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IVOTRONIC (ADA and Voters) CHECKLIST
Preparation through Public Test
REPRODUCE FOR EACH IVOTRONIC

Serial Number ____________________________
Machine Assigned to: Precinct # ________________ or Early Voting __________

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PHASE 1: PREPARATION

SET UP ERM WITH THE NEW ELECTION DEFINITION:

The following steps should be completed as soon as possible after receiving your election information from the programmer.

1. Take the disk received from the programmer and insert into the specified computer drive. This disk will contain an executable zip file that will populate your "elecdata" folder. Follow the directions given by Casto & Harris for loading the software. If it asks you which folder to download to, select the C drive.

2. To confirm the "elecdata" has been populated, click START in the bottom left hand corner of your computer screen.

3. Click on My Computer. Double click on "C" Drive

4. Double click the "elecdata" folder to open it. Confirm that the folder and all related files for this election are present. The folder and the files will be named in the following manner, 8PWWYOUR (2008, Primary, West Virginia, Your county). After confirming the files are present, click on the “X” in the top right hand corner of window to close this file.

5. Double click on the ERM desktop icon to open the program, click on OK at the bottom of window to accept the agreement.

6. Select the Election Menu, click CHANGE, double click the desired election name and click OK.

7. Verify your groups are setup properly by choosing the Miscellaneous Menu Option and clicking on the Add/Change Groups option.

8. You are now in the Add/Change Groups menu. If groups are correct, Click OK. If changes are needed, make the changes as follows: Type “Early/Absentee” on Line 2 by the Group Description Column; choose “VTR” in the Equip drop down box. Type “Election Day” on Line 3 and choose “VTR”. Continue with each additional group that you wish to set up (such as a “Canvass” group for canvass day). Click on the “create this group” box for each group created. Click OK. (Line 1 will always be your election totals (the sum of all individual groups).

*Pay no attention to the “absentee group” column. It is obsolete*

It is recommended that you NOT create a separate group for provisionals and that provisional/coded/challenged ballots are included with election day results. This is to best maintain the anonymity of every voter.
PHASE 1: PREPARATION cont’d.

CLEAR ERM OF ANY TESTING DATA:
(Confirms there is no data stored in ERM.)

1. Select Update Menu, select Reset Counted Precincts, select Zero All Precincts, and click OK.

2. Specify available groups (it should be the groups created during the Setup phase of ERM process), click on each group to select, then click OK.

3. You will receive a Reset Counted Precincts box with the following warning “Reset will affect entire results file”, click OK.

4. Reset Counted Precincts box will appear, click OK.

5. From the Tabulators Menu, select iVotronic-DRE, select Clear Audit Data, select both “Clear Voting Terminal Audit Data” and “Clear Consolidated Audit Data”, and click OK. When the Clear Audit Data box appears, click Yes, then click OK.

6. From the Tabulators Menu, select iVotronic-DRE, select Clear PEB Data. When the Clear PEB Data box appears, click YES, then click OK.

7. From the Tabulators Menu, select iVotronic-DRE, select Clear Coded Ballots Files. When the Clear Coded Ballots Files box appears, click YES, then click OK.

REVIEW ZERO REPORT:

1. Select Report Menu option, select Election and then select Summary.

2. Under the Selection tab, click ALL and change Output Destination to DISK, click OK.

3. When Print Election Summary box appears, click OK.

4. Highlight the report that you wish to view. Click DISPLAY. Or you can double click on the report you wish to review.

**Should you desire to print this report for your records, highlight report and click PRINT**

**At this time you can delete any existing reports simply by highlighting the report that you wish to delete and clicking DELETE**
5. Review report to confirm it is all zeros. If it is not all zeroes, repeat Clear ERM of Any Testing Data procedures (see page 6). Close report by clicking on “X” at the right hand of the screen. If unable to get cleared of data, contact your programmer.

6. After reviewing all reports, click CANCEL to exit reporting system.

**FORMAT REPORTS:**

Select the Report Menu, select the report that you want to format. You will need to format each report style that you will use during the election.

**Selection Tab:**

- **All:** Select “All” to generate election information for all of your contests and precincts.
- **Contest/Precinct:** Select “Contest/Precinct” to generate election information for specific contests or precincts.

To select a specific contest or precinct:
1. Type a contest sequence number in the contest field or click Contests to select from a list of available contests.
2. Type a precinct identification number in the precinct field or click Precincts to select from a list of available precincts.

- **File:** Select “File” to generate a report from an existing election file. Select an available file from the list or create a new file by using save as. This will create a custom report under the default list that will update automatically; it will not need to be recreated from scratch every time it is needed.
- **Output Destination:** Select an output destination for your report:
  - **Disk:** to display the results on the screen
  - **Printer:** to print the results to the default printer
  - **Internet:** to create an HTML file that can be loaded to the internet

**Headings Tab:**

*Please note:* You will need to complete the following steps for every report that you wish to create.

- **Canvass Center Heading:** This will display in the report header. Usually this includes the county name, election type and date of election. (i.e. Your County, General Election, November 7, 2006)
- **Canvass Left Edge Heading:** It is recommended to not change the default heading.
PHASE 1: PREPARATION cont’d.

- **Line No.** Indicates the line on which the left and right headers will appear on the report.
- **Canvas Right Edge Header:** This is the recommended place to add “UNOFFICIAL” on your reports until the time you are ready to make the reports official.
- **Reporting Group:** This shows what groups will appear in the report. It is recommended to not change the default groups.

After entering desired information, click APPLY.

