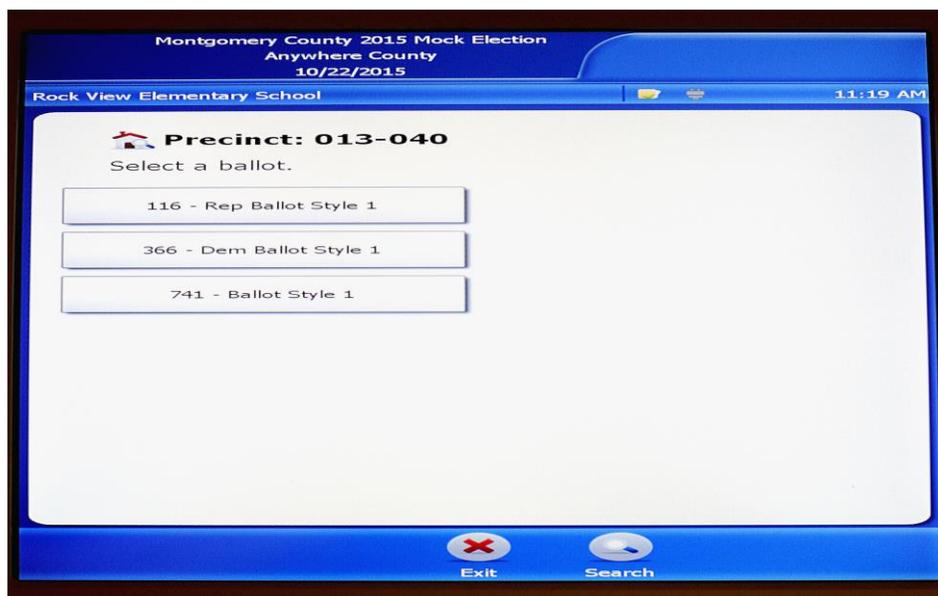
The BMD display reads “To begin voting, insert your card.”

## Using the Ballot Marking Device

1. Instruct the voter to insert the Ballot Activation Card into input slot with the slanted corner of the card to the top right.

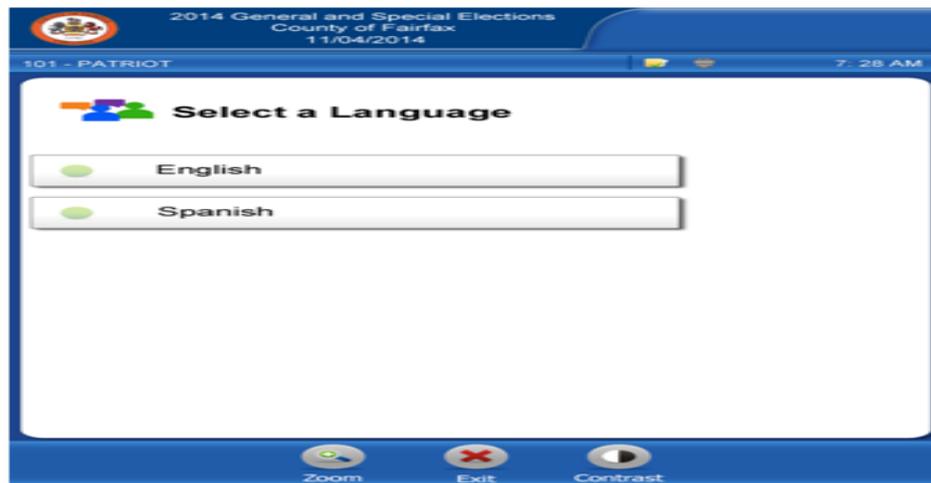


2. For consolidated precincts, the screen will display a precinct selection search. Touch the precinct number indicated on the Voter Authority Card.
3. The screen will display a selection menu of ballot styles.



