



iVotronic

Pre-Election Day Checklist

Version Number 9.2.3.0

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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 |
| 02.29.2008 | Initial Documentation Submission |
| 05.05.2008 | Update version information on cover page. |
| 05.20.2008 | Added Appendix G – Automated Barcode Reader/Scanner |
| 07.02.2008 | Updated version to 9.2.2.0 |
| 07.07.2008 | Updated version to 9.2.3.0 |
| 10.24.2008 | Updated Page 5 and 23 – clear & test of supervisor terminal not needed |
| 11.20.2008 | Added Test Ballot Calibration to page 25 |
| 07.31.2009 | Updated banner, title and header/footer information |
| 08.11.2011 | Updated date and general formatting edits |
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STARTING AN ELECTION – KEY PEB PROCESS

Each Blue Voter Terminal must be prepared for the next election by uploading election KeyPEB image. On each Blue Voter Terminal the user will use the KeyPEB to load the Election Qualification Code (EQC), Encryption Code (EK), Clear & Test the terminal and upload any custom passwords that may have been established for the new election.

Once the KeyPEB process has been completed for an election, it does not need to be repeated.

1. Insert the KeyPEB (identified with an Orange band and security tag). After a few, short rapid beeps the firmware will compare the EK and EQC on the KeyPEB to those of the iVotronic firmware. One of the following scenarios will apply:

NOTE: The scenario could be different for each terminal.

| SCENARIO | ACTION TAKEN OR MESSAGE DISPLAYED ON TERMINAL |
|--|--|
| EK and EQC Match | “Please remove KeyPEB. EK & EQC already loaded.” |
| EK and EQC Do Not Match and Terminal is Blank | The KeyPEB EK and EQC will be written to the iVotronic memory |
| EK and EQC Do Not Match and Terminal is Closed | The user will be prompted to enter the Clear & Test password. Once the password is entered the terminal will be cleared and tested and the KeyPEB EK and EQC will be written to the iVotronic memory |
| EK and EQC Do Not Match and Terminal is Open but Contains NO Votes | The user will be prompted to enter the Override and Clear & Test passwords. Once the passwords are entered the terminal will be cleared and tested and the KeyPEB EK and EQC will be written to the iVotronic memory |
| EK and EQC Do Not Match and Terminal is Open and Contains Votes | <p>The terminal will indicate to the user that the terminal must first be Closed before the KeyPEB can be used. The terminal will then request removal of the KeyPEB and the unit will shut down. The EK and EQC are NOT written to the memory.</p> <p>Note: The terminal can be closed with the proper election definition PEB and passwords. If the proper PEB is not available or the election’s passwords are not known, an Initialization PEB will be required to Close the unit. (See Steps 17 – 31) for creating and using an Initialization PEB.</p> |

CLEARING AND TESTING VOTER TERMINALS

Manual procedures for Clear and Test

Using the **Blue Voter** Terminal, Clear and Test these terminals using the PEB that has been loaded with the current ballot. The KeyPEB process must have also been completed to upload the EQC and EK information. Clear and Testing a terminal erases votes and audit data that may be in the terminal from the last election and re-loads the EQC and any custom passwords that may have been established for the new election.

Since the **Red Supervisor** Terminal does not contain vote totals or audit data it is not necessary to clear and test those terminals.

- 2. While pressing the VOTE button, insert the PEB. After a few, short rapid beeps, let go of VOTE button. The **Terminal Menu** will be displayed.
- 3. Select the **Setup & Configuration** option.
- 4. Enter the **Service Menu** default password or your jurisdiction's custom password and press **OK**.

NOTE: A custom password might be used if the terminal had been initialized with an Initialization PEB or a Clear and Test PEB containing custom passwords, or if the terminal contains custom password from the previous election.

- 5. At the Configuration Menu, select **Clear and Test Terminal**.

NOTE: If the Clear and Test Terminal Menu option is blackened out and has N/A listed next to it, proceed to Scenario #4, step 36 in this checklist. Depending upon how the terminal was previously utilized and closed, there are 4 possible scenarios that you may encounter when Clearing and Testing a terminal. The possible scenarios are detailed below. Follow the appropriate scenario based upon what you see displayed on the screen.

- 6. **Scenario #1:** If the terminal has been previously Cleared and Tested and has not been opened for voting since, the screen displays, "iVotronic Terminal Qualification Tests, TERMINAL WILL BE CLEARED! Press the VOTE button to clear, Press screen to return to the Menu."
 - Actions to be taken:
 - Press VOTE button
 - Skip to step 15
- 7. **Scenario #2:** If the terminal has been opened for voting and properly closed, the screen displays: "Terminal may contain vote image data. Public Count is XXX. The terminal is closed. Are you sure you want to Clear and Test? Press screen to continue."
 - Actions to be taken:
 - Press the screen

8. At the Clear and Test Password screen, **enter the default password** or your jurisdiction's custom password and **press OK**.

NOTE: Custom passwords may have been established for the election currently loaded on this terminal.

9. The screen displays: "iVotronic Terminal Qualification Tests, TERMINAL WILL BE CLEARED! Press the VOTE button to clear, Press screen to return to Service Menu."

Actions to be taken:

- Press the VOTE button
- Skip to step 15

10. **Scenario #3:** If the terminal has been opened for voting, no votes have been cast, and has not been closed, the screen will display: "Please Enter Override Password."

Actions to be taken:

- Enter the default Override password or your jurisdiction's custom password and press **OK**.

NOTE: Custom passwords may have been established for the election currently loaded on this terminal.

11. The screen displays: "This terminal does not contain vote image data. Public Count is 0. The terminal is open and ready for voting. Are you sure you want to Clear and Test? Press screen to continue." Press the screen.

12. At the Clear and Test Password screen, enter the default password or your jurisdiction's custom password and press **OK**.

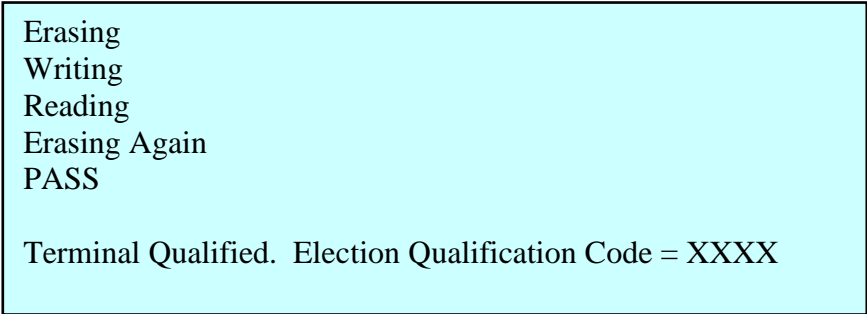
NOTE: Custom passwords may have been established for the election currently loaded on this terminal.

13. The screen displays: "iVotronic Terminal Qualification Tests, TERMINAL WILL BE CLEARED! Press the VOTE button to clear, Press screen to return to Service Menu."

Actions to be taken:

- Press the VOTE button
- Continue to step 15

14. **Scenario #4:** If the terminal has been opened for voting, votes have been cast, and the terminal has not been closed, the Clear and Test Menu option will be disabled. (“N/A” appears next to the menu option.) The terminal cannot be Cleared and Tested from this menu option. The terminal must either be closed first, collecting the votes or an Initialization PEB must be used, closing the terminal without collecting votes. Then the KeyPEB process (Step 1) must be run on the terminal to upload the EK and EQC information.
- If you wish to close the terminal and collect the votes, refer to the “Closing the Polls” section of your Poll Worker’s checklist.
 - If you wish to go ahead with a Clear and Test without collecting votes, Refer to the section that follows on preparing and using an Initialization PEB. (Step 17)
15. The screen displays, “Testing and Clearing Memory Storage Areas”. Four steps will then be displayed:



```
Erasing
Writing
Reading
Erasing Again
PASS
```

```
Terminal Qualified. Election Qualification Code = XXXX
```

- When finished, the terminal will show an Election Qualification Code (EQC), which is a four digit alphanumeric pattern that is written from the PEB to the terminal. Check to see that this EQC is the same one that is on the front label of the PEB without removing the PEB. If it does not match, call ES&S. If screen does not display “PASS” as the last step in this process, but shows “Fail” contact ES&S.
16. Press screen to continue. You will be returned to the Setup and Configuration Menu. You may then remove the PEB and press the VOTE button to power down.

