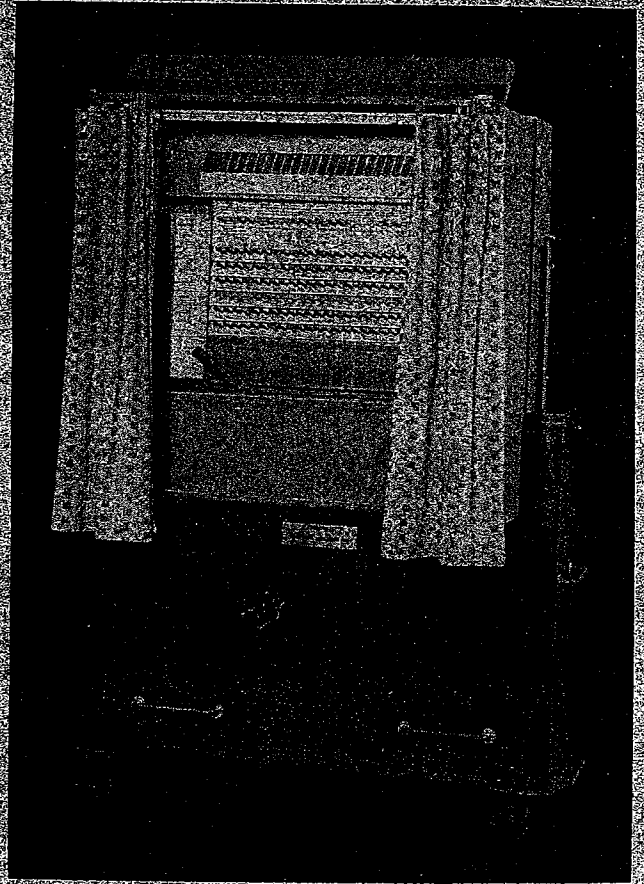


# INSTRUCTION MANUAL



## FOR AUTOMATIC VOTING MACHINES

WITH AMERICAN LOCKER LOCKS — FOUR KEY COMBINATION —



AUTOMATIC VOTING MACHINE DIVISION · JAMESTOWN, N.Y.

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NOTE:

The sections of this manual have been arranged in the order in which a machine is ordinarily prepared for an election. If a section is missing from your manual it is because the information contained therein is not required under the election laws of your state.

NOTICE TO CUSTODIANS

The instructions contained in this manual are designed to cover the requirements for preparing voting machines in your state. If you wish additional or more detailed information, write to the Automatic Voting Machine Division, AVM Corporation, Jamestown, New York.

Before the machine is prepared for an election, all the equipment used in any previous election should be removed. This includes old Ballot Labels and Voting Pointer Covers from the face of the machine, Compensators and any Auxiliary Mechanisms from the Interlocking Channel in the Custodians Compartment. After this has been done, preparations for the coming election can be made in accordance with the directions contained in this manual of instructions.

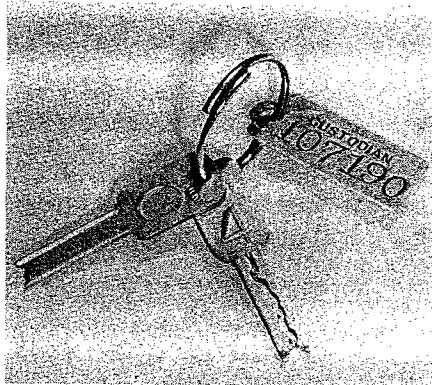
VOTING MACHINE KEYS AND THEIR USE  
AMERICAN LOCKER LOCKS - FOUR KEY COMBINATION

Two complete sets of keys are supplied with each Automatic Voting Machine. A third complete set is retained by the factory. In the event that a replacement becomes necessary, you need only notify the factory as to the serial number of the machine concerned and the particular key desired. The set of keys retained by the factory will then be used as a guide in cutting the replacement keys.

