Introducing
Connecticut’s ACCESSIBLE Ballot Marking System!

INSPIRE™ Ballot Marking System
ELECTION PREPARATION
Unique Features

- Quick Setup
- Simple Interface
Marks
Preprinted Ballots

Scannable through optical-scan tabulator

Double-sided, up to 18” Long
YOUR VOTE COUNTS

Automates L&A Testing
An EASY System for all Voters

Touchscreen & Audio
Prepare an Election
5 Major Tasks

1. Provide Ballots to IVS: PDF & US Mail
2. Proof Audio
3. Download Dataset – IVS Downloader
4. Perform Logic & Accuracy
5. Prepare Ballot Marking Devices
Email ballot PDFs of all ballot styles to IVS.

For this purpose, a ballot style is defined as a combination of races and candidates together with a specific ballot layout. If a regular ballot and an absentee ballot are identical except for the timing marks and voter instructions, then they are the same ballot style as far as your ballot marking systems are concerned.

However, if two ballots have the same races and candidates but different oval locations, then they are considered different ballot styles since your ballot marking systems must treat them differently.
MAIL BALLOTS

☑ Mail 3 actual ballots of each ballot style to IVS.

(Only poll ballots are needed for this step. We do not need ABS or EDR).

While the PDFs of the ballots allow IVS to start the programming process, we need the physical paper ballots to complete our testing and ensure the voter selections are marked correctly.

Please mail 3 ballots of each ballot style to:

IVS LLC
12910 Shelbyville Road, Suite 102
Louisville, KY 40243
PROGRAMMING, AUDIO RECORDING & TESTING

Programming, Audio Recording, and Testing by IVS

Depending on the complexity of your ballots and how many elections from other municipalities are going on, this process may take one to three weeks.

Referendums usually take one to two weeks. Please note: for a Referendum, we need at least one week from the date we receive the printed ballots.
Audio Proofing by ROVs

This process ensures candidate names are pronounced correctly and can be performed from any phone line 24/7.

1. Dial the Audio Proofing phone #: 1-877-456-6300.
2. Enter your passcode followed by the # key. (Passcode provided by IVS)
3. Press 5 to confirm your passcode.
4. Listen to the instructions.
   After each candidate name or ballot question, you can

   Press 5 to record a “voicemail” change, followed by the # key. Afterward, the system will play the recorded change in place of the corresponding audio.

   Press 4 and 6 to go back and forth one name (or question) at a time. Press 2 and 8 to go back and forth five items at a time.

5. To finish audio proofing press the # key.
IVS Downloader: A Windows program to automate the process of downloading and copying your election data to a USB drive.
Double click on the IVS Downloader shortcut on your desktop computer.
Download Election Data

Connecting to the server. Please wait...

Download
Exit
If you are not connected to the Internet, you will see the above message on your screen.
Download Election Data

Please insert a USB and click the Download button to get data for
"Special State Election on April 25, 2017 in Hartford (Version A)".

Download  Exit

Verify that the data is for the correct Election. Insert a USB thumb drive and press Download.
Download Election Data

Please insert EXACTLY 1 USB, then click the Download button

OR

click the Exit button and re-start the IVS Downloader.

Download  Exit

You will see the above message only when the software recognizes two or more USB thumb drives inserted into your computer.
The software is downloading your Election data to the thumb drive.
Set up one Ballot Marking System
Easy Press & Pull Latches
Accessories Compartment:

- Computer
- Computer power adapter
- Printer power cord
- USB cable
- Paper tray sleeve
Lift handle on the Velcro Strap to lift Printer
Place Velcro Strap towards back of printer.
Plug power cord into back of printer, then into power outlet. Press power button.
Open the multi-purpose tray and lower it gently.
Pull out the multi-purpose tray support.
Place the paper tray sleeve around the multi-purpose tray support.
Lift the output tray support flap.
Connect the USB cable to the back of printer, then to the computer USB port.
Plug USB device “stick / thumb drive” into the computer USB port.
Connect power adapter to computer, then to power outlet. Press power button until you see the computer logo.
Verifying computer integrity

Please wait...

This process may take up to several minutes.
Verifying USB drive integrity

Please wait...

This process may take up to several minutes.