Preparing and Using an Initialization PEB

Use an Initialization PEB to return a terminal to a known state if the current passwords and EQC code are not known, or to close an open terminal containing votes and prepare it for a Clear and Test. An EQC code is not written to the terminal in this process. A Clear and Test should be done afterwards to establish the desired EQC code.

NOTE: Closing a terminal with an Initialization PEB does not collect votes.

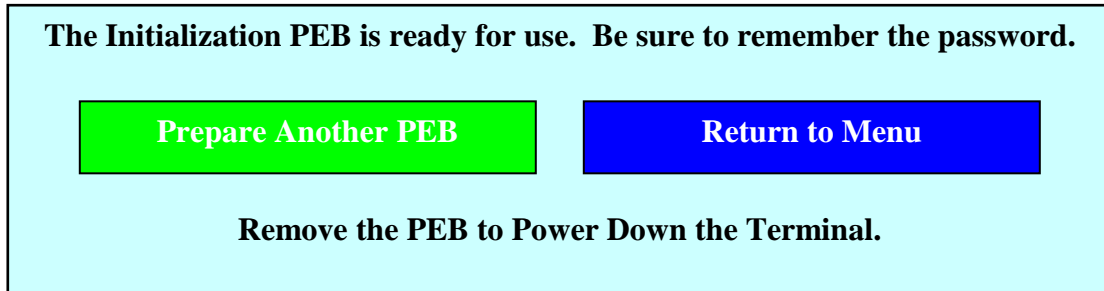
To prepare an initialization PEB

- 17. While pressing the VOTE button, insert the PEB you wish to use as an initialization PEB into a RED Supervisor Terminal and access the Terminal Menu.
- 18. Press the **Election Administration** option. Enter the default password OR your jurisdiction's custom password and press **OK**.

NOTE: A custom password might be used if the Supervisor terminal had been initialized with an Initialization PEB or a Clear and Test PEB containing custom passwords.

- 19. Press the **PEB Services** option. The PEB Services Menu appears.
- 20. Press **Prepare PEB for Initialization**. Enter a password for the Initialization PEB. This password will be required when you use the PEB.
- 21. The terminals that you plan to initialize with this PEB must be identified. Enter the serial number(s) that correspond to the terminals you will be using.
- 22. When all serial numbers have been entered select **Exit Menu**. The Enter New Terminal Passwords Menu appears. You may retain the current passwords on the terminals (if they are known) or you may establish the "default" passwords or new passwords.
- 23. Select a password to change. The corresponding password screen will appear.
- 24. Enter the new password. Passwords must be at least 6 characters, but not to exceed 8 characters in length. Press **OK** to return to the Enter New Terminal Passwords Menu. The new password will now appear beside the selection.
- 25. Repeat steps 23 and 24 to change more passwords.

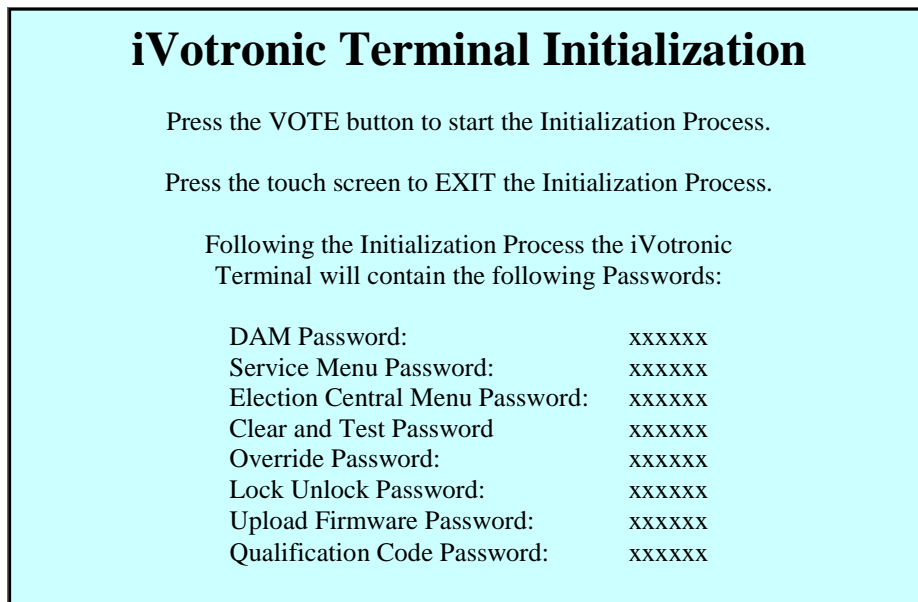
26. Select **Exit Menu** when finished changing passwords. The following screen will appear:



27. Follow the on-screen instructions to continue. When done, remove the PEB and press the VOTE button to power down.

Using an initialization PEB

28. Insert the formatted Initialization PEB into one of the designated terminals. The Initialization Password screen appears. Enter the password that was established at the time the PEB was prepared. The following screen appears:



29. Press the VOTE button to begin the initialization process.
30. When the initialization process is finished you will be prompted to remove the PEB. The terminal will then shut down.
31. Return to Step 1 to upload the KeyPEB information.

Preparing and Using a Clear and Test PEB

Use a Clear and Test PEB to Clear and Test a large number of terminals. A Clear and Test PEB allows you to bypass the Setup & Configuration password screen. This PEB also allows you to establish custom passwords.

The Terminal must have the KeyPEB information uploaded with the appropriate election.

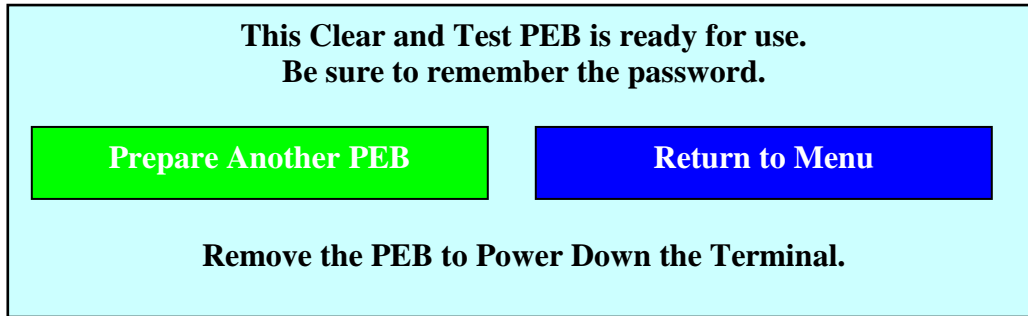
To prepare a Clear and Test PEB

- 32. While pressing the VOTE button, insert a supervisor PEB that has been qualified for the current election into a RED Supervisor terminal. At the Terminal Menu, select the **Election Administration** option. Enter the default password OR your jurisdiction's custom password and press **OK**.

NOTE: A custom password might be used if the terminal had been initialized with an Initialization PEB or a Clear and Test PEB containing custom passwords.

- 33. Select the **PEB Services** option.
- 34. Press **Prepare PEB for Clear and Test**. The Preparing a Clear and Test PEB screen appears.
- 35. Press Yes. A password information screen appears indicating that the password entered on the following screen must be the same as the Clear and Test password on the terminals that you plan to Clear and Test.
- 36. Press Yes to proceed. The Clear and Test password screen is displayed.
- 37. Enter the password that the terminal(s) require to accomplish the Clear and Test, and press **OK**. This password will be required when you use the PEB to Clear and Test terminals.
- 38. The Enter New Terminal Passwords Menu appears. You may retain the current passwords on the terminals (if they are known) or you may establish default or new passwords.
- 39. Select a password to change. The corresponding password screen will appear.
- 40. Enter the new password. Passwords must be at least 6 characters, but not to exceed 8 characters in length. Press **OK** to return to the Enter New Terminal Passwords Menu. The new password will now appear beside the selection.
- 41. Repeat steps 39 and 40 to change more passwords.