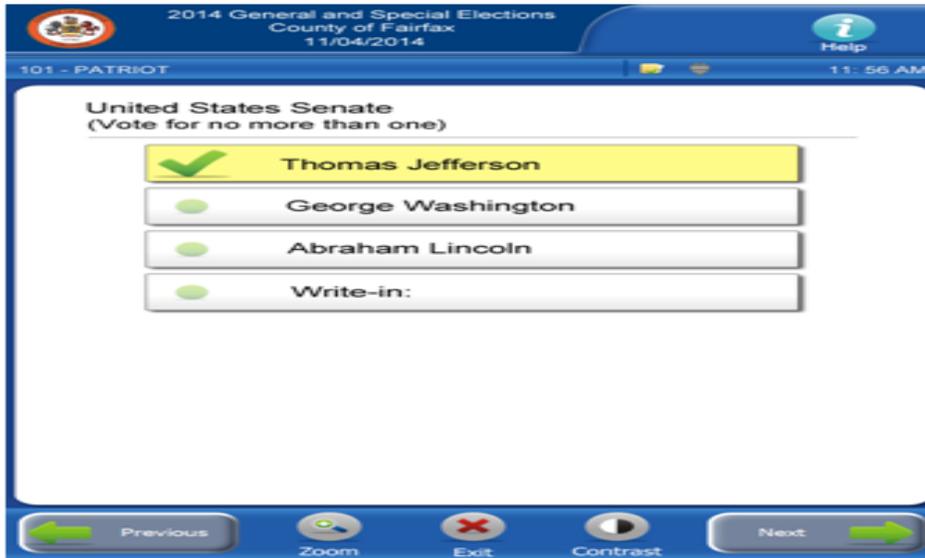
## *Using the Ballot Marking Device*

4. Use the ballot style number indicated on the voter authority card to select the correct ballot style for the voter. Touch the correct ballot style number on the touch screen display. **The Election Judge, not the voter, must select the ballot style.**
5. Return the VAC to the pocket on the front of the privacy sleeve.
6. Stand to the side of the BMD to ensure voter privacy while continuing instructions to the voter.
7. Instruct the voter to touch desired Language from available options to begin voting.



## Using the Ballot Marking Device

- Instruct the voter to select a candidate or contest choice by touching the oval or anywhere on the line. Once selected, the selection turns yellow, and a green checkmark appears next to the candidate or contest choice.



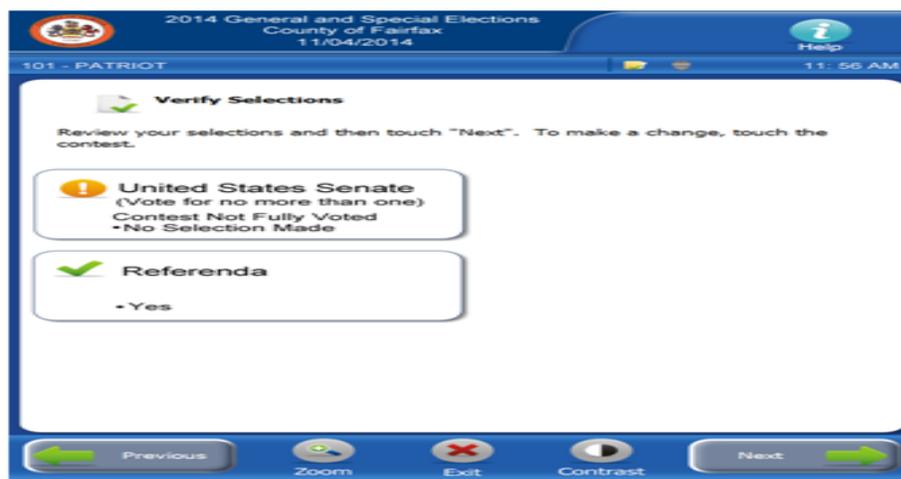
- To change a selection in a “vote for one” contest, touch the oval or anywhere on the line of the new selection. The previous selection is de-selected, and the new selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
  - To change a selection in a “vote for more than one” contest, remove the previous selection by touching the green checkmark or anywhere on the line of the previous selection. To make a new selection, touch the oval or anywhere on the line of the new selection. The selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
- Touch “Previous” or “Next” to navigate backward and forward between contests.

