



Model 100

Pre-Election Day Checklist

Version Number 5.4

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Security Recommendations, ES&S, Omaha, NE

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Proprietary Document Section	Description
All	

Table of Changes	
Date of Change	Description of Change
02.15.2008	Initial Documentation Submission
08.04.2011	Update date and general formatting edits
06.15.2012	Update photographs
11.16.2012	The content of this training manual has been updated since certification and does not match the copy in escrow with other documents related to this release.

Checking Supplies and the Equipment

- 1. 1 paper spool per scanner per election
- 2. 1 PCMCIA card with election definition
- 3. Sufficient number of BIC roller ball black pens for voters at each polling location
- 4. 2 pressurized cans of air
- 5. 1 clean cotton cloth
- 6. 1 bottle of Isopropyl rubbing alcohol
- 7. 1 ballot box per scanner
- 8. 1 set of scanner keys
- 9. 1 set of ballot box keys
- 10. 1 power cord
- 11. Extension cord if required
- 12. 1 flashlight
- 13. 1 feather duster

Assembling and Cleaning the Plastic Ballot Box

(If you are using a metal ballot box, skip to Step 29.)

- 14. Unlock cover of the ballot box with the key provided (one key fits all locks).
- 15. Remove the cover by lifting it straight up and off the box and set the cover aside.
- 16. Locate the divider (a flat piece of plastic with a cutout handle), remove it and set it aside.
- 17. Swing the hinged handles up from inside the ballot box. Pull the handles until the top section of the box separates from the bottom section. Set the top section aside.
- 18. Using a cleaning solution and damp cloth, clean the dust and debris off the ballot box.

- 19. Clean the inside of the bin first and then the outside.
- 20. Wipe down the interior ballot divider and the ballot cover.
- 21. On the top section, clean the recessed area that holds the scanner.
- 22. Clean dust and debris from the inside of the ballot box.
- 23. Align the edges of the divider with the vertical grooves on the inside of the bottom section of the box. Push the divider down until the bottom tab in the center of the divider fits into the center slot at the bottom of the box.
- 24. Turn the top section upside down so that the handles hang down.
- 25. Position the top section of the box over the bottom section making sure that the indentations on the front of box sections face the same direction.
- 26. Lower the top section until it fits inside the bottom. The handles should fit inside the bottom section when the top is lowered.
- 27. Lock the two locks located on the front and the back of the box.
- 28. Slide the latch on the top section through the hole in the side of the bottom section of the box.

Cleaning the Scanner and the Metal Ballot Box

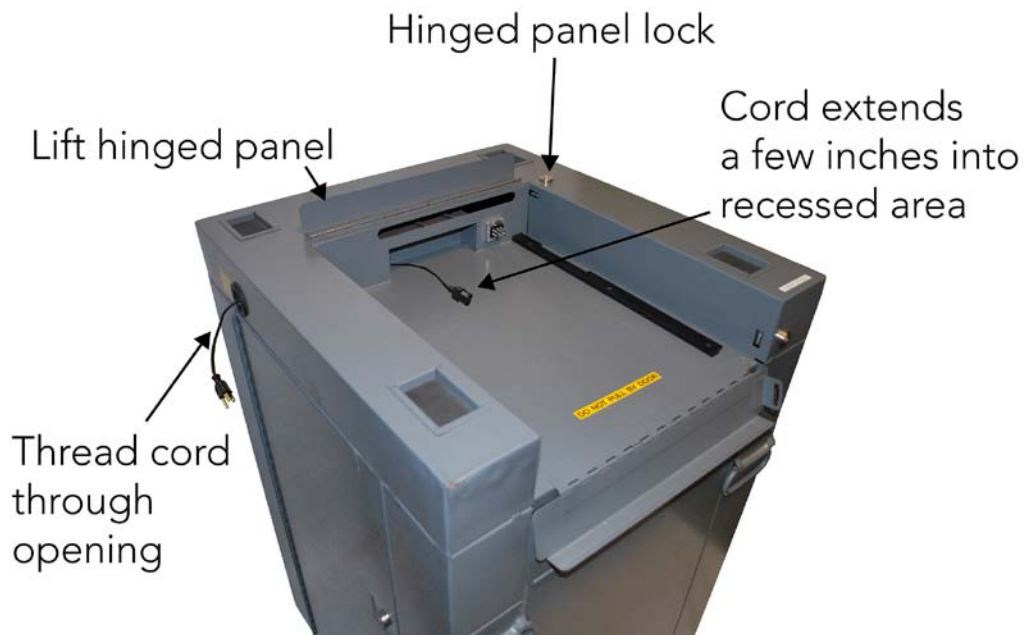
- 29. Remove the scanner, scanner keys, and power cord from the carrying case.
- 30. Clean the ballot entrance and exit slots with a can of pressurized, clean, dry air. Aim the air spray tube into the ballot entrance and exit slots and blow out all the debris. Using a flashlight, inspect the slots for remaining debris and repeat the procedure if necessary.
- 31. Clean the scanner from top to bottom with a clean cloth slightly dampened with either isopropyl (rubbing) alcohol or a mild solution of water and soap.