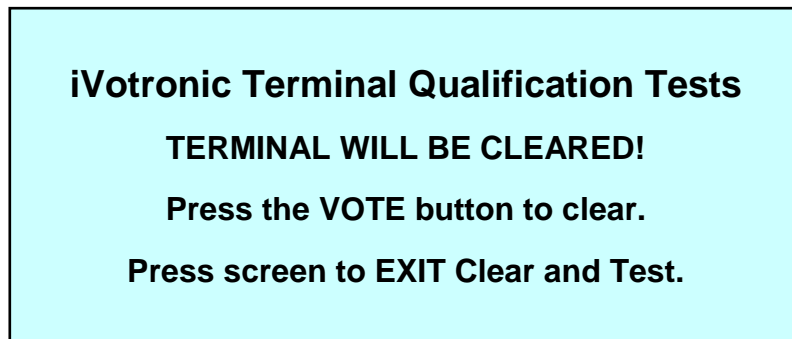
- 42. Select **Exit Menu** when finished changing passwords. The following screen will appear:



- 43. Press **Prepare Another PEB** to make additional Clear and Test PEBs. Press **Return to Menu** to return to the PEB Services Menu, or remove the PEB and power down.

To Clear and Test with a prepared PEB

- 44. Insert the Clear and Test PEB into the terminal that you want to clear. The clear and test password screen appears.
- 45. Enter the Clear and Test password for this PEB and press **OK**. The verification screen appears after you enter the correct password.



- 46. Press the VOTE button. The message "You may remove PEB. Terminal Clear and Test has started." appears. Remove the PEB.
- 47. The screen will display the following messages: "Testing and Clearing Memory Storage Areas. Erasing, Writing, Reading, Erasing Again, PASS." The message "Terminal Clear and Test Successful" appears when the process is complete. Press **OK** to power down the terminal.

Set Time and Date (on the blue terminals)

Remember - this is the current time and date, not the opening or closing time of your election.

- 48. Press the VOTE button while inserting a PEB. The Terminal Menu is displayed.
- 49. Select the **Setup and Configuration** option. Enter the Service Menu default password or your jurisdiction's custom password, and press **OK**.
- 50. Select the **Configure Terminal** option.
- 51. At the Configure Terminal Menu, select the **Set Time and Date** option.

Set Date and Time screen

Enter time in 24 hour format.

Press and hold to change value.

| | | |
|--|--|-------------------------------|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| 15:23:17 | 03/22/2003 | Friday |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> DONE |

Use Automatic Daylight Savings Time Correction

IN Daylight Savings Time

- 52. At this screen, check to see that the current date and time are displayed. Use the boxes above and below to set the date and time. Remember to enter in military time or 24-hour time.
- 53. If your jurisdiction adheres to Daylight Savings Time, make sure to select the **Use Automatic Daylight Savings Time Correction In Daylight Savings Time** box. Press Done.

NOTE: See Appendix C for Technical Bulletin PRBIVT0011 published January 23, 2007 regarding the Daylight Savings Time functionality.

- 54. Continue to set up the terminal in the Configure Terminal Menu, or remove the PEB and press the VOTE button to power down the terminal.

Set Vote Button Configuration

- 55. Access the **Configure Terminal Menu** by inserting a PEB while holding down the VOTE button. Choose the Set Up and Configuration Menu from the list.
- 56. At the Configure Terminal Menu, select **Set Vote Button Configuration**.
- 57. Select the option you want to hear when the VOTE button is activated. There are 4 pre-programmed configurations that may be selected, each with different tone On/Off times. Also, there is the availability of creating a configuration of your choice by selecting “User Configuration”. If this is selected you will be prompted to enter On and Off times (measured in milliseconds). At each prompt, enter your desire time in milliseconds and press OK.
- 58. Select Number of Repeats, and enter a number (up to 10).
- 59. You can listen to the selection by pressing Test.
- 60. When satisfied, press Exit. You will be returned to the Configure Terminal Menu. Continue to set up the terminal in the Configure Terminal Menu, or remove the PEB, and press the VOTE button to power down the terminal.

Selecting Progress Bars

The progress bars show the status of iVotronic operations during poll opening, poll closing and other file transfer operations.

- 61. Access the **Configure Terminal Menu** by inserting a PEB while holding down the VOTE button. Choose the Set Up and Configuration Menu from the list.
- 62. Press **Enable Progress Bar**. The Enable Progress Bars screen appears.
- 63. Press **Enable Bars** to activate enable bars. A red X appears in the box when you have enabled the progress bars.
- 64. Press Done. Continue to set up the terminal in the Configure Terminal Menu, or remove the PEB and press the VOTE button to power down the terminal.

NOTE: Using Progress Bars may have the effect of slowing down the poll opening and closing process on very large elections where many precincts are used on one terminal.

Preparing an ADA-equipped iVotronic Terminal for the Voter

ADA equipped iVotronic terminals are used by both ADA and non-ADA voters. A compact flash card must be inserted into the ADA terminal that contains the appropriate .wav files before the terminal is powered up. If a flash card is not present or inserted into the terminal, the ADA terminal cannot operate in the voice mode.

Enabling Audio Ballot

The audio ballot must be enabled on the ADA terminals before they can be used in this mode.

- 65. Access the **Configure Terminal Menu** by inserting a PEB while holding down the VOTE button. Choose the Set Up and Configuration Menu from the list.
- 66. At the Configure Terminal Menu, select **Enable Audio Ballot** option.
- 67. At the Enable Audio Ballot on unit screen, press the **Enable Audio Ballot** box. A red “X” will appear in the box.
- 68. Press **OK** to enable the audio ballot. The Configure Terminal Menu screen appears with the message, “Audio Ballot Enabled” in the system information at the bottom of the screen.
- 69. Continue to set up the terminal in the Configure Terminal Menu, or remove the PEB and press the VOTE button to power down the terminal.

Setting Volume

This option will be disabled (highlighted and marked with N/A) unless the Audio ballot has been enabled and a flash card with .wav files is installed.

- 70. Access the Configure Terminal Menu by inserting a PEB while holding down the VOTE button. Choose the Set Up and Configuration Menu from the list.
- 71. Select Set Volume.
- 72. Make sure the volume is set at least at 250 or greater. To test the setting, plug a headset into the ADA terminal, and press the TEST button.

NOTE: For headphones with an inline volume control, set the volume to the maximum so voters may adjust the volume to their own comfort level.

- 73. When satisfied with the volume, press EXIT. Continue to set up the terminal in the Configure Terminal Menu, or remove the PEB and press the VOTE button to power down the terminal.

Set Screen Backlight Timeout

For use only when external power supplied, set the backlight timeout for the number of minutes you want the Welcome screen (Splash Screen) to display before the terminal automatically powers down.

- 74. Access the **Configure Terminal Menu** by inserting a PEB while holding down the VOTE button. Choose the Set Up and Configuration Menu from the list.
- 75. Press **Set Screen Backlight Timeout**. The Adjust Backlight Timeout screen appears:

Adjust Backlight Timeout

Minutes = 3
Seconds = 0

- Up**
- Down**
- Set Default (3 Minutes)**

- 76. Press **Up or Down** to raise or lower the timeout interval in 30-second increments. Select from a timeout range of 30 seconds to 30 minutes or press **Set Default (3 minutes)** to change the timeout to three minutes.
- 77. Press **Save & Exit** to save the setting and return to the Configure Terminal Menu. Continue to set up the terminal in the Configure Terminal Menu, or remove the PEB and press the VOTE button to power down the terminal.