Each key is clearly stamped with an identifying number or letter. Each complete set of keys for one machine is placed on key rings together with tags showing the serial number of the machine and indicating that the keys on that particular ring are for use by Election Officials or by the Custodian only. Each complete set of keys is placed on tagged key rings as follows:



Election Officials:  
No. 2 Key  
No. 3 Key



Custodian Only:  
No. 4 Key  
No. 0 Key



Custodian only:  
No. 5 Key

NOTE: (Machines used in some communities are not equipped with a No.5 Lock and this key will, of course, not be found in those communities.)

IMPORTANT: All keys and locks on Automatic Voting Machines are designed to operate with light finger pressure. Do not use force in attempting to use keys since excessive force may result in a damaged or broken key. Before using key always make certain that you are using the right key for the right lock on the right machine.

TO RAISE THE MACHINE

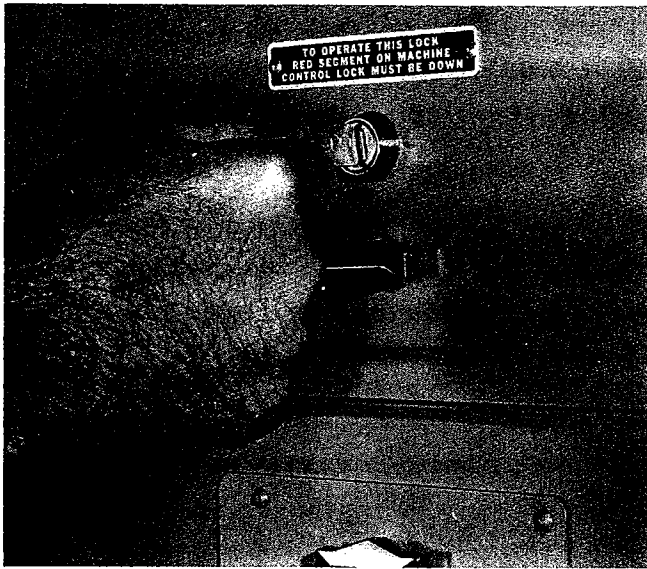


Figure 1. Unlocking Upper Rear Door

2. Remove Crank Handle from box located inside the Upper Rear Door on the left side. (Figure 2)

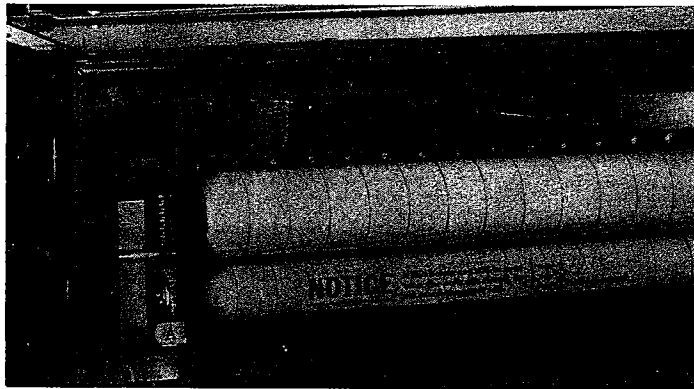


Figure 2. Upper Rear Door open showing Crank Handle



Figure 3. Raising Machine

1. Insert Key No.3 in lock on Upper Rear Door and unlock. Turn knob to open door. Remove the keys by holding the Upper Rear Door open and turning the knob and key to locked position. (Figure 1)

3. Place Crank Handle on its stud on the side of the machine. Raise the Machine as high as it will go. (Figure 3) Replace the Crank Handle inside Upper Rear Door.

## TO UNLOCK AND OPEN FRONT DOORS

1. To unlock Front Doors, insert Key No.3 into lock on door and unlock. Turn knob and open door. (Figure 4)

*NOTE: On the 50 and 60 column machines, to open the Left Front Door it will be necessary to reach inside the left door and turn the knob to vertical position.*

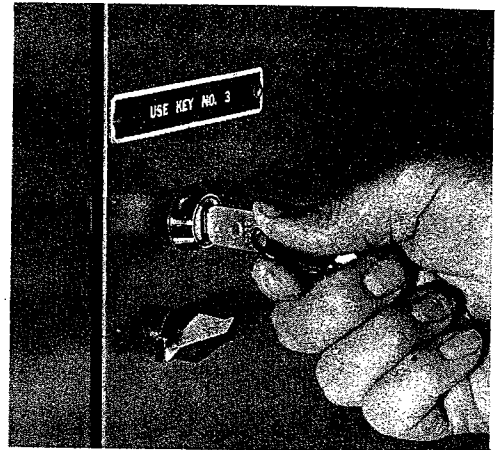


Figure 4. Unlocking Front Doors.