- 32. Clean the LCD menu display window with the damp cloth being careful not to scratch the display panel.
- 33. Clean the area around the four control buttons and the buttons themselves.
- 34. Clean the outer casing of the scanner.
- 35. Wipe all traces of the cleaning solution after cleaning.
- 36. Wipe dust and debris out of both of the ballot box's bins.
- 37. Using a feather duster, remove any dust or debris from the diverter assembly.

WARNING: The diverter is extremely sensitive, be careful when cleaning and only use a feather duster.

Mounting the Scanner In the Metal Ballot Box

- 38. Inspect the power cord for damage. If the cord is damaged, discard it and contact ES&S for a new cord.
- 39. Insert the female end of the cord through the opening on the left side of the ballot box.



- 40. Thread the cord through the opening on the back of the ballot box until it appears through the slot at the back of the top recessed area.
- 41. Pull the cord until it extends a few inches into the recessed opening.
- 42. Unlock and open the Counter Access panel. Place the scanner about 1/3 of the way into the recessed area and slide it on the mounting rails until it is four to five inches from the back of the recessed area.
- 43. Plug the female end of the power cord into the Power Entry Module on the back of the scanner.

WARNING: Only plug the scanner into a grounded, three-pronged electrical outlet. Plug only one scanner into an outlet. ES&S recommends that you do not use an extension cord.

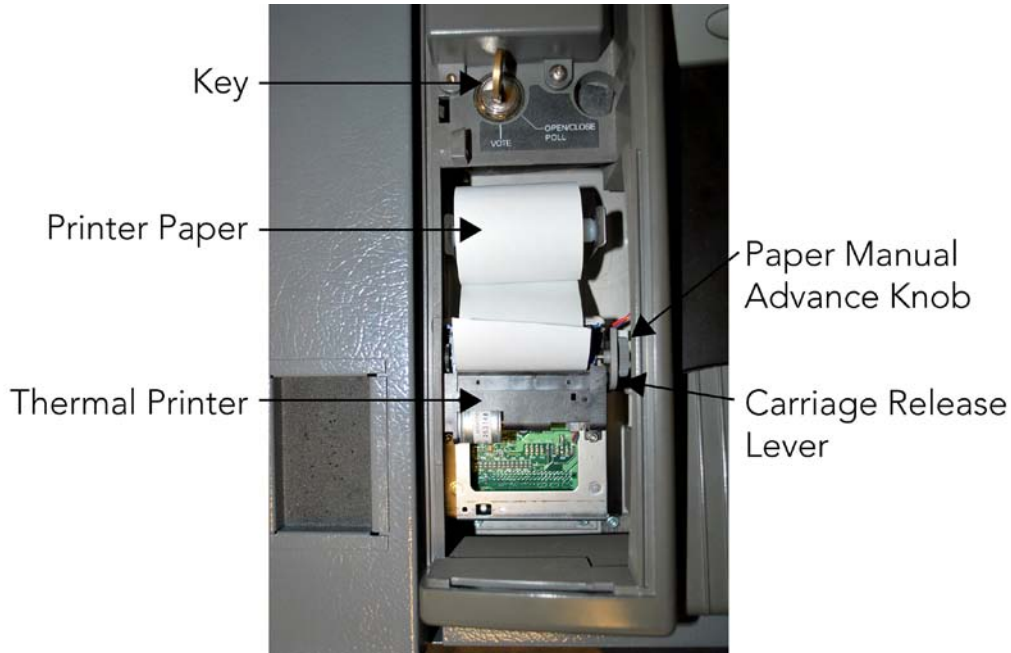
- 44. Lift the metal tab which covers the ballot box's ballot entrance slot (located in the back of the box's recessed area and marked with "LIFT TO OPERATE") so that that the slot is exposed.
- 45. Slide the scanner until it is against the back of the ballot box ensuring that the diverter connector at the back of the scanner slides into its mate on the ballot box. Leave the Counter Access Panel (located on the front of the scanner) in the down position.
- 46. Plug the male end of the cord into a wall outlet.