Enabling Real-Time Audit Log Printing

- 78. Access the **Configure Terminal Menu** by inserting a PEB while holding down the VOTE button. Choose the Set Up and Configuration Menu from the list.
- 79. Press **Enable Real-Time Audit Log Printing**.
- 80. Enter the default Override password or your jurisdiction's custom password and press **OK**.
- 81. The Enable RTAL screen appears: Press the Done box when finished.

Testing the Printer

Test the thermal printer in the Printer or Communications Pack before every election. Use the thermal printer on Election Day to produce zero tapes and polling place results reports.

- 82. Access the **Election Administration Menu** by inserting a PEB while holding down the VOTE button. Choose the Election Administration Menu from the list.
- 83. Attach the cable from the Communication Pack to the RS232 Connector on the back (top) of a supervisor or voter terminal.
- 84. Turn the Selector Switch on the Communication Pack to PRINTER and press the small black button on the printer until the green light becomes illuminated.
- 85. Press **Diagnostics** option.
- 86. Press the **Test Printer** option.
- 87. Select the type of printer used in your communications pack.
- 88. Press Update Printer Status option to show if printer is active. Status will display under screen title.

NOTE: Citizen Printer will always display the message, “Citizen Printer: Manually verify. Auto Sensing not supported.”

NOTE: This test does not guarantee that the current printer batteries will support the printer throughout the entire election. To ensure battery life, replace old batteries before each election, and turn the printer off when not in use.

- 89. Press **Print Test Line** to print a test line.
- 90. Press **Print Linefeed** to advance one line.
- 91. Press **Exit Menu** to return to the Test Printer Selections Menu.
- 92. Press **Exit Menu** to return to the Diagnostics Menu.
- 93. Press **Exit Menu** to return to the Election Administration Menu.
- 94. Press **Exit Menu** to return to the Terminal Menu.

Run an Election Test

The Logic and Accuracy Test option is only available on the Terminal Menu if the terminal has been Cleared and Tested. In addition, be sure to Clear and Test all terminals and Clear Supervisor PEB Vote Totals after any test so that the equipment is ready to use in the actual election.

There are 4 options available for testing the election.

Three automated Logic and Accuracy tests are available. Each of these tests automatically records votes for each candidate. The number of votes cast depends on the test you choose.

You can also run a manual election test manually by opening the terminals for voting, manually voting while keeping a tally of the votes, then closing the terminals and printing a results tape. Compare your manual tally with the results tape to verify tabulation.

L & A Vote for One Test

The total number of ballots cast for this test will be one greater than the number of candidates in the largest contest on the Ballot. In other words, if the largest number of candidates in a contest is six, seven ballots will be cast. One vote is recorded for each candidate (including write-ins) and one blank ballot is cast. For contests with less than six candidates, each candidate will still get one vote, one blank ballot is cast, and the remaining votes for that contest are recorded as under-votes.

- 95. Access the **Terminal Menu** by inserting a PEB while holding down the VOTE button.
- 96. Select the **Logic and Accuracy** option.
- 97. Enter the Service Menu default password or your jurisdiction's custom password.
- 98. Press **OK**.
- 99. Select the **L&A Vote for One Test** option. A screen is displayed indicating "Touch the VOTE button to continue" or "Touch the screen to cancel this test".
- 100. Press the VOTE button. The terminal executes the vote for one test and when complete, the message "Logic and Accuracy Test Finished" is displayed. Press the screen to continue ..."
- 101. Press the screen to return to the **Logic and Accuracy Tests Menu**.

102. Verify test results and accuracy using one of the following options:
- Select the **Display L & A Vote Totals** option.
 - Votes are collected.
 - The screen displays “View L&A totals now?” Press YES.
 - L&A totals will be displayed. Touch the screen to advance from page to page in the report.
 - When the “Report Finished” message appears, press the screen to return to the Logic and Accuracy Tests Menu.
 - Select the **Print L & A Vote Totals** option.
 - Votes are collected.
 - The screen displays “Print L&A totals now?” Press YES.
 - Instructions for preparing the Communications Pack will be displayed. Follow these instructions to connect the communications pack, and then press the Print button. Vote totals will print.
 - If you want to print another report, press YES when the “Do you want to print another?” message appears. Otherwise press NO, and you will be prompted to turn the Communication Pack off and press the screen to continue.
 - Press the screen again to return to the Logic and Accuracy Tests Menu.
103. Clear the test vote totals from the terminal by selecting the **Clear and Test Terminal** option. The message “TERMINAL WILL BE CLEARED! Press the VOTE button to clear. Press screen to return to Logic and Accuracy Menu” is displayed.

NOTE: You will not be able to exit the Logic and Accuracy Menu without clearing and testing the terminal.

104. Press the VOTE button. The message “Testing and Clearing Memory Storage Areas” appears, and the screen returns to the Logic and Accuracy Menu when the process is complete.
105. Regardless of which option you used to view or print your L & A test election results, you must clear those votes from the PEB. The detailed steps of this procedure are covered in Steps 143 - 146 of this checklist.

Automated Multi Vote Test

This test gives the first candidate one vote, the second candidate two votes, the third candidate three votes, and each successive candidate in a race one more vote. For instance, if the largest number of candidates in a contest is six, the iVotronic casts 22 ballots (1+2+3+4+5+6+ a blank ballot). The terminal records votes for each candidate including write-ins and casts one blank ballot. For contests with less than six candidates, each candidate will still get the appropriate number of votes with the remaining votes for that contest recorded as under-votes.

- 106. From the Logic and Accuracy Tests Menu, select **L & A Multi Vote Test**. A message with instructions “Touch the VOTE button to continue” appears.
- 107. Press the VOTE button. The message “Retrieving Ballot Data. Please Wait. You will be notified at completion” appears. The terminal executes the Multi Vote test and the message “Logic and Accuracy Test Finished. Press screen to continue” appears.
- 108. Press the screen to return to the Logic and Accuracy Test Menu.
- 109. Verify test results and accuracy using one of the following options:
 - Select the **Display L & A Vote Totals** option.
 - Votes are collected.
 - The screen displays “View L&A totals now?” Press YES.
 - L&A totals will be displayed. Touch the screen to advance from page to page in the report.
 - When the “Report Finished” message appears, press the screen to return to the Logic and Accuracy Tests Menu.
 - Select the **Print L & A Vote Totals** option.
 - Votes are collected.
 - The screen displays “Print L&A totals now?” Press YES.
 - Instructions for preparing the Communications Pack will be displayed. Follow these instructions to connect the communications pack, and then press the Print button. Vote totals will print.
 - If you want to print another report, press YES when the “Do you want to print another?” message appears. Otherwise, press NO and you will be prompted to turn the Communication Pack off and press the screen to continue.
 - Press the screen again to return to the Logic and Accuracy Tests Menu.
- 110. Clear the test vote totals from the terminal by selecting the **Clear and Test Terminal** option. The message “TERMINAL WILL BE CLEARED! Press the VOTE button to clear. Press screen to return to Logic and Accuracy Menu” is displayed.

NOTE: You will not be able to exit the Logic and Accuracy Menu without clearing and testing the terminal.

- 111. Press the VOTE button. The message “Testing and Clearing Memory Storage Areas” appears and the screen returns to the Logic and Accuracy Menu when the process is complete.
- 112. Regardless of which option you used to view or print your L & A test election results, you must clear those votes from the PEB. The detailed steps of this procedure are covered in Steps 143 – 146 of this checklist.

Vote Selected Ballot Test

This test allows you to select the candidates that get votes and the number of ballots cast. Record your votes as you select candidates, so you can compare these numbers to the printed results.

- 113. From the Logic and Accuracy Tests Menu, select **L & A Vote Selected Ballot Test**. A message with instructions “Touch the VOTE button to continue” appears.
- 114. Press the VOTE button. The message “Retrieving Ballot Data. Please Wait. You will be notified at completion” appears. If you are testing a bitmap ballot the message “Loading Bitmaps for Test Vote, Please Wait” appears. The Set Number of Ballots to Cast screen appears after the terminal retrieves the ballot data.

