

Stark County Board of Elections



Attention Poll Workers:
**Carry this manual to your polling
location on Election Day.**

Poll Worker name _____

ICX Machine Guide November 3, 2026 General Election

Poll Worker paychecks are mailed approximately 4 - 6 weeks after an election. Allow 7 - 10 days for delivery.
Paychecks cannot be picked up at the BOE or the Auditor's Office. Please do not call either office.

TABLE OF CONTENTS

Monday Set-up	Page 3
Election Day	Page 10
Voter Home Screen	Page 15
Voting Process	Page 17
Printer Paper Change	Page 19
Closing the Election	Page 24
Memory Stick Removal	Page 30
Take Down	Page 30
ICX Cage Loading	Page 34
Appendix A: Machine Information	Page 36
Appendix B: Sample Pods and ICX Machine Tips	Page 38
Appendix C: Forms	Page 39

Acronyms used in This Manual

ADA	= Americans with Disabilities Act	VLM	= Voting Location Manager
ATI	= Audio Tactile Interface (accessibility for voters with disabilities)	VLS	= Voting Location Supervisor
EDT	= Election Day Technician	VLFM	= Voting Location Floor Manager
ICX	= IMAGECAST X (electronic voting machine)	VATM	= Voter Assistance Table Manager
PEO	= Precinct Election Official	VNC	= Voter Notification Card, card mailed to the voter to notify a change in voter status
VAT	= Voter Assistance Table	VVPAT	= Voter Verified Paper Audit Trail

MONDAY SET-UP

Mobile cages already loaded with the ICX Machines will be delivered to the polling location on or before Monday prior to Election Day. Refer to the current Election Day Guide for more information on scheduling and preparation for the Monday set-up.

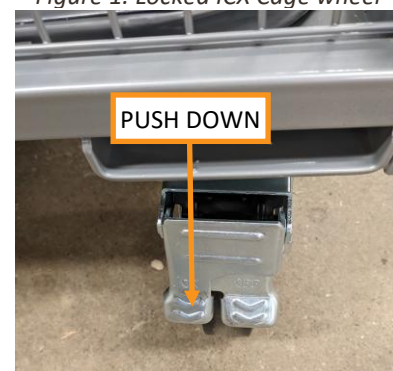
IMPORTANT: Except for the locks on the ICX Cages, NO ICX Machine security locks are to be removed during Monday set-up.

Unloading the Cage

1. To determine a suitable location for voting machine pod(s), **locate** the outlets in the voting room.
2. **Plug** in a power strip and make certain the chosen outlet has power.

IMPORTANT: Start with ICX Cage #1. This cage contains the **CHAIN OF CUSTODY** sheets for all ICX Machines (Appendix C). These sheets are located in the clear plastic sleeve attached to the inside wall of ICX Cage #1.
**Refer to the Voting Location Leadership Team Election Day Guide for guidance on completing these forms.

Figure 1. Locked ICX Cage wheel



3. **Move** the ICX cage(s) to the general area for set-up.
4. **Push Down** the pair of locks on the wheels so that the cage will not move while you unload the ICX units (Figure 1).
5. **Break** the **BLUE ZIP TIE LOCK** on the cage door and completely **open** both doors by releasing the handle.

NOTE: This is the only seal/lock to be broken or removed during Monday Set-up.

6. **Place** all broken seals in the white plastic Lock/Seal Envelope.
7. **Position** a chair in front of the cage with its back against the cage.
Always start the unloading process with the top shelf to keep the weight on the bottom.

Lock/Seal Envelope



Figure 2. Unloading ICX Cage

8. **Working together, two PEOs** lift the upper/center ICX case down to the chair in front of the cage (Figure 2).
9. After **assuring** a comfortable grip on the suitcase and working together, **lower** the suitcase to the floor.
10. **Ensure** ICX #1 is placed in a completely accessible location to meet Americans with Disabilities Act (ADA) standards.
11. **Move** each suitcase to its set-up location in numerical order. This will prevent tripping while unloading the remaining machines.



12. **Close** the cage doors. **Unlock** cage wheels (Figure 3) and **move** the cage(s) safely out of the voting area.
13. **Lock** the wheels.
14. **Position** each suitcase near the location where the ICX will be set up. Lay each one down with the label facing upwards.

Figure 3. Unlocked ICX cage wheel



ICX Machine Set-Up

Refer to Appendix A to identify components of the ICX Machine. The ICX Machines should be arranged in a pod layout similar to Figure 4. For more details and sample pod formations, refer to Appendix B.

NOTE: Without exception, ALL machines must be set up for Election Day and voted on at least once, unless you are informed otherwise by the Board of Elections. Any voter can use the ADA-compliant ICX #1 machine.

Figure 4. Sample ICX Pod

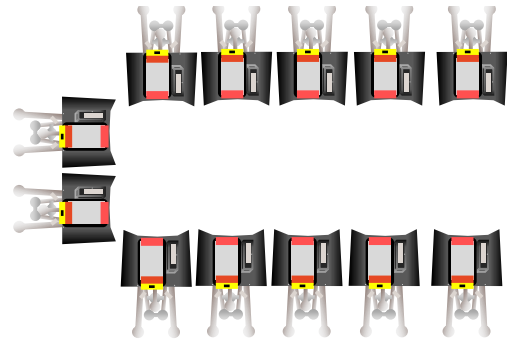


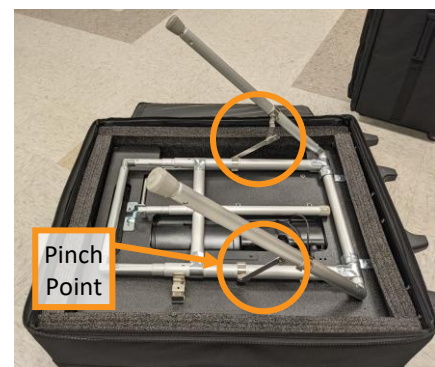
Figure 5. Privacy Shield Pouch



Figure 6. Opened ICX case



Figure 7. Raising ICX Legs



1. **Unzip** the outer pouch on the ICX case and **remove** the Privacy Shield (Figure 5). Set aside to be installed later.
2. **Unzip** the front cover on the ICX case (Figure 6) and **flip it open** to reveal the ICX machine.
3. Verify the Serial Number on the case matches the: ICX tag, **CHAIN OF CUSTODY**, and **BALLOT ACCOUNTING CHART**
4. **Lift** the front legs into position, as shown in Figure 7.

CAUTION:

Be aware that fingers can easily be caught at the pinch points shown in Figure 7 and Figure 9.

5. **Ensure** the two hinge supports (Figure 7 and Figure 9) are straight and locked after the front legs are lifted into position.

The ICX stand is secure when all pole clip release buttons (Figure 8) are properly aligned with locking holes, and legs are fully extended as shown in Figure 10 and Figure 11.

NOTE:

If you are not able to stand a machine up, lay the machine back down into the suitcase and check to **ensure** the release buttons, legs, and hinges are properly set in the locked position. If necessary, ask the VLFM or an EDT for assistance.

Figure 8. ICX Pole Clip Release Button



Figure 9. Lifting Rear Support Bar



Figure 10. Extending ICX Legs



Figure 11. Rear Support extended



6. **Lift** the rear support bar up into position as shown in Figure 11.
7. Completely **extend** both front legs (Figure 10) and **ensure** they lock in place (Figure 8) with one click on each leg.
8. Again, **pull** up on hinges to **ensure** they are locked into position (Figure 9).
9. **Extend** the rear support bar into position as shown in Figure 11. **DO NOT** use excessive force. The bar should easily pull into position and be fully extended after two clicks of the pole clip release buttons.

Once the ICX Machine support components are extended and locked into position (Figure 12), the machine is ready to be stood upright, as shown during the next procedure.

Figure 12. ICX Stand properly extended

**IMPORTANT:**

The legs of the ICX Machine have components that should easily glide into place with very little effort. **DO NOT FORCE A PIECE THAT RESISTS.** *Instead: stop, go back, and determine the cause before proceeding.*

Figure 13. Grasping
ICX Machine handle



Figure 14. Check the printer attachment
and roll the machine onto its base



1. One PEO should ***firmly grip*** the ICX Machine handle with one hand, as shown in Figure 13.

IMPORTANT: Use caution not to disconnect the printer housing. The printer may disconnect during handling or transporting. While removing and flipping the ICX assembly, make sure the printer remains attached, and the cables are not pulled loose or damaged (Figure 14).

2. ***Carefully raise*** the ICX by using the handle to ensure the printer is properly attached to the backboard.

If it is attached, continue to the next step.

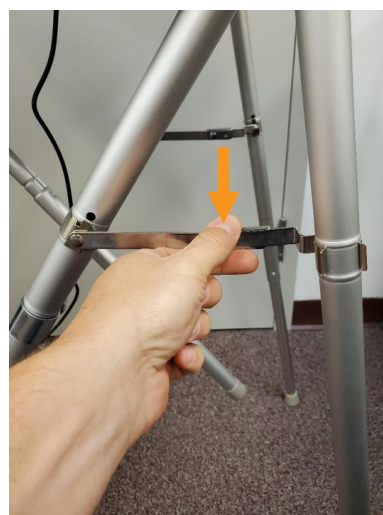
If it is not attached to the backboard, the PEO on that side must place the printer back onto the support bracket before moving on to the next step.

IMPORTANT: Without exception, ALL machines must be set up for Election Day and voted on at least once, unless you are informed otherwise by the Board of Elections. Any voter may use the ADA-compliant ICX #1 machine.

Figure 16. ICX Machine standing upright



Figure 17. Checking hinges



NOTE: It may be helpful to place your foot at the bottom of one of the ICX Machine legs to prevent it from slipping on the floor (Figure 16).

3. With printer attached, **roll** the assembly straight up out of the suitcase, into the upright position. Finally, **lower** it down on the floor so it is standing up as shown in Figure 16.
4. **Referring** to Figure 17, do a final check of the hinges to **ensure** the ICX support assembly hinges are **locked** in the down position.