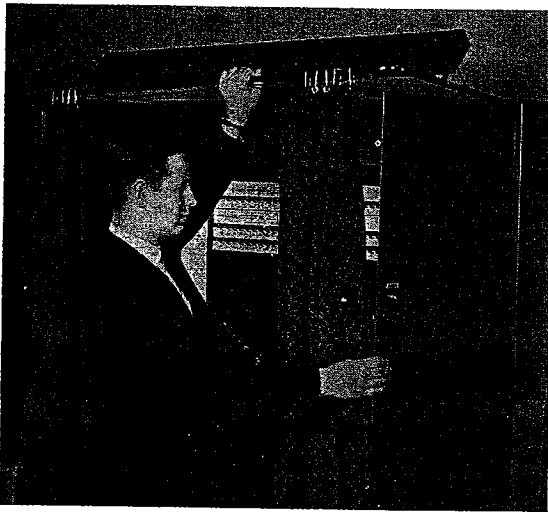


Figure 5. Raising Curtain Rail

2. Raise the Curtain Rail and fit it into the brackets on the Front Doors. (Figure 5)

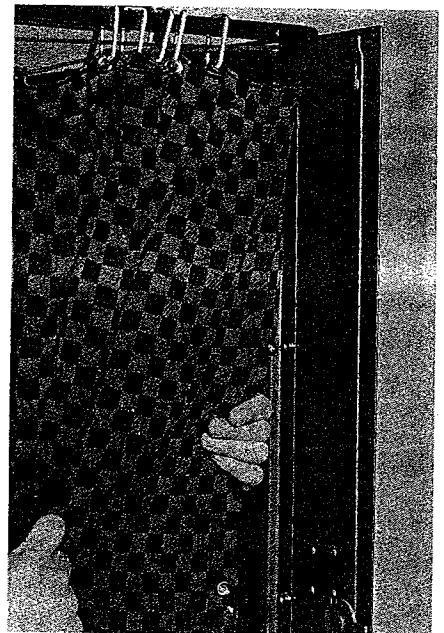


Figure 6. Fastening Curtains

3. Snap Curtains to Doors. (Figure 6)

4. Remove Light Cord from hook found at upper left side of front of machine and connect to the nearest lighting outlet.

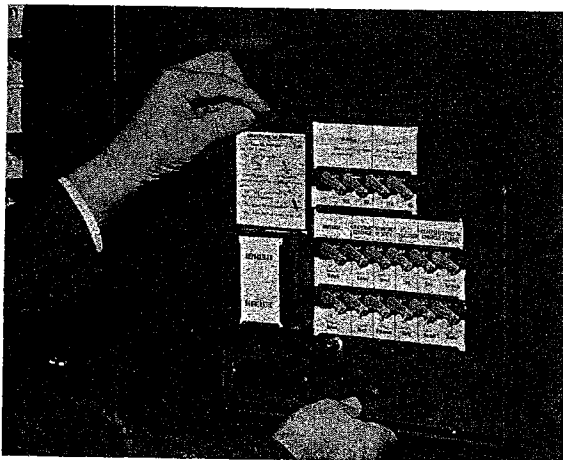


Figure 7. Removing Instruction Model.

5. Remove Instruction Model from inside right front door by lifting upward. (Figure 7)

TO UNLOCK AND OPEN THE REAR OF THE MACHINE

NOTE: Instructions are given here for unlocking and opening the center and lower rear doors at the back of the machine, and for putting the machine in voting position with the center rear (Counter Compartment) door open. In the normal process of preparing a machine for election it will be found that this counter compartment door is not left open at this time. It is suggested that you familiarize yourself with the several steps required and, following this, close this door and leave it closed until it later becomes necessary to open it.

