AutoMARK



Opening & Closing Handbook

AutoMARK
OPENING HANDBOOK
STEP 1

	You will open your AutoMARK with the gold key provided

Step 2



Remove AutoMark from its case and place it on a solid table, providing room for voter

Please use caution when lifting the AutoMARK.

Step 3







AutoMARK accessories are in the AutoMARK case.
It contains a headset with disposable covers, paddles & Sip and Puff attachment.

Only put the paddles and Sip and Puff attachments if needed

Step 4



Attach the cord to the back of the AutoMARK and plug into the outlet; use an extension cord if necessary.

Please note: the Board of Elections does not provide extension cords

Step 5



Check the white label on the back of the Auto**MARK** for the **Unit Number**.

Verify it with your Confirmed Testing Report emailed to the District Clerk

Step 6



Verify the Sticker seal with your Confirmed Testing Report emailed to the District Clerk.

This seal is NOT to be removed

Step 7



Using the Gold key, turn key straight up to “ON” position.

The light will turn green & the AutoMARK will begin booting up.

Remove the key, ensuring the green light remains lit, and place key in a safe place

Step 8



While AutoMARK boots up, verify the Sticker seal number with your Confirmed Testing Report emailed to the District Clerk

This seal is NOT to be removed

Step 9



Slide the plastic clips towards the outer edges to release the top cover of the machine

Step 10



Lift the lid and carefully pull the monitor up and out

Step 11



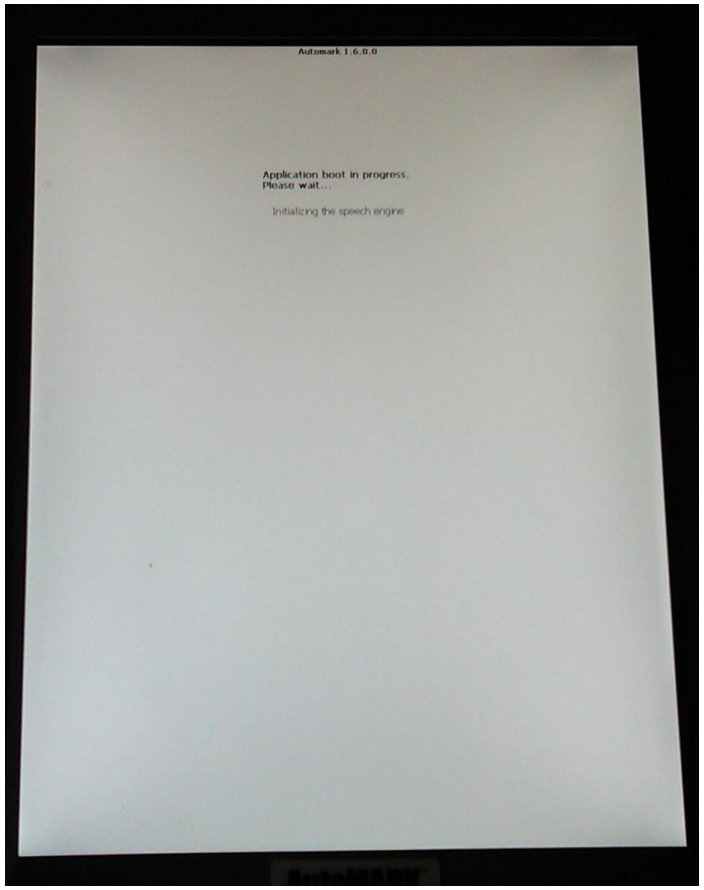
Lay the lid down behind the monitor and adjust the monitor height for the best visibility

Step 12



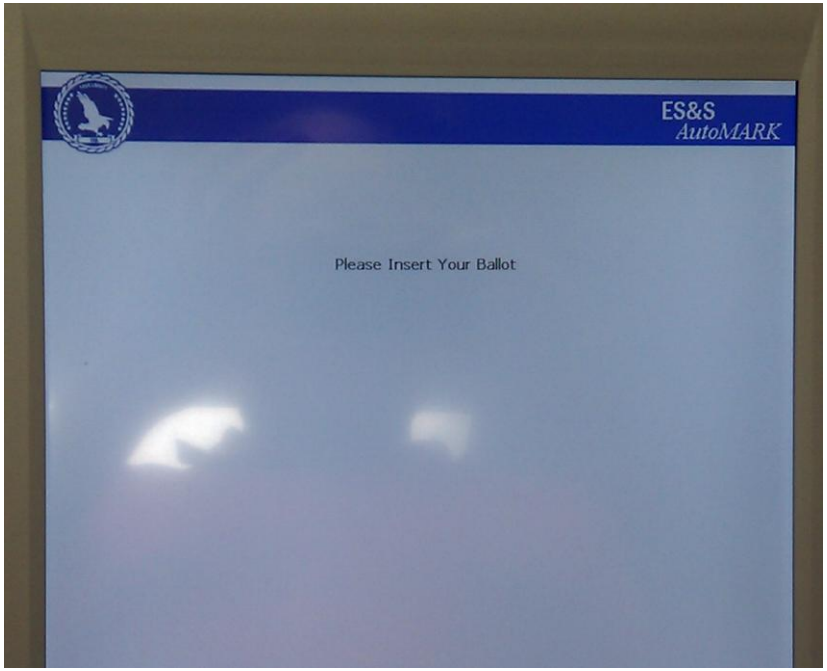
Lift the ballot feed tray up and out to accept ballots for marking

Step 13



The AutoMARK will begin the ‘boot up’ process. A loud sound will be heard when ready

Step 14



When the AutoMARK is ready it will display this screen

You have successfully opened the AutoMARK. Congratulations!!

The AutoMARK is now ready to mark a voter's ballot.

Remember, the AutoMARK only marks the ballot.
The voter must still cast the ballot at the DS200 Ballot Scanner