



Information



BALLOTS

Each School District will be given a supply of generic ballots donated by PSI (Printing Systems, Inc.)


It is suggested that the generic ballots be utilized in conjunction with a Supplemental Candidate/ Proposal Informational Pamphlet during the election process. 

Ballots have been programmed to accept only one vote per contest.

NOTE: Schools desiring ballots with pre-printed candidate/ proposal information can obtain the ballots from PSI at a nominal cost. Please contact Ed Stevens at PSI, 12680 Delta Drive, Taylor, MI 48180 or by calling (734) 946-5111 ext. 228. 

 Additional programming may be required with custom ballot printing. Contact Oakland County for programming information. 



Paper Rolls will need to be changed shortly after the pink ink is visible. See the Reference Guide. 

Ink ribbons have a fairly long life. They should be changed once the print quality is light and unreadable. See the Reference Guide.

Basic instruction on removing a ballot jam is available in the Reference Guide.

Detailed election equipment and voting procedure information can be found in the Reference Guide.

NEED ASSISTANCE ???

- **Constance Spak or Tracy Ward –Oakland County Clerk/Register of Deeds Office, (248) 858-0560, spakc@oakgov.com**
- **Kathy Dornan, City of Farmington Hills, kdornan@ci.farmington-hills.mi.us**
- **Tonni Bartholomew, City of Troy, t.bartholomew@ci.troy.mi.us**
- **Nancy Weiss, City of Birmingham, nweiss@ci.birmingham.mi.us**

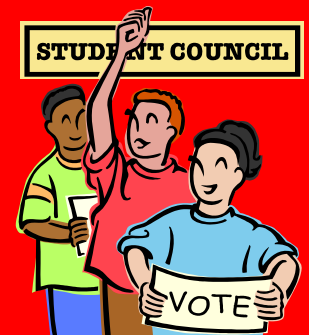


PROJECT V.O.T.E.

(Voting Opportunities Through Education)

REFERENCE GUIDE AT A GLANCE

OPTECH EAGLE AND ELECTION INSTRUCTIONS



SUPPLIES

OPTECH Eagle Tabulator

Tabulator Keys (3)



PROM Packs (Memory Packs)

The American flag

Applications to Vote



Number 2 Pencils

Eagle Paper Rolls

Eagle Ink Ribbons

Secrecy Folders
(Manila Folders)

Ballots



"SPOILED" Ballot Envelope

Tables and Chairs

Reference Guide

Canned Air

Candidate/Proposal
Informational Posters



Open all ballot compartments and verify they are empty; close and lock all doors.

Plug the scanner into a surge protector and then a 120-volt outlet.



A Zero Tape will print; Confirm that vote totals on the printed tape and LED display register ZERO.

Arrange your voting area to allow voters to enter the voting area and vote unencumbered.

Instruct Voters to complete an Application to Vote.

Record the name of the voter

Give the voter a ballot inside a secrecy folder.

Instruct voters to connect the arrow, with a Number 2 pencil, next to the number of the candidate and/or proposal they wish to vote.



Direct the voter to a voting area to mark their ballot.

Feed the ballot into the Tabulator without the secrecy folder.

An over vote message may appear on the Tabulator tape if a voter has voted for more than one in any contest or if the voter attempted to erase on the ballot.

Issue a new ballot for damaged or spoiled (mistakes) ballots. Record the duplicate ballot information on your records and place bad ballot in the "SPOILED" Ballot envelope.

To protect the integrity of your election:



- Make sure to keep an accounting of the number of ballots issued and of the voting participants.
- Keep all blank ballots in a secure environment.

After ALL voters have voted:

Open the back door of the tabulator.

Press the "PRINT TOTALS" key; the following message appears

- If you want to close the polls, press the (0) key.
- If you do not want to close the polls, press the "9" key.

Press the "9" key; the Totals Tape will print.

Zero out the machine:

Press 5657 and then 6 and 7 simultaneously.

Press 0.

Confirm the counter reads 000

Reminder:

**Detailed instructions can be found
in the Reference Guide**