Figure 18. ICX Machine standing upright

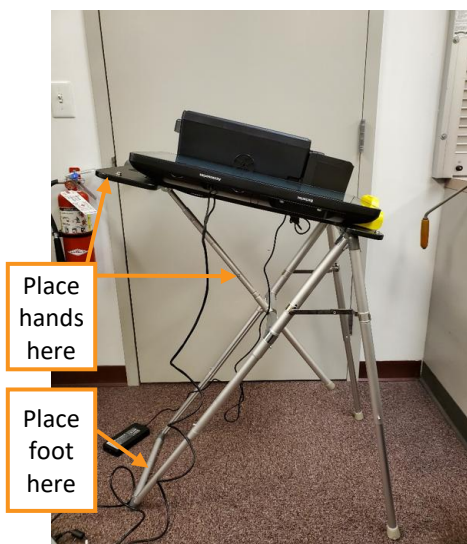
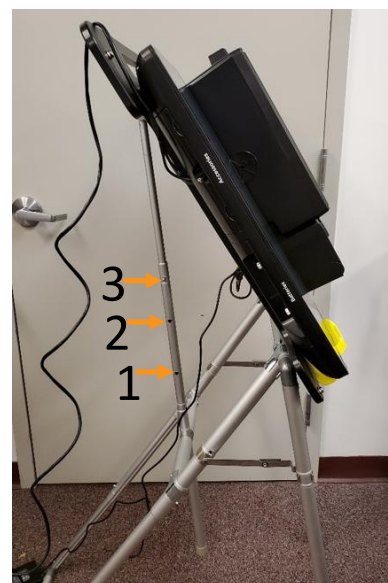


Figure 19. Pole Clip Release Button in Position #1



Figure 20. ICX Machine positions

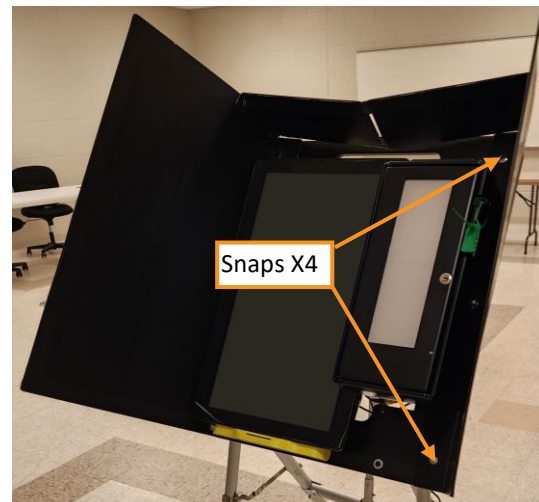


1. **Place** a foot on the rear support bar (Figure 18) to steady the machine while lifting the ICX Machine into voting position #3 during the next step.
2. While **holding** onto the ICX Machine, use your other hand to **press** the release button (Figure 18, Figure 19, and Figure 20), and **pivot** the ICX Machine upward. When you hear two clicks, the machine will be in the fully upright voting position #3.

Figure 21. ICX Privacy Shield



Figure 22. Privacy Shield attached



1. Two PEOs, **place** the ICX machine into its position within the voting pod.
2. **Attach** the Privacy Shield by first **extending** it over the ICX machine screen and printer (Figure 21 and Figure 22), then **pushing** the four snaps into place.

NOTE: For ICX #1, the privacy shield interferes with the ATI unit installation. For this reason, the shield will be attached during Tuesday morning ICX start-up before voting begins.

Power Cords

Figure 23. Wall receptacle



Figure 24. 6-port Power Strip



Figure 25. The ICX Power Brick lies with label on bottom



1. **Plug** the power strip(s) directly into a wall receptacle (Figure 23). An extension cord may be used as a last resort. **Turn on** the power strip(s) (Figure 24) to **ensure** it has power and leave it on overnight.

Each power strip has six power ports. If more than one power strip is needed, **DO NOT** connect one power strip to another. Plug all power strips directly into a wall receptacle.

2. **Connect** the power cord to the ICX power brick (Figure 25). **Place** the power brick on the floor under the ICX legs in the pod. **Ensure** the power brick label is face down.

3. **Lay out** all the ICX power cords and power strips under (and between) the ICX machine legs in the pod. **DO NOT plug the ICX power cords into the ICX** at this time. They will be plugged in during the Tuesday morning set-up procedure.
 4. **Tape down any extension or power strip cords** in high traffic areas. DO NOT tape down cords running under the ICX Machine legs.
 5. **Close** and **zip up** the ICX case.
 6. While positioning your ICX Machines in a pod (Appendix B), **place** the ICX cases next to their like-numbered ICX machines. **DO NOT** mix or separate suitcases from their assigned machines.
- NOTE:** The ICX Machine number is located on the tag attached to the back of the machine. **DO NOT** remove this tag.

Placing the ICX Machine suitcases between machines helps space the machines apart and prevents voters from walking between the machines. The suitcases can be rotated 90° for more spacing if needed.



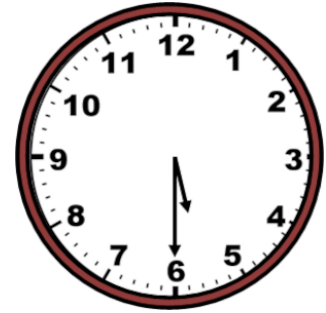
IMPORTANT: Do not break any locks or seals on the ICX Machines or printer doors.

Do not turn on the ICX Machines.

Do not proceed past this point on Monday.

ELECTION DAY

- Poll workers should be at the polling location by 5:30 a.m. and ready to perform the final ICX set-up procedures and location preparation.
- The first machine to be prepared for voting on Tuesday morning is ICX #1 with the ATI unit attached. Be certain you are prepared and know how to use this equipment before the doors open. Refer to the ATI User Guide located inside the clear ATI pouch.
- Any voter can use ICX Machine #1. Having this machine prepared first will guarantee that you are ready for any voter.



More information for Tuesday Morning preparation can be found in the Election Day Guide.

IMPORTANT: If any of these procedures cannot successfully be completed or an ICX Machine is not functioning properly, immediately inform the VLFM, who will notify the BOE.

NOTE: If you have enough poll workers present, machines can be set up simultaneously. Please start with ICX Machine #1 and the corresponding ATI Unit.

ATI Unit

Anyone can vote on the ADA-compliant ICX #1 Voting Machine. It is a **priority** to at least have this machine ready for voters when the polls open.

Figure 26. ICX ATI in Storage Pouch



Figure 27. ICX ATI Unit



Figure 28. ATI Audio and USB Plug



Figure 29. ICX #1 Accessories and Battery Doors

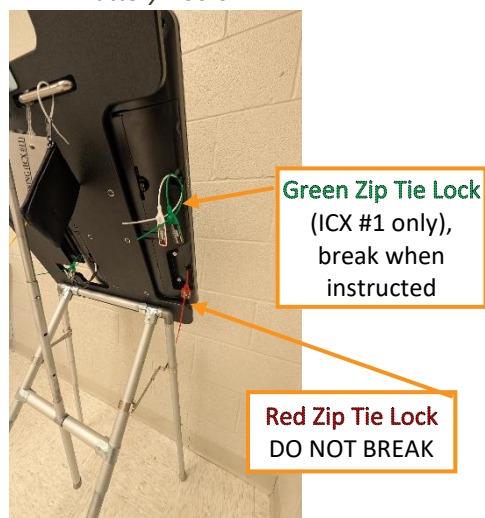
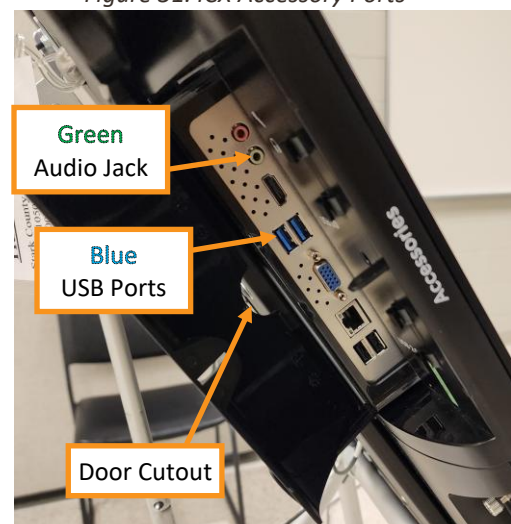


Figure 31. ICX Accessory Ports



1. **Locate** the ATI storage pouch (Figure 26) and remove the ATI components (Figure 27 and Figure 28).
2. **Break** the **GREEN ZIP TIE LOCK** on the Accessories door and **open** the door (Figure 29). **Place** the broken lock in the white plastic Lock/Seal bag.



NOTE: Only ICX #1 has a **GREEN ZIP TIE LOCK** on the Accessories door.

DO NOT remove the **WHITE ZIP TIE LOCKS** on the other machines.

3. **Thread** both split ends of the ATI cable (Figure 28) through the door cutout (Figure 31).
4. **Insert** the ATI Audio plug (Figure 28) into the **green audio jack** (Figure 31).
5. **Insert** the USB plug (Figure 28) into one of the **blue USB ports** (Figure 31).

Figure 32. ATI Unit cable connection

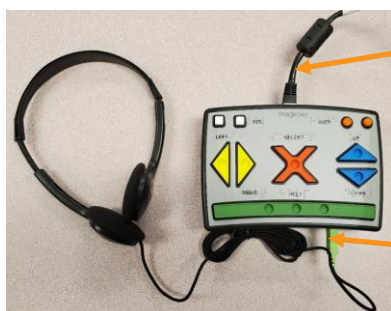


Figure 33. ATI Unit headset connection



6. **Thread** the opposite end of the ATI cord through the handle at the top of the ICX Machine (Figure 29) and **plug** it into the jack at the front edge of the ATI Unit (Figure 32).
7. **Close** the Accessories door and **attach** a **GREEN ZIP TIE LOCK** (found inside the **PURPLE TRANSFER BAG**). **Record** the lock number on the **CHAIN OF CUSTODY**.
8. **Plug** the **green headset plug** into the ATI unit as shown in Figure 32 and Figure 33.
9. **Place** the ATI unit and headset on top of the machine (Figure 34).
10. **Attach** the Privacy Shield by first **extending** it over the ICX Machine screen and printer (Figure 21 and Figure 22). Then, **push** the four snaps into place.

NOTE: Instructions for voting with the ATI unit are provided in the ATI User Guide located in the ATI storage pouch.

Figure 34. ICX #1 with ATI Unit



Power Button

Figure 35. Locked ICX Power Door

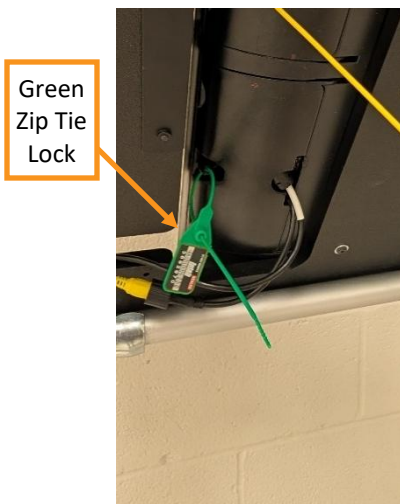


Figure 36. ICX Power/Printer Ports

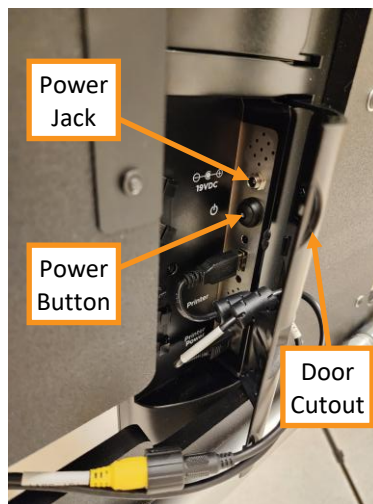


Figure 37. Power Cord connected



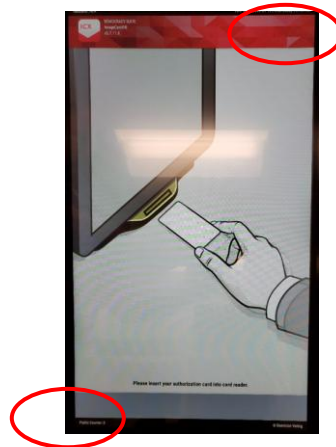
1. **Break** the **GREEN ZIP TIE LOCK** on the ICX power door and **open** the door (Figure 35). **Place** the broken lock in the white plastic Lock/Seal bag.
2. **Ensure** the ICX printer power cable and USB plug are securely inserted into the corresponding ports (Figure 36).
3. **Thread** the ICX power cord through the door cutout (Figure 36) and **insert** the power plug into the power jack (Figure 37).

