

Chapter 12 – Ballot Marking Device

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Overview

Each precinct will receive at least one ballot marking device. Chief judges are responsible for setting up the ballot marking device.

Under the supervision of the chief judges, voting judges may set up the ballot marking device. Poll Watchers may observe opening procedures.

The ballot marking device enables voters, including voters with disabilities, to mark their ballots independently. Make sure the following policy regarding the use of the ballot marking device is followed:

- Any voter may ask to 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.
- Make sure that at least **two voters** use the ballot marking device during the day. **If two voters have not used the ballot marking device by 6:00 p.m., direct voters to use the ballot marking device until two 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 and 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 and **cannot record votes**. The ballot marking device acts as a pen that marks and prints the voter's selections. The voter's ballot activation card is then inserted into the scanning unit, which records the selections.



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.

Required Supplies

- Ballot marking device key
- *Ballot Marking Device Integrity Report*
- New tamper tape
- Pens
- Clipboard
- ADA table

Setup

1. Remove the ballot marking device from the transfer cart. Check the ID tag on the ballot marking device case to make sure the tag designates the correct polling place.



2. Take the ballot marking device in its case to the designated location inside the voting area as shown on the polling place diagram to maximize voter privacy.
3. Remove the ballot marking device, keypad, and headphones from the case. Remove the power cord from the case side pocket.



4. Push the small circular plug of the power cord with the flat side up into the port on the back of the ballot marking device. The plug will click into place when properly connected. Plug the other end of the power cord into an electrical outlet.



5. Grasp 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.

12.4 Ballot Marking Device



6. Verify the serial number located on the top of the ballot marking device. Confirm by checking the box in column A of the *Ballot Marking Device Integrity Report*.



A

Ballot Marking Device Integrity Report
2018 Gubernatorial Primary

State of Maryland

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

Attach all tamper tape removed from the ballot marking device during opening and closing to the back of this form.

REMEMBER: If any tamper tape is removed from the ballot marking device 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	B	C	D	E
BMD Serial #	Verify	Side compartment tamper tape # at opening	New side compartment tamper tape # at opening	Record and remove side compartment tamper tape # at closing	Record new tamper tape # at closing
1	<input checked="" type="checkbox"/>				
2	<input type="checkbox"/>				
3	<input type="checkbox"/>				
4	<input type="checkbox"/>				

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: _____

Revised 11/01/2017

7. Verify 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*.



B

Ballot Marking Device Integrity Report
2018 Gubernatorial Primary

State of Maryland

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

Attach all tamper tape removed from the ballot marking device during opening and closing to the back of this form.

REMEMBER: If any tamper tape is removed from the ballot marking device 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	B	C	D	E
BMD Serial #	Verify	Side compartment tamper tape # at opening	New side compartment tamper tape # at opening	Record and remove side compartment tamper tape # at closing	Record new tamper tape # at closing
1	<input checked="" type="checkbox"/>				
2	<input type="checkbox"/>				
3	<input type="checkbox"/>				
4	<input type="checkbox"/>				

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

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Judge(s) Assisting at Closing: _____
Democratic Chief Judge: _____ Republican Chief Judge: _____

Revised 11/01/2017

8. Remove the tamper tape and place it on the back of the *Ballot Marking Device Integrity Report*. Use the ballot marking device barrel key to unlock and open the left side compartment door.



9. Check that the memory stick is installed. If not, immediately notify a chief judge.



10. Check that the “**Mode**” switch is on “**VOTER.**”



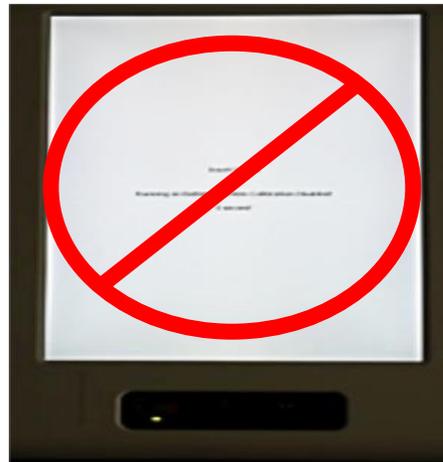
11. Make sure that the keypad is installed before starting the ballot marking device.



12. Flip the “**Power**” switch to the “**On**” position.



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



13. Position the keypad cord so it threads through the circular opening at top of the side compartment door.
14. Plug the headphones into the audio port located on the front of the ballot marking device.
15. Close and lock the side compartment door using the ballot marking device barrel key.
16. Apply new tamper tape and record the new tamper tape number in column C of the *Ballot Marking Device Integrity Report*.



