Model 650

Election Day Checklist

Version Number 2.2.x

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Proprietary Document Section	Description
All	

Table of Changes	
Date of Change	**Description of Change**
02.29.2008	Initial Documentation Submission
07.31.2009	Updated banner and document title on cover and header information

Preparing the Scanner

❑ 1. Ensure that the scanner is **OFF**.

❑ 2. Rub your finger across the surface of the pick belt. In one direction it will feel smooth and the other rough. You must ensure that the rough edge is positioned to make contact with the ballots. Loop the pick belt around the left-side roller first and then around the right-side roller until it fits into place.

❑ 3. Line up the output hopper slide with its corresponding slot located on the left side of the scanner.

❑ 4. Slide the hopper down making sure that the top edge of the hopper is below the feed path.

❑ 5. Adjust the length of the output hopper to match the length of the ballots being used for the election.

NOTE: Ensure the slant tray is properly installed in the output hopper.

❑ 6. Ensure the printers have sufficient paper loaded into them.

❑ 7. Plug the scanner and both printers into a power strip.

❑ 8. Plug the power strip into an outlet.

❑ 9. Insert the zip disk with the election definition into the zip drive.

Initializing the Scanner

❑ 10. Turn the scanner ON. The power switch is located on the lower left side of the scanner. This message will appear once the scanner has initialized:

> **Press Stop to Keep XXXXX**
> (name of election currently in the machine)
> **Press Start to Load XXXXX (Zip)**
> (name of election on the zip disk)

❑ 11. Press **START** to load the new election definition in to the scanner. The following message is displayed:

> **Confirm: Initialize Election?**
> **Press Stop to Cancel, Start to Continue**

❑ 12. Press **START**. If there were election totals saved to the election definition Zip disk, the M650 will automatically load them as well. If this is the case, this message will be displayed:

> **Totals Present in Database**
> **Zero Totals or Press Start to Continue**

> **If you did not receive this message, proceed to Step #15.**

❑ 13. Simultaneously press the **ENABLE** and **ZERO TOTALS** buttons. The following message will appear:

> **Confirm: Zero Totals?**
> **Press Stop to Cancel, Start to Continue**

❑ 14. Press **START** to clear all totals from the M650.

❑ 15. **Ready for Regular Counting** will appear, the **READY** light will come on and the report format will be set to **SHORT**.

❑ 16. Check the scanner's **Machine Readiness** printout for the correct jurisdiction and date and type of election.

❑ 17. Remove the election definition zip disk and store it in accordance with the election staff's procedures.

❑ 18. If the **ONLINE** lamp is not lit on the Mode panel on front-left of the scanner, press **SELECT** until the light comes on.

Printing a Zero's Report

❑ 19. Press the **FORMAT** button in the **REPORTS** area of the control panel so that **LONG** lights up.

❑ 20. To print a **GRAND TOTALS** press the button to the left of **GRAND TOTALS.**

NOTE: Make sure that the paper does not feed itself back into the back of the printer.

❑ 21. Check that the reports show that no votes are present in the scanner. If the totals <u>are not</u> set to zero, try zeroing the scanner again by performing **Steps 13 & 14**. If the problem persists, contact ES&S Customer Service at 1-877-377-VOTE (8683).

Scanning Ballots

❑ 22. Set the appropriate **SORT** options by pressing **BLANK, OVERVOTE, SPECIAL,** and/or **WRITE-IN**. The word, **ON** will light up beside the selected sort buttons.

❑ 23. While facing the scanner, place uncounted ballots on a table to the right of the scanner.

❑ 24. Press the input hopper tray down until it locks in the down position.

❑ 25. Correctly orient the ballots so that they are facing up with the cut corner in the top right.

❑ 26. "Jog" the ballots by shuffling, fanning them and/or straightening them until the pages separate and the edges are even. Doing this helps keep the ballots from sticking together and reduces paper jams in the scanner.

❑ 27. Place the ballots on the input hopper tray so that the ballots are facing up with the cut corner sitting on top of the orange corner of the input hopper.

❑ 28. Tap the ballots lightly until they are flush against the two metal sides of the input hopper.