If the power button was accidentally pressed while plugging in the power cord, skip step 4.

Figure 38. Press down ICX power button



Figure 39. ICX Home Screen



4. **Press down** the ICX power button one time to turn on the machine (Figure 38).
The screen will remain dark for a few seconds before the home page (Figure 39) is displayed.
5. **Close** the power door. (**DO NOT** place a zip tie on the door at this time. It will be attached after opening the polls to ensure ICX machines are functioning properly.)

At this point, the ICX machine should be powered on, and the screen should look like Figure 39. **If the date or time displayed on the screen is incorrect, STOP.** Inform the VLFM, who will make note of the incident and correct the time.

Opening the Polls

NOTE: All ICX activation cards can be found in the **PURPLE TRANSFER BAG** with the printer keys and the code envelope. The Poll Worker Cards should be assigned to PEOs as needed. To ensure these cards are tracked and returned after use, the VLFM should record the assignment.

Figure 40. Poll Worker



Figure 41. Inserting Poll

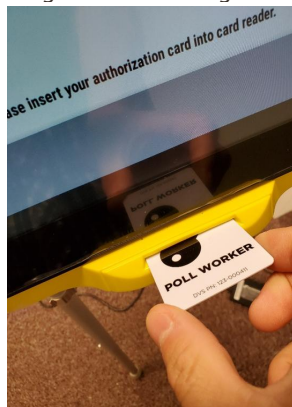


Figure 42. Login Keypad

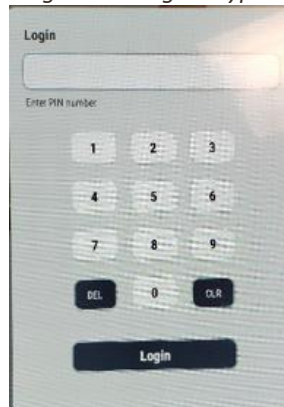
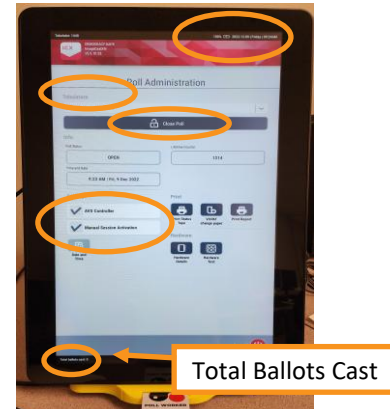


Figure 43. Open Poll



1. **Insert** the Poll Worker Card (Figure 40), as demonstrated by the animation on the ICX home screen (Figure 39 and Figure 41).

When the Poll Worker Card has been inserted properly, a keypad will appear (Figure 42).

2. **Tap** the numbers on the keypad to enter the 8-digit passcode provided by the VLFM.

NOTE: The election passcode provided by the VLFM should NOT be shared with voters.

3. Once the election 8-digit passcode has been entered, **tap Login**. If the correct code is entered, you will be prompted to **MODIFY** or **CONFIRM**. If an incorrect code is entered, re-enter the code. You will **ALWAYS CONFIRM** – unless there is an issue with the DATE or VOTES areas circled in Figure 39. **NEVER MODIFY**.

If any of the following display fields are incorrect, inform the VLFM who will call the BOE before proceeding with the machine.

4. **Verify** the following screen and data fields (Figure 43) are correct:
 - A. The correct polling location is displayed at the top left of the screen.
 - B. The correct date is displayed at the top right of the screen.
 - C. Check boxes for **AVS Controller** and **Manual Session Activation** are selected.
 - D. In the lower left corner of the screen, the **Total Ballots Cast:** is ZERO. This indicates no votes have been cast on the ICX.
5. If the above is confirmed, **tap** the black **OPEN POLL** bar at the top of the screen.
6. **Tap YES** to confirm you would like to Open the Poll (Figure 44). The ICX VVPAT printer will light up and the **ZERO REPORT** will automatically begin to print. (The report will roll up onto the take-up spool inside the printer housing unit.)

Figure 44. Open Poll?

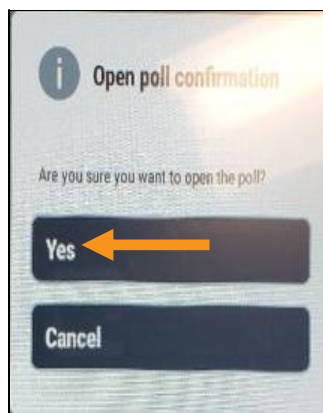


Figure 45. Zero Report Options

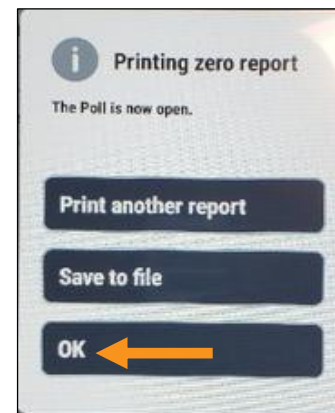


Figure 46. Sealed VVPAT Printer

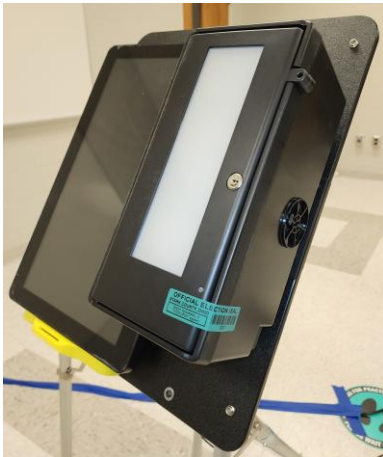
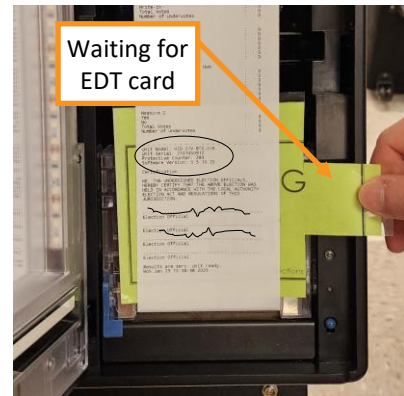


Figure 47. Opening VVPAT Printer Door to Sign Zero Report



Figure 48. Signing ICX Zero Report



1. **Remove** the **GREEN TAMPER TAPE SEAL** from the printer door. Use the key to **unlock** the printer housing (Figure 46 and Figure 47).
2. With the paper remaining in the printer, place a cardboard card behind the paper where it is to be signed in blue ink. A bipartisan team signs the report (Figure 48).
The cardboard card is required to prevent poking holes into and/or tearing printer paper.

Reminder: A bipartisan team is a Democrat and a Republican.

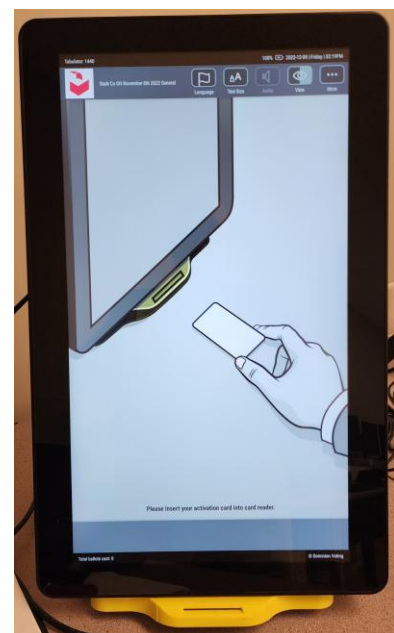
3. After signing, **close** and **lock** the printer door with the key.
4. Press **OK** (Figure 45).
5. **Attach** a **GREEN ZIP TIE LOCK** to BOTH the VVPAT printer door and the Power Door on the back of the ICX.
Zip tie locks are found in the **PURPLE TRANSFER BAG**.
6. **Record** the **GREEN ZIP TIE LOCK** numbers on the **CHAIN OF CUSTODY** in the space provided.
7. **Remove** the Poll Worker Card.
8. **Return** the Poll Worker Card and printer key to the VLFM. Poll Worker Cards should be placed in the **PURPLE TRANSFER BAG** until needed.

At this point, the ICX display should look like Figure 49. The machine is ready for voters.

NOTE: VVPAT is short for “Voter Verified Paper Audit Trail.” Throughout the day **ensure** voters are reviewing their printed vote in the lighted window before casting their ballot.

IMPORTANT: If the Zero Report does not print (Figure 47), inform the VLFM.

Figure 49. ICX Voter Home Screen



VOTER HOME SCREEN

Familiarize yourself with the ICX touchscreen features shown in Figure(s) 50 and 51 to better assist voters. Changing font size and color can be helpful to some voters.

