Idaho Poll Workers'
AutoMARK Election Day Testing Checklist
AutoMARK ballot marking devices must be available and functioning at the polls
as required by Public Law 107-252, the Help America Vote Act.

☐   Open lid and raise the screen then lower the ballot tray on the front of the unit.

☐   Locate the audio headphone jack on the front lower-right panel, below the keypad, and plug in the headphones.

☐   Plug the power cord into the power connection in the back of the unit and the other end into a working AC power outlet.

☐   Insert the security key and turn the unit to the **ON** position. Wait for AutoMARK to load. Be patient. This process can take several minutes.

☐   Insert a blank ballot and check that the on-screen ballot is correct for your precinct. If it is not correct contact your election office immediately.

☐   Eject the blank ballot.

☐   Turn the security key to the **TEST** position.

☐   Select the **TEST BALLOT PRINT** button on the "Test Menu" screen.

☐   **<u>Important</u>**. Select the **ENABLE PRINT CALIBRATION** check box.

☐   Insert an unmarked ballot. The AutoMARK prints all ovals.

☐   When the ballot is ejected, check each oval. Make sure all ovals are filled.

☐   If a "calibration suggestion" is presented press "**YES"** to recalibrate the printer. Most units will not require print calibration as they are tested in advance.

☐   Complete the Ballot Print Test with two (2) more blank ballots. A total of three (3) ballots must pass successfully. When complete press **"DONE".**

☐   On the "Test Menu" screen. Select **Calibrate Touch Screen**.

☐   Press the **Calibrate** button to start the screen calibration.

☐   Carefully press and briefly hold your finger on the center of the target, then release. Repeat as the target moves around the screen.

☐   **<u>Important</u>.** When prompted, "**Tap"** the screen to save the new settings.

☐   When complete press "**DONE"**.

☐   Turn the security key to the **ON** position. "Insert Your Ballot" will be displayed.

☐   Insert a blank ballot.

☐   Vote each race on the ballot, note your choices, and print the ballot.

☐   Insert the printed ballot. The unit will display the "Summary Screen".

☐   Check the summary screen to verify it displays the voted ballot as marked.

☐   If the Ballot Read Test is not successful, the AutoMARK will eject the ballot and display an error message. Contact your election office.

Upon successful testing the AutoMARK is ready to be used by voters. Leave the AutoMARK in the **ON** position and remove the key. Save tested ballots and test documentation with election supplies.

If a unit stops working, turn the unit off and leave it set up until a county or vendor representative, wearing identification as an election worker, can repair or replace the unit.