Set Number of Ballots to Cast.

Total =0

| | Thousand | Hundred | Ten | One |
|-----|-------------------------------|--------------------------|--------------------------|--------------------------|
| Up. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dn. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> Done | | | |

Please press the appropriate box to set each digit of the number
Press the Done box when finished.

- 115. Press the Up and Down boxes to select the number of ballots you want to cast. Press Done when Total equals the number of ballots you want to cast.
- 116. Select the ballot that you want to test from the ballot selection screen. If only one ballot is present on the PEB, the terminal will retrieve it automatically. The message “Please remove Supervisor PEB” appears.
- 117. Remove the PEB, select a language if necessary, and the ballot appears.

- 118. Vote the ballot and press the flashing VOTE button when you are finished. The message “Casting Logic and Accuracy Ballots, Ballot X” appears where X is the number of the ballot the terminal is currently processing.
- 119. Replace the PEB if the terminal message indicates such. “Press Screen to continue” appears. Press the screen to return to the Logic and Accuracy Test Menu.
- 121. Verify test results and accuracy using one of the following options:
 - Select the **Display L & A Vote Totals** option.
 - Votes are collected.
 - The screen displays “View L&A totals now?” Press YES.
 - L&A totals will be displayed. Touch the screen to advance from page to page in the report.
 - When the “Report Finished” message appears, press the screen to return to the Logic and Accuracy Tests Menu.
 - Select the **Print L & A Vote Totals** option.
 - Votes are collected.
 - The screen displays “Print L&A totals now?” Press YES.
 - Instructions for preparing the Communications Pack will be displayed. Follow these instructions to connect the communications pack, and then press the Print button. Vote totals will print.
 - If you want to print another report, press YES when the “Do you want to print another?” message appears. Otherwise, press NO and you will be prompted to turn the Communication Pack off and press the screen to continue.
 - Press the screen again to return to the Logic and Accuracy Tests Menu.
- 121. Clear the test vote totals from the terminal by selecting the **Clear and Test Terminal** option. The message “TERMINAL WILL BE CLEARED! Press the VOTE button to clear. Press screen to return to Logic and Accuracy Menu”, is displayed

NOTE: You will not be able to exit the Logic and Accuracy Menu without clearing and testing the terminal.

- 122. Press the VOTE button. The message “Testing and Clearing Memory Storage Areas” appears and the screen returns to the Service Menu when the process is complete.
- 123. Regardless of which option you used to view or print your L & A test election results, you must clear those votes from the PEB. The detailed steps of this procedure are covered in Steps 143 - 146 of this checklist.

Manual Test Vote

- 124. On a BLUE voter terminal, insert the Master PEB.
- 125. Follow the instructions on your Poll Worker Checklist to open the polls, but it will not be necessary to print a Zero Tape.
- 126. After the terminal is open for voting, insert a Supervisor PEB, vote, and press the VOTE button. Do this several times, keeping a tally of your votes to check with the Totals Tape for accuracy. (ES&S recommends you develop a script of ballots to cast for easier tracking.)
- 127. When finished voting, you will need to force-close the polls by inserting the Master PEB while pressing the VOTE button. The Terminal Menu is displayed.
- 128. Select the Election Services option. Enter the Service Menu default password OR your jurisdiction's custom password and press OK.
- 129. Select Close Terminal Early. A question will be displayed, "Do you want to close the terminal early? Press Yes.
- 130. When prompted, enter the Override default password OR your jurisdiction's custom password and press OK.
- 131. Votes will be collected to the PEB, please wait. The next screen will prompt you to remove the PEB. Remove the PEB. If a flash card is installed, the audit data will be copied to the flash card.
- 132. When closing and data collection is complete, the screen will prompt to "Touch the screen to exit". Touch the screen and the terminal will power down.

NOTE: If more than one voter terminal was used for this test election, each voter terminal must be closed using the Master PEB.

Print the Results

NOTE: If using iVotronic version 9.1.7 or 9.2.0 with combined reporting functionality, proceed to Appendix D for printing instructions.

- 133. Take the terminal and the Master PEB and place on a hard, flat surface along with the Communications Pack. Connect the Communications Pack to the terminal.
- 134. Insert the Master PEB in the terminal. The terminal will display 2 print options. Regardless of how many terminals you used in this manual test, press the box next to "Print polling location results tape now?" Instructions for the communications pack will be displayed.

- 135. Turn communication pack selector switch to PRINTER.
- 136. Press and hold the small black button on the printer until the green light turns on.
- 137. Press the PRINT button on the iVotronic screen to print the Totals Tape.
- 138. When the predetermined number of tapes has printed, the screen will ask, “Do you want to print another?” Answer appropriately. When finished, select NO.
- 139. Press Done on the following screen. Follow on-screen instructions.
- 140. If your election is coded to transmit results via modem, press CANCEL on the “Modem Report” screen.
- 141. The message, “Do you want to re-collect this terminal” is displayed. Press No. You will be prompted to remove the PEB. The terminal will power down.
- 142. Verify the results tape with your manual tally.

Clearing and Testing the Terminals after the manual test

- 143. Follow the instructions for Clearing and Testing Voter Terminals in this checklist starting at Step 7, using Scenario #2.

Clearing Vote Results from PEB's

(Only PEB's used to collect the votes from the terminals through automated or manual tests)

- 144. On either the Red Supervisor Terminal or the Blue Voter Terminal, access the **Election Administration Menu**.
- 145. At the Election Administration Menu, select PEB Services.
- 146. Select **Clear Supervisor PEB Vote Totals**. This clears out vote totals without deleting the ballot stored in the PEB.
- 147. “Clear ALL votes stored on this PEB?” is displayed. Press Yes.
- 148. When finished, touch the screen to continue. Take out the PEB and either put in another PEB to be cleared, or press the VOTE button to power down the terminal. Do this for all PEBs used to collect votes for testing.

LOCKING THE TERMINALS

This feature is typically only used for Early Voting and is not used on Election Day terminals. It is shown in this “Operations Checklist” because the procedure involves passwords that are not typically given to poll workers.

Locking the Terminals - Early Voting

On a terminal that is open for voting:

- 149. Press the VOTE button while inserting the PEB. The Terminal Menu is displayed.
- 150. Select **Lock Terminal**. The Lock Terminal password screen is displayed.
- 151. Enter the Lock/Unlock default password or your jurisdiction’s custom password and press **OK**.
- 152. The terminal will display, “Please remove PEB. Terminal Locked for Voting”. Remove the PEB.

Unlocking the Terminals

- 153. Insert the PEB into the voting terminal. A message will appear “This terminal is locked for Voting. Touch screen to Unlock”.
- 154. Touch the screen. The Unlock Password screen appears.
- 155. Enter the Lock/Unlock default password OR your jurisdiction’s custom password and press **OK**.
- 156. The message “Please remove PEB. Terminal is now open for Voting” is displayed.

Election Day – Poll Worker’s Checklist

Go to the **Election Day -Poll Worker’s Checklist** for setting up the voting booths, opening polls, voting, closing polls, and modeming vote totals before going to the next section below. When finished with the Election Day Checklist, return to this checklist for instructions detailed the Post Election Reporting.

APPENDIX A

Calibrating the iVotronic Touch Screen

1. Press the VOTE button while inserting a PEB. The Terminal Menu is displayed.
2. In the middle of the Terminal Menu, highlighted in blue, the terminal displays, “Press the VOTE button to calibrate the screen.” Press the VOTE button.
3. The next screen confirms you want to calibrate the screen. Either “Press the VOTE button to calibrate the screen.” or “Touch the screen to skip calibration.” Press the VOTE button.
4. To begin calibrating the screen press the X in the box displayed in the upper left hand corner of the screen. This target will move around the outside and middle of the screen to help triangulate the calibration of every area of the touch screen. There are a total of 20 targets to press.
5. When complete, the final step allows the user to test the calibration by having the user touch any area of the screen and X will appear under the user’s finger or stylus. If the X does not appear under the touch, recalibrate the screen.
6. When complete, the screen will display the choice to “exit and save the calibration, touch the X in the box” or to “press the VOTE button to exit without saving”.
7. You are returned to the Terminal Menu.
8. Power down the iVotronic terminal.