DO NOT tap ballots on top of the Read Head.

❑ 29. Press the input hopper down to release it so that it rises up, even with the feed area.

❑ 30. Extend the metal arm on the right side of the input hopper tray to support the ballots.

❑ 31. Adjust the white finger guide so that it rests approximately one dime's width from the edge of the stack of ballots.

❑ 32. Press **START** to scan ballots. The scanner will stop when the input hopper tray is empty or when it finds a ballot that meets the scanner's selected sort options. Press **STOP** to stop scanning if required.

❑ 33. When the input hopper is empty, press **SAVE** to save the results to the M650 internal hard drive and remove the counted ballots from the output hopper.

❑ 34. Place the counted ballots on a table to the left of the scanner.

WARNING: Never place counted ballots in the same area (such as a table) as uncounted ballots. You increase the possibility of duplicating the scanning of ballots.

Handling Sorted Ballots

When the scanner detects a ballot that meets the scanner's selected SORT options, it will stop. The top ballot in the <u>output</u> hopper is the ballot in question. The LCD Panel will indicate the reason for sorting/stopping.

Ballots sorted for BLANK, OVERVOTE and/or SPECIAL ballots must be re-scanned because the scanner did not count these ballots on the first pass. The M650 operator can confirm this by viewing the area just below the LCD panel. The message **Ballot Not Counted** will appear.

WRITE-IN ballots may or may not be counted depending upon the coding of your election definition.

HINT: Monitoring of the LCD panel and counted ballot message area are important tasks for the M650 operator. Each county should have procedures on how to handle each type of ballot should sorting be used.

❑ 35. Remove the sorted ballot and handle it in accordance with established procedures.

❑ 36. To disable the sort functions by pressing the **OVERVOTE, BLANK,** and/or **SPECIAL** buttons. The corresponding lights will go out.

❑ 37. Scan the **OVERVOTE, BLANK,** and/or **SPECIAL** ballots.

❑ 38. Before scanning more ballots, re-enable the sort functions by pressing the **OVERVOTE, BLANK,** and/or **SPECIAL** buttons. An **ON** will appear to the right of the button.

Saving Results

Periodically save results to the scanner's internal hard drive by pressing **SAVE.** A message confirming the number of ballots scanned, saved, and sorted, will be displayed on the LCD panel and written to the audit report.

Save results as often as required by election staff procedures.

RECOMMENDATION: A good practice would be to press **SAV**E each time the scanner's input hopper goes empty. Ballots can then be removed from the output hopper and placed aside with a sheet on top to indicate the point of the last save.

Saving Results to the Zip Disk

❑ 39. Save results to the Zip disk (externally) so transfer to personal computer (PC) or Election Reporting Manager (ERM) for result reporting can be done.

❑ 40. Insert a zip disk into the disk drive.

NOTE: Use a formatted, blank disk for results. ES & S does not recommend the Election Definition disk be used to save results.

❑ 41. Simultaneously press **ENABLE** and **SAVE.** The following message is displayed:

> **Confirm: Save Totals to Transfer Disk**
> **Press Stop to Cancel, Start to Continue**

❑ 42. Press **START**. When the scanner is finished storing results to the disk, the message, **Totals Copied to Transfer Disk** will appear.

> **NOTE:** If ballots have been scanned, but not saved to the internal hard drive, the scanner will indicate **Mixed Tabulation in Progress** and prompt you to first **SAVE** to internal memory before saving them to a zip disk.

❑ 43. After the scanner indicates the storing of results is finished, remove the disk and label it with the date, time, election title, disk number and scanner number. Placing a sheet in the processed ballots to indicate the last external save is also a good process to follow.

Adding Votes to the Scanner

In the event of power failure, ballots saved to the M650 internal memory are not lost. Only results from ballots scanned **since** the last save to the internal memory will be lost. Those ballots will need to be scanned again.

If you are not completely sure which ballots need to be re-scanned, you may need to start back at the point of the last save to the external zip disk. This point should be accurately documented with your zip disk as well as your processed ballots.

Another reason for importing results may be if you mistakenly zero the totals on a scanner. Perform Steps 44 -51 to reload the scanner with the last totals saved to a Zip disk.