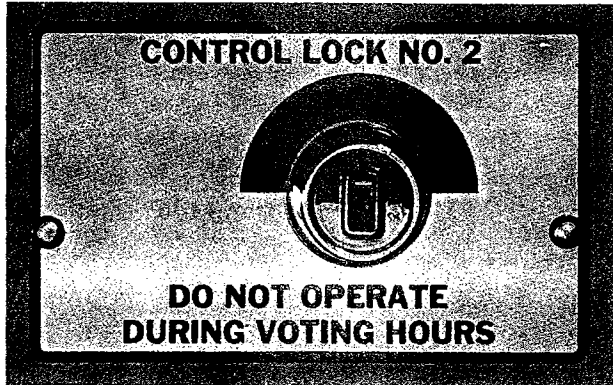


Figure 8. Control Lock No.2 in DOWN position

1. Raise Upper Rear Door as far as it will go until it rests on the top of the machine.
2. See that the Operating Lever (Red Handle in front of machine) is at the extreme left.
3. If the red segment of Control Lock No.2 is not in the DOWN position, (Figure 8) insert Key No.2 in lock and turn to move red segment of lock to DOWN position. Remove key.

4. To unlock the Custodian's Door, insert Key No.4 into lock on door and unlock. Turn knob to open door, remove keys. (Figure 9)

5. Open the Center Rear Door and let it down slowly as far as it will go.

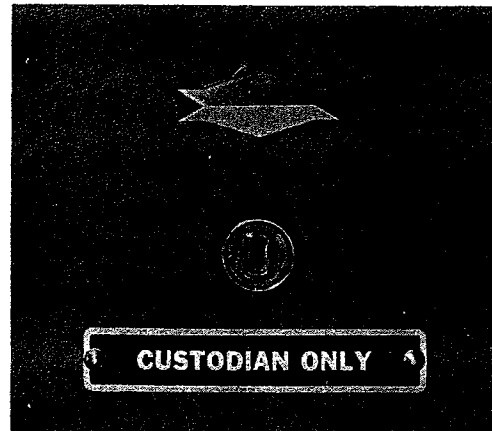


Figure 9. Custodian Compartment

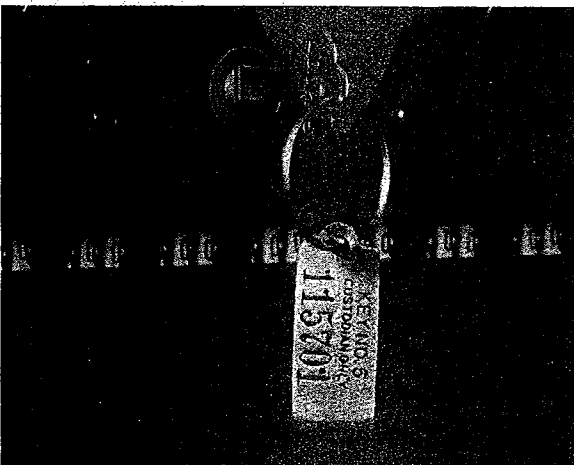


Figure 10. Lock 5 Key in locked position.

6. Insert Key No.5 in Lock 5 and turn the key as far as it will go. (Figure 10)

(Printomatics and most 30 column machines are not equipped with this key and lock)

7. Turn Control Lock No.2 so red segment of lock is in UP position (Figure 11). This will allow the Entrance Button to be pushed in and the Main Operating Lever (red handle) to be moved to voting position (all the way to the right) when desired. If Control Lock No.2 cannot be turned up, set After Election Latch as described in Section H, Page 4.

