

Chapter 12 – Ballot Marking Device

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12.1 Overview

Each precinct will receive at least one ballot marking device. Voting area judges are responsible for setting up the ballot marking device under the direction of the chief judges. Challengers and watchers may observe opening procedures.

The ballot marking device lets voters mark their ballots independently, including voters with disabilities. Make sure the following policies about the ballot marking device are followed:

- Any voter may use the ballot marking device. DO NOT ask why the voter needs or wants to use it or ask for proof that the voter needs to use it.
- If a voter wants to use the ballot marking device, offer to explain the accessibility features.
- The election judges at the check-in table must tell each voter:

“You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”

- Chief judges will make sure that at **least five voters** use the ballot marking device during the day. If five voters have not used the ballot marking device **by 1:00 p.m.**, direct voters to use the ballot marking device until five voters have used it.

There are several ways to mark a ballot activation card using the ballot marking device. The ballot marking device 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 ballot marking device. All accessibility features can be used with the audio ballot. The ballot marking device also offers high-contrast and enlarged print viewing options. The accessibility features on the ballot marking device can be used in any combination to make ballot selections.

The ballot marking device is only a marking device. It **cannot record votes**. The ballot marking device acts as a pen that marks and prints the voter’s selections. Then the voter’s ballot activation card ballot is put into the scanning unit. The scanning unit records the selections.

12.2 Ballot Marking Device

12.2 Required Supplies

- Ballot marking device key
- ADA compliant table for the ballot marking device
- Privacy screen
- *Ballot Marking Device Integrity Report*
- Accessible Unit Sign
- New tamper tape (for election morning)
- Scissors

12.3 Setup

At the pre-election meeting:

1. Set up the ADA table for one ballot marking device where the *Recommended Room Layout* says it should be. Set up any additional ballot marking devices on regular tables. The locations should maximize voter privacy.

Figure 1 - Setting Up the ADA Table for the Ballot Marking Device



2. Remove the ballot marking devices from the black equipment cart.
3. Check the shipping tag on each ballot marking device case shows the correct polling place. If the polling place is wrong, tell the chief judge right away to contact the local board of elections.

Figure 2 - Shipping Tag on the Ballot Marking Device Case



4. Take each ballot marking devices in its case to the tables designated for the ballot marking devices.
5. Remove each ballot marking device from its case and lay it face down on the table. Remove keypad, and headphones from the case and remove the power cord from the side pocket of the case.

Figure 3- Ballot Marking Device Case and Keypad, Headphones and Power Cord



6. Hold the small circular plug of the power cord with the flat side up. Push it into the port on the back of the ballot marking device. The plug will click into place when properly connected. Do **not** plug the other end of the power cord into an electrical outlet.

12.4 Ballot Marking Device

Figure 4- Small Circular Plug in the Port of the Ballot Marking Device



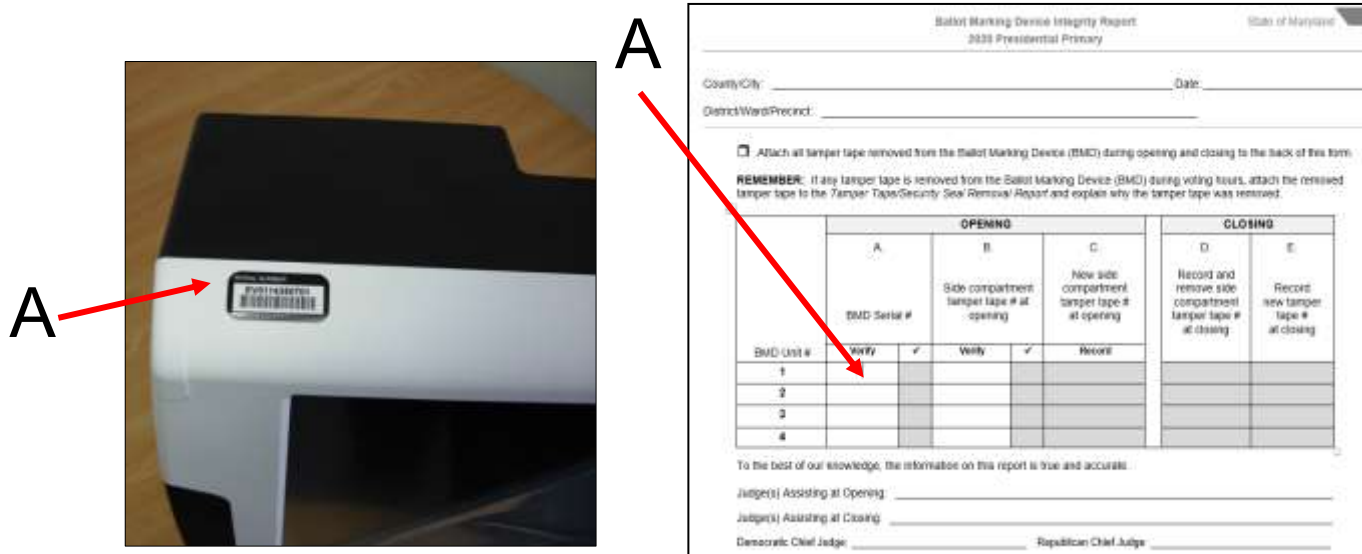
7. Hold the bottom of the stand on the back of the ballot marking device. Pull out and extend the stand. Rest the ballot marking device on the stand. Position the ballot marking device on the designated table.

