

Appendix 3

City of Orillia Accessible Ballot Marking Device Instructions



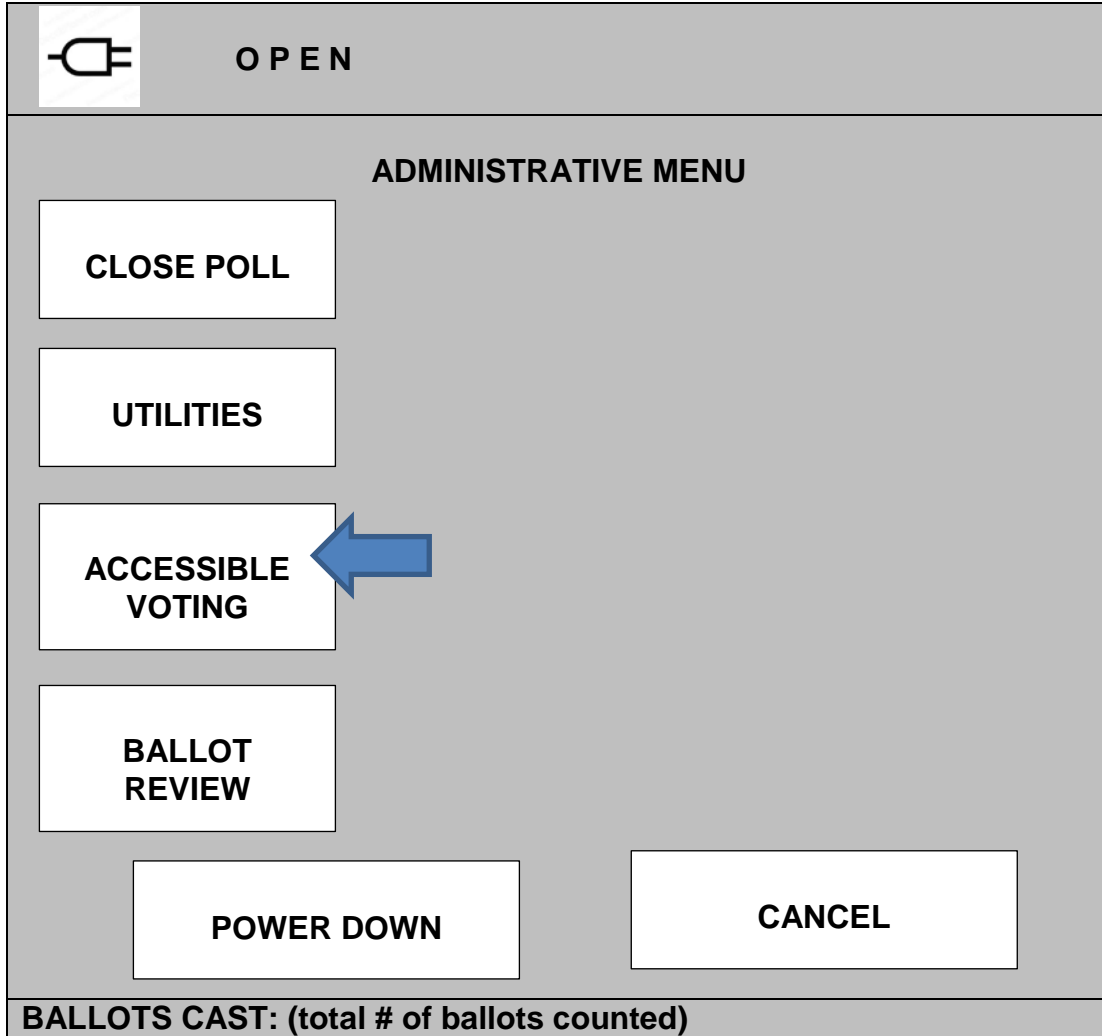
The following accessible equipment is available to the voters:

