

1.1 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 and is optional.

Note: For instructions on switching the AVC Advantage[®] into and out of audio voting, see Section 1.1.2 Enabling Audio Voting and Section 1.1.5, Returning the AVC Advantage[®] to Regular Voting.

1.1.1 Using Audio Accessory Components

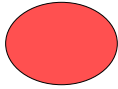
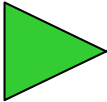
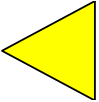
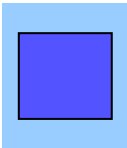
The Audio voting accessory components are shown below in Figure 1.



Figure 1. Audio Voting Accessory Components

1.1.1.1 Components of Audio Accessory Keypad

The Audio accessory keypad consists of the following four buttons:

	<p>Press Select to</p> <ul style="list-style-type: none">• Exit introductory help and begin voting• Select contest• Select or deselect a candidate for each contest• Review selections• Exit contests
	<p>Press Next to</p> <ul style="list-style-type: none">• Move forward through the list of candidates. If you continue to press Next, you will eventually come back to the first choice• Access Review Selections option for a contest• Access Exit Contest to skip a contest• Access Exit Contest at the end of an audio ballot to review ballot
	<p>Press Back to</p> <ul style="list-style-type: none">• Move backward through the list of candidates for each contest• Move backward through the contests of the ballot
	<p>Press Help to listen to</p> <ul style="list-style-type: none">• Introduction help• General help• Candidate Select/Deselect Help• Write-In help <p>For more information about help, see Section 1.1.3.3, Audio Voting Help.</p>

1.1.2 Enabling Audio Voting

The audio unit is stored in the rear of the AVC Advantage 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. Retrieve the audio unit from the rear of the machine.
2. Connect the audio accessory headphones jack to the audio voting accessory.

You have successfully connected the audio voting accessory to the AVC Advantage[®].

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

The Operator Panel displays **Return to Voter Inactive** with **Next** and **Start** arrows.

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

The Operator Panel displays **Enable Audio Voting** with **Next** and **Start** arrows.

6. 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**.

The AVC Advantage[®] is now ready for the voter to vote in audio mode. Refer to Section 1.1.3, Audio Voting Process.

7. If the next voter does not require audio voting, return the AVC Advantage[®] to regular voting as instructed in Section 1.1.5, Returning the AVC Advantage[®] to Regular Voting.

1.1.3 Audio Voting Process

This section provides a high level flow of the audio voting process and gives navigation tips—both are designed for the pollworker when assisting the voter through the audio voting process.