Figure 5 - Setting Up the Ballot Marking Device



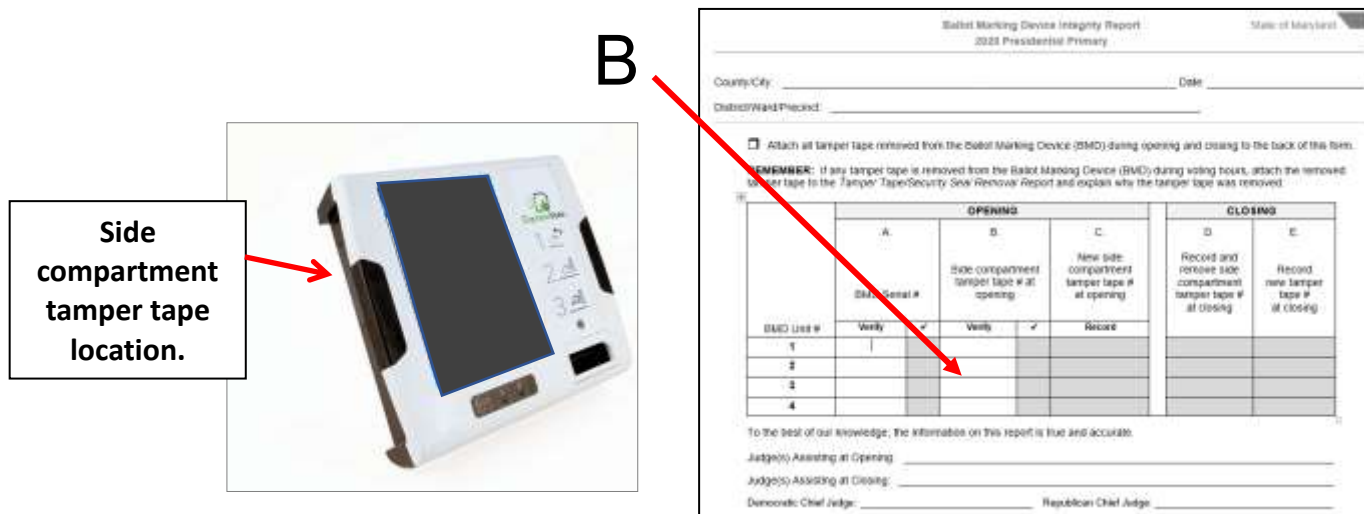
8. Check the serial number located on the top of the ballot marking device. Make sure it matches the number in column A of the *Ballot Marking Device Integrity Report*.

Figure 6 - Serial Number and the Ballot Marking Device Integrity Report



9. Check the tamper tape number located on the left side compartment door of the ballot marking device with column B of the *Ballot Marking Device Integrity Report*.

Figure 7 - Side Compartment Tamper Tape and Ballot Marking Device Integrity Report



Do not plug the ballot marking device power cord into an electrical outlet until election morning.



The ballot marking device must be ready to be used by voters before the polls open. Make sure the keypad and headphones are attached and ready to be used.

On election morning chief judges will:

1. Re-verify the tamper tape number and remove the tamper tape and place it on the back of the *Ballot Marking Device Integrity Report*.
2. Plug the power cord into the electrical outlet.
3. Use the ballot marking device key to unlock and open the left side compartment door.

Figure 8 - Side Compartment Door of the Ballot Marking Device



4. Make sure that the memory stick is installed. Tell the local board of elections right away if the memory stick is not installed.

Figure 9 - Memory Stick of the Ballot Marking Device



5. Make sure that the **"Mode"** switch is on **"VOTER."**

Figure 10 - "Mode" Switch is on "Voter" of the Ballot Marking Device



6. Make sure that the keypad is plugged in before starting the ballot marking device.

Figure 11 - Keypad Plug of the Ballot Marking Device



7. Flip the **"Power"** switch to the **"On"** position.

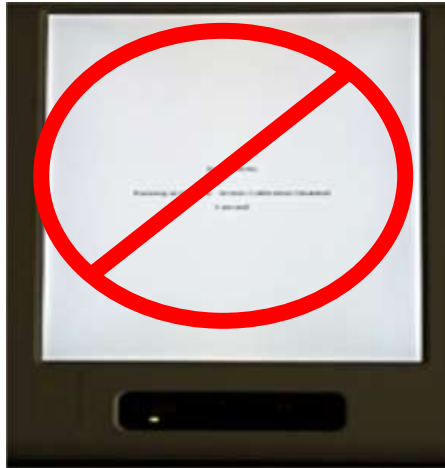
Figure 12 - "Power" Switch to the "On" Position of the Ballot Marking Device



12.8 Ballot Marking Device



Do not touch the display screen while the ballot marking device is starting. The process is long, about 4 minutes. No reports will print.