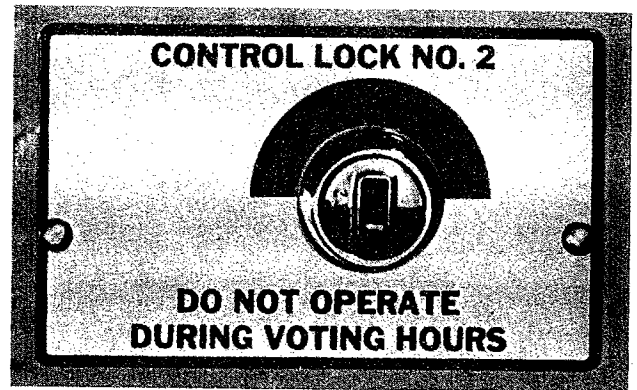


Figure 11. Control Lock No.2 in UP position.

TO REMOVE THE TWO "C" SHIELD PLATES  
WHICH COVER CERTAIN WORKING PARTS AND LOCKS

To remove "C" Shield:

1. Pull Spring Latch "E" toward you slightly and raise Locking Bar "D".  
(Figure 12)
2. Pull the "C" Shield Plate toward you and then toward the middle of the machine until it is free from the studs that hold it.
3. After removing the "C" Shield Plate, complete all the necessary inspection and adjustments that are required for machine set-up.

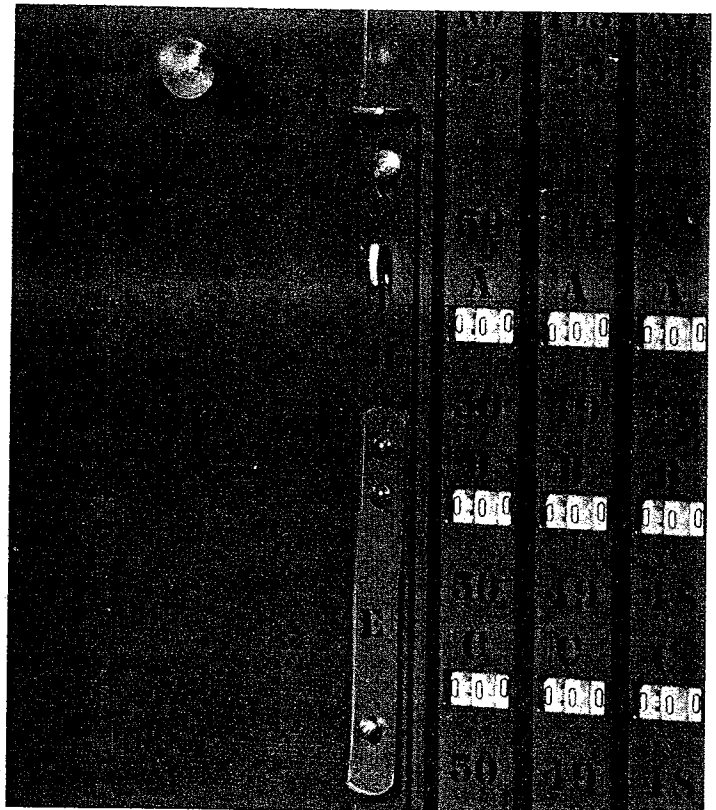


Figure 12. "C" Shield Plate

To replace "C" Shield:

1. Slide the "C" Shield Plate on to the holding studs on End Plate and push in till it is aligned with the Locking Clips.
2. Pull Spring Latch "E" toward you slightly and raise Locking Bar "D".
3. When Locking Bar "D" engages Locking Clips, press downward until Spring Latch "E" is secured on stud. (See Figure 12)

### TO INSERT THE BALLOT LABELS

1. In the upper left corner of the Custodian's Compartment you will find a latch marked "U". (Figure 13) Move this latch to the right of the stud.

2. Remove the Locking Cover at the right of the Ballot Label Holder. (Figure 14) Use the knob on the cover to raise the Locking Cover slightly and pull toward you (away from the machine).