The form is titled "Ballot Marking Device Integrity Report" and "2018 Gubernatorial Primary" with the "State of Maryland" logo. It includes fields for "County/City" and "Date", and "District/Ward/Precinct". A checkbox indicates that all tamper tape removed during opening and closing should be attached to the back of the form. A "REMEMBER" note states that if any tamper tape is removed during voting hours, a Tamper Tape/Security Seal Removal Report must be filed. The form contains a table with columns for "OPENING" (BMD Serial #, Side compartment tamper tape # at opening, New side compartment tamper tape # at opening) and "CLOSING" (Record and remove side compartment tamper tape # at closing, Record new tamper tape # at closing). The table has rows for BMD Unit # 1, 2, 3, and 4. A red arrow labeled "C" points to the "Record" column in the table. Below the table, there are fields for "Judge(s) Assisting at Opening", "Judge(s) Assisting at Closing", "Democratic Chief Judge", and "Republican Chief Judge". The form is dated "Revised 11/20/17".

BMD Unit #	OPENING			CLOSING	
	A BMD Serial #	B Side 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	Verify	Record		
2					
3					
4					

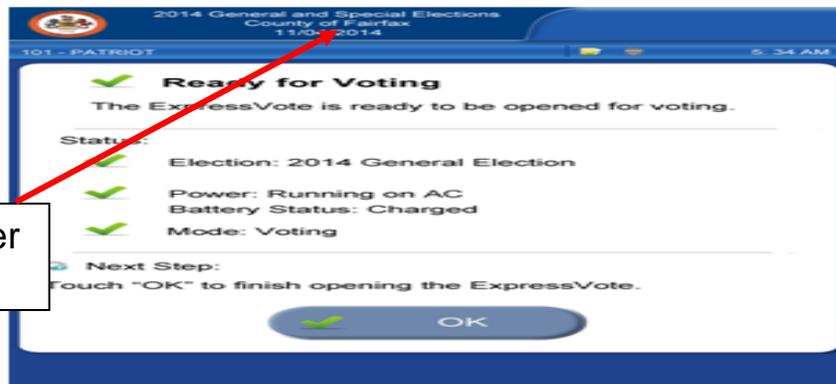
17. Install the privacy screen.



18. A chief judge enters the election code, then touches “**Accept.**”



19. Verify that the precinct number and name displayed on the screen are correct and the unit is receiving power. Touch “**OK.**” Contact the local board of elections office immediately if the precinct number and name are incorrect.



Precinct Number & Name

20. 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.



21. Return the case to the transfer cart. Return the key and *Ballot Marking Device Integrity Report* to a chief judge.

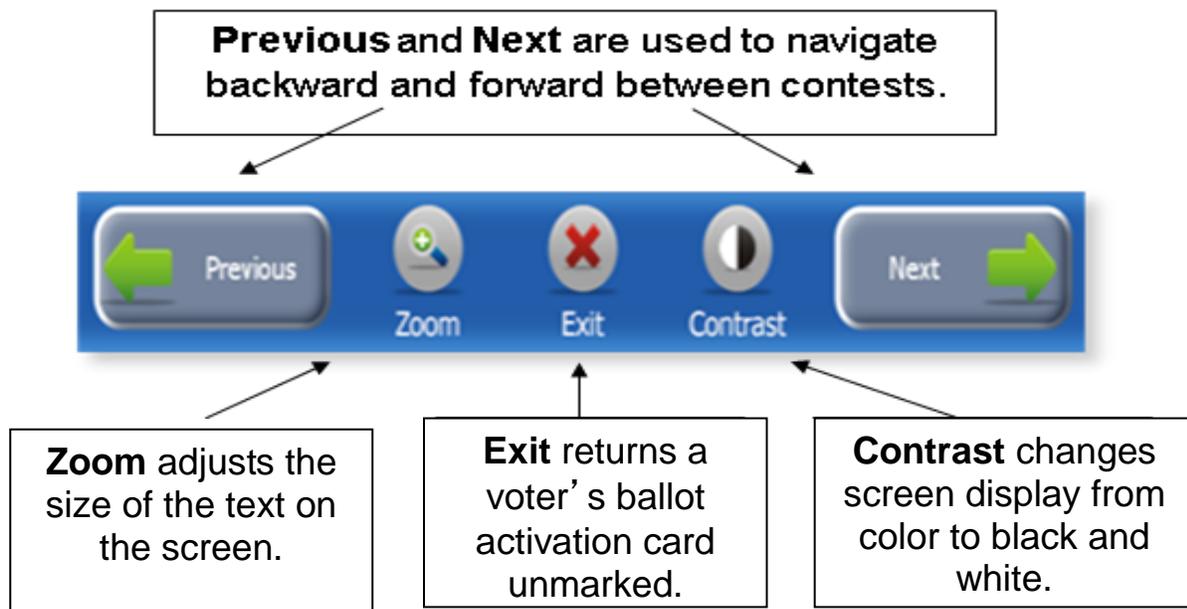
Prepare the Voter for Voting

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

A voting judge will:

1. Ask the voter for his or her voter authority card.
2. Verify that the voter authority card has been signed by the voter and initialed by a check-in judge.
3. Initial the voter authority card.
4. Hold onto the voter authority card while escorting the voter to the ballot marking device.
5. Instruct the voter how to use the ballot marking device and explain its various features.