8. Position the keypad cord so it threads through the circular opening at the top of the side compartment door.

Figure 13 - Keypad Cord at the Top of the Side Compartment Door of the Ballot Marking Device



9. Plug the headphones into the audio port located on the front of the ballot marking device.

Figure 1 - Headphones Plugged in to the Audio Port of the Ballot Marking Device



10. Close and lock the side compartment door using the ballot marking device key.
11. Apply new tamper tape. Write the new tamper tape number in column C of the *Ballot Marking Device Integrity Report*.

Figure 15 - New Tamper Tape Number and the Ballot Marking Device Integrity Report



Ballot Marking Device Integrity Report
2020 Presidential Primary

County/City: _____ Date: _____
District/Ward/Precinct: _____

☐ Attach all tamper tape removed from the Ballot Marking Device (BMD) during opening and closing to the back of this form.

REMEMBER: If any tamper tape is removed from the Ballot Marking Device (BMD) during voting hours, attach the removed tamper tape to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape was removed.

BMD Unit #	OPENING			CLOSING	
	A. Verify BMD Serial #	B. Safe compartment tamper tape # at opening	C. New side compartment tamper tape # at opening	D. Record and remove side compartment tamper tape # at closing	E. Record new tamper tape # at closing
1	Verify	✓	Record#		
2					
3					
4					

To the best of our knowledge, the information on this report is true and accurate.

Judge(s) Assisting at Opening: _____
Judge(s) Assisting at Closing: _____
Democratically Chief Judge: _____ Republican Chief Judge: _____

12. Install the privacy screen.

Figure 2 - Privacy Screen around the Ballot Marking Device



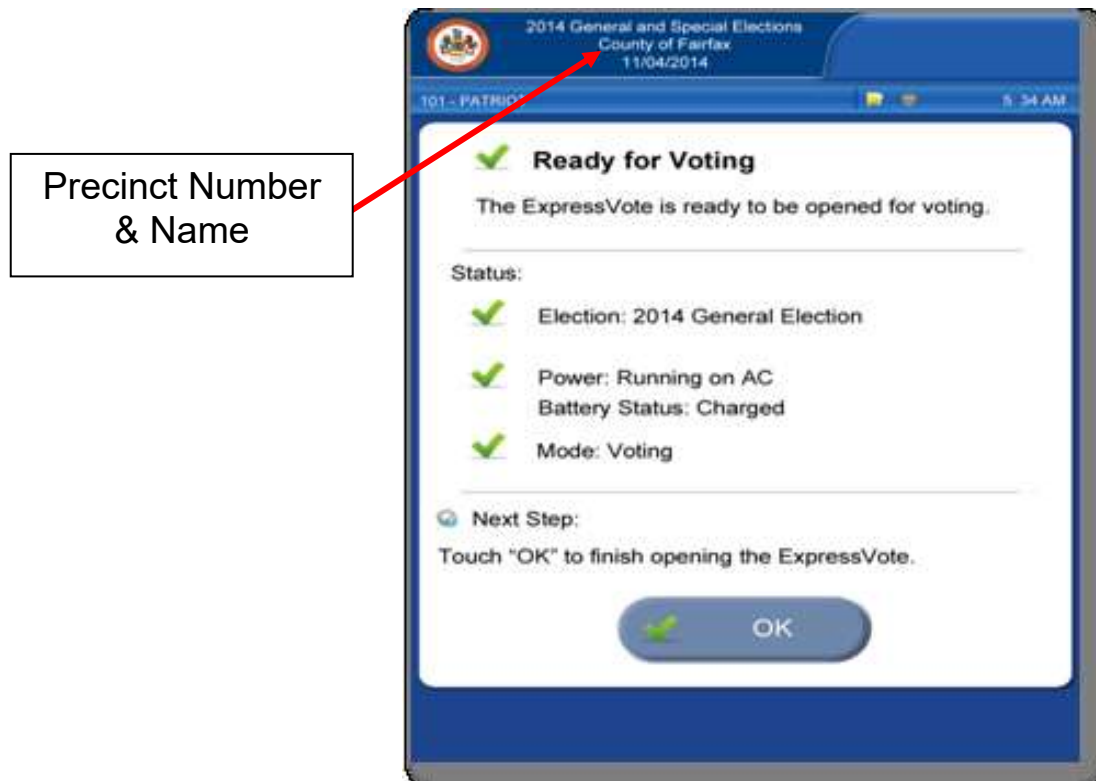
13. A chief judge will enter the election code and touch **“Accept.”**