Test Ballot Calibration

To test the calibration of the touch screen, press the TEST BALLOT CALIBRATION option on the Terminal Menu.

A test ballot will appear. Press the boxes to validate the voters actions will result in a mark in the box.

To Exit, press the VOTE button.

NOTE: This is a test ballot only and has no impact on test or Election Day results.

APPENDIX B

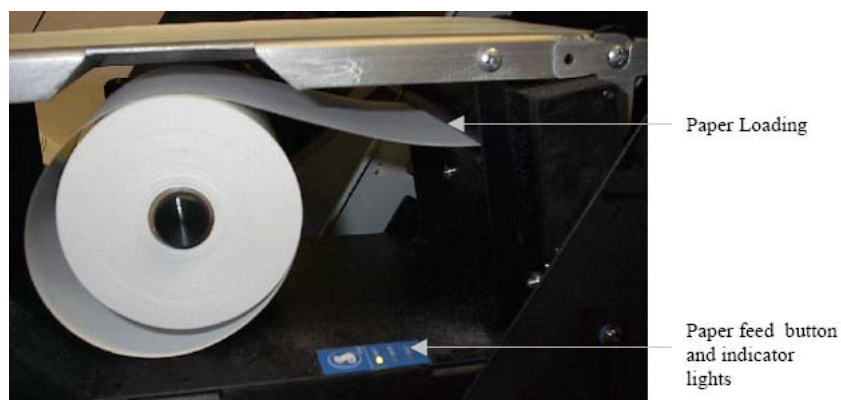
Changing the Real Time Audit Log (RTAL) Printer Paper

When the RTAL equipped iVotronic/booth runs out of paper, the iVotronic will stop operations until the paper is replaced correctly. To change the RTAL paper:

1. Insert the key into the RTAL printer lock on the back of the terminal booth.
2. The RTAL door will open. Inside you will see a gold/yellow handle that reads, "PULL TO RELEASE." Pull the handle down. The printer door will open downward.
3. To remove the take-up spindle, push down on the metal spring axle caddies on both sides of the spindle and the spindle will release toward you.

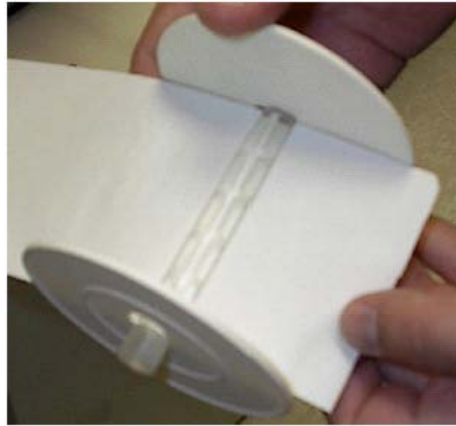
NOTE: Pay attention to the orientation of the paper on the spindle roll, as this is the same way a new roll will need to be inserted for the RTAL to print correctly.

4. Handle and store the paper roll in accordance with your jurisdiction regulations and directions.
5. Remove the empty cardboard roll from the printer roller by gently pressing down on the metal spring clip on the end of the printer roller.
6. With the new thermal paper roll, you will receive a new black plastic spindle. Remove the spindle and assembled by connecting both guide disks to the axle. Set the spindle aside for now.
7. Take note of the paper orientation instructions below the printer roller. The orientation is crucial to successful printing functionality. The paper must come from over the top of the roll and feed into the rollers.



8. Place the new roll of paper on the printer roller and feed into the mouth of the RTAL printer. A sensor inside will detect the paper and will automatically begin feeding the paper through the printer.
9. Approximately 30-40 inches of paper will advance for the positioning on the printer and attaching to the take-up spindle.

- 10. Feed the paper through the center slot in the take up spindle axle. The take up spindle will need to be oriented so the axle gear aligns with the right side of the RTAL printer.



- 11. Snap the take up spindle into the metal spring axle caddies.
- 12. At the top left corner of the RTAL printer, you will see a yellow slack-adjuster lever. Press this lever away from you and the RTAL will begin taking up any paper slack in the take up spindle.
- 13. Close the RTAL printer by lifting it back into place until it locks behind the gold/yellow handle.
- 14. Close the RTAL door and lock it with a key.
- 15. If a ballot was in progress, the ballot will need to be cancelled by the Poll Worker for Printer Failure. The Election Day Checklist has the steps to cancel a ballot.
- 16. The Poll Worker will then need to initialize another ballot for the voter to cast their ballot.

NOTE: ES&S recommends beginning each election with a new roll of RTAL printer paper. The thermal paper is available from ES&S at 877-377-VOTE (8683), Option 4-Orders.

APPENDIX C

iVotronic Terminals Will Not Process Daylight Saving Time Settings Correctly Starting in 2007

Technical Bulletin: PRBIVT0011
Date: January 23, 2007
Product Name: iVotronic
Version: All

Problem:

New 2007 Daylight Saving Time (DST) rules that go into effect in March have not yet been implemented on iVotronic terminals. Federal law modified “daylight saving time” (DST) in 1986 to be the first Sunday in April to the last Sunday in October. Starting in 2007, DST will be observed from the second Sunday in March (2 A.M., March 11, 2007) to the first Sunday in November (2 A.M., November 4, 2007), adding four weeks to the DST period.

Because the iVotronic adjusts for DST using the 1986 rules, the beginning and ending dates will be incorrect. Manual adjustments of the clock are required for these systems to properly reflect the date and time.

Workaround:

Disable the daylight saving time option on the iVotronic terminal and manually change the time as defined by the new 2007 rules. Manually monitor the date and time functions to meet the new start/end rules.

Be aware of the dates for these changes in order to manually make adjustments to the clock in each unit for elections during these times. Additionally, be aware of instances where early voting dates may cross over daylight saving the changes. NOTE: if there are no elections or early voting during the time period between the old setting and the new setting (march 11 through April 1 and October 28 through November 4 in 2007), you can choose not the change terminal settings and ignore the fact that the clock will be off by one hour. Be sure that clocks are correctly set for Election Day and Early Voting use so that all log entries record and print the correct time and date and that poll opening and closing times in the election definition are correctly interpreted. Note: Some areas, such as Arizona, do not implement DST.

You can set the date and time on iVotronic terminals using the buttons on the front of the terminal.

Check the internal data and time settings on your iVotronic terminals to ensure accurate time stamping for your election reports. The iVotronic terminal also checks the current date and time when a poll worker attempts to close the terminal to make sure that the correct poll closing time has passed. The internal clock of the terminal tracks the current time, and the supervisor PEB contains the poll closing time. Once the current time is past the programmed poll closing time. Once the current time is past the programmed poll closing time, the terminal will present the option to close the polls every time a poll worker inserts a PEB.

APPENDIX D

USING THE M100 EQUIPMENT TO PRINT COMBINED REPORTS

This functionality is for iVotronic version 9.1.7.0 and 9.2.0.0 only.

Zero Report

If you plan to use combined Results between iVotronic PEB and Model 100, you will need to print a combined Zero Tape report for both machines utilizing the printer in the Model 100 Optical Scanner. Below are the instructions for printing the Zero's Report and Results Report using the Model 100 equipment.

1. On the Model 100 Optical Scanner, turn the key to the OPEN/CLOSE POLL position, waiting for the machine to initialize.
2. When the screen displays, S-MODE ELECTION CARD INSERTED. OPEN POLLS NOW? select YES.
3. The screen will then display, S-MODE OPENING POLLS. Turn Key switch to the VOTE position.
4. The screen will then display, PLEASE CONNECT THE PEB READER. THEN INSERT THE SUPERVISOR PEB.
5. Connect the PEB reader to the COM port on the Model 100 (front access door) and into a power source.
6. Insert the supervisor PEB programmed for the election into the PEB reader.
7. Select CONTINUE on the Model 100 screen. It will indicate that it is reading the information from the Supervisor PEB.
8. A combined Model 100 Optical Scanner and iVotronic Touch Screen Zero Tape report will be generated; it will print from the Model 100 Optical Scanner printer.
9. After the report is generated, the Model 100 Optical Scanner will respond with a message reading, GENERATE ADDITIONAL ZERO TAPE REPORTS? and you will be given a YES or NO option. Select accordingly to county procedures.