- ✓ Audio Tactile Interface (ATI)
- ✓ Rocker Paddles
- ✓ Sip & Puff Device

Accessible Ballot Marking Device – Audio Set Up

1. Plug the printer power cord and printer USB cable into the back of the printer.
2. Connect the USB printer cable to the USB port on the right side of the tabulator.
3. Connect the printer power cord into a standard wall outlet or into a power bar. If plugging into a power bar, ensure that the power bar is powered on.
4. Turn on the printer.
5. Connect the ATI cable to the Ethernet port on the right side of the tabulator.
6. Connect the ATI cable to the port on the top of the ATI.
7. Connect the headphones to the audio port on the bottom **right** side of the ATI. The audio equipment is now ready.
8. Hand the ATI to the voter.
9. If the elector wishes to use Right and Left Rocker Paddles or the Sip and Puff device, connect the appropriate device to the Sip and Puff port on the bottom **left** hand side of the ATI. If using the Sip and Puff device, secure the clamp to the table and insert a disposable straw.
10. Have the elector put on the headphones with the assistive device of their choice.
11. Apply the security key onto the security keypad. Hold firmly until it is accepted and the password screen appears.

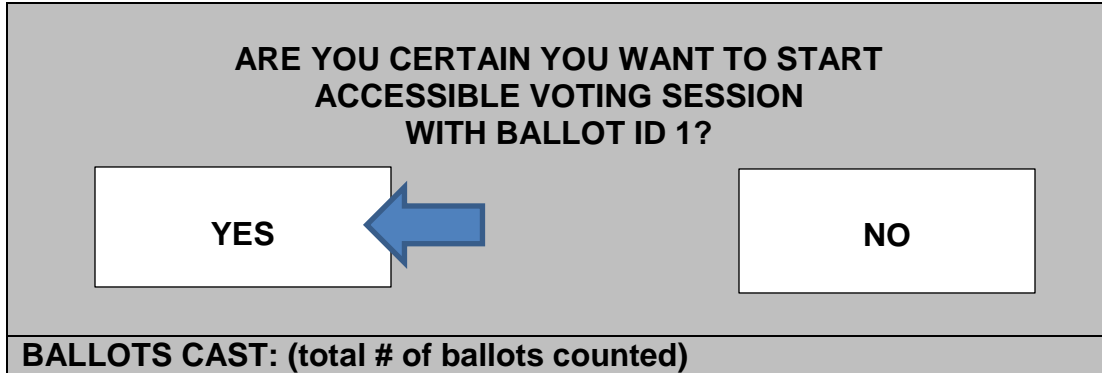
The following screen will appear:



Press "Accessible Voting"

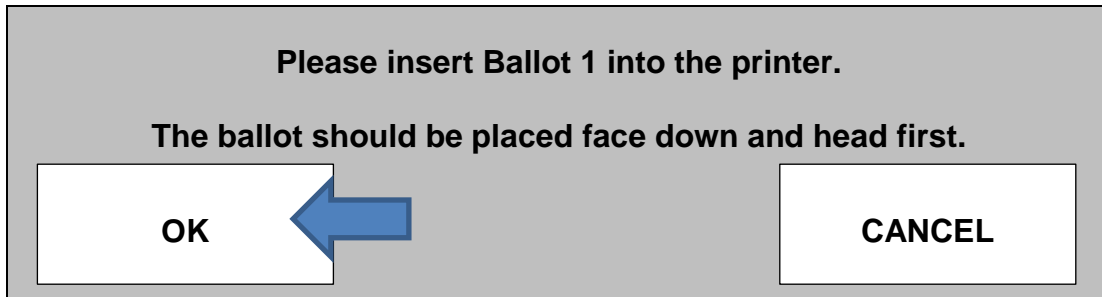
Enter Ballot ID for Accessible Voting Session. Note that the Ballot ID is located on the face of the ballot.

The screen will now display:



Press "yes" to begin accessible voting session.

The screen will now display:



The screen display will now return to System Ready in order to continue counting ballots.



Note that ballots can still be scanned during an audio session.

The elector is to complete the audio instructions for the ballot marking. Once the voting session is complete, the printer will automatically print out the marked ballot face up (*this will take a couple of minutes*).

The elector may need assistance to place the ballot into the secrecy folder and return the ballot to the Tabulator Officer for the count.

**ENSURE USED EQUIPMENT IS DISCARDED
AND NEW EQUIPMENT IS AVAILABLE
FOR THE NEXT ELECTOR.**