Figure 17 - Election Code on the Ballot Marking Device



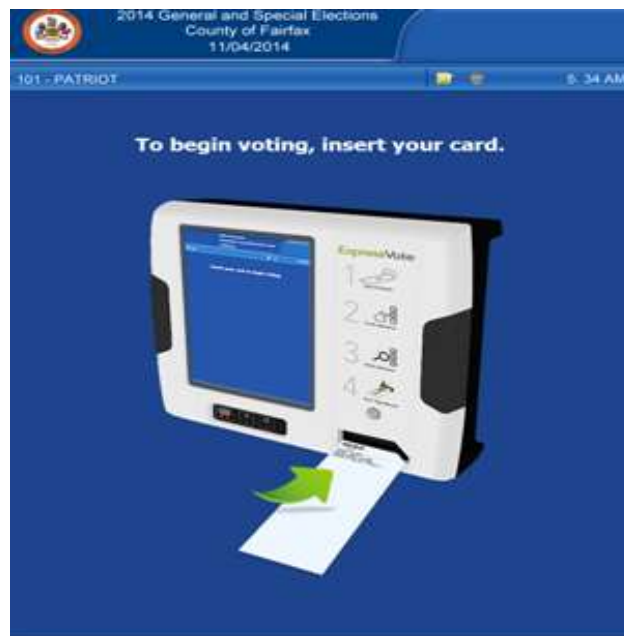
14. Make sure that the precinct number and name displayed on the screen are correct. Make sure the unit is receiving power. Touch **“OK.”** Tell the local board of elections right away if the precinct number and name are not correct.

Figure 18 - Checking the Precinct Number & Name on the Ballot Marking Device



15. When the ballot marking device is ready to accept ballot activation cards, the following screen appears. Check that the election, county, date and time are correct at the top of the screen.

Figure 3 - "To begin voting, insert your card" Screen of the Ballot Marking Device



16. Return the carrying case to the black equipment transfer cart.
Return the key to the red security bag and *Ballot Marking Device Integrity Report* to the Chief Judge Election Day Binder.

12.4 Prepare the Voter for Voting

Voters who choose to use the ballot marking device will be issued a ballot activation card instead of a regular paper ballot.

The voter will first get a voter authority card from the check-in judge. The check-in judge will tell the voter:

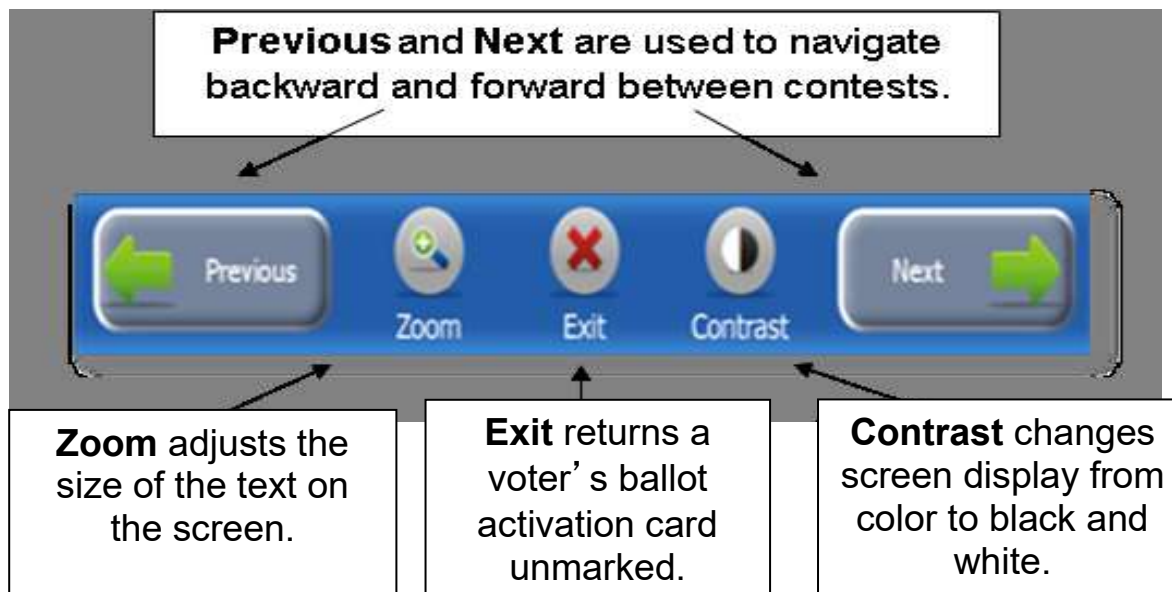
“You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”

A voter will be directed to the ballot making device table to get the ballot activation card and a privacy sleeve from the ballot marking device judge. The voter authority card will be placed in the clear pouch on the front of the privacy sleeve.