NOTE: Before making a YES selection for an additional report, you must remove the Supervisor PEB from the PEB Reader and then re-insert it. Press CONTINUE. This must be done for each copy needed.

10. Have the appropriate election official(s) sign the Zero tape(s), and store according to jurisdiction procedures.
11. Remove the Supervisor PEB from the PEB Reader when the INSERT BALLOT screen appears on the Model 100.
12. Disconnect the PEB Reader from COM Port on Model 100 Optical scanner.
13. Continue with section iVotronic Terminal Ballot Initialization Instructions.

Totals(Results) Report

If you're using the combined reports for the iVotronic and Model 100, you will follow the steps listed in this section.

1. Proceed with Model 100 Optical Scanner, making sure that all the ballots have been counted and processed.
2. Turn the key from the VOTE position to the OPEN/CLOSE POLL Position. Select CLOSE POLLS.
3. Connect the PEB Reader to the Model 100 Optical Scanner by inserting the Serial Port cord into COM Port One in front access door of Model 100. Also plug the PEB Reader into a power source.
4. Insert the Supervisor PEB into the PEB Reader.
5. The display on the Model 100 will offer two options: CONTINUE or CANCEL. Select CONTINUE.
6. The display will show CONNECTING TO PEB READER.
7. A combined Model 100 Optical Scanner and iVotronic Touch Screen Results Totals Tape report will be generated; it will print from the Model 100 Optical Scanner printer.
8. After the report is generated, the Model 100 Optical Scanner will respond with a message asking if you would like to print additional Results Total Tape reports and you will be given a YES or NO option. Select accordingly based upon county procedures.

NOTE: Before making a YES selection for an additional report, you must remove the Supervisor PEB from the PEB Reader and then re-insert it. Press CONTINUE. This must be done for each copy needed.

9. Have the appropriate election officials sign on the results tape. Take the Totals Tape, the Zero Tape and the Master PEB and follow the county's directions for delivery to Election Central.
10. Turn off the Model 100 Optical Scanner by turning the key to the OFF position.
11. Remove the Supervisor PEB from the PEB Reader.
12. Disconnect the PEB Reader from the Model 100 Optical Scanner and place it back in case.

APPENDIX E

Closing the Terminal Early

This procedure is not intended for, or recommended to be used by poll workers, as it requires a secure password. When necessary, this should only be performed by election staff and/or trainers.

1. Access the Terminal Menu by inserting the Master PEB while pressing the VOTE button. The Terminal Menu is displayed.
2. Select the Election Services option. Enter the Service Menu default password OR your jurisdiction's custom password and press OK.
3. Select Close Terminal Early. A question will be displayed, "Do you want to close the terminal early?" Press Yes.
4. When prompted, enter the Override default password OR your jurisdiction's custom password and press OK.
5. Votes will be collected to the PEB, please wait.
6. The next screen will prompt you to remove the PEB. If a flash card is installed, the audit data will be copied to the flash card.
7. When closing and data collection is complete, the screen will prompt to "Touch the screen to exit". Touch the screen and the terminal will power down.

APPENDIX F

Post Election Audit Trail Collection Options

If a Flash Card is present in a terminal at Poll Closing, the Audit Data is automatically collected. If the jurisdiction wants to retrieve the audit trail from each of their blue voter terminals at some point after the election, one of these options can be used: A) load to a compact flash, or B) Upload to a PC. Follow either A or B.

A-(1) Preparing and Using a PEB for Compact Flash Audit

This procedure allows a PEB from the polling location to be prepared to automate the process of collecting the Audit data to a compact flash card.

NOTE: Once a PEB has been prepared in this manner, it can no longer be used to initialize a ballot for this election.

1. Use a Supervisor PEB without vote totals on it to activate the Terminal Menu on a Supervisor terminal. Press the Election Administration Menu and enter the password when the password screen appears. The Election Administration Menu will appear.
2. Press PEB Services. The PEB Services Menu appears.
3. Press Prepare PEB for Compact Flash Audit. A verification message appears with the question "Prepare PEB for COMPACTFLASH audit collection?"
4. Press Yes. When the process is complete the message "PEB prepared for COMPACTFLASH audit collection" appears. Press the screen to return to the Election Administration Menu. Remove the PEB and press the VOTE button to power down.

Using the prepared PEB for Compact Flash Audit

5. If the terminal to be collected does not already have a compact flash card installed, install a compact flash in the slot at the top of the unit.
6. Insert the prepared PEB in the terminal.
7. The terminal will display: "Checking for Compact Flash".
8. Once found, the terminal will display: "Storing Audit Data\adt\Vxxxxxxx.EBN, where the X's will indicate the serial number of the terminal being collected. The file being collected is a compressed and encrypted binary file.
9. When completed, you will be prompted to remove the PEB, and the terminal will power down.
10. You may remove the flash card.

A-(2) Capturing Election Audit Data to Compact Flash

If you do not want to use a “Prepared PEB” for the Compact Flash Audit, but want to upload manually to a compact flash, then perform the following steps:

NOTE: You must insert Compact Flash BEFORE initializing the iVotronic.

- 11. Use a Supervisor PEB to activate the Terminal Menu on a Voter terminal. Press the Election Administration Menu and enter the password when the password screen appears. The Election Administration Menu will appear.
- 12. Select Upload Data
- 13. Select Upload Audit Data to Compact Flash
- 14. The screen will display “Checking for compact Flash”.
- 15. Once found, the terminal will display “Storing Audit Data\adt\VXXXXXXXX.EBN, where the X’s will indicate the serial number of the terminal being collected. The file being collected is a compressed and encrypted binary file.
- 16. When completed, you will be returned to the Upload Data Menu. Remove the PEB and press the VOTE button to power down.
- 17. When the terminal is powered down, you may remove the flash card.

Preparing PEB for Serial Audit

This procedure allows a PEB from the polling location to be prepared to automate the process of collecting the audit data through a serial connection to the reporting Computer running ERM (Election Reporting Manager).

NOTE: Once a PEB has been prepared in this manner, it can no longer be used to initialize a ballot for this election.

- 18. Use a Supervisor PEB without vote totals on it to activate the Terminal Menu on a Supervisor terminal.
- 19. Press Election Administration. Enter the Election Administration password. The Election Administration Menu appears.
- 20. Press PEB Services. The PEB Services Menu appears.
- 21. Press Prepare PEB for Serial Audit.
- 22. A verification message appears with the question “Prepare PEB for Serial audit collection?”
- 23. Press Yes. When the process is complete the message “PEB prepared for serial audit collection” appears. Press the screen to return to the Election Administration Menu. Remove the PEB and press the VOTE button to power down.

Uploading Terminal Audit Data

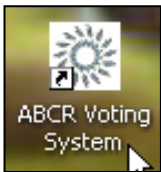
Take the Prepared PEB to a blue voter terminal that has been connected to a PC with Election Reporting Manager running and the special menu items selected.

- 24. Insert the prepared PEB.
- 25. Follow the instructions on the screen:
 - Connect the serial cable to the PC
 - Prepare PC to accept Audit Trail Data Upload
 - Press Vote button to proceed with upload, or Press screen to skip upload
- 26. Connect the voter terminal to the PC by plugging one end of the serial cable into the back of the iVotronic and the other end into a COM port on the computer.
- 27. Prepare the computer and perform procedures according to ERM checklists for serial audit collection.
- 28. The remaining terminals can be connected to the computer and the audit data uploaded from the same computer screen.