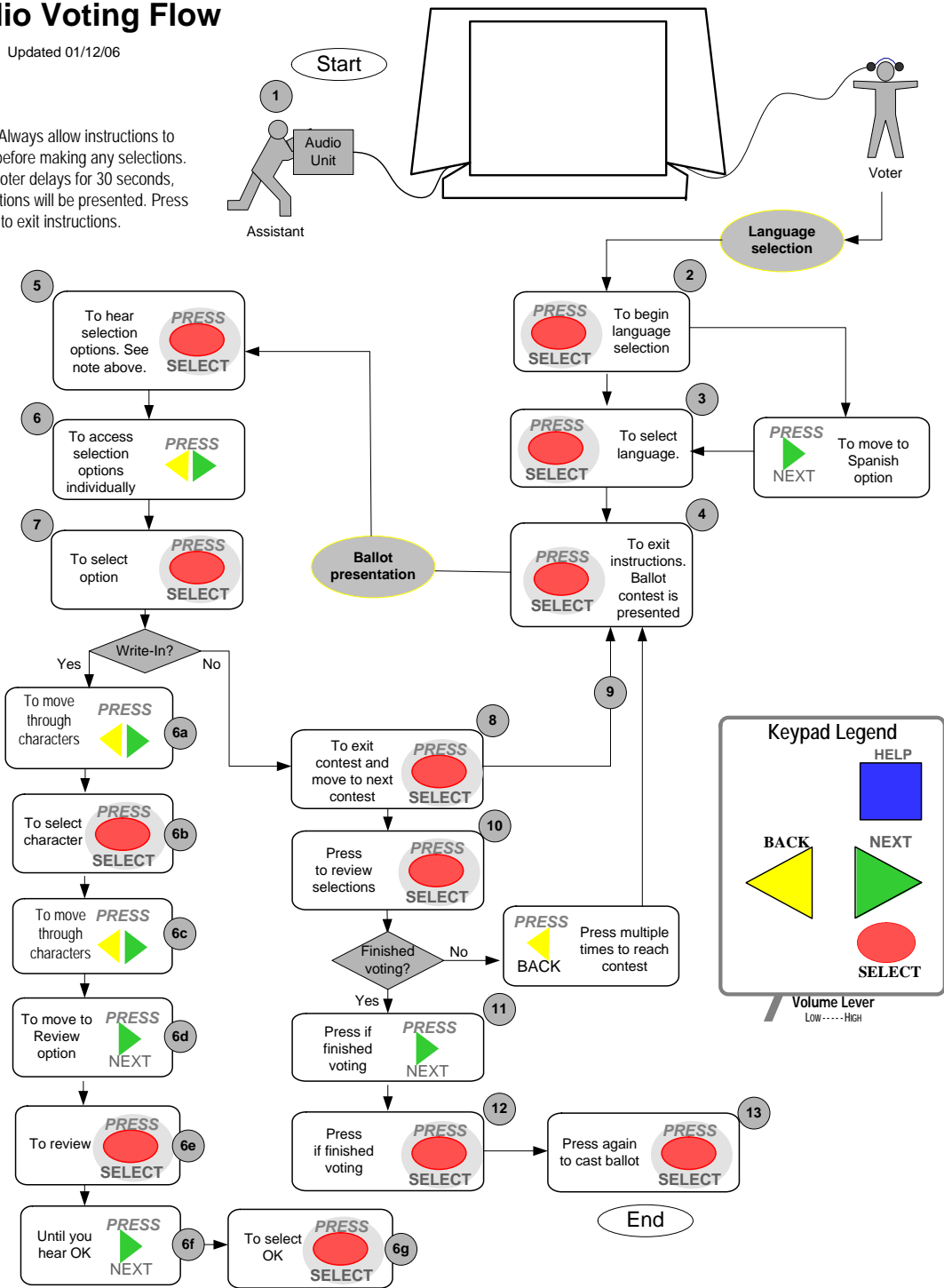
1.1.3.1 High Level Flow of Audio Voting Process

Figure 2 depicts a high level flow of the audio voting process.

Audio Voting Flow

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Note: Always allow instructions to finish before making any selections. If the voter delays for 30 seconds, instructions will be presented. Press Select to exit instructions.



Note: The numbers in circles indicate the sequence of that action in the process. Refer to the next page for a description of this step in the process.

Figure 2. Audio Voting Process

The following steps explain the process depicted above in Figure 2.

1. The pollworker should place the designated voting unit in audio mode. Refer to Section 1.1.2 Enabling Audio Voting.

Once the voting unit is activated, the voter places the headphones on.

In some cases, the voter is prompted to make a language selection. If the voter is prompted to make a language selection, go to the next step. If the voter is not prompted to make a language selection, go to step 4.

2. Press **Select** to begin language selection.
3. English is offered first. Press **Select** to select English, or if you want to select another language, press **Next** (instead of Select) to hear other language options, then press **Select** to select that language.

Instructions are presented in the language chosen by the voter.

4. Press **Select** to exit instructions.

The first ballot contest is presented automatically.

5. Press **Select** to hear selections for that contest.

Note: As the list of options is presented, the voter is unable to make selections.

6. Press **Next** to access the selection options individually.

The voter is presented with one option.

7. Press **Select** to select that option.

The system confirms your selection by reading it back. Go to Step 8.

Note: If you want to move to the next option, press **Next** (instead of Select) to hear the next option.

Note: If a Write-In is selected, press **Select** to select that option. You are sent to the Write-In Editor.