NOTE: If the cord is plugged in incorrectly, the message, "NO-AC" will appear when you turn on the scanner.

Changing the Paper in the Scanner's Internal Printer

NOTE: ES&S recommends that you begin each election with a new, full roll of paper on every scanner.

- 47. Open the Key Access Panel by pressing the ridge tab located on the left side of the scanner.



- 48. To access the internal printer, slightly press in and pull up on the ridged tab located on the printer cover just below the key switch. Set the cover aside.
- 49. Tear off any paper that is in the printer assembly and remove from the printer area.
- 50. Lift the carriage release lever to the UP position. The lever is located next to the paper manual advance knob to the right of the printer.
- 51. Remove the paper roller bar from the paper roll by pressing out on the silver mounting brackets on each side of the paper roll and lifting the roll out of the unit.

- 52. Place the white plastic paper spool into the new paper roll.
- 53. Making note of the orientation of the paper as it comes off the roll, (from the bottom of the roll) insert the new roll into the mounting brackets on the printer.
- 54. Unroll approximately 6” of paper from the new paper roll.
- 55. Place the carriage release lever to its DOWN position.
- 56. Feed the end of the paper into the printer assembly while slowly turning the manual feed knob until approximately 1” of paper appears.
- 57. Lift the carriage release lever to it’s UP position and pull approximately 6” of paper through the printer assembly. Ensure the paper is centered in the assembly.
- 58. Place the carriage release in its DOWN position.
- 59. Feed the paper through the slot on the printer cover.
- 60. Replace the printer cover snapping it into place.

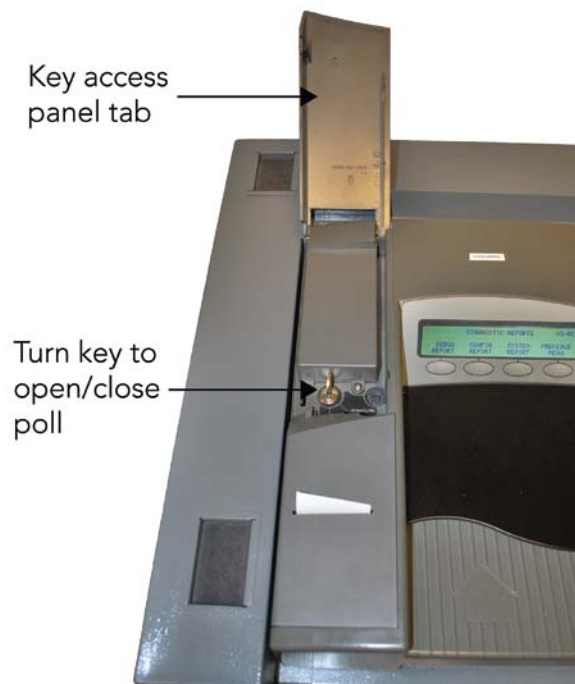
Loading the Election Definition

- 61. Open the door on the front of the scanner to access the two PCMCIA card slots.
- 62. Insert the card containing the election definition in either slot. An arrow on the card indicates the proper horizontal orientation for inserting the card. The eject button next to the slot will stick out when the card is properly installed.



63. Insert the scanner key and turn it to the **OPEN/CLOSE POLL** position. It will take approximately two minutes for the scanner to load the election definition from the card into its operating system. The scanner will display “**S-MODE**” in the upper left corner of the LCD screen and the message “**ELECTION CARD INSERTED, OPEN POLLS NOW?**”

DO NOT PRESS YES TO OPEN THE POLLS AT THIS TIME.



64. Review the **Initial State Report** for accuracy. The scanner automatically prints this report after it completes system initialization. Ensure the following fields are correct:
- Current Date and Time
 - Election Name
 - Election Date
 - Polling Place Name / Precinct Name
 - Number of Precincts

Checking the Scanner's Battery

WARNING: Only a qualified ES&S technician should change a scanner's battery.

- 65. Press the first and third buttons from the left at the same time to access the **DIAGNOSTIC –TEST** menu.
- 66. Press **DIAGS**.
- 67. Press **MORE DIAGS**.
- 68. Press **BATTERY STATUS**. If the screen displays **FULL**, then the scanner's battery is fully charged. The battery requires charging if the screen displays **BULK** or **TAPER**.