General display data fields:

- A. Battery Level/Charging Status
- B. Date/Time
- C. Current Election Description (name)
- D. Total ballots cast on this ICX
- E. Access Card Slot

Home Screen Menu Options:

(Default listed first)

- F. Language 
 - a. English
- G. Text Size 
 - a. Normal
 - b. Big
- H. Audio 

Active for ATI voting, see page 10.
Grayed out if Voter Access Card is not programmed for ATI voting.
- I. View 
 - a. Color
 - b. Black on white
 - c. White on black
 - d. Privacy Mask (ATI only)

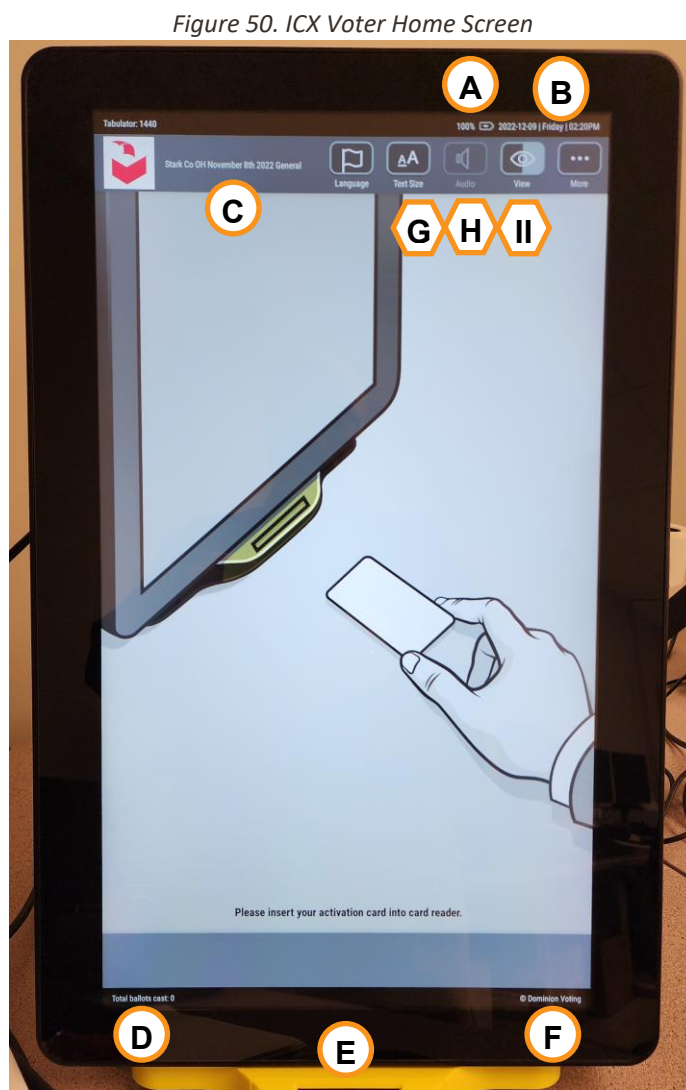
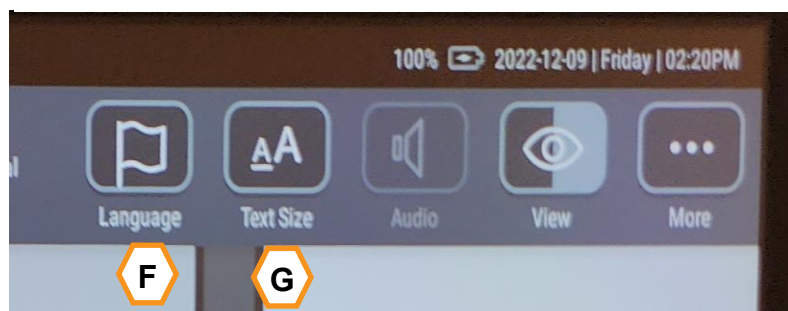


Figure 51. ICX voter display options



VOTER ASSISTANCE

Things to remember while Voters are using the ICX Machine.

- As the voter begins the process at the ICX Machine, PEOs should be vigilant and alert for any voter who may require assistance. All voters should be told to:
 - Keep the Voter Access Card inserted in the voting machine until the **Green ✓** appears.
- PEOs should walk into the middle of the ICX pod and speak over the voting machine to ensure voter privacy when a voter asks for assistance. PEOs monitoring the ICX pod should not be sitting when voters are actively voting on an ICX Machine. **Only approach the voter's side of the ICX Machine if they request that you do so, and always have a bipartisan team with you.**
- Listen to the ICX Machines at all times. Audio alerts or beeping sounds indicate an ICX is either timing out or the voter has removed their Voter Access Card without casting their vote. It is **important** that the voters be told to continue until they CAST their ballot.
 - If the ICX is timing out, tell the voter to touch the screen.
 - If the voter has removed the Voter Access Card before casting the ballot, have them re-insert it. The voter can then finish the voting process.

NOTE: The ballot is not cast unless the **Green ✓** appears on the final screen.
- **An alert PEO should constantly be observing the exit to collect Voter Access Cards** and offer the voter an "I Voted" sticker. This will help prevent any voters from leaving the polling location with their numbered Voter Access Card. These cards will be counted throughout the day and after the polls close.



Voting Process

NOTE: This is a summary of the voting process. More details are provided in the Election Day Guide.

Figure 52. Inserting Voter Access Card

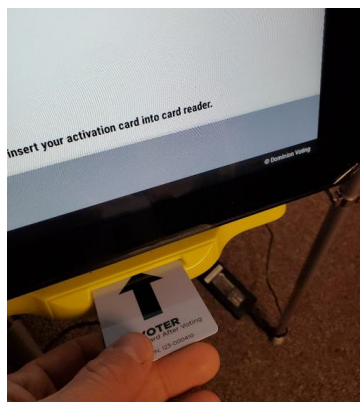


Figure 53. Voter Instructions

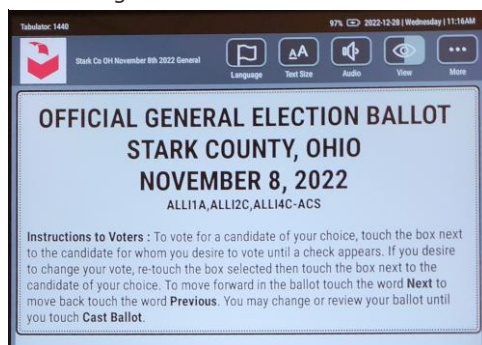


Figure 54. Sample Ballot Candidate List



1. The voter will be **issued** a Voter Access Card at the Check-in or Voter Assistance Table (VAT).
2. The voter will **insert** their Voter Access Card into the ICX Card Reader (Figure 52) with the arrow facing upward and the gold chip facing the floor as shown.

Voters will **navigate** the voting process using the disposable stylus (Figure 55) given to them at the Check-in or VAT table.

Figure 55. Disposable Stylus

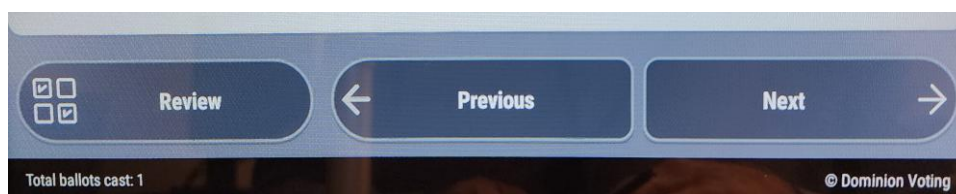


After **inserting** the Voter Access Card, voting instructions will appear on the screen (Figure 53).

To **select** a candidate or an issue, the voter will **tap** the desired option.

To **change**, the voter can **tap** the same candidate/option again to erase.

Figure 56. ICX Ballot Navigation



The voter will **tap** the **Next** button to **advance** to the screen or the **Previous** button to return to a previous screen (Figure 56).

3. The voter will continue to **select** the desired option for each page/screen of the ballot.
 - Whenever a certified write-in candidate is available, the voter can **select** **WRITE IN** to access the alphabetical keyboard to enter a certified write-in candidate's name (Figure 57). (Refer to the Election Day Guide for details if needed.)
4. When voting is complete, the voter can **select** **Review** to **verify** their entries (Figure 56).

Figure 57. Write-in Alphabetical Keypad

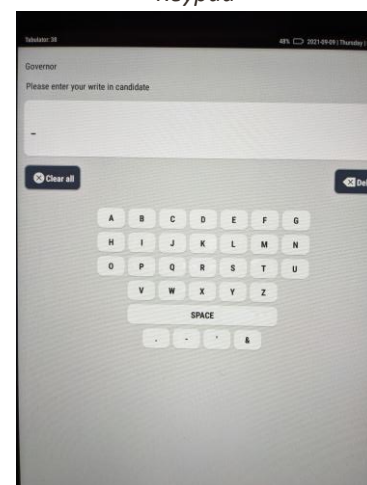
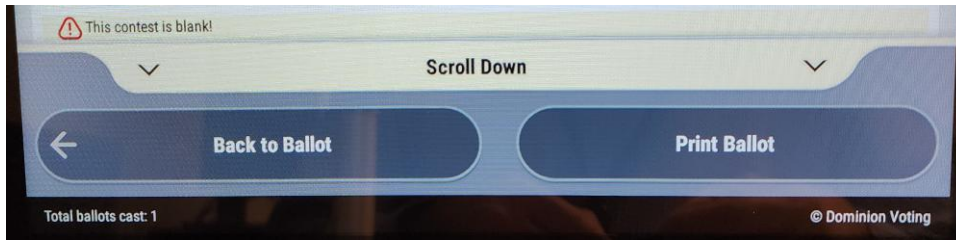


Figure 58. Ballot Review page/screen Controls



A voter can review the entire ballot on the review screen by using the **SCROLL DOWN** or **SCROLL UP** buttons.

If changes are desired, there are two options available:

Tap on the ballot entry.

Select **Back to Ballot** (Figure 58). Once finished, the voter taps **Review** to return to review screen.

5. At any time, the voter can **select** **Back to Ballot** or **Print Ballot** (Figure 58). To move forward, **select** **Print Ballot**.

Figure 59. Voter Ballot Print options

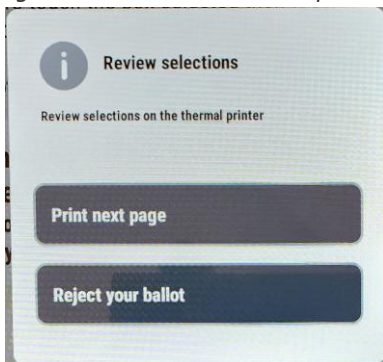
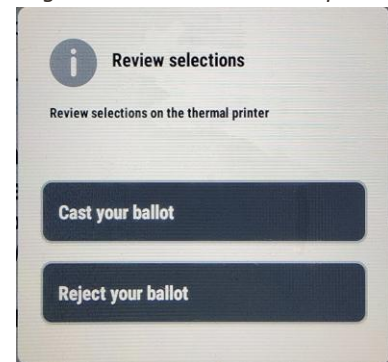


Figure 61. Voter Cast Vote option



NOTE: During the next two steps, the voter will have the option to **Reject your ballot** (Figure 59 and Figure 61). The ICX will loop back to the review screen (step 4) where the voter can make changes. Before the completed ballot is cast, all pages must be printed to the VVPAT for final verification.

6. The voter will continue to **select** **Print next page** (Figure 59) and **verify** the results on each page of the ballot. A summary of the voted results will print and be visible on the VVPAT printer.
7. After the last page is printed, the voter will **choose** **Cast your ballot** (Figure 61) and the **Green**  will appear. Once cast, no further changes can be made.
8. Finally, the voter will **remove** and **return** the Voter Access Card to a poll worker before exiting.

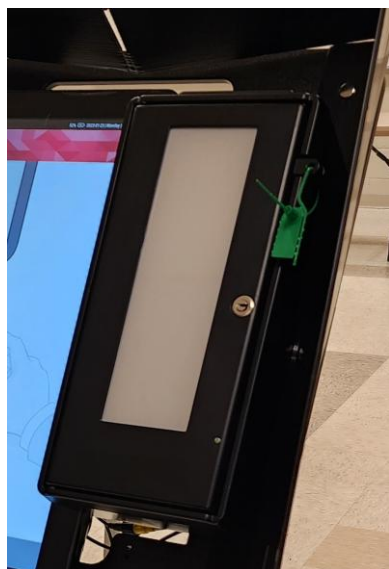
NOTE: Instructions for voting with the ATI unit are provided in the ATI User Guide located next to ICX #1 on top of the suitcase.