Write-In

- a. Press **Next** and **Back** to move back and forth through the alphabet, numbers and special characters.
- b. Press **Select** to select the correct character.
- c. Continue to press **Next** and **Back** to navigate to the correct character.
- d. When finished entering characters, continually press **Next** to move through the alphabet, numbers, and punctuation, until you reach the **Review This Write-In Entry** option.
- e. Press **Select** to review.
- f. Press **Next** until you hear **OK**.

- g. Press **Select** to select **OK**.
 - h. Go to Step 8.
8. Press **Select** to exit this contest and move to the next contest.
 9. Perform steps 4 through 8 for each contest on the ballot.

After all contests are voted, the system says **Review Your Selections**.

10. Press **Select**.

The system reads the contests you selected, and for each selection gives one of the following messages: **This contest is fully voted.** or **Zero choices have been selected.**

At the end of the review, the system says **Review is completed**.

Note: If necessary, press **Back** to return to a particular contest to change your vote.

11. If you are finished voting, press **Next**.

The system says **Voting is completed**.

If all contests were not fully voted, you hear the message **You have not made all of the choices you are entitled to**.

12. If you have finished voting, press **Select**.

The system says **Press the round red Select button when you are finished. This will record your vote. Press the yellow Back button to return to the ballot.**

13. Press **Select** again to cast the ballot.

You will hear a musical sound and a voice telling you that your vote is being recorded, and a few seconds later hear the message **Thank You for Voting**.


1.1.3.2 Navigation Tips


If the voter asks you a question about navigating the keypad to perform a particular task, use the table below to find an answer.

Action	How to...
Skipping a Contest	<ol style="list-style-type: none"> 1. To skip a contest, press the green up-arrow button repeatedly until you hear Exit contest. 2. Press the round red Select button to continue to the next contest.
Selecting and Deselecting a Contest	<p>To <i>select</i> a choice, press the round red Select button once after hearing the desired choice.</p> <p>To <i>deselect</i> a choice, repeat pressing the green up-arrow or yellow down-arrow button until you hear the choice you just select and then press the round red Select button to deselect the choice.</p> <p>To <i>deselect a choice after leaving a contest</i>, press the yellow down-arrow button to return to the contest and candidate then press the round red Select button to deselect the candidate.</p>
Performing Write-In Voting	<ol style="list-style-type: none"> 1. Repeat pressing the green up-arrow button until you hear Write-in, then press the round red Select button to enter the Write-In keyboard. 2. Use the green down-arrow and yellow up-arrow buttons to move back and forth through the alphabet, numbers, and special characters. 3. Spell out your write-in choice by pressing the round red Select button to select each desired letter, number, or special character. To deselect a character, use the Backspace choice.
Exiting Write-In Voting	<p>To exit Write-In voting, repeat pressing the green up-arrow or yellow down-arrow button until you hear OK, then press the round red Select button.</p> <p>To cancel a selection, repeat pressing the green up-arrow or yellow down-arrow button until you hear Cancel, then press the round red Select button.</p>
Reviewing Choices at the End of a Contest	<ol style="list-style-type: none"> 1. After selecting your choices for a given contest, repeat pressing the green up-arrow button until you hear Review Selections. 2. Press the round red Select button to hear the choices for the contest.


Action	How to...
Reviewing Choices at the End of a Ballot	<ol style="list-style-type: none"> 1. Exit the current contest. 2. Press the green up-arrow or yellow down-arrow button until you hear Review your selections. 3. Press the round red Select button to hear the contest names and selections. 4. Press the green up-arrow or yellow down-arrow button when you are finished.


1.1.3.3 Audio Voting Help


The audio ballot contains four types of help, each based on its location in the audio ballot. Each type of Help can be heard by pressing the  square blue **Help** button. Following are the four types of Help with a brief functional description.

Introduction Help: This is the first thing the voter hears when the audio ballot begins. Introduction Help welcomes the voter to audio voting and describes the function of the four buttons on the audio voting keypad. The voter can exit Introduction Help at any time by pressing the  round red **Select** button.

Note: If the voter does not press any buttons on the audio keypad for 30 seconds, audio Help automatically begins. To exit audio Help the voter presses the round red **Select** button.