NOTE: If the scanner flashes the message, "NO-AC" in the upper right corner of the menu display after you turn on the scanner, the AC power is not connected and the scanner is running on battery power.

- 69. Plug the scanner into an outlet and turn the scanner on for at least 12 hours to charge the battery. An election definition PCMCIA card is not required.
- 70. Press **PREVIOUS MENU** three times to return to the **DIAGNOSTIC TEST** menu.

Setting the Date and Time

- 71. Press **SYSTEM SETTINGS** to access the **SYSTEM SETTINGS** menu.
- 72. Press **DATE TIME**.
- 73. Press **SET DATE** or **SET TIME**, whichever must be changed.

- 74. Adjust the date or time, by pressing the **SELECT** button to move through the number positions and press **PLUS** or **MINUS** to increase or decrease the values.
- 75. Press **PREVIOUS** when you have set the correct date and/or time.

Locking Out the System Settings

- 76. Press **PREVIOUS MENU** twice to return to the **DIAGNOSTIC TEST** menu. The message, “**LOCK OUT SYSTEM SETTINGS?**” appears.
- 77. Only press “**YES**” if you wish to lock the system settings for your election. These settings cannot be changed unless a new, unlocked PCMCIA card is loaded into the scanner.

HINT: Select **NO** during all testing and training phases of preparing so changes can still be made prior to Election Day.

Checking the Status of the Wireless CDPD Modem

If using wireless CDPD modeming, also refer to Handout B – Using M100 Cards with Wireless Modems and complete Steps 78 – 81.

WARNING: Do not perform these steps if you do not have the CDPD modem. The scanner will lock up if you perform Steps 77 - 81 without a wireless CDPD modem installed. If you lock up the scanner, turn it off and on again.

- 78. Press **PREVIOUS** until the message, “**ELECTION CARD INSERTED, OPEN POLLS NOW?**” appears.
- 79. Press the first and second buttons from the left at the same time to open the **MODEM** menu.
- 80. Press **MODEM SETTINGS** to change phone numbers, set up the CDPD modem, and to configure other modem functions.
- 81. Press **CDPD STATUS** to verify the status of the modem itself.

Validating the Encryption Key & EQC code

If using Combined iVotronic and M100 reporting, use Handout D to verify or load the EK and EQC information. This pertains ONLY to Versions 9.2 iVotronics with Version 5.4.0.0 M100 equipment.

Testing the Election Definition

- 82. Press **PREVIOUS** until the message, “**ELECTION CARD INSERTED, OPEN POLLS NOW?**” appears.
- 83. Press **YES**.
- 84. When prompted, turn the key switch to **VOTE** to open the polls. The scanner will automatically print the reports that were programmed into the election definition. The scanner will display the message, **INSERT BALLOT**.

If you are combining your reporting with iVotronics, use Handout A – Combining M100 and iVotronic Results at the Precinct.

- 85. Run a test deck of ballots through the scanner. ES&S recommends you test each scanner with a test deck of ballots that will be used at the precinct where you will place that scanner.
- 86. After scanning all the ballots, turn the key to the **OPEN/CLOSE POLL** position.
- 87. Press **CLOSE POLLS**. The scanner will automatically print the reports that were programmed into the election definition.

If you are combining your reporting with iVotronics, use Handout A – Combining M100 and iVotronic Results at the Precinct.

- 88. Check that the reports reflect the appropriate test deck results.
 - If they match, go to Step 101.
 - If the results do not match, continue with Step 89 to clear and repeat the test.

Clearing and Repeating the Test

- 89. At the **POLLS CLOSED** menu, press **MORE** to display the **MORE SELECTIONS** menu.
- 90. Press **RE-OPEN POLLS** to display the **ENTER PASSWORD KEYS** screen.
- 91. Enter the password 1-2-3 (or the programmed password) using the **NEXT KEY** to advance between the three numerical positions and the **KEY UP** and **KEY DOWN** buttons to increase and decrease the numbers in the three positions.
- 92. Press **ENTER** after you have entered the password. The message, “**CLEAR ELECTION DAY TOTALS?**” appears.
- 93. Press **YES** to clear all results from the scanner and PCMCIA card.
- 94. Press **YES** again to confirm your desire to clear the totals. The message, “**ELECTION CARD INSERTED OPEN POLLS NOW**” will appear.
- 95. Press **YES**.
- 96. When prompted, turn the key switch to **VOTE** to open the polls. The scanner will automatically print the reports that were programmed into the election definition. The scanner will display the message, **INSERT BALLOT**.