PRINTER PAPER CHANGE

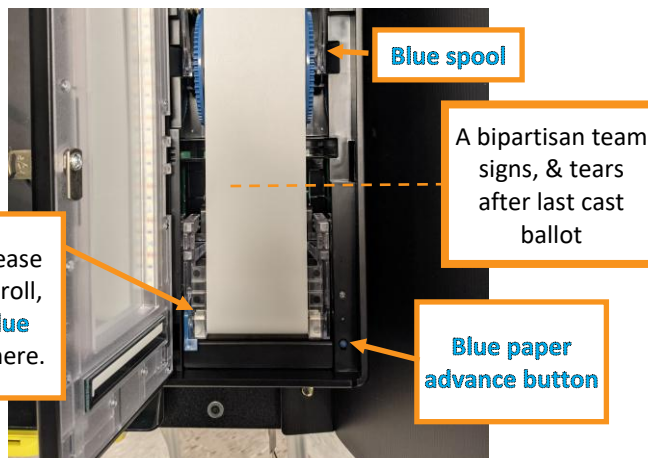
A BIPARTISAN TEAM IS REQUIRED TO CHANGE THE VVPAT PRINTER PAPER.

During voting, the printer should remain locked and sealed with a **GREEN ZIP TIE LOCK**. Unless the paper needs to be changed or there is an issue with the printer, it should not be necessary to break this lock unless voting has ended.

Removing Spooled Paper from VVPAT printer



1. **Break** the **GREEN ZIP TIE LOCK** on the printer door and place it in the Lock/Seal bag.



2. Insert a Poll Worker card, then unlock and open the printer door.
3. A bipartisan team signs **under the last vote cast on the full roll**.
4. **Use** the **blue paper advance button** as needed.
5. **Lift** the small **blue lever** in the lower left-hand corner to loosen the paper.
6. **Pull** up on the paper and **tear or cut** in the area shown above.



7. **Pull** down the clear plastic retainer in front of the upper **blue spool**.



8. **Grasp** the **blue spool** of paper with one hand and **lift** upward to **remove** the assembly from the printer housing. **Continue holding**.



9. While **holding** the paper roll, gently **pull apart** the two halves of the **blue spool** leaving the voted paper roll in hand.



10. **Place** voted paper roll paper in an evidence bag found in the **PURPLE TRANSFER BAG**. **Label and seal** the bag. **Place** the bag in the **PURPLE TRANSFER BAG**. (See **IMPORTANT** note below.)



11. **Lift** and **place** the clear plastic retainer into place.

Voted Paper Roll Storage

Throughout the day, votes are saved to the memory stick. These votes are also printed and rolled up onto the **blue paper spool** in the top of the VVPAT printer. Depending on the length of the ballot, a spooled roll of printer paper can hold between 100 to 150 completed ballots. When the spindled paper source (located in the bottom of the VVPAT) becomes too low, the ICX Machine will:

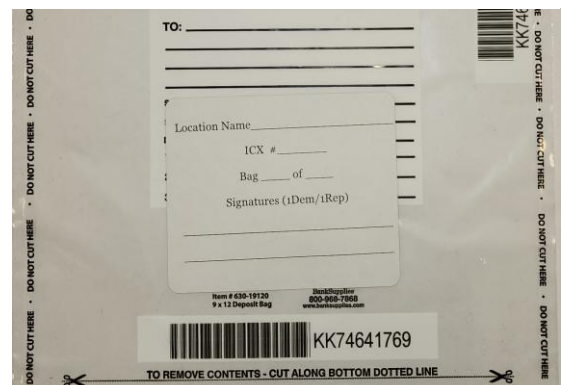
- Produce a BEEPING sound for about 5 seconds.
- Display a WARNING message to the voter to contact a Poll Worker. The message will remain until the paper is changed.
- Since voting cannot continue on this machine until the paper is changed, place a “Waiting for Board of Elections” sign over the card reader by placing blue tape on the back until a new paper roll is installed.

IMPORTANT When changing the paper, the removed spool of paper is placed into an evidence bag (Figure 62). Write the following information on the bag:

- Location Name
- ICX #
- Bag # of #
- Signatures (1 Dem/1 Rep) of the bipartisan team changing the paper.

The bag is then placed into the **PURPLE TRANSFER BAG** and transported to the BOE at closing.

Figure 62. Clear plastic evidence bag label



NOTE: It is necessary to fully complete the label on the evidence bag.

New Paper Roll

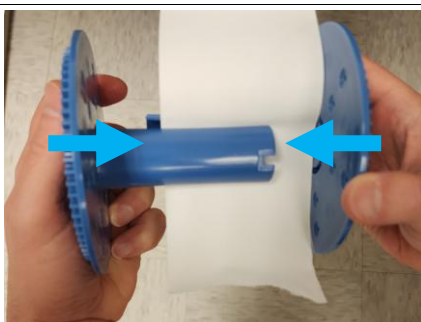
1. **Lift** the lower paper roll retainer to access the remaining paper roll.
2. **Remove** the spindle from the center of the old paper roll and place the leftover paper roll into the locks and seals bag.
3. **Insert** the spindle into the new paper roll with the bigger end of the spindle on the right side.



4. **Place** the new paper roll and spindle into the printer housing.



5. **Lower** the paper roll retainer, but do not snap into place.
6. **Pull** about 2 feet of paper from the roll and let hang towards the floor.



7. **Place** the two halves of the **blue spool** on the front and back side of the hanging paper. **Assemble** the spool around the hanging paper.



8. With the **blue spool** now together, **rotate** the spool forward until the excess paper is rolled onto spool.

NOTES:

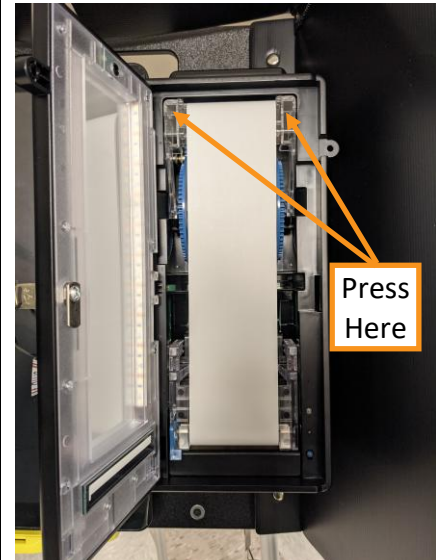
- New paper rolls are found in the Gray Suitcase.
- The paper roll remnant should be deposited in the Lock/Seal bag. Do not dispose in a trash can.



9. **Insert** the new paper spool into V-shaped guides on both the left and right sides of the printer housing.



10. Use two thumbs to **push and snap** the spool into place on both sides. Pressure must be applied to secure spool.



11. **Lift** the clear spool retainer up and into place. **Gently press** the retainer into place to ensure the spool is properly positioned.



12. **Apply** pressure to both sides and snap the bottom paper roll retainer into place. Make sure the paper is not pinched on either side.



13. **Press and hold** the **blue paper advance button** to take up and tighten the excess paper onto the spool.

14. **A bipartisan team signs the new paper roll.**

15. **Close** the printer door.

16. **Lock** the printer door with the appropriate key.

17. **Place** a new **GREEN ZIP TIE LOCK** onto the printer housing.

18. **Record** the new lock number on the

CHAIN OF CUSTODY.

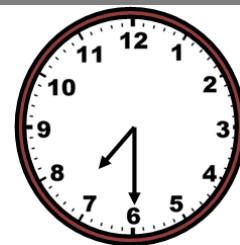
19. **Remove** Poll Worker Card and key.

NOTE: Failure to properly snap the blue spool, paper roll, or retainers into place can result in a paper jam. Also, a loosely rolled spool can result in the paper not being rolled properly, which can cause additional problems.

CLOSING THE ELECTION

At this time, the priority is to prepare the VLM and Riderback for return to the BOE with the voting results and the supplies from your location. The goal is to do this as quickly and as accurately as possible. Except for trash, no supplies should be left at the location.

The VLFM will organize and supervise all aspects of the closing responsibilities previously discussed with the PEOs.



NOTE: At this time, those PEOs not assigned to ICX machines should be removing and packing up of all signs, flags, and other supplies. Refer to the Election Day Guide as needed.

Closing Reports

1. **Ensure** all voters have left the voting room before starting the Closing Down process.
2. In preparation for closing, **place** a previously-numbered evidence bag and large paper clip on each ICX suitcase next to the corresponding ICX Machine. The ICX # on the evidence bag must match the ICX Machine.
3. **Record** the Number of Voters (found on the bottom left of each ICX screen) on the **BALLOT ACCOUNTING CHART**. When all totals are recorded, **give** the chart to the VATM.
4. The VLFM will **hand out** a limited number of Poll Worker Cards and ICX printer keys. The Election Day Passcode will also be provided as needed. VLFMs will refer to their VLFM Checklist to distribute items needed for closing (pens, cards, etc.).

Listen to your VLFM and follow the instructions given.

When closing the election, work as a group. Do not go ahead of the VLFM.

They will read the instructions step by step aloud to the group.

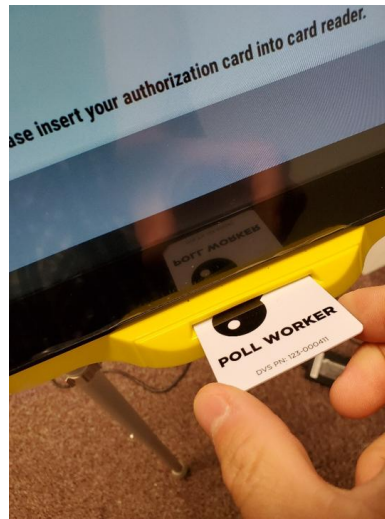
After each step is completed, stop and raise your hand to indicate you have completed the current step.

Closing the Polls

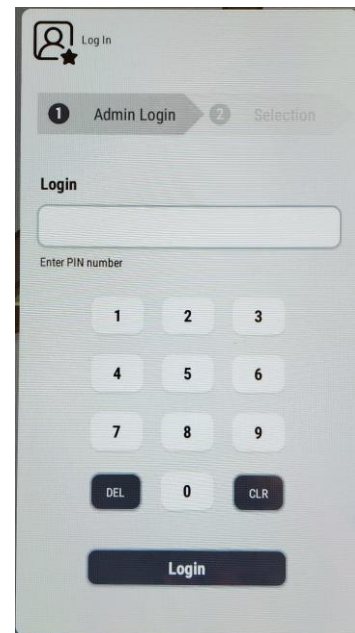
IMPORTANT: To begin the closing process, a bipartisan team will perform the following procedure for each ICX Machine.



