TABULATOR TENDER

ARRIVE: 5:00 AM
6:00 AM Polls MUST be open

DUTIES: Make the Election process as smooth as possible.
Protect Voter’s privacy and the security of the ballots.
Stand (or sit) at least 4 feet from the tabulator.
Make certain the Voter feeds the ballot into the tabulator properly.
Under no such circumstance should you view the Voter’s ballot.

SIGN: Payroll sheets in the morning.

ENSURE: VOTER receives a privacy sleeve from the Ballot Clerk.
Please return them to the Ballot Clerk after use.

NO VOTER leaves the polling location with a ballot.
The ballot must be placed in the tabulator or the auxiliary bin.

NO CHILDREN are to fill out a ballot or insert a ballot into the tabulator.

Ballot pens, magnifying sheets etc. are NOT to be left by the tabulator and are returned to the voting booths during the day. Check to make sure the equipment has not been defaced or spoiled.

HAND OUT: “I Voted Today” stickers. Please do not place them on the Voter.

TROUBLESHOOTING TIPS

ISSUE SOLUTION

Ballot not read Re-insert ballot. If it still rejects, ask Voter to see the Ballot Clerk for a NEW ballot.

If Voter chooses NOT to receive a new ballot, have Voter insert this ballot into the auxiliary bin for hand counting. Assure Voter that this ballot will be counted by hand later.

Tabulator will reject a blank or completely miss-marked ballot.
Review the instructions on marking a ballot and direct the Voter to get a new ballot from the Ballot Clerk. If Voter chooses not to get a new ballot, have them insert the ballot into the auxiliary bin for hand counting later.
<table>
<thead>
<tr>
<th>ISSUE</th>
<th>SOLUTION</th>
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<tbody>
<tr>
<td>Ballot is rejected</td>
<td>Ask Voter to read the message on the <strong>LCD window</strong>. This message will stay on for 12 seconds. If Voter was <strong>NOT</strong> able to view this message (because it disappeared), have Voter re-insert ballot again and the message will re-appear for another 12 seconds. <strong>NEVER</strong> look at the “markings” on the Voter’s ballot. <strong>A Voter’s right to a secret ballot must be preserved.</strong></td>
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<td>LCD window shows a message and you don’t know how to proceed.</td>
<td>Refer to Moderator.</td>
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<tr>
<td>LCD window reads “Over voted race”</td>
<td>This occurs when a Voter has voted for more candidates than is allowed. Review with Voter the instructions on “marking” the ballot and refer Voter to the Ballot Clerk for a <strong>NEW</strong> ballot. If Voter chooses <strong>NOT</strong> to receive a new ballot, have Voter insert this ballot in the auxiliary bin for hand counting. Inform Voter that “the over voted office” will <strong>NOT</strong> be counted, <strong>BUT the rest of the ballot will be counted by hand later.</strong></td>
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<tr>
<td>Ballot jams</td>
<td>Check to see if the ballot was read/counted. Call the Moderator. Direct Voter to place their ballot in the auxiliary bin. Assure Voter that the ballot will be processed as soon as the jam has been cleared. Record in Moderator’s diary.</td>
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<tr>
<td>Ballot goes in and out of tabulator</td>
<td>Read the message on the <strong>LCD window</strong> to make sure the ballot was <strong>NOT</strong> counted. If ballot was counted, ask the Moderator for help to place ballot in the bin with the other counted ballots. If ballot was <strong>NOT</strong> counted, Voter re-inserts ballot into the tabulator.</td>
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**IMPORTANT:** Always **READ the LCD window** message and never leave your station unattended unless someone has relieved you for breaks etc. **WHEN IN DOUBT CALL A MODERATOR.**

**CELL PHONES/FOOD/DRINKS ARE NOT PERMITTED.**