General Help: General Help provides general information for navigating through the audio ballot. General help is available only when inside the contest, and is accessed by pressing the  square blue **Help** button.

Candidate Select/Deselect Help: Candidate Select/Deselect Help describes how to select a candidate or deselect a candidate. The voter presses the  square blue **Help** button to access Candidate Select/Deselect Help in situations in which the voter wants select or deselect a choice.

Write-In Help: Write-In Help describes the necessary steps for entering the name of a write-in candidate, and for selecting or deselecting a write-in candidate. To access Write-In Help, the voter presses the  square blue **Help** button after entering the write-in keyboard in the audio ballot.

1.1.4 Tips for Assisting the Audio Voter

Voters use audio ballots for a variety of reasons. Many voters using this feature are visually impaired. However, voters may opt for an audio ballot for any reason and are under no obligation to provide a reason as to why they wish to vote via audio.


Important: Never ask a voter to explain why they seek access to an audio ballot.

Important: Never touch the voter without first requesting permission. When assisting the voter, let the voter know what you are doing; for example, “I’m locating your name in the register, or I’m handing you the headphones.”

Do the following when assisting the audio voter:



1. Make sure that the AVC Advantage[®] being used has audio voting enabled. See Section 1.1.2 Enabling Audio Voting, for instructions on enabling audio voting.
2. Introduce yourself by speaking directly to the voter, not to the voter’s sighted friend or attendant.
3. Locate the voter’s name in the register.
4. Offer to assist the voter to the voting machine, offering your arm for guidance if the audio voter is visually impaired.
5. Before handing the voter the headphones and keypad to the voter, do the following:
 - Plug headphones into keypad.
 - Move volume control on keypad to low (far left).

After the voter is seated, tell the voter that you are handing them the audio voting headphones and keypad that they will use for audio voting. If the voter is unable to hold the keypad, tell the voter that you can use the Velcro strap to attach it to the wheelchair or any assisting-device they may be using.

6. Make sure that the  round red **Select** button is positioned to the voter’s right, whether the voter is right- or left-handed.
7. Tell the voter that you are going to provide a brief overview of the voting process, and explain that there are help instructions that can be listened to as often as required.
 - a. Explain to the voter that there are four raised buttons on the keypad, each with its own shape.

As you describe each of the four buttons and their functions, ask the voter to locate and feel their shapes. For details about each button, refer to Section 1.1.1.1, Components of Audio Accessory Keypad.

- Explain the volume slide lever and how to adjust volume from low to high.

- Tell them that information about these buttons is contained in the introductory Help at the beginning of the audio.
- b. Additionally, explain that there are four types of Help and that each of these is based on where the voter is in the audio ballot.
- To access Help, the voter presses the  square blue **Help** button at any time.
Note: See Section 1.1.3.3, Audio Voting Help.
 - If the voter does not press any buttons on the audio keypad for 30 seconds, audio Help automatically begins. To exit audio help, press the round red **Select** button.
8. Explain to the voter that for contests containing write-ins, they must repeat pressing the  green arrow (each press of the button will recite a candidate in the contest) until they hear **Entering the Write-In keyboard**. The voter can then spell out the desired write-in candidate.
9. Tell the voter to raise their hand if they need assistance when finished voting.
10. After the voter is finished, check that they have properly exited the audio ballot, and then retrieve the audio voting accessory keypad and headphones.
11. Thank the voter for participating in the election.
12. If the next voter does not require audio voting, return the AVC Advantage[®] to regular voting as instructed in Section 1.1.5, Returning the AVC Advantage[®] to Regular Voting.

1.1.5 Returning the AVC Advantage[®] to Regular Voting

After the voter has cast his or her ballot, the AVC Advantage will automatically disable the audio feature, and the AVC Advantage[®] is ready for the next voter.

13. If previously adjusted, readjust the voting unit by pushing the tub forward.



Figure 3. Positioning the Tub to be Vertical

Important: Use caution while moving the tub. Keep a firm hold of the tub while manipulating it into the desired position.

14. Release the latch, and the voting unit will lock into place.