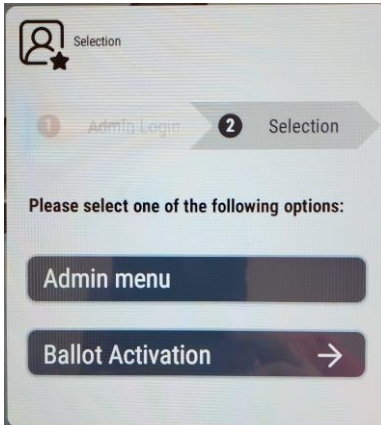
1. The VLFM will **break** the **GREEN ZIP TIE LOCK** on the printer door and place it in the white plastic Lock/Seal Envelope.



2. **Insert** the Poll Worker Card into the card reader.



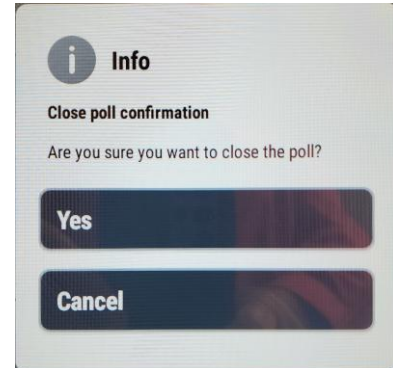
3. **Enter** the Election Day Passcode.



4. **Select ADMIN MENU.**



5. **Tap CLOSE POLLS.**



6. **Tap YES to confirm.**
Report #1 automatically prints at this time.

S

Sign – 1 Democrat and 1 Republican sign all 3 reports.

C

Circle – The serial number and the 3 lines underneath it.

A

Advance – Using the blue button, advance the report 3 inches.

N

Number – Write “#2 or #3” below the line on the paper.



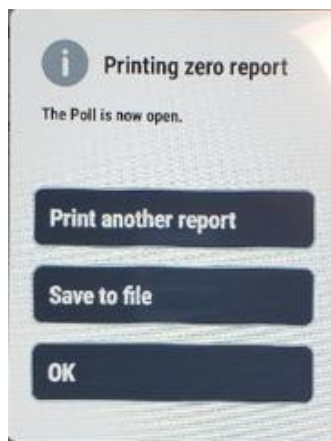
7. When the printer has completely finished, **open** the printer door and **insert** the signature backing card. Failing to do so can result in poking holes in the report.



8. The Bipartisan Team will:
SIGN the report placing a D or an R in front of their signature.
CIRCLE the serial number.
Press and hold the **blue paper ADVANCE** button to provide enough room to tear the paper between the reports.
Draw a line across the tape.
NUMBER - Write "#2" below the line on the paper.

NOTE: Later, the paper will be torn along the line above this number.

9. **Remove** the cardboard card.
 10. **Close** the printer door.



11. **Tap Print another report.**

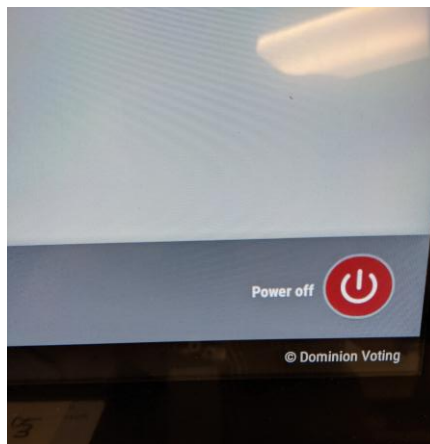
12. **Repeat** steps 7 through 11 to print **report #2** but **write "#3"** at the bottom of the paper.
 13. **Open** the printer door and **insert** the signature backing card.
 14. Bipartisan Team will:
SIGN the report placing a D or an R in front of their signature.
CIRCLE the serial number.
 15. **Remove** the cardboard card.
 16. **Close** the printer door and **tap OK** on the ICX screen.

Power Off

The ICX
MUST BE POWERED OFF
before proceeding to the next stages.



Figure 63. ICX Machine Power off Button



With the Poll Worker card still in the Access Card Slot:

1. **Tap** the Power off button  in the lower right corner of the screen (Figure 63).
2. **Wait** for display to go blank.
3. **Remove** Poll Worker card.

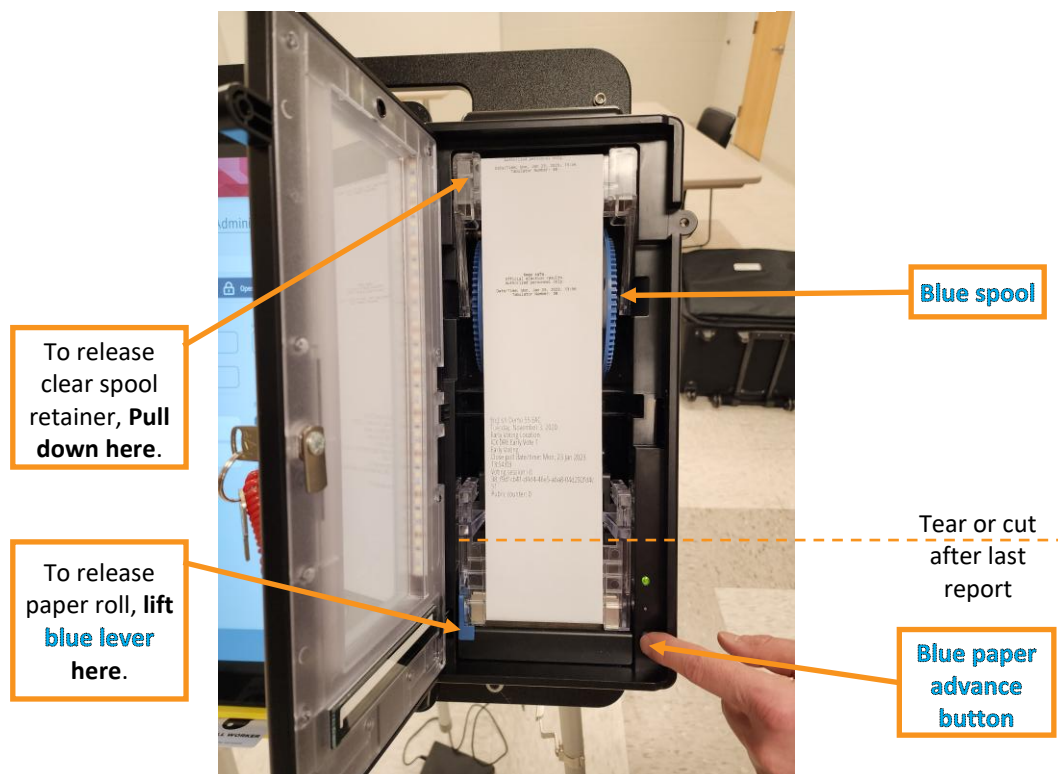
All Poll Worker Cards and printer keys must be returned to the VLFM and accounted for at the end of the night.

NOTE: With the power now turned off, collect the closing reports and remove the memory sticks simultaneously.

Closing Report Collection

A BIPARTISAN TEAM IS REQUIRED TO COLLECT THE CLOSING REPORTS.

Figure 64. VVPAT printer paper



1. **Open** the printer door (Figure 64) and **lift** the **blue lever** on the bottom retainer to free the paper.



2. **Tear** or **cut** paper below the last report (As shown in Figure 64.)

3. **Roll** leftover paper, at bottom, back onto the roll. The blank, leftover paper will remain in the bottom of the VVPAT printer.

4. **Use two fingers or thumbs to snap** the paper roll retainer back into place on both sides.



5. **Pull** down the clear plastic retainer in front of the upper **blue spool**.



6. **Grasp** the **blue spool** of paper with one hand and lift upward to **release** the spool from the gearing, but **DO NOT** remove it. **Leave the spool loose** in the printer housing.



7. **Unroll** the spooled paper to find the line above **report #3**. **Tear** along the line. Set aside.
8. Repeat steps for report #2.



9. **Grasp** the **blue spool** of paper with one hand and **lift** upward to **remove** the assembly from the printer housing. **Continue holding**.



10. While **holding** the paper roll and spool, another person gently **pulls apart** the two halves of the **blue spool** leaving the voted paper roll in hand. Handle this paper roll with care. This roll will be placed in the clear evidence bag matching the ICX number.



11. **Reassemble** the **blue spool** and **insert** the **EMPTY** spool into the V-shaped guides on both the left and right side of printer housing.
12. Use equal pressure with two thumbs to **snap** the **EMPTY** spool into place on both sides.



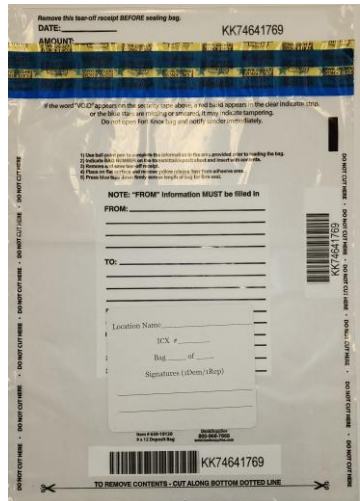
13. **Lift** the clear spool retainer up and into place. **Gently press** retainer into place on both sides to further **ensure** the spool is properly positioned.
14. **Close** and **lock** the VVPAT printer door. Do not place a new lock on the printer door.

15. After all the machines have been processed and turned off, **return** all Poll Worker Cards, printer keys, envelopes with codes and cardboard cards to the VLFM.

Closing Report Storage

Once the paper closing reports have been removed from the ICX Machine, a bipartisan team can be assigned to process the reports for sending to the BOE.

The reports are handled as follows:

Closing Report #3	Closing Report #2	Closing Report #1 (Voter Roll)
1. A PEO will collect the #3 reports and use BLUE PAINTER'S TAPE to <i>hang</i> the signed #3 reports facing outward on the inside of an exterior window near the entrance of the location.	 2. Fan-fold report #2 with the signature end on top.	
 <i>Purple Transfer Bag</i>	 3. Paper clip report #2 to the corresponding tamper-proof bag containing report #1.	4. Place <u>spooled</u> paper report in a tamper-proof evidence bag as shown above. The bag label will include: - Location Name - ICX # - Bag # of # - Signatures (1 Dem/1 Rep) of the bipartisan team. The same bipartisan team that signed the reports in the bag must sign the bag. 5. Tear the perforated tab from the ends of each tamper-proof bag and place it in the VAT/STUB envelope. 6. Seal the bag.
	7. Place the attached reports in the PURPLE TRANSFER BAG. No other items should be placed in the transfer bag. 8. After all reports are collected, the VATM will seal the PURPLE TRANSFER BAG with the PINK ZIP TIE (found inside the transfer bag).	

MEMORY STICK REMOVAL

Verify the ICX power has been turned off.

1. On the back of the ICX Machine, **locate** the Election Data door (Figure 66). **Remove** the **YELLOW ZIP TIE LOCK**.
2. **Remove** the **GREEN ZIP TIE LOCK** from the power door. **Place** both locks in the white plastic Lock/Seal Envelope.
3. **Open** the power door then **disconnect** and **remove** the power cord from the ICX Machine. **Be careful not to press the power button. DO NOT** disconnect the printer cords. **Close** the power door.