Screen Display Options



! When there are more than seven candidates in a contest, the contest extends off the screen. Tell the voter to press “More” on the display screen to view all candidates in a contest.

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

Using the Audio Headset and Keypad



The keypad is secured on the side of the ballot marking device and headset is found in the ballot marking device case.

1. Plug headphones into the audio port located on the front of the ballot marking device.
2. Show the voter how to adjust the volume.
3. Give the headphones to the voter and tell the voter to put on the headphones.

! 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.

4. Assist the voter if requested.

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. 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.
5. Press **Down Arrow** to scroll through candidates or choices.
6. Press **Select** to make a selection after it has been read.
7. 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.
8. 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.
9. To select a write-in (general elections only), press **Down Arrow** to navigate to 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.

Activating the Ballot Marking Device

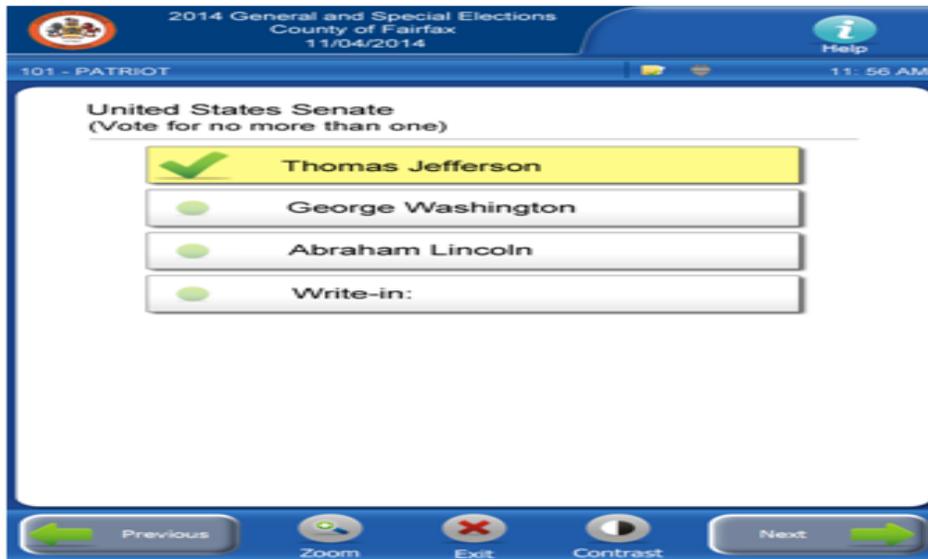
The ballot marking device display will read “To begin voting, insert your card.”

1. Instruct the voter to insert the ballot activation card into the slot with the slanted corner of the card to the top right.



2. The screen will display a selection menu of ballot styles.
3. **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.**
4. Put the voter authority card back into the clear pouch on the privacy sleeve.
5. Stand to the side of the ballot marking device to ensure voter privacy while giving instructions to the voter.

- 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.



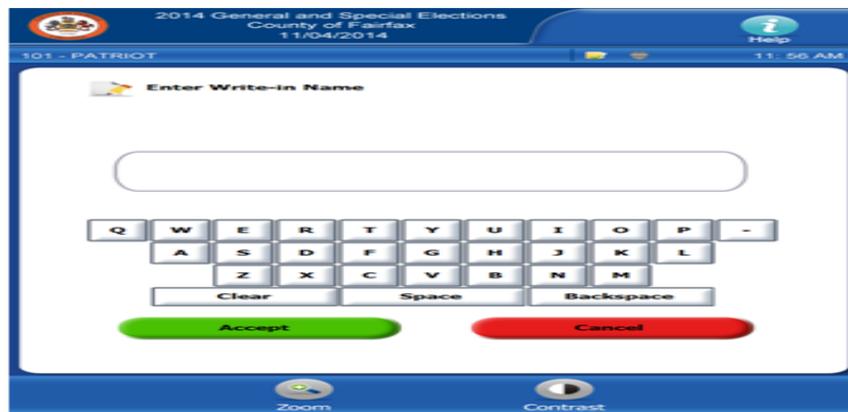
- To change a selection in a “vote for one” contest, touch the oval or anywhere on the line of the new selection. The selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
 - To change a selection in a “vote for more than one” contest, remove the previous selection 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.