## Using the Ballot Marking Device

**Important:** A “More” button will appear on the touchscreen when an additional page of contest choices is available to the voter. Voters must touch the “More” button to access the additional page. Voting judges are to instruct voters about the “More” button before the voter begins using the BMD.

### Summary of Selections

1. After the voter is finished making his or her selections, a “Summary of Selections” screen displays. Undervoted contests are marked with an orange exclamation point. All other contests are marked with a green checkmark.

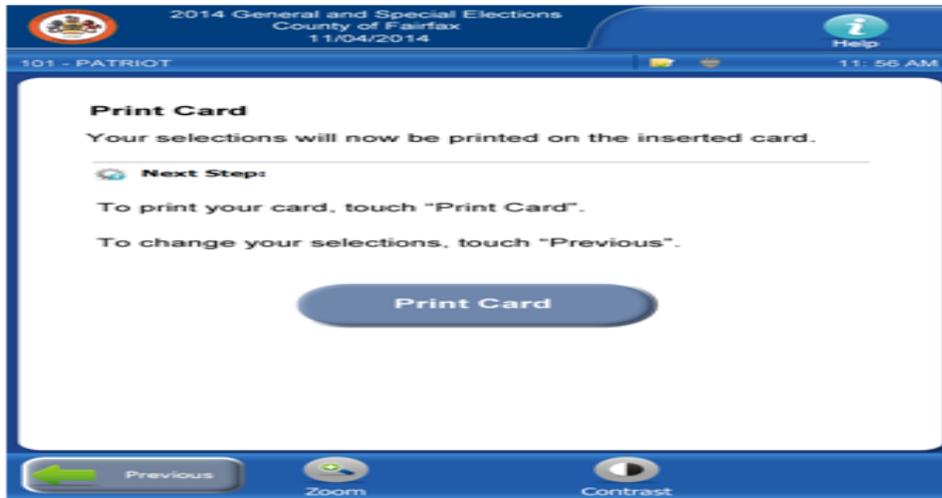


2. To change a selection, touch the contest you want to change on the Summary of Selections screen. After changes are made, touch “Next.” BMD returns to the Summary of Selections screen. When finished reviewing selections, touch “Next” to continue to the “Print Card” screen.

### Printing the Ballot Activation Card Ballot

1. To print the ballot activation card ballot, touch “Print Card.” The ballot activation card ballot ejects from the BMD showing the selections made by voter.

## Using the Ballot Marking Device



### Voter is Ready for the Scanning Unit

1. Instruct the voter to place the printed ballot activation card ballot into the privacy sleeve.
2. Direct the voter to the Scanning Unit to cast the ballot activation card ballot.
3. Instruct the voter to give the VAC to the voting judge at the Scanning Unit.

### Using the Audio Headset and Keypad



## *Using the Ballot Marking Device*

1. Plug headphones into the audio port located on the front of the BMD.
2. Instruct the voter on how to adjust the volume.
3. Hand the headphones to voter and instruct the voter to put on the headphones. The BMD begins playing voting instructions immediately, so the voter should put the headphones on **before** inserting the ballot activation card.
4. Instruct the voter to insert the ballot activation card into input slot with slanted corner to the top right. Assist the voter with this if requested by the voter.

**Note:** Once the BMD identifies the ballot activation card, the BMD begins playing voting instructions **immediately** and provides an overview of keypad functions.

The **Audio Instructions** include:

1. Press **Screen** to turn the touchscreen display off.
2. Use **Tempo** on the right side of the keypad to speed up or slow down the audio.
3. Use **Volume** on the right side of the keypad to adjust the volume of the audio.
4. Use **Down Arrow** on keypad to scroll through available language options. Press **Select** to select desired language and to begin voting.

