

ELECTION DAY: Operating the Scanner

When the window of the ICP reads “SYSTEM READY”, the ICP is ready to accept and tabulate voted ballots.

- Ballots can be read into the ICP in ANY direction.
- A valid ballot will take between 7-12 seconds to scan, read, tabulate, and cast a ballot.
- A mismarked ballot will prompt the ICP to alert the voter to the problem with their ballot.
- A poll worker – typically the machine inspector - must be stationed near the ICP to be ready to assist voters who have a problem with their ballot and to receive the empty manila folder and Sharpie.
- An online training video is available at: <https://yorkcountypa.gov/voting-elections/poll-worker-training.html>

SCANNER: Ballot Errors

If a voter has mismarked their ballot, the ICP will alert the voter to a problem. Poll workers should be prepared to assist voters by understanding the ICP ballot alerts. Voters ALWAYS have the option of getting a new ballot, making a correction to their ballot, or casting their ballot “as is”.

1. “**BLANK BALLOT**” - A voter has inserted a blank ballot into the ICP and not votes will be cast. The voter can choose to have their ballot returned and continue to vote their ballot or cast their ballot “as is”.
2. “**AMBIGUOUS MARK**” – The ICP does not recognize the voter’s intent in one or more races. The voter will need to completely fill in the ovals to cast their ballot.
3. “**OVERVOTE**” – The voter has voted for more candidates than is permitted. The voter can choose to have their ballot returned to correct the error or cast it “as is”. If they cast their ballot “as is” – the ICP will inform them that NO VOTES will be counted in the race where the overvote occurred.

SCANNER: Checking the Ballot Bags

During Municipal Elections, check to be sure the Write-In Bag is not too full. If needed, remove the Write-In ballots from the bag and place them into the separate Write-In envelope. Store the envelope in the ballot box and relock the box.

SCANNER: Changing the Paper Roll

1. Open the printer cover.
2. Push down on the blue tab to release the roller and remove the paper roll.
3. Place the new paper roll with the end feeding out from the bottom towards you.
4. Replace the roller bar with the roller gear to the left and gently press back into place on top of the paper.
5. Feed the end of the paper back through the slot on the printer cover door.

ADA DEVICE: Operations

The ICX can be used as a touch screen for voters unable to mark their ballot by hand or can be programmed with an audio ballot for visually impaired voters.

The ICX keeps a tally of the number of ballots printed. After the polls close, this number is to be recorded on the General Returns of Votes Cast sheet.

ADA DEVICE: Activate With No Audio

1. Insert the Poll Worker Card into the slot in the yellow card reader at the bottom of the ICX.
2. When the PIN# window pops up, select “Activate Ballot” in the top right corner of the PIN# window. It is not necessary to enter the PIN#.
3. Using the keypad, enter the ballot activation code for your precinct. You will have (2) codes for primary elections – one to activate a Democratic ballot and another for a Republican ballot. This code will be on a sticker at the top right of the screen.
4. Select “ACTIVATE”.
5. Remove the Poll Worker Card and move away from the booth while the voter votes their ballot.
6. If the wrong ballot has been activated, the poll worker can cancel the ballot by pressing the three dots button (...) on the top right corner of the ICX. Choose “Cancel Activation” from the drop down. Start over to program the correct ballot.
7. The ICX DOES NOT TABULATE VOTES! It is a BALLOT MARKING DEVICE! After making their selections using the ICX and approving their choices on the Review page, the voter prints their ballot.
8. Once their ballot has printed, the voter takes their ballot to the ICP scanner to be tabulated and cast.
9. If the voter does not press the “FINISHED” button on the final screen, the poll worker will need to tap “FINISHED” to close the vote session.

ADA DEVICE: Activate With Audio

1. Make sure the ADA equipment is connected to the ICX.
2. Insert the Poll Worker Card into the slot in the yellow card reader at the bottom of the ICX.
3. When the PIN# window pops up, select “Activate Ballot” in the top right corner of the PIN# window. It is not necessary to enter the PIN#.
4. Using the keypad, enter the ballot activation code for your precinct. You will have (2) codes for primary elections – one to activate a Democratic ballot and another for a Republican ballot.
5. Select “ENABLE AVS Controller”.
6. Select “ACTIVATE”.
7. On the next screen select “ATI Device” and give the voter the headphones and the ATI controller.
8. Remove the Poll Worker card and move away from the privacy booth while the voter votes their ballot.
9. If the wrong ballot has been activated, the poll worker can cancel the ballot by pressing the three dots button (...) on the top right corner of the ICX. Choose “Cancel Activation” from the drop down. Start over to program the correct ballot.
10. The ICX DOES NOT TABULATE VOTES! It is a BALLOT MARKING DEVICE! After making their selections using the ICX and approving their choices on the Review page, the voter prints their ballot.
11. Once their ballot has printed, the voter takes their ballot to the ICP scanner to be tabulated and cast.
12. If the voter does not press the “FINISHED” button on the final screen, the poll worker will need to tap “FINISHED” to close the vote session.

TROUBLE SHOOTING: Loss of Power

The voting systems have a 2-3 hour battery back-up to keep them operating without electricity. In the event the battery back-up fails or the ICP becomes inoperable for any reason, the following steps are to be implemented to ensure all voters get to cast their ballots in an emergency situation:

The Judge of Elections will open up the Auxiliary Slot on top of the secured ballot box by sliding the cover on the underside of the drop slot. The cover of the drop slot will be secured with a security tie. Open the ballot compartment and make sure the Auxiliary Bag under the ballot box is hanging freely.

Voting will continue uninterrupted with voters dropping their voted ballots into the Auxiliary Slot. If there are concerns, have the voter call 717-771-9604 so Elections Office can organize roving technicians and poll watchers to supervise.

Once power has been restored or a replacement ICP is in place, the un-scanned ballots will be removed from the Auxiliary Bag and scanned into the ICP to be counted. If the power does not return prior to the close of polls, the Judge of Elections shall return the un-scanned ballots to the County to be counted.