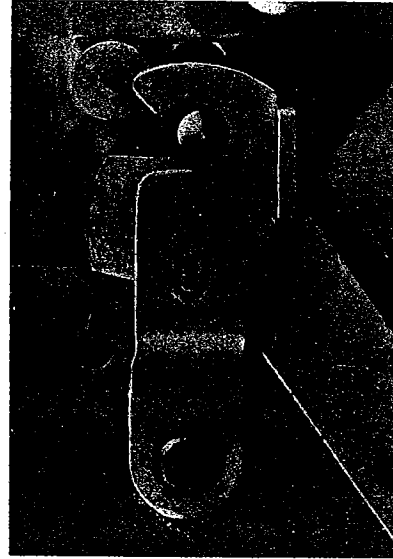


Figure 13. "U" Latch

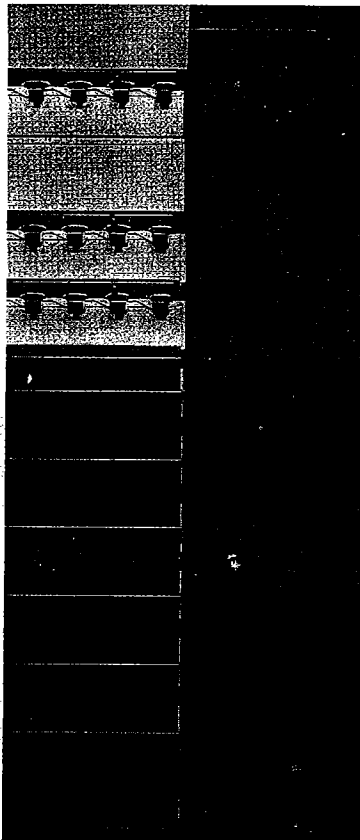


Figure 14. Ballot Label Locking Cover

3. Insert the Ballot Labels in the Ballot Label Holders (Figure 15) and move to their proper places. The labels should be so placed that (1) the name of each candidate and the "yes" and "no" of each question will appear directly below the correct voting pointer, (2) the letters on the labels will be placed vertically, in alphabetical order and (3) the numbers on the labels will correspond with their respective office columns. Cover Ballot Labels with the transparent strips for protection.

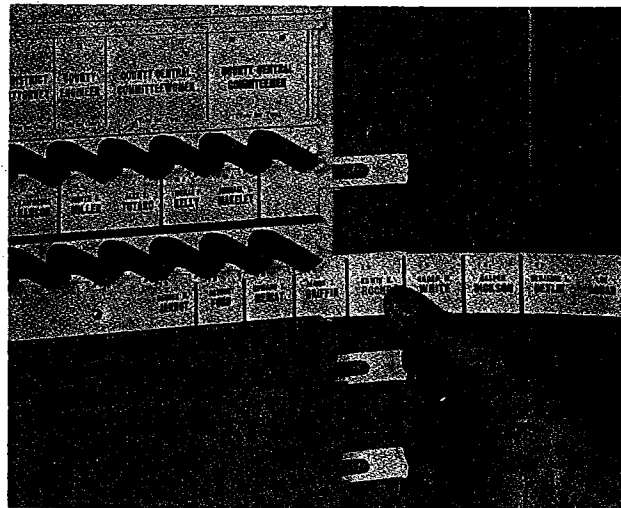


Figure 15. Inserting a Ballot Label.

NOTE:

In those states where machines are used at a primary, or where straight ticket or party lever voting is used, see Sections B and F describing use of Disconnecting Pins and arrange these pins properly before inserting ballot labels.

4. If any Disconnecting Pins (B) have been removed, be sure Pin Slides (A) (Figure 16) are moved to the left as described in Sections B and F.