A voting judge at the ballot marking device table will:

- Ask the voter for his or her voter authority card.
- Make sure that the voter authority card has been signed by the voter and initialed by a check-in judge. The district/precinct and ballot style should be circled.
- If the voter has a provisional voter authority card and an orange provisional privacy sleeve, take note and make sure the voter returns to the provisional voting area after printing their ballot activation card ballot.
- Initial the voter authority card as the ballot issuing judge.
- Hold onto the voter authority card while escorting the voter to the ballot marking device.
- Tell the voter how to use the ballot marking device. Show the voter how to increase the text size and how to change the contrast. Explain the audio option.

12.4.1 Screen Display Options

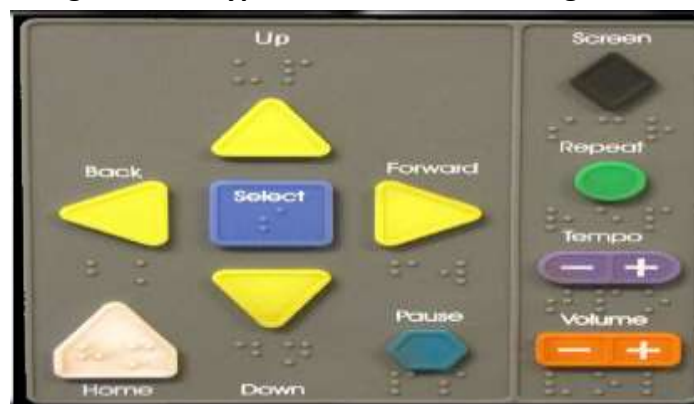


! The "More" button will appear on the touchscreen when an additional page of contest choices is available to the voter. Voters must touch the "More" button to access the additional page. Voting judges are to instruct voters about the "More" button before the voter begins using the ballot marking device.

! The ballot marking device will display a warning message after 5 minutes of inactivity.

12.4.2 Using the Audio Headset and Keypad

Figure 20 - Keypad of the Ballot Marking Device



- Show the voter how to adjust the volume.
- Give the headphones to the voter and tell the voter to put on the headphones.
- Assist the voter if you are asked.



Once the ballot activation card is identified, the ballot marking device immediately begins playing the voting instructions and provides an overview of the keypad functions.

12.4.3 Audio Instructions

The audio instructions include:

1. Press **Screen** to turn the touchscreen display off.
2. Use **Tempo** on the right side of the keyboard 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.
5. Press **Right Arrow** to proceed to the first contest. The ballot marking device 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 the selection 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 the write-in option. Press **Select**. The ballot marking device will begin 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**. The ballot marking device returns to contest and repeats the write-in selection.

12.5 Activating the Ballot Marking Device

The ballot marking device display will read “To begin voting, insert your card.”

The ballot marking device will begin playing the audio instructions when a ballot activation card is inserted. When a voter chooses to use the audio ballot, make sure the voter has the headphones on and the volume is loud enough prior to inserting the ballot activation card.

1. The ballot marking device judge will insert the ballot activation card into the slot with the slanted corner of the card to the top right.

Figure 21 - Slanted Corner of the Card to the Top Right of the Ballot Marking Device



2. For **consolidated precincts**, the screen will display a list of precincts. Select the precinct number indicated on the voter authority card.

3. The screen will display a selection menu of ballot styles.

Figure 22 - Ballot Style Selection Screen on Ballot Marking Device



4. Use the ballot style number printed 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.
5. Put the voter authority card back into the clear pouch on the privacy sleeve.
6. Stand to the side of the ballot marking device to ensure voter privacy while giving instructions to the voter.
7. If the voter has a bilingual ballot, tell the voter to touch the desired language from the available options to begin voting.

Figure 23 - Bilingual Ballot Selection Screen of the Ballot Marking Device



8. Tell 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.

Figure 24 - Candidate or Choice Selection on the Ballot Marking Device



- To change a selection in a “vote for one” contest, 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.
 - 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.
9. Touch “Previous” or “Next” to navigate backward and forward between contests.



The “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 ballot marking device.

12.6 Write-In Votes (General Election Only)

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.”