USB drive (stick)security check
NORWALK, CONNECTICUT

Press "Yes" to update this computer from
Test Election - October 2, 2016 - Version A
to
Test Election - October 2, 2016 - Version B

Yes  No

Press Yes to update computer with the newest version of Election data. Press No to go to main screen.
Please wait while the computer updates the newer version of Election data.
Press Set Town only if changes are needed. The name of the Town is shown at the top of the screen.
Type the town name or select it from the list. Press Done to go back to the Main Screen.
Press Set Date & Time only if changes are needed. The date and time are shown at the top left corner of the screen.
NORWALK, CONNECTICUT
Test Election - October 2, 2016

Set current date and time:

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>08</td>
<td>16</td>
<td>2016</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
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</table>

<table>
<thead>
<tr>
<th>Hour</th>
<th>Minute</th>
<th>Second</th>
<th>PM</th>
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<td>+</td>
<td>+</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>20</td>
<td>51</td>
<td></td>
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<td>-</td>
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</table>

Done

Set current Date/Time. Press (+) plus sign to increase and (-) minus sign to decrease the number. Press Done to go to Main Screen.
Press Print L&A Test Deck(s) only if you want to print test deck(s).
NORWALK, CONNECTICUT
Test Election - October 2, 2016

Select a ballot style to generate a test deck:

- [ ] Voting District A1
- [ ] Voting District A2
- [ ] Voting District B1

Select a ballot style to generate a test deck. Once selected, a red checkmark will appear. Press Next.
Load preprinted Landscape ballots into the multi-purpose tray front page up, left edge first. Press Print.
Check that the printer power cord is plugged in to a power source and that the USB cable is securely connected to the printer and computer.
Load blank paper into the multi-purpose tray for Test Deck Results. Press Print.
## TEST DECK RESULTS

**DATE:** 8/29/2016  
**BALLOT STYLE:** Voting District A1  
**NUMBER OF BALLOTS:** 25 (excluding 1 fully-voted and 1 blank)

### BOARD OF FINANCE
- **BLANKS**: 15
- **BABE RUTH**: 16
- **JIM THORPE**: 15
- **PETE MARAVICH**: 14
- **JACKIE ROBINSON**: 13
- **CALVIN COOLIDGE**: 12
- **JOHN F. KENNEDY**: 11
- **WRITE-IN**: 4

### BOARD OF EDUCATION
- **BLANKS**: 23
- **BOBBY JONES**: 10
- **WILMA RUDOLPH**: 9
- **JIMMY WALKER**: 8
- **RICHARD DAELEY**: 7
- **RAY CHARLES**: 6
- **WALT DISNEY**: 5
- **ABRAHAM LINCOLN**: 4
- **WRITE-IN**: 3

### BOARD OF ASSESSMENT APPEALS
- **BLANKS**: 3
- **ROCKY MARCIANO**: 21
- **WRITE-IN**: 1

### PLANNING AND ZONING COMMISSION
- **BLANKS**: 12
- **GEORGE WASHINGTON**: 21
- **CLARA BARTON**: 20
- **ARTHUR ASH**: 19
- **FRANKLIN PIERCE**: 18
- **BENJAMIN FRANKLIN (DEM)**: 3
- **BENJAMIN FRANKLIN (SAN)**: 2
- **BENJAMIN FRANKLIN (UNK)**: 1
- **BENJAMIN FRANKLIN (TOT)**: 6
- **WRITE-IN**: 4

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Run Test Decks through your tabulator.  
Compare the results from the test deck to the tabulator results.
Press the Print Setup Report button.
NORWALK, CONNECTICUT
Test Election - October 2, 2016

Load blank paper into the Multi-Purpose Tray, then press Print.
Sample Setup Report

STATE OF CONNECTICUT
Department of the Secretary of the State
Elections, Legislative and Intergovernmental Affairs

ACCESSIBLE VOTING SYSTEM
SETUP REPORT
NORWALK, CT

<table>
<thead>
<tr>
<th>Election Name:</th>
<th>Election Date:</th>
<th>Version:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Election</td>
<td>October 2, 2016</td>
<td>B</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Date:</th>
<th>Report Time:</th>
<th>System ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19, 2016</td>
<td>09:40 AM</td>
<td>CT-0001</td>
</tr>
</tbody>
</table>