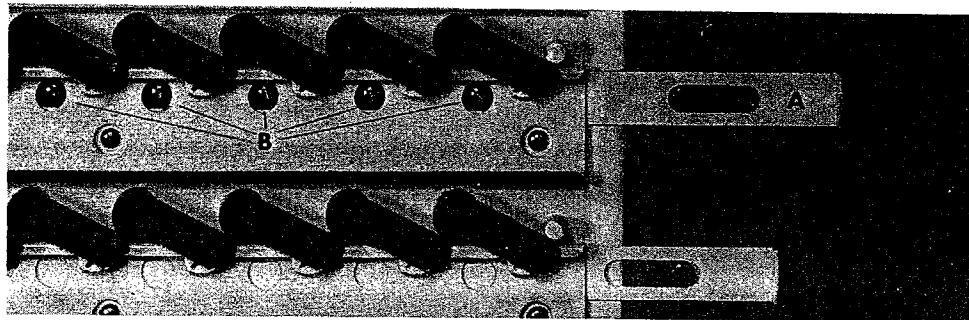
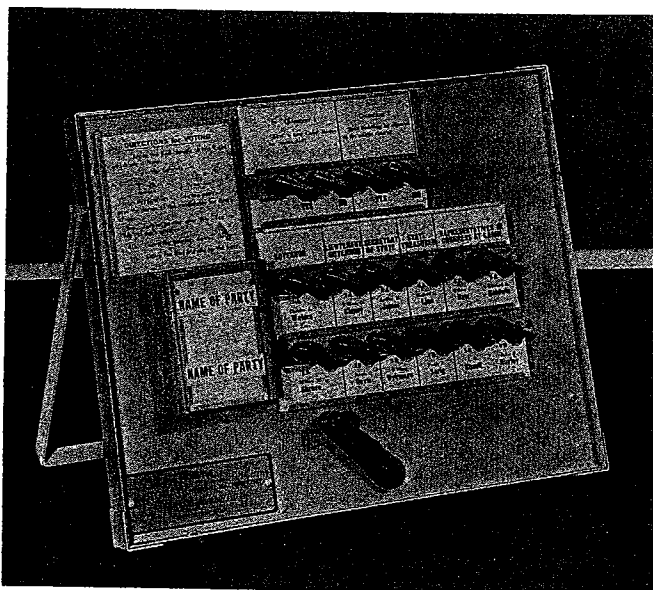


Figure 16. Location of Brass Disconnecting Pins and Pin Slides.

5. Replace Ballot Label Locking Cover and fasten it in place with the "U" Latch by swinging the latch to the left and over the stud. (See Figure 13)

### BALLOT LABELS FOR THE MODEL

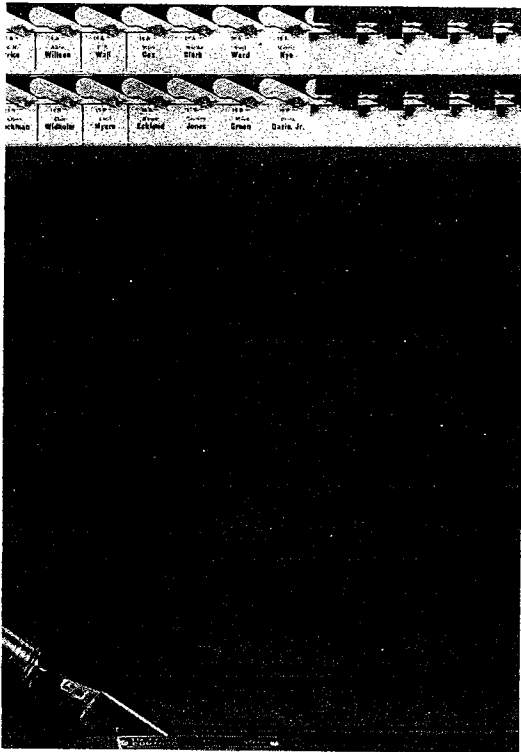


Instruction Model

The Ballot Labels furnished with the Instruction Model should not be replaced with Ballot Labels which do not conform in arrangements to those originally furnished. Columns one through four on the model are for single (vote for one) offices; columns five and six are for two column (vote for two) offices.

For elections where party levers are not used, party levers on the model should be covered with the cover that is furnished. This cover is placed over the party levers and snapped into place by pushing it to the right.

## TO LOCK OUT UNUSED VOTING POINTERS



Unused Pointers locked against use with Voting Pointer Lockouts.

All unused Voting Pointers within the ticket and to the right of the ticket should be locked against use with Voting Pointer Covers. These covers are furnished with the machine and are made in various lengths to cover from 1 to 10 Pointers.