Figure 25 - "Enter Write-In Name" Screen of the Ballot Marking Device

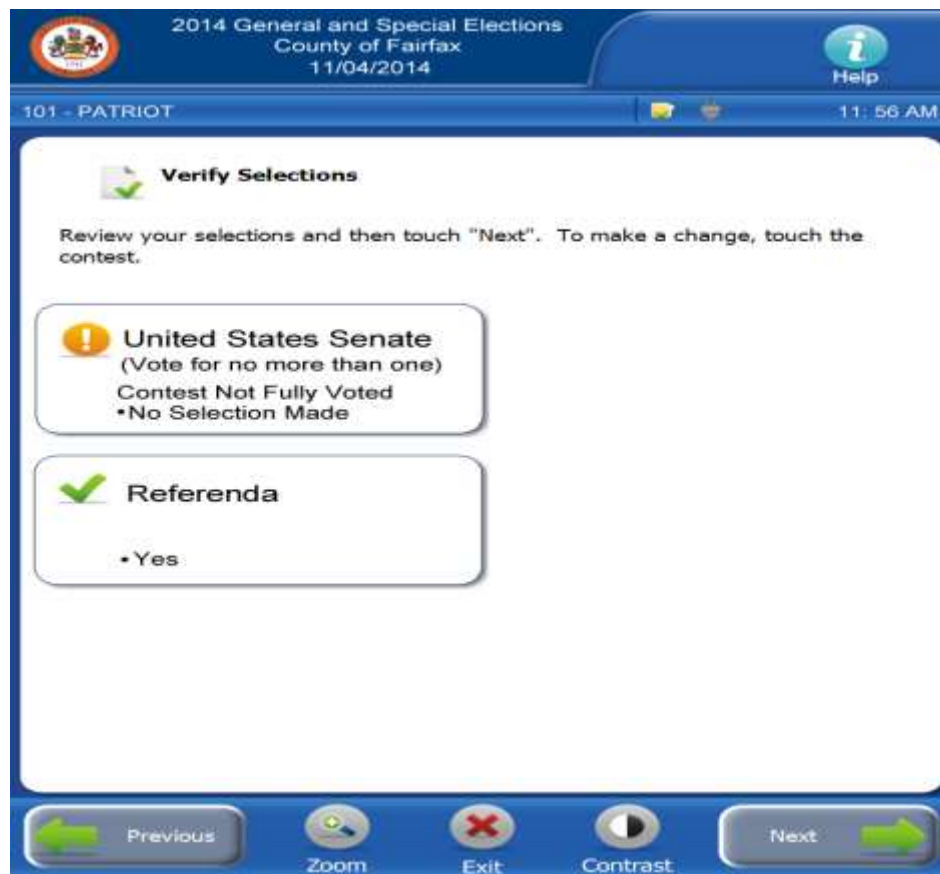
The screenshot shows the 'Enter Write-In Name' screen of a ballot marking device. At the top, the header displays the 2014 General and Special Elections for Fairfax County, dated 11/04/2014, along with a 'Help' icon. Below the header, the screen title 'Enter Write-In Name' is shown next to a small icon. A large, empty text input field is positioned below the title. Underneath the input field is a virtual keyboard with three rows of letters: QWERTYUIOP, ASDFGHJKL, and ZXCVBNM. Below the letters are three buttons labeled 'Clear', 'Space', and 'Backspace'. At the bottom of the keyboard area are two large buttons: a green 'Accept' button and a red 'Cancel' button. The bottom of the screen features a blue bar with two icons: a magnifying glass labeled 'Zoom' and a sun/moon icon labeled 'Contrast'.

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.”

12.7 Summary of Selections

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.