VOTING DISTRICTS:
Voting District A1, Voting District A2, Voting District B1

<table>
<thead>
<tr>
<th>Printed Name:</th>
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</table>
Press Shut Down button to turn off the computer.
To Shut Down the computer, press Yes and remove the USB device "stick". Press No to go back to the Main Screen.
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INSPIRE™ Ballot Marking System

ELECTION DAY
Note: Moderators / Poll Workers do not need the USB device “stick” on Election Day. The USB device is used only by ROVs to prepare the Ballot Marking System for the Election.
Set up one Ballot Marking System
Easy Press & Pull Latches
Accessories Compartment:

- Computer
- Computer power adapter
- Printer power cord
- USB cable
- Paper tray sleeve

- Keypad
- Headphones
- Headphone Covers
- Election Day Manual
Lift handle on the Velcro Strap to lift Printer
Place Velcro Strap towards back of printer.
Plug power cord into back of printer, then into power outlet. Press power button.
Open the multi-purpose tray and lower it gently.
Pull out the multi-purpose tray support.
Place the paper tray sleeve around the multi-purpose tray support.
Lift the output tray support flap.
Connect the USB cable to the back of printer, then to the computer USB port.
Plug keypad into computer USB port.
Place disposable headphone covers on over-ear headset. Plug headphones into computer audio port.
Connect power adapter to computer, then to power outlet. Press power button until you see the computer logo.
Verifying computer integrity

Please wait...

This process may take up to several minutes.

Computer security check
Load blank paper into the multi-purpose tray to print the start-up report. Press Print.
# Start-up Report Example

**STATE OF CONNECTICUT**  
Department of the Secretary of the State  
Elections, Legislative and Intergovernmental Affairs

## ACCESSIBLE VOTING SYSTEM  
START-UP REPORT  
NORWALK, CT

<table>
<thead>
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<tbody>
<tr>
<td>Test Election</td>
<td>October 2, 2016</td>
<td>B</td>
</tr>
<tr>
<td>Start-up Date:</td>
<td>Start-up Time:</td>
<td>System ID:</td>
</tr>
<tr>
<td>August 19, 2016</td>
<td>09:47 AM</td>
<td>CT-0001</td>
</tr>
</tbody>
</table>

## VOTING DISTRICTS:

- Voting District A1
- Voting District A2
- Voting District B1

<table>
<thead>
<tr>
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NORWALK, CONNECTICUT
Test Election - October 2, 2016

Steps to Start a Voting Session
Press the Authorize Voting button.
Type the 4-digit Poll Worker Password 9630 followed by the Enter key.
Select a ballot style for the Voter. Once the ballot is selected, a red checkmark will appear. Press Next.
NORWALK, CONNECTICUT
Test Election - October 2, 2016

Load a preprinted ballot into the Multi-Purpose Tray

Load ballot front page up, left edge first.
NORWALK, CONNECTICUT
Test Election - October 2, 2016

Select an operation mode:

- Touch Screen
- Audio Ballot

Back  Next
Select a language:

- English
- Spanish

Next
If audio ballot is selected, give headphones and keypad to the Voter. When ready, ask the Voter to press any key to continue.
Allow the Voter to vote privately and independently.

If an audio ballot is selected, the voter will hear audio instructions to operate the telephone-style keypad.
If audio ballot is selected, this screen will be seen throughout the voting session.
If touch screen is selected, the screen will show the 1st contest. Press the names you want to select. A red checkmark will appear next to each selection.
To write-in a name, press the Write-In button and follow the instructions in the popup box.
You can go back and forth between contests by pressing the Previous Contest and Next Contest buttons. To skip the rest of the ballot, press Ballot Review.
To see additional candidates, slide the scroll bar up or down.
If you try to overvote, the above error message will appear. Press OK to continue.
Press Ballot Review to see a summary of your choices. Press a contest to change the selections. If everything looks good, press Print Ballot to print your ballot.
POLL WORKER: Authorize to shut down the computer. Type the 4-digit Poll Worker Password **9630**, followed by the Enter key on the computer keyboard.
Press and pull the four, smooth-opening latches to open the case.
Accessories Compartment:

- Computer
- Computer power adapter
- Printer power cord
- USB cable
- Paper tray sleeve
- Keypad
- Headphones
- Headphone Covers
- Election Day Manual
Lift handle on the Velcro Strap to put the printer into the case.
To avoid potential injuries, two people should lift the case by holding it from the handles on both ends.