## *Using the Ballot Marking Device*

5. Press **Right Arrow** to proceed to first contest. BMD identifies contest information, including name, number of permitted selections and number of candidates or choices.
6. Press **Down Arrow** to scroll through candidates or choices.
7. Press **Select** to make a selection after it has been read.
8. To change a selection in a “vote for one” contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to make a new selection. The new selection replaces the previous one.
9. To change a selection in a “vote for more than one” contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to remove previous selection. Press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to make a new selection.
10. To select a write-in (General Elections only), press **Down Arrow** to navigate to write-in option. Press **Select**. BMD begins playing write-in instructions and provides an overview on keyboard functions. Press **Down Arrow** or **Up Arrow** to scroll through letters. Press **Select** to choose a letter. When finished, press **Right Arrow**. BMD returns to contest and repeats the write-in selection.

### **Spoiled Ballots**

**A voter may be issued no more than three ballots. A voting judge must offer assistance to a voter who has spoiled two ballots.**

A voter may request a replacement BAC when:

## *Using the Ballot Marking Device*

- A voter wants to make changes to ballot selections after a BAC has been printed;
- A paper ballot (or BAC) is damaged to the extent that a Scanning Unit (SU) will not accept it; or
- A Ballot Marking Device (BMD) has malfunctioned or a BAC fails to work.

If a voter requests assistance with voting a ballot, a bipartisan team of election judges or someone designated by the voter can provide assistance. A *Voter Assistance Form* must be completed.

**Note:** A voter's BAC may be reused on a Ballot Marking Device that has timed out and has no ballot selections.

### **Replacing Ballots and Ballot Activation Cards (BACs)**

When a voter asks for a replacement BAC a voting judge shall:

1. Collect the voter's VAC;
2. Tell the voter to spoil the BAC;
  - A. Provide the voter with a black marker and tell the voter to spoil the ballot by using the marking pen to cover up all selections. Assist the voter with this, if necessary.

**Note:** Printed ballot activation cards will only show the voter's selections. Therefore, all selections must be covered to protect the voter's privacy. Also, cover the barcode if one appears on the ballot activation card; and

3. When the voter has spoiled the ballot, the voting judge will take the voter's VAC and the spoiled ballot to the ballot judge.

## Using the Ballot Marking Device

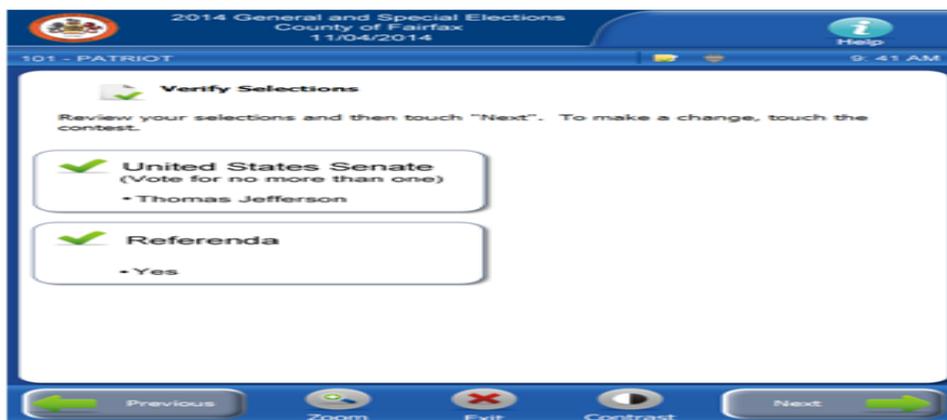
The ballot judge will use the voter's VAC to complete the *Spoiled Ballot Log* and to issue a replacement ballot.

The voting judge provides the replacement BAC to the voter and should review the procedures for properly marking a BAC with the voter.