Figure 26 - Summary of Selections Screen of the Ballot Marking Device

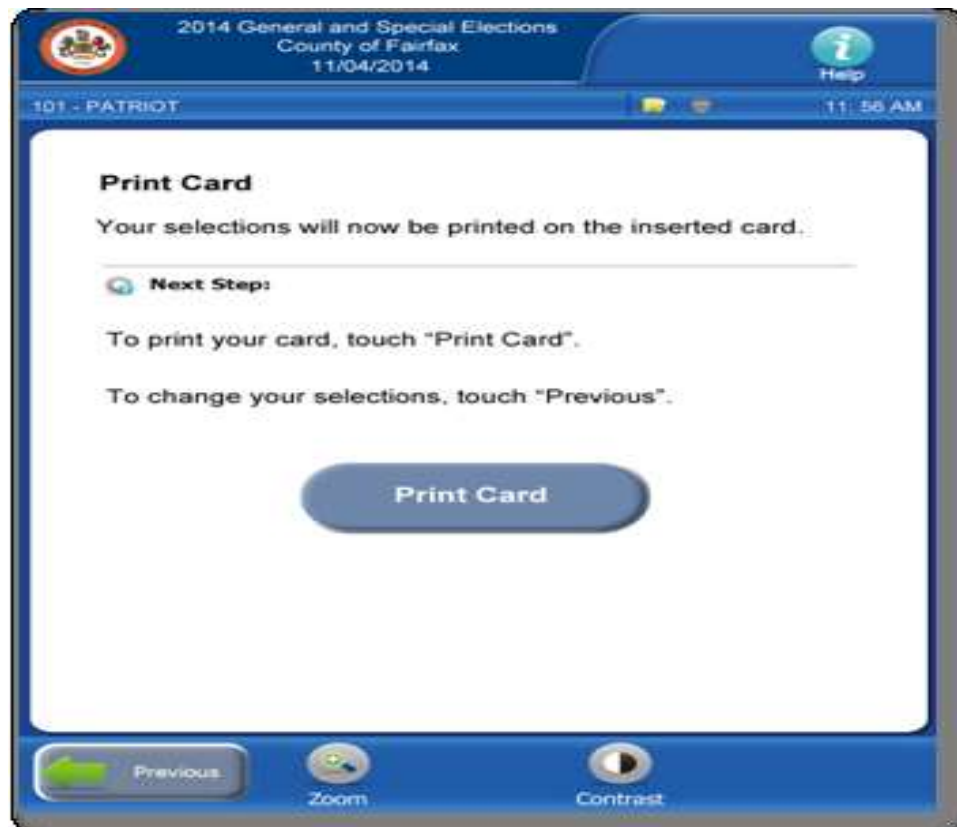


To change a selection when a voter is on the “Summary of Selections” screen, the voter can touch the contest he or she wants to change. That contest will show on the screen. After changes are made, touch “Next.” The ballot marking device returns to the “Summary of Selections” screen. When the voter is finished reviewing the selections, touch “Next” to continue to the “Print Card” screen.

12.8 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 ballot marking device showing the selections made by the voter.

Figure 27 - "Print Card" Screen of the Ballot Marking Device



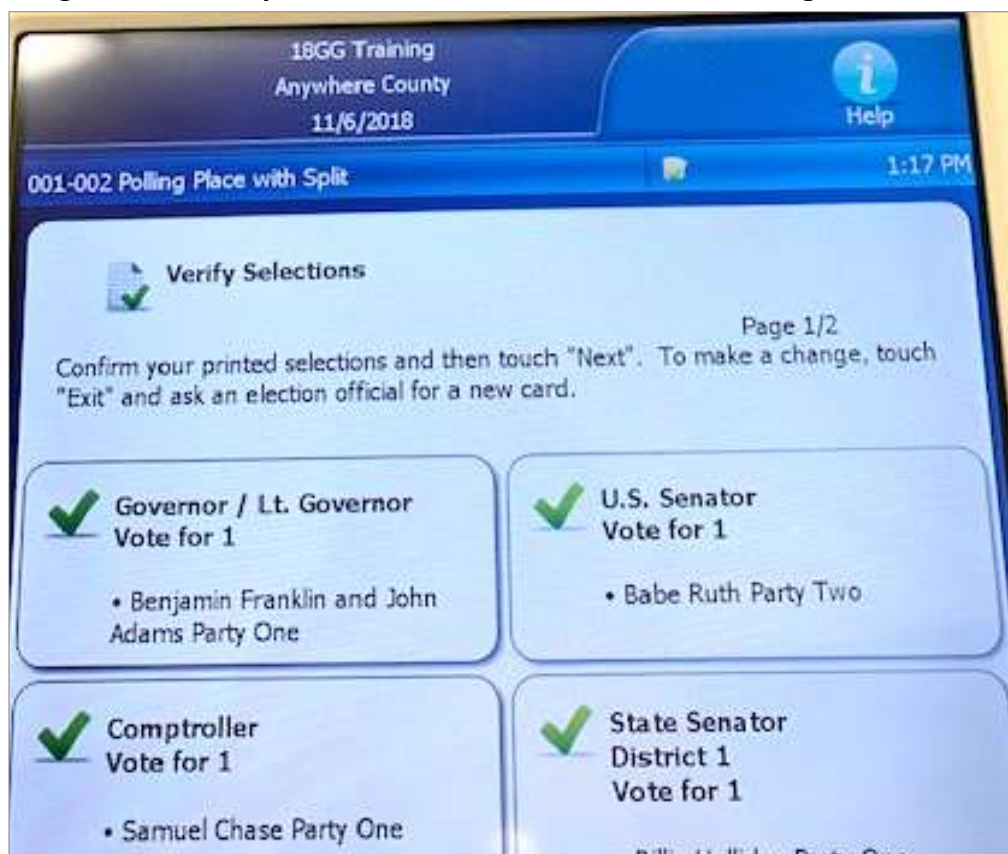
2. Tell the voter to put the printed ballot activation card ballot into the privacy sleeve. Make every effort to avoid seeing the voter's selections printed on the ballot activation card.
3. Direct the voter to the scanning unit to cast the ballot activation card ballot.
4. Tell the voter to give the voter authority card to the voting judge at the scanning unit. If the voter needs help putting the ballot activation card ballot in the scanning unit, tell the voter to ask the voting judge for help.

12.9 Checking a Marked Ballot Activation Card Ballot

The ballot marking device allows a voter to put the marked ballot activation card ballot back into the input slot to confirm the voter's selections. **This is for confirmation purposes only.** No changes can be made. The voter will only be able to view or hear the summary of his or her selections. If the voter wishes to make a change, the ballot must be spoiled, and the voter must ask for a new ballot. See "Replacing Ballots and Ballot Activation Cards" in *Chapter 7 – Issuing Ballots*.