FLOOR MANAGER ONLY

4. **Open** the Election Data door to expose the Memory Stick (Figure 67).
5. **Firmly grip** the Memory Stick and **pull** it to the left to **remove** it from the USB port. **Be sure you do not pull out just the stick cover.** (Figure 70)
6. **Close** the Election Data door.
7. Place all ICX memory sticks in the **BLUE TURTLE CASE** as described in the Election Day Guide. Lock the **BLUE TURTLE CASE** with a **RED SPRING LOCK** (found inside the case.)

Figure 70. ICX memory stick



Figure 66. ICX Machine back left-side Doors



Figure 67. Memory Stick ports



TAKE DOWN

The process of taking down the ICX Machines is essentially the reverse of set-up.

IMPORTANT: Steps 1 to 5 are only for ICX #1 machine and removal the ATI Unit.

1. **Remove** the **GREEN ZIP TIE LOCK** and **open** the Accessories Door. **Place** the lock in the white plastic Lock/Seal envelope.
2. **Unplug** the two ATI unit connections.
3. **Disconnect** the headset and ATI cable from the controller.
4. **Place** them in the clear plastic storage pouch and store the pouch in the Gray Suitcase.

For all other ICX units, the original **RED ZIP TIE LOCK** (Battery Door) and the **WHITE ZIP-TIE LOCKS** (Accessories Door) will remain intact and will be replaced only if an EDT deems it necessary to remove the original and replace it.

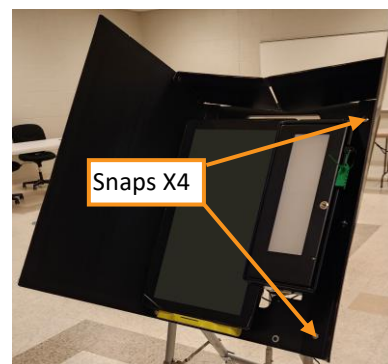
Figure 75. ICX Machine Power Brick



Figure 76. ICX Machine Power Brick and Cord storage



Figure 77. Privacy Shield snaps



5. **Unplug** the ICX power cord from the power strip, then **disconnect** it from the power brick (Figure 75).
6. **Place** the power brick and the cord in the two corner cutouts in the ICX case foam (Figure 76).
7. **CAREFULLY unsnap** the 4 snaps (Figure 77) connecting the privacy shield to the ICX backboard.
8. **Fold** up the privacy shield and **set aside**.

It is easier to wait and insert the privacy shield in the outer pouch of the ICX case AFTER it is standing upright with the ICX Machine inside.

IMPORTANT: Make certain each machine goes back into the SAME ICX CASE in which it was delivered. The ICX number must match the case number.

Figure 78. Lowering ICX Backboard

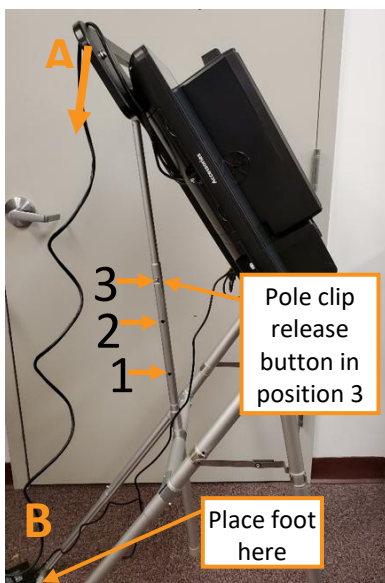


Figure 80. ICX Backboard in storage position

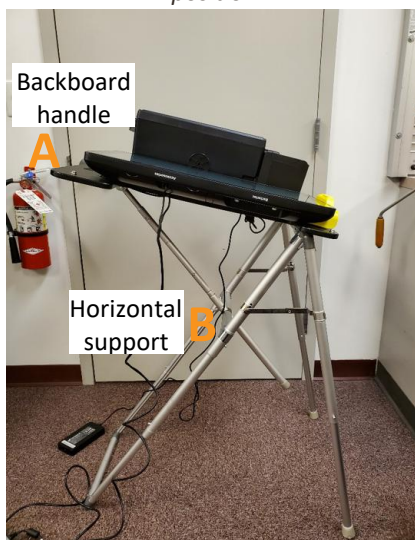


Figure 81. ICX Machine aligned 18-24" in front of the case



1. **Firmly grasp** the ICX Machine handle (Figure 78-A) and position a foot on rear crossbar (Figure 78-B).
2. **Press in** the pole clip release button at position 3 on the main support pole. Then repeat for position 2. Repeat again for position 1. The backboard should now be lowered into storage position (Figure 80). Use caution to prevent pinching fingers.

Two People are required to complete the next steps. Do not hold onto the ICX Machine legs.

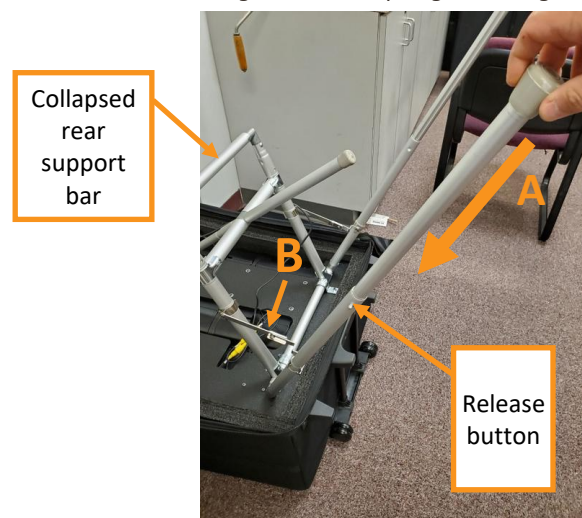
3. **Line up** the ICX Machine and its matching ICX case (Figure 81).
4. From the side shown in Figure 80, use the right hand to **grasp** the ICX Machine handle "**A**."
5. **Carefully lower** the entire ICX Machine and **tilt** it into the ICX case, face down with the VVPAT printer in the narrow foam cutout. Be careful not to detach the printer.
6. **Gently shake** the ICX Machine to be certain the ICX Machine is lying flat on the foam surface on all sides.

IMPORTANT: **DO NOT** attempt to *collapse* the legs until the entire ICX Machine has been lowered into the ICX case; doing so could bend or damage support components.

Figure 82. Collapsing Rear Support Bar



Figure 83. Collapsing Front Legs



1. **Press** the two release buttons (Figure 82 A) on the rear support bar and **gently press** the support bar down toward the storage position.
2. **Press** the second set of two buttons (Figure 82 B) on the rear support bar, which can be found facing the opposite direction, then **gently press** the rear support down toward the final storage position.
3. **Press** the button on each front leg (Figure 83 A) and **return** each front leg to its shortest storage position.
4. **Press** on the support hinge (Figure 83 B) to unlock the hinge.

Figure 84. Collapse Center Guide Bar



Figure 85. Disengage Leg Hinge

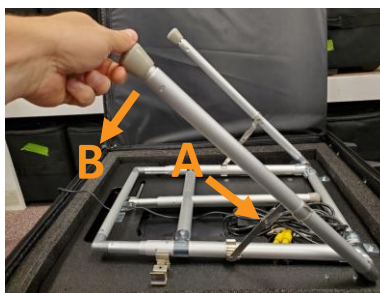


Figure 86. Legs fully collapsed



5. **DO NOT MOVE THE LEGS AT THIS POINT-** *Collapse* the leg hinges slightly. **Grasp** the center guide bar with one hand (Figures 84-85). With your other hand, **press** the release button to **slowly lower** the rear leg into the storage position (Figure 86).

If the support hinges were unlocked in the previous step, all remaining portions should automatically collapse at the same time. They should self-collapse as you proceed. Remember to be careful and avoid pinch points.

6. **Ensure** all legs are flush and flat against the ICX Machine as shown in Figure 86. Notice that the rear leg is extended slightly to cover the ICX Machine cut out handle and not lying on top of the bracket. The legs may need to be slightly adjusted to allow everything to fit.

If the rear leg is resting on the bracket, about two inches is added to the closed ICX case. This can make it more difficult to load three suitcases on the cage shelves (Figure 87).

7. With the ICX Machine lying aligned inside the ICX case, **close and zip up** the front case cover.
8. **Stand** the ICX case in an upright position.
9. **Collapse and place** the privacy shield in the outer pouch of the ICX case. **Zip up** the outer pouch.
10. Locate the black zipper pouch on the back of the ICX Machine (Figure A) and remove the **RED ZIP TIE LOCK**.
11. To avoid any interference when placed in the cage, **ensure** all zippers are positioned at the top of the suitcase.
12. Place the **RED ZIP TIE LOCK** through the lock holes on the zipper (Figure C) and the ring on the black suitcase and lock the bag (Figure C).

Figure A. Black zipper pouch with red zip tie lock.

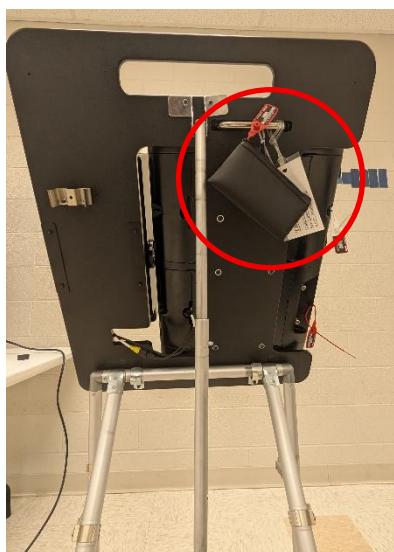


Figure B. Red zip tie lock through zipper lock and ring on black suitcase.



Figure A. Black suitcase locked with red zip tie lock.