❑ 44. Simultaneously press the **ENABLE** and **ZERO TOTALS** buttons. The following message will appear:

> **Confirm: Zero Totals?**
> **Press Stop to Cancel, Start to Continue**

❑ 45. Press **Start**.

❑ 46. **Ready for Regular Counting** will appear, the **READY** light will come on and the report format will set itself to **SHORT**.

❑ 47. Insert the disk into the disk drive.

❑ 48. Press **ENABLE** and **IMPORT TOTALS** at the same time.

❑ 49. **Totals from Transfer Disk Added to System** will appear on the LCD panel when complete.

❑ 50. When all totals have been successfully added to the scanner, the **READY** indicator will light.

❑ 51. Remove the disk from the scanner.

Printing Reports

❑ 52. Press the **FORMAT** button until the appropriate format, **LONG** (with over and under vote counts) or **SHORT** (without over and under vote counts), is displayed.

❑ 53. Press the button corresponding to the desired report, **GRAND TOTALS, PRECINCTS PROCESSED, TOTALS BY PRECINCT,** or **LAST PRECINCT.**

*Operating in Absentee Mode***

**The scanner's election definition <u>must</u> be programmed to allow absentee mode functions.

Absentee Mode is used to scan Absentee ballots separately for reporting purposes. The scanner saves the totals for the ballots it scans in this mode in duplicate Absentee Precincts. All ballots will be added to the absentee precincts until the absentee mode button is pressed again.

❑ 54. Press **ABSENTEE MODE** on the control panel.

❑ 55. The message, **Ready for Absentee Counting** appears in the display screen and the green **ABSENTEE MODE** illuminates.

❑ 56. Set the appropriate **SORT** options by pressing **BLANK, OVERVOTE, SPECIAL,** and/or **WRITE-IN**. The word, **ON** will light up beside the selected sort buttons.

❑ 57. Scan the Absentee ballots.

❑ 58. After scanning the absentee ballots, press **ABSENTEE MODE** again to return to the regular scanning mode. The message, **Ready for Regular Counting** will appear.

NOTE: All reports **<u>combine</u>** absentee and regular totals, unless you hold down the **Enable** button when pressing the desired report button.

If you use the **Enable** button while the Absentee Mode is **on**, reports will show results for "Absentee Ballots Only."

If you use the **Enable** button while the Absentee Mode is **off**, reports will show results for "Regular Ballots Only."

Flushing Precinct Totals

Performing Steps 59 -63 is to remove or "flush" the totals from a precinct(s) from the scanner's internal memory. This may be necessary if ballots are accidentally scanned twice, if the wrong Precinct Ballot Header was used, or if ballots from Election Day were accidentally scanned in Absentee Mode.

NOTE: A Flush Header must be ordered from ES & S.

❑ 59. Scan a Flush Header through the scanner. This places the scanner in flush mode.

❑ 60. The message, **Scan Ballot or Header for Precinct to Flush** appears in the display.

❑ 61. Scan the ballot(s) or header from the precinct you wish to flush through the scanner. The message is displayed:

> **Confirm Flush for Precinct #**
> **Re-scan Ballot or Header if Correct**

NOTE: You must rescan the precincts' ballot or precinct header <u>again</u> to remove the precinct's totals from the scanner.

❑ 62. After the ballot or header is scanned a second time, the message, **Precinct Flush Complete** appears. The precinct's totals are now flushed and the scanner has returned to its regular scanning mode.

❑ 63. Press **Stop** if desired, to clear the message.

After You Have Finished Scanning All Ballots

❑ 64. Save any unsaved results to zip disk and remove the disk.

❑ 65. **DO NOT** zero the totals.

❑ 66. Power off the scanner and the power switch on the power strip.

❑ 67. Unplug the scanner and the printers from the power strip.

❑ 68. Disconnect the printers from the scanner (optional).

❑ 69. Remove the output hopper.

❑ 70. Remove the pick belt and store appropriately.

❑ 71. Leave the input hopper in its **UP** position.

❑ 72. Cover the scanner with its dust cover.