APPENDIX G

Automated Barcode Reader/Scanner

The Automated Barcode Reader (ABCR) is a scanner that audits and counts the printout generated by the iVotronic RTAL printer. The ABCR scanner interfaces with ABCR software installed on a PC to generate reports based upon the scanned barcodes from the RTAL printout. Use the information in this manual to set up the ABCR scanner, install its software, view reports based upon scanned RTAL printout ballot barcodes, and troubleshoot errors and problems that may arise from use of both the scanner and its software.



Installation of the ABCR Software

- Install the software from the CD. Use all default settings.
- Open the software on the PC.

Operation of the ABCR Scanner

There are three steps to operations of the scanner:

- Connect to a power source
- Connect to a PC
- Load and scan the RTAL Printout

Connecting the Power and PC

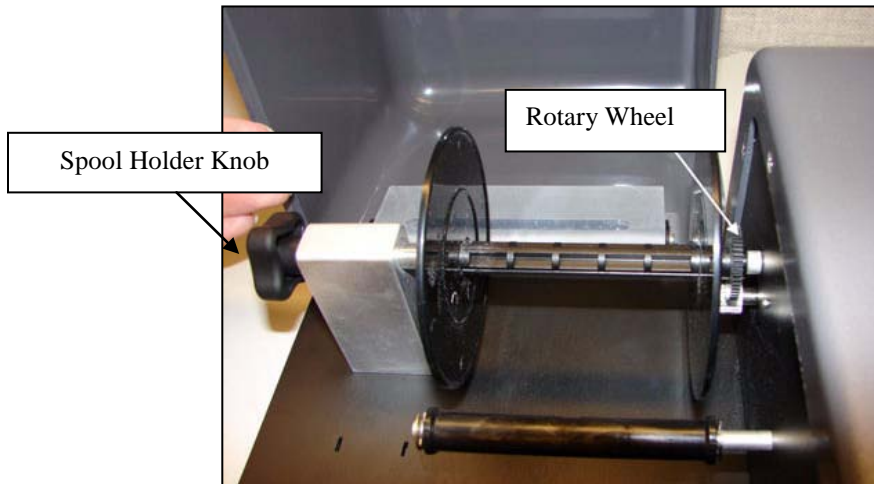
- Connect the ABCR Scanner to the power source. Upon connection, the scanner will perform a self test and then the **Mode** and **Power** lights will remain lit.
- Connect the scanner to a PC using the USB cord provided. Once connected, the **Error** light will be illuminated indicating the scanner is ready for use.



Loading the RTAL Printout

- 1. Lift the lid on the ABCR Scanner.
- 2. Pull out the spool holder knob and insert an empty spool.
- 3. Release the spool holder knob so the rod snaps into the center of the empty spool.

NOTE: Make sure the side of the empty spool with the black rotary wheel is facing the closed panel of the scanner.

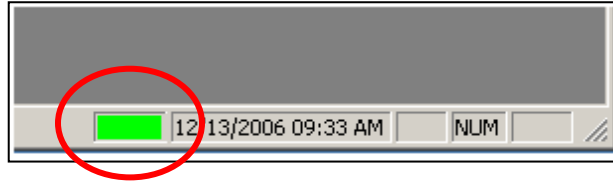


- 4. Pull out the second spool holder knob and insert the RTAL printout to be scanned. Be sure the paper comes from under the roll so the bar code printout is facing up.
- 5. Thread the RTAL printout under the black rollers and over the top of the bar code reader.
- 6. Feed the paper edge through the empty spool. Press Forward or Reverse button to secure the paper on the spool.

Scanning the RTAL Printout

- 7. Verify the ABCR scanner is communicating properly with your PC by checking the status marker at the bottom of the main Automated Barcode Reader window of the ABCR software.

Green indicates successful communication
Gray indicates no connection or communication.
Red indicates an error.



- 8. Press the Mode button until the **AUTO** light is lit.
- 9. Press either the **FORWARD** or **REVERSE** button to begin scanning. Scanning will automatically continue until the spool is empty.

NOTE: RTAL Printouts can be scanned from either spool holder. Use Forward to scan RTAL printouts loaded on the front spool to the empty spool in the rear and use Reverse if the spool is loaded on the rear spool with the empty spool in the front.

- 10. Remove the scanned printout and spool from the ABCR Scanner and store according to your jurisdiction procedures.

See the System Operations Procedures for error code information and descriptions.

Viewing Scanned Information

The ABCR application window enables you to view the barcode data scanned by the scanner. There are four options accessible from the Show Window option. Each option displays a report of specific scanned barcode data.

- ◆ **SHOW VOTING SESSIONS**

The Show Voting Sessions window displays a report of each ballot from the scanned RTAL printouts. Races and issues and how they were voted are listed on the report for each ballot.

- ◆ **SHOW TERMINAL SUMMARY**

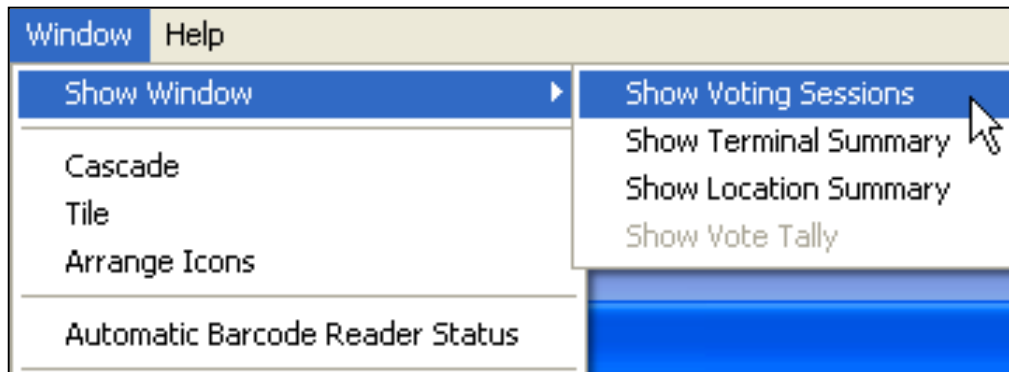
The Show Terminal Summary window displays a report of all the RTAL printouts from a single iVotronic terminal. All of the races and issues from all of the ballots on those printouts are listed with tallies of how the races and issues were voted.

- ◆ **SHOW LOCATION SUMMARY**

This option is currently not available.

- ◆ **SHOW VOTE TALLY**

The Show Vote Tally window displays a report of all the races and issues from all barcodes scanned by the ABCR scanner. Tallies of how the races and issues were voted are listed. Unlike the Terminal Summary, the Show Vote Tally is not limited to a single iVotronic terminal.



Managing the .ess File(s)

Upon completion of scanning an RTAL printout, the ABCR scanner generates an .ess file on your PC. This file contains the barcode data report that can be viewed with the Application window options. Manage these files through the FILE option on the application.

SAVE

You can save scanned RTAL printout barcode data that appears on an application window. Your application file is saved automatically to the Automatic Barcode Reader folder on your PC's hard drive.

Multiple RTAL printouts that are scanned on the same ABCR scanner are combined into a single .ess file. RTAL printouts scanned on multiple ABCR scanners are saved in separate .ess files. Saved files can be opened and viewed later.

When a file is saved, the letter S will automatically appear at the beginning of your file name. The letter S indicates that a spool ABCR scanner was used to scan the barcodes.

OPEN

You can open an .ess file after you save it. Select the **Automatic Barcode Reader** folder from the **Look in** list and click the .ess file to highlight it.

Click **Open**. The RTAL printout data from the file appears in the Voting Sessions window of the main ABCR window. From this window you can view the scanned RTAL printout barcode data.

PRINT

Use the Print, Print Preview and Print Setup choices to manage and print the file.

EXPORT

The Export option enables you to save the content of the current active window to a Microsoft Excel Comma Separated Value File. The saved file has a .csv extension and is a text file that can be opened by Microsoft Office Excel or any text editor.

CLOSE

After working with an application file, you can close it.