If you are combining your reporting with iVotronics, use Handout A – Combining M100 and iVotronic Results at the Precinct.

- 97. Run a test deck of ballots through the scanner. ES&S recommends you test each scanner with a test deck of ballots that will be used at the precinct where you will place that scanner.
- 98. After scanning all the ballots, turn the key to the **OPEN/CLOSE POLL** position.

- 99. Press **CLOSE POLLS**. The scanner will automatically print the reports that were programmed into the election definition.

If you are combining your reporting with iVotronics, use Handout A – Combining M100 and iVotronic Results at the Precinct.

- 100. Check that the reports reflect the appropriate test deck results.
 - If they match, continue with Step 101.
 - If the results till do not match after the second test, call ES&S Customer Service at 1-800-247-VOTE (8683) for assistance.
- 101. Turn the scanner key to the **OFF** position and remove the PCMCIA card.
- 102. Transfer the election results from the PCMCIA card into Election Reporting Manager (ERM) using either modem transfer or loading of the PCMCIA card directly. Print the ERM election reports and confirm that the results match the results from M100 scanner report.
 - If they match, continue to Step 118.
 - If the results do not match, continue with Step 103 to perform the test again.

Performing the Test Again

- 103. Insert the PCMCIA election definition card into the scanner.
- 104. Turn the scanner key to **OPEN/CLOSE POLL**. After the scanner has initialized, the **POLLS CLOSED** menu will appear.
- 105. At the **POLLS CLOSED** menu, press **MORE** to display the **MORE SELECTIONS** menu.
- 106. Press **RE-OPEN POLLS** to display the **ENTER PASSWORD KEYS** screen.

- 107. Enter the password 1-2-3 (or the programmed password) using the **NEXT KEY** to advance between the three numerical positions and the **KEY UP** and **KEY DOWN** buttons to increase and decrease the numbers in the three positions.
- 108. Press **ENTER** after you have entered the password. The message, “**CLEAR ELECTION DAY TOTALS?**” appears.
- 109. Press **YES** to clear all results from the scanner and PCMCIA card.
- 110. Press **YES** again to confirm your desire to clear the totals. The message, “**ELECTION CARD INSERTED OPEN POLLS NOW**” will appear.
- 111. Press **YES**.
- 112. When prompted, turn the key switch to **VOTE** to open the polls. The scanner will automatically print the reports that were programmed into the election definition. The scanner will display the message, **INSERT BALLOT**.

If you are combining your reporting with iVotronics, use Handout A – Combining M100 and iVotronic Results at the Precinct.

- 113. Run a test deck of ballots through the scanner. ES&S recommends you test each scanner with a test deck of ballots that will be used at the precinct where you will place that scanner.
- 114. After scanning all the ballots, turn the key to the **OPEN/CLOSE POLL** position.
- 115. Press **CLOSE POLLS**. The scanner will automatically print the reports that were programmed into the election definition.

If you are combining your reporting with iVotronics, use Handout A – Combining M100 and iVotronic Results at the Precinct.

- 116. After the reports have stopped printing, turn the scanner key to the **OFF** position and remove the PCMCIA card.
- 117. Transfer the election results from the PCMCIA card into Election Reporting Manager (ERM) using either modem transfer or loading of the PCMCIA card directly. Print the ERM election reports and confirm that the results match the results from M100 scanner report.
 - If they match, continue to Step 118.
 - If the results still do not match after the second test, call ES&S Customer Service at 1-800-247-VOTE (8683) for assistance.

Clearing the Testing Results

- 118. Reinsert the PCMCIA election definition into the scanner.
- 119. Turn the key to the **OPEN/CLOSE POLL** position. After initializing, the **POLLS CLOSED** menu appears.
- 120. Press **MORE** to display the **MORE SELECTIONS** menu.
- 121. Press **RE-OPEN POLLS** to display the **ENTER PASSWORD KEYS** screen.
- 122. Enter the password 1-2-3 (or the programmed password) using the **NEXT KEY** to advance between the positions and the **KEY UP** and **KEY DOWN** buttons to increase and decrease the numbers.
- 123. Press **ENTER** after you have entered the password. The message, "**CLEAR ELECTION DAY TOTALS?**" appears.
- 124. Press **YES** to clear the totals from the scanner and the PCMCIA card.
- 125. Press **YES** again to confirm your desire to clear the totals.
- 126. Once the totals are cleared, turn the scanner off, remove the key, close the Key Access Panel and prepare the scanner for transportation to the polling location.