1. Tell the voter to put the ballot activation card ballot into the input slot with the slanted corner of the card to the right.
2. Tell the voter to touch the desired language from the available options.
3. The screen will show instructions on how to review the selections.

Figure 28 - "Verify Selections" Screen of the Ballot Marking Device



4. Touch "Next" to access the "Summary of Selections" screen.

5. Review the selections. When finished, touch "Next" again. Then touch "Print Card" to eject the ballot activation card ballot. The printed ballot activation card ballot ejects from the input slot.

Figure 4 - "Print Card" Screen of the Ballot Marking Device



12.10 Closing the Ballot Marking Device

Chief judges or closing judges will:

- 1. Remove the privacy screen. Detach the headphones.

Figure 30 - Removed Privacy Screen of the Ballot Marking Device



- 2. Write down the left side compartment tamper tape number in column D of the closing section of the *Ballot Marking Device Integrity*

Figure 31- Tamper Tape Number and Ballot Marking Device Integrity Report



D

Ballot Marking Device Integrity Report						State of Maryland	
2020 Presidential Primary							
County/City: _____						Date: _____	
District/Post/Precinct: _____							
<input type="checkbox"/> Attach all tamper tape removed from the Ballot Marking Device (BMD) during opening and closing to the back of this form.							
REMEMBER: If any tamper tape is removed from the Ballot Marking Device (BMD) during voting hours, attach the removed tamper tape to the Tamper Tape Security Seal Remove Report and explain why the tamper tape was removed.							
BMD Unit #	OPENING				CLOSING		
	A	B	C	D	E		
	BMD Serial #	Side compartment tamper tape # at opening	New side compartment tamper tape # at opening	Record and remove side compartment tamper tape # at closing	Record new side compartment tamper tape # at closing		
1		Verify <input type="checkbox"/>	Verify <input type="checkbox"/>	Record <input type="checkbox"/>			
2							
3							
4							
To the best of our knowledge, the information on this report is true and accurate.							
Judge(s) Assisting at Opening: _____							
Judge(s) Assisting at Closing: _____							
Democratic Chief Judge: _____ Republican Chief Judge: _____							

- 3. Remove the tamper tape from the side compartment. Attach it to the back of the *Ballot Marking Device Integrity Report*.

4. Use the ballot marking device key to unlock and open the side compartment door.

Figure 32 - Opened Side Compartment Door of the Ballot Marking Device



5. Flip the **"Power"** switch to the **"Off"** position. Remove the keypad.

Figure 33 - "Power" Switch to the "Off" Position of the Ballot Marking Device



6. Gently grasp the memory stick and remove it. Place the memory stick in the Small Memory Stick Security Bag (which will be placed into the Red Memory Stick Security Bag).

Figure 34 - Small Memory Stick Bag and Red Memory Stick Security Bag



7. Close and lock the side compartment. Apply new tamper tape and write down the number in column E of the *Ballot Marking Device Integrity Report*.

Figure 35 - Side Compartment and Ballot Marking Device Integrity Report

E

E

Ballot Marking Device Integrity Report							State of Maryland
2020 Presidential Primary							
County: _____							Date: _____
District/Ward: _____							
<input type="checkbox"/> Attach all tamper tape removed from the Ballot Marking Device (BMD) during opening and closing to the back of this form.							
REMEMBER: If any tamper tape is removed from the Ballot Marking Device (BMD) during voting hours, attach the removed tamper tape to the Tamper Tape/Seal Removal Report and explain why the tamper tape was removed.							
BMD Unit #	OPENING			CLOSING			
	A	B	C	D	E		
	BMD Serial #	Side compartment tamper tape # at opening	Side compartment tamper tape # at opening	Record and remove side compartment tamper tape # at closing	Record new tamper tape # at closing		
	Verify	✓	Verify	✓	Record		
1							
2							
3							
4							

To the best of our knowledge, the information on this report is true and accurate.

Judge(s) Assisting at Opening: _____

Judge(s) Assisting at Closing: _____

Democratic Chief Judge: _____ Republican Chief Judge: _____

8. Close the stand on the back of the ballot marking device. It will snap into place.

Figure 36 - Stand on the Back of the Ballot Marking Device



9. Remove the power cord from the back of the ballot marking device by sliding the sheath on the plug back while gently pulling the plug out.

Figure 37 - Power Cord on the Back of the Ballot Marking Device



10. Pack up the ballot marking device. Place the keypad and headphones back into the carrying case. Return the power cord to the carrying case side pocket.

Figure 39 - Carrying Case of the Ballot Marking Device



11. Return the ballot marking device to the black equipment cart.
12. Sign the *Ballot Marking Device Integrity Report* and give it to a chief judge.