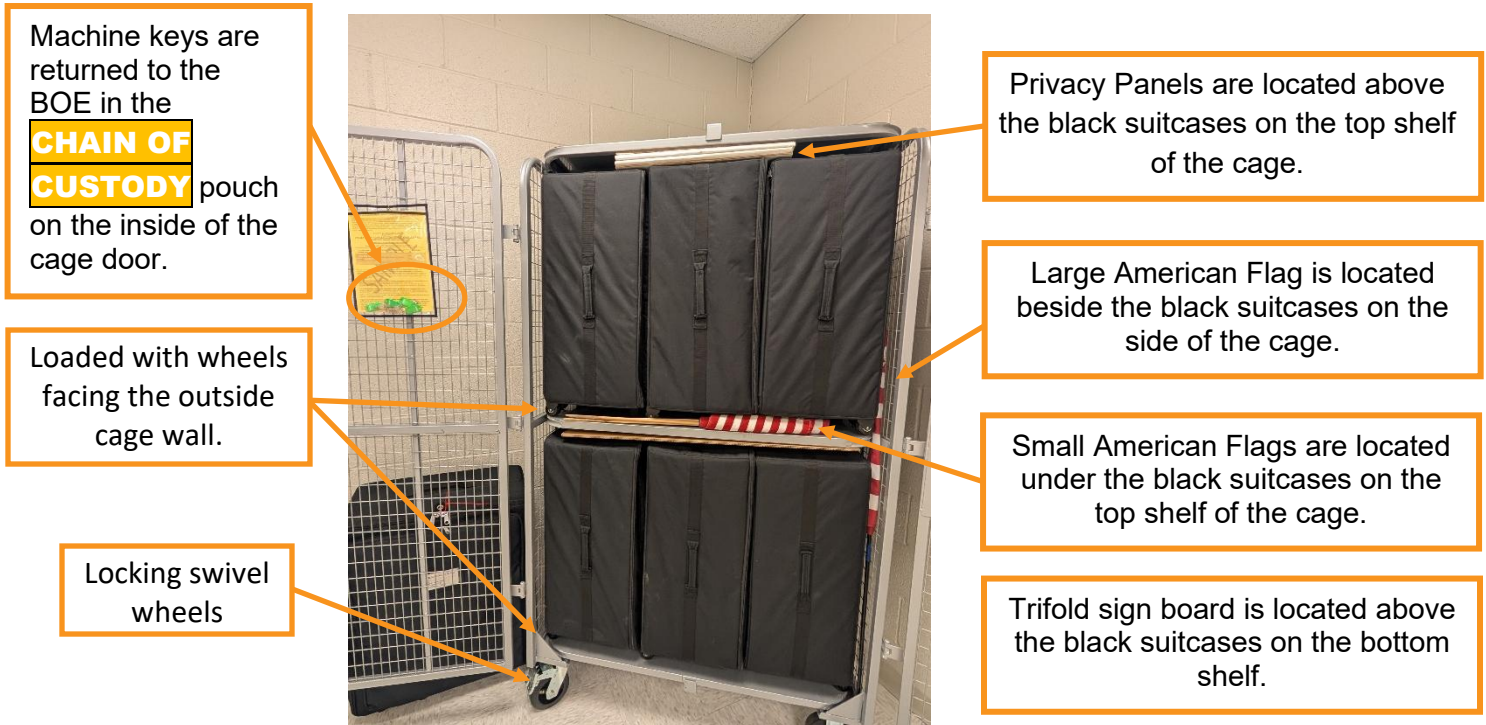
All privacy shields **MUST BE SECURED** in the outside pouch of the ICX suitcases. **NEVER** place loose privacy shields on top of the ICX Machines for return to the Board of Elections.

ICX CAGE LOADING

IMPORTANT: To avoid injury and damage to equipment, **two people must load ICX cases** back into the transport cage. Handle suitcases similarly to Unloading ICX cases from the Cage on page 3.

See Cage Configurations on next page for samples of cages loaded with six or fewer ICX cases.

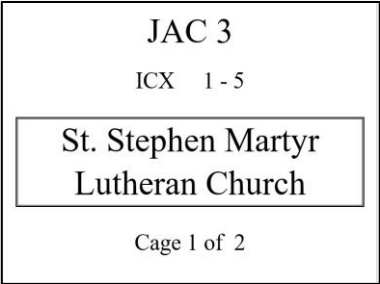
Figure 87. Loaded ICX Cage



1. **Move** the cage into loading position and **lock** the wheels.
2. For cage #1, **ensure** the **CHAIN OF CUSTODY** is completely filled out, signed and placed back into the pouch on the inside of the left door of the cage with all the ICX Machine keys.
3. **Wheel** each ICX case to the cage for loading. The handle can be raised, if needed, then lowered prior to loading.
4. For better stability, **start loading** the bottom suitcases **first**. Load the two outside suitcases with the wheels facing the outside wall of the cage. Load the middle suitcase last.
5. To load the upper-level suitcases, **position** a chair in front of the cage.
6. First, **lift** the suitcase to the chair, then **lift** it to the upper level. **Arrange** suitcases the same as on the bottom level, unless there are only one or two remaining. This may allow you to **lay** the suitcases flat.
7. When loaded, **close** and **latch** the cage doors **Be sure the 3 small American flags, large American flag, privacy shields, sign board and keys are inside the cage before locking the cage.**
8. **Locate** the numbered **BLUE ZIP TIE LOCK** assigned to the cage in the **PURPLE TRANSFER BAG** and record on **CHAIN OF CUSTODY** as instructed in the Election Day Guide.
9. **Attach** the **BLUE ZIP TIE LOCK** to the door latch of each ICX Cage.
10. **Stage** the cages at the location for later pick-up.

Cage Loading Options

Figure 88. ICX Cage Signage Example



ICX Machines should be returned in the same manner they were delivered. If your location has more than six machines, the ICX cases you receive will be divided evenly among the ICX Cages in the location.

Refer to the ICX Cage Signage (Figure 88 and Figure 89) to verify proper storage of machines at the end of the day. The **CHAIN OF CUSTODY** will be in ICX Cage #1 for all locations.

Cage Configurations

Figure 89. Full ICX Cage #1 example

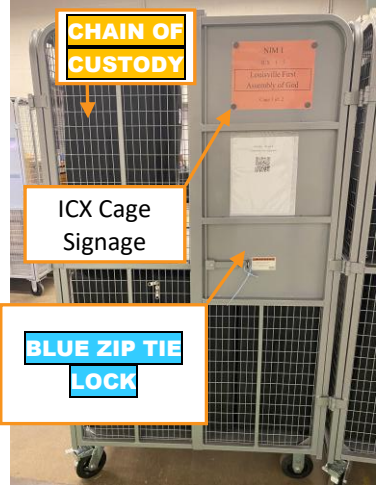


Figure 90. 3 ICX Machines in cage



Figure 91. 4 ICX Machines in cage



Figure 92. 5 ICX Machines in cage



DO NOT USE THIS METHOD



Figure 93. 6 ICX Machines in cage



Appendix A: MACHINE INFORMATION

ICX Machine Components

Figure 94. ICX Machine Components



- A. ICX Label with ICX #, Serial #, and RFID.
- B. ICX Case
- C. Privacy Shield in outer pouch
- D. ICX Machine
- E. ICX Power Brick
- F. ICX Power Cord
- G. ATI Unit
- H. VVPAT Printer
- I. ICX Support Stand
- J. Power Door

- K. Election Data Door- (Memory Stick inside)
- L. ICX Backboard
- M. Zipper Pouch with **RED ZIP TIE**
- N. ICX ID Tag with ICX #, Serial #, and RFID
- O. Accessories door
- P. **GREEN ZIP TIE LOCK** (only on ICX #1); **WHITE ZIP-TIE** on ICXs **NEVER** removed
- Q. Battery Door

Case Information

Figure 95. ICX case Components



Appendix B: SAMPLE PODS AND MACHINE TIPS

Sample Voting Pod Set-ups

Figure 96. 4 ICX pod

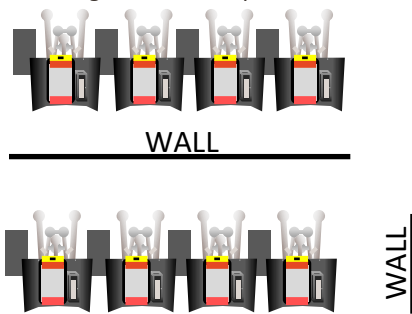
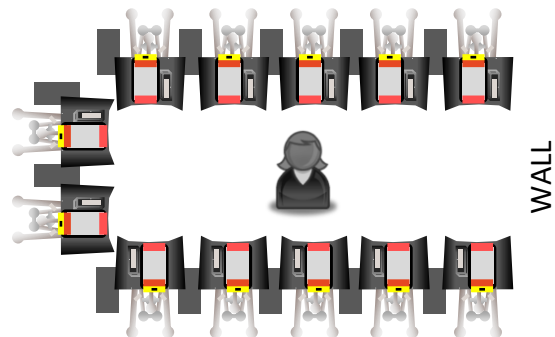


Figure 97. 12 ICX pod



The 4-ICX pod (Figure 96) only requires one power strip, but the 12-ICX pod configuration (Figure 97) requires two power strips (or use of an extension cord) plugged directly into a wall receptacle.

When assembling a pod:

- Store the ICX case beside the machine of the same number. This blocks voters from moving behind or between pods, and aids in the evening closing process.
- Each power strip must plug directly into an outlet of a wall receptacle. The use of an extension cord can slow the charging of the batteries and should be avoided if possible.
- Plugging in power strips:
 - DO NOT plug a power strip into another power strip.
 - Avoid routing cords through high traffic areas.
 - To avoid a tripping hazard, route the power cords under and through the ICX support legs instead of inside the center of the pod.
 - If cords run across a high traffic area, tape down the cords with **BLUE PAINTER'S TAPE**.

Tips and Reminders

Potential issues when setting up the ICX Machines or Pods may include:

- Report any missing parts, damaged, or bent structures by contacting your EDT. If needed, contact the BOE for additional assistance. Please make note of any major incidents.

If an ICX Machine is temporarily out of service for some reason, place a “Waiting for EDT” card in the card reader slot until the issue is addressed and the ICX can be put back into service. If there is an ICX Machine with no recorded votes at the end of the day, wrap the memory stick with a paper note and lay it on top of the foam template inside the **BLUE TURTLE CASE**.

- Release buttons may get stuck inside the legs. If this happens and an EDT cannot fix them, collapse the front legs and rear support bar back into the storage position and place the ICX Machine on a table. The machine can then be safely voted on if needed.

For other issues, refer to the ICX Troubleshooting Quick Reference Guide found in the Leadership Notebook.

Appendix C: FORMS

Form		Description
Front	Back	
CHAIN OF CUSTODY		Found inside and remains with ICX Cage #1. This form provides: - Space for signature and date (Monday before election) as the cages are received and verified at their location. - A listing of the location's ICX Machine serial numbers. - Space to record ICX cage security lock numbers. - Space for BOE staff to sign for possession of the cages upon delivery to the BOE.
CHAIN OF CUSTODY		A sheet for each precinct at the location is included in the Leadership Notebook. The form includes: - General Instructions that can be reviewed during the election. - List of accountable supplies. - Space for VLM signature, date and time of Sunday Pick-up. - Date, time and return authorization code for Tuesday evening drop-off to the BOE. Refer to the Election Day Guide for more information.
BALLOT ACCOUNTING CHART		Found in the Leadership Notebook and returned to the Leadership Notebook when complete, this form is used to record and total the number of ballots cast on each ICX Machine and the number of paper ballots completed at each location. VLFMs are encouraged to make important notes on this form. This should include specific incidents or why a given location does not balance at the end of the day. For example, "2 voters left before casting their ballot." Further instructions are included in the Election Day Guide.

Cancellations or Questions Before Election Day

Reason	Contact Name	Phone Number	Email Address
Cancellations	Dave	330-451-7027	dfshearow@starkcountyohio.gov
Questions about Training	Matthew	330-451-7526	mjnedelk@starkcountyohio.gov

Polling Location Information

My Polling Location Is:			
Voter Assistance Table Manager			
Name:		Cell:	
Voting Location Floor Manager			
Name:		Cell:	
Election Day Technician			
Name:		Cell:	

Training Notes

Thank you for being a poll worker. You make elections happen!