### Verifying a Marked Ballot Activation Card Ballot

The BMD allows a voter to re-insert the marked ballot back into the input slot to verify the selections. This step is for verification purposes only. No changes can be made, as the voter will only be able to view or hear the summary of his or her selections.

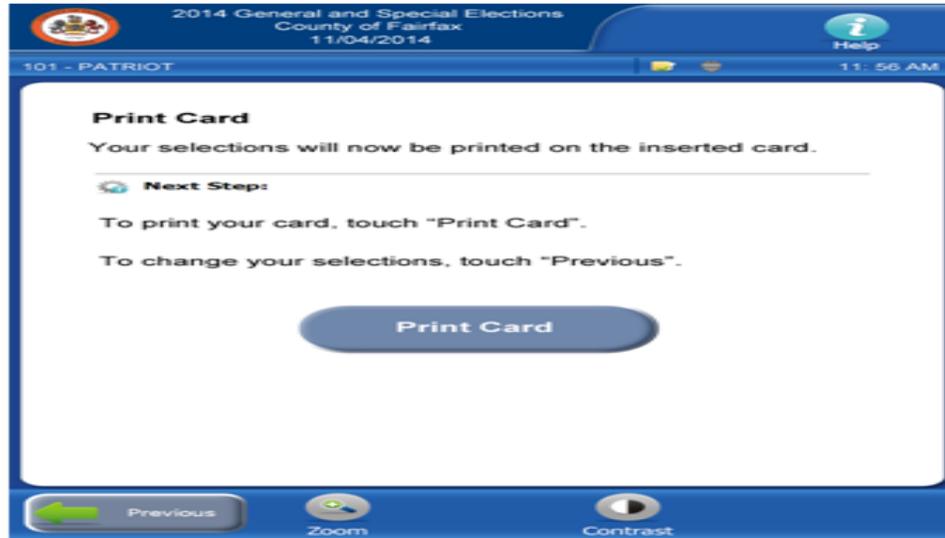
1. Instruct voter to insert ballot card into the input slot with slanted corner of the card to the right.
2. Instruct voter to touch desired Language from available options.
3. A verification screen displays listing instructions on how to review selections.



4. Touch "Next" to access the "Verification Summary" screen.

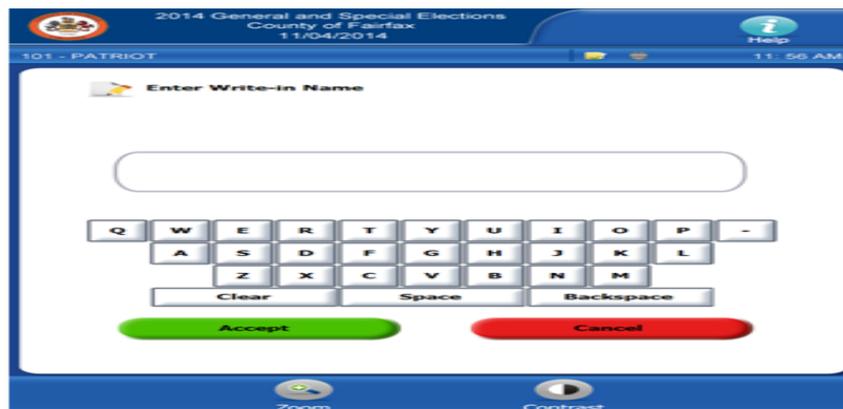
## Using the Ballot Marking Device

5. Review selections. When done, touch “Next” again and then touch “Print Card” to eject the ballot activation card ballot. The printed ballot activation card ballot ejects from the input slot.



### Write-in Votes on the BMD (General Election Only)

1. To select a write-in candidate, touch “Write-In.” The screen displays a keyboard. Enter the write-in name using the keyboard and then touch “Accept.”



## *Using the Ballot Marking Device*

2. To clear a write-in, touch the green checkmark or anywhere on the line of the write-in selection. The screen displays a keyboard. Touch “Clear” and then touch “Accept.”