To attach, place the Cover over the Pointers and turn the six-sided stud to the left with the special locking tool which is furnished.

Unused Rows locked against use with Party Row Covers.

Figure 17. Unused Rows and Pointers locked against use.

Unused rows below the ticket should be locked with Party Row Covers. The top Cover hooks over the Pointers in the first row to be covered. Each successive Cover hooks on flange of the one above and is centered. The bottom Cover is fastened by tightening thumb-screws into frame of the machine.

## TO ARRANGE THE INTERLOCKING CHANNEL FOR SINGLE WRITE-IN MACHINE

The Interlocking Channel, found in the Custodian's Compartment, is the long numbered bar extending almost the full length of the compartment (Figure 1). This channel must be arranged so that the voter may vote for any candidate, or candidates, equal to but not more than the number to be elected in any given office. The channel is arranged as follows:

1. Push the Entrance Button and move the Main Operating Lever (Red Handle) to voting position (extreme right).
2. Using an "Office Title" Ballot Label for reference, note which offices occupy more than one column. Grouping Pins should be removed between the columns in any such office. (Grouping Pins are the removable pins shown in Figure 1 which may be inserted as required in the holes in the Channel). When inserting Grouping Pins be sure that the pin goes through the brass roller, not beside it. Note that the number of Grouping Pins removed is always one less than the number of columns in the 'grouped' office on all single write-in machines.

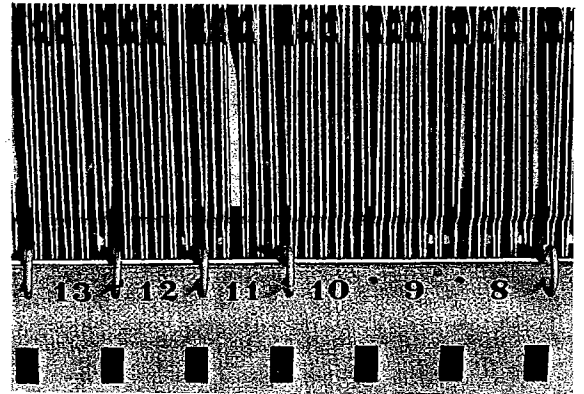


Figure 1. A group of Three between Columns 8 and 10.

3. Compare the number to be elected (or nominated) in each office with the number of columns occupied by that office. If the number is the same in each case, no further adjustment is necessary. At certain elections where Party Levers are not used, such as in primary elections, it sometimes becomes necessary to have an office occupy a number of columns greater than the number to be elected (or nominated). In any such case, first arrange the grouping pins as described above. Then insert a number of compensators equal to the difference between the number to be elected and the number of columns occupied by that office.

4. Compensators are Brass Spacers (Figure 2). Each compensator inserted will reduce by one the number of Voting Pointers that may be turned down. **COMPENSATORS MUST BE INSERTED BETWEEN A PAIR OF STRAPS** and NOT between a strap and roller. To insert a compensator, separate a pair of straps with the finger of one hand, and with the other hand, grasp the rounded end. Turn the compensator sufficiently to permit it to pass down into the channel, and then turn it back so that the short projecting lug engages in the groove carrying the roller. It will usually be found necessary to temporarily remove several Grouping Pins in order to make sufficient room to insert the compensator.

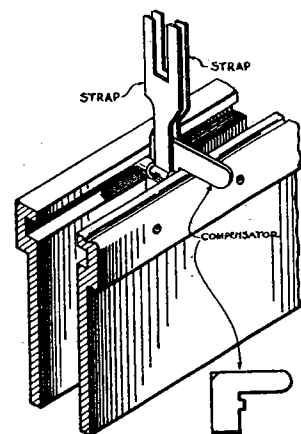


Figure 2. Compensator properly placed between two straps.

5. Check each office to see that a number of Voting Pointers equal to, but not more than, the number to be elected (or nominated) may be turned down. Check each office carefully, and return all Voting Pointers before proceeding to the next office.