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.

Write-In Votes (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.”



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.”

Summary of Selections

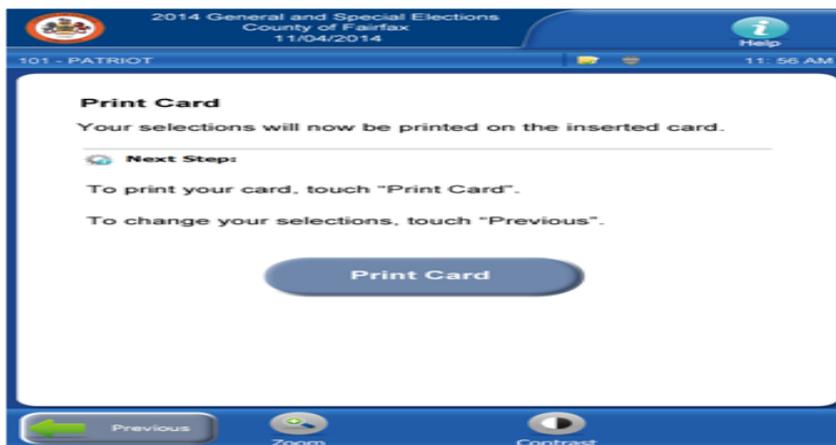
1. After the voter is finished making his or her selections, a “Summary of Selections” screen displays. Undervoted contests are marked with an orange exclamation point. All other contests are marked with a green checkmark.



2. To change a selection, touch the contest you want to change on the “Summary of Selections” screen. After changes are made, touch “Next.” The ballot marking device 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 ballot marking device showing the selections made by voter.

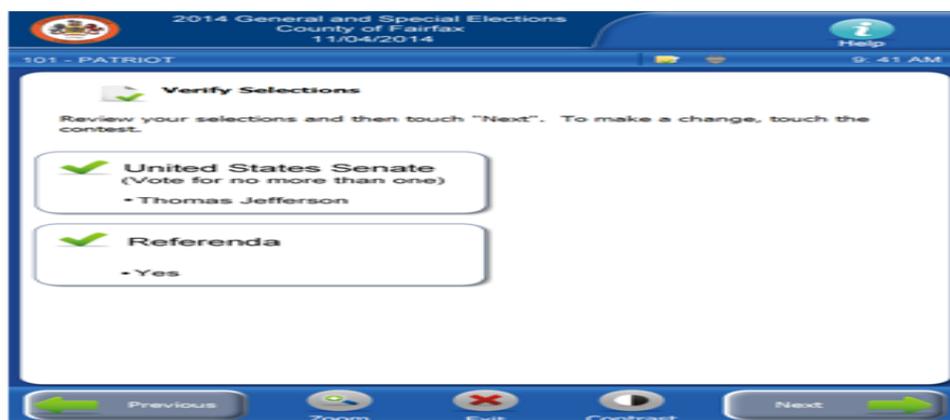


2. Tell the voter to put the printed ballot activation card ballot into the privacy sleeve while ensuring the voter authority card is secured in the plastic sleeve.
3. Direct the voter to the scanning unit to cast the ballot activation card ballot.
4. Tell the voter to give the voter authority card to the voting judge at the scanning unit.

Verifying a Marked Ballot Activation Card Ballot

The ballot marking device allows a voter to re-insert the marked ballot activation card ballot into the input slot to verify the selections. This 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. Tell the voter to insert the ballot activation card ballot into the input slot with the slanted corner of the card to the right.
2. A verification screen will display instructions on how to review the selections.



3. Touch “Next” to access the “Summary of Selections” screen.
4. Review the 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.



Closing the Ballot Marking Device

1. Remove the privacy screen.



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



Ballot Marking Device Integrity Report State of Maryland
2018 Gubernatorial Primary

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

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BMD Unit #	OPENING			CLOSING	
	A	B	C	D	E
	(BMD Serial #)	Side compartment tamper tape # at opening	New side compartment tamper tape # at closing	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: _____

Revised 11/02/2017

- Remove the tamper tape from the side compartment and attach it to the back of the *Ballot Marking Device Integrity Report*.
- Use the barrel key to unlock and open the side compartment door.



- Flip the “**Power**” switch to the “**Off**” position.



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



Ballot Marking Device Integrity Report
2018 Gubernatorial Primary

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

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

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 Judge(s) Assisting at Closing: _____
 Democratic Chief Judge: _____ Republican Chief Judge: _____

Revised 11/20/2017

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



8. 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.



9. 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.



10. Return the ballot marking device to the transfer cart. Sign and return the *Ballot Marking Device Integrity Report* to a chief judge.