**Options Tab:**

*Please note:* you will need to complete this step for every report that you wish to create and not all options are available for every report.

- **Include over/under:** Select include over/under to include over-vote and under-vote totals in your report.
- **Include time/date stamp:** Select include time/date stamp to include the time and date that your report is generated at the top left of the first page of your report.
- **Include page number:** Select include page number to include page numbers on your report.
- **Include precincts reported:** Select include precincts reported to include the number of precincts counted on your report. For example, when results for 42 precincts are tallied in a jurisdiction of 82 precincts, the message “42 or 82 precincts counted” appears on the report.
- **Print totals only (no detail):** Select print totals only (no detail) to display your election totals without including additional information, such as district voting information in your report.
- **Summarize absentee precincts:** Select summarize absentee precincts to combine the absentee numbers for each of your precincts into a single absentee total.
- **Use seq. page numbering:** Select use seq. page numbering to number your report pages sequentially. When use seq. numbering is not selected the number of the first contest on the page, the last contest on the page and the page number within the contest set determines your page numbers.
- **Separate reports by party:** Select separate reports by party to organize your results by party in precinct sequence order. When separate reports by party is not selected, your results are organized by precinct in party sequence order.
- **Always use R/V totals:** Select this option (which is only available on the election summary and election summary with group detail reports), to compute the turnout percent based on the total number of registered voters.
- **Include only counted precincts:** Select contest totals to include a totals line for each contest in your report.
- **Print candidates in vote seq.:** Select print candidates in vote seq. to display the candidate with the highest vote total first for each contest on your report. When print candidates, in vote seq. is not selected, candidate names are listed in the same order that they appear on the ballots.
PHASE 1: PREPARATION cont’d.

- **Print 1 up format**: Select print 1 up format to print or display your report in one column format. When print 1 up format is not selected, your report is formatted in two columns.
- **Exclude local contests**: Select exclude local contest to exclude totals for local contests from your report.
- **Number of copies**: Enter a value in the number of copies box to set the number of reports that you want to generate.
- **District control file name**: Enter the name of your district control file in the district control file name box. The district control file is located in the c:\elecdata folder and has a .dst extension.
- **Precinct terminology**: Enter the term used by your jurisdiction to describe precincts. Some jurisdictions prefer to call their precincts wards or polls.
- **Prt. cert.**: The prt. cert option controls how certification information appears on some reports. Select “Y” to place certification text on a separate page of your report or select “S” to display certification text on the same page as your report. Select “N” if you do not want to place certification text on your report.
- **Print multiple contests on same pg.**: Use the print multiple contests on same pg option to control how contests appear on your reports. Select N to display each contest on a separate page. Select Y to display more than one contest under one legend per page. Choose P to use the remaining space on a page to display the next contest (if there is room) or choose B to display more than one contest under one legend per page and to use the remaining space on a page to print the next contest.
- **Print multiple copies in what seq.**: Select N if you are only printing one copy of your report. Select P to print multiple copies of each precinct’s results before printing results for the next precinct or select R to print a copy of your entire report and then repeat the process for the next copy.
- **Print which groups (IMPORTANT)**: The print which groups option is available if precinct summary w/ group detail or election summary w/ group detail is selected as the report type. Enter reporting group numbers here (such as 2,3,4, etc) to select the groups that you are generating reports for and to set the order that the group results appear on your reports. The election totals group (group 1) always appears first in your election reports and does NOT need to be entered here. Your box should typically look like “23000” or “23400”, depending on how many groups you have set up. You can click on the “reporting group” tab to refer back to your groups if necessary. Remember to click “apply” to save your changes for that report type.

Click on:
- **Reset** to restore the default settings for all of the selections under the options tab.
- **Use for this run only** to apply your selections only to the current report.
- **Apply** to save your selections as the default settings for all reports of the same type.

After making desired selections, click OK and click OK again when printing box appears. Once in a report, you can hold “Ctrl + N” & “Ctrl + P” to toggle between pages.
PHASE 1: PREPARATION cont’d.

SET UP THE REGISTERED VOTER IMPORT FILE (FOR PRIMARY ELECTION):
To import registered voters from a file, you must set up a file using Notepad and save the file to your elecdata folder. The advantages of using an import file is the ability to quickly load or re-load registered voter totals in ERM and to have totals for each party.

1. Open Notepad (click on the Start button, select All Programs, select Accessories, and Select Notepad)

2. Input information into the file as follows:
   a. Precinct # - 4 digits
   b. Total registered voters - 5 digits
   c. Total of first (Democrat) party - 5 digits
   d. Total of second (Republican) party - 5 digits
   e. Total of third (Mountain) party - 5 digits
   f. Total of fourth group (all the rest - Independents & such) - 5 digits
   g. Total digits for each precinct should be 29. Enter each precinct on a separate line in the file (you should have as many lines of code as you do precincts)

For Example: Precinct 22, with 2,500 total registered voters; 1,500 Democrats voters; 750 Republicans voters; 10 Mountain Party voters; 240 independents, no party affiliation, etc would be typed in like this:

0022205000150007500001000240

3. After entering all precincts, save the file, as follows:
   a. Click File menu
   b. Click Save As
   c. Type the following in the File Name box:
       C:\elecdata\(the election name)\(file name).txt

For example: C:\elecdata\6GWVYOUR\vrtotals.txt

Write name of file name here for future reference:

C:\elecdata\____________________________\____________________________.txt

d. Click Save button

Due to programming procedures, your first precinct may not actually be “Precinct To verify and match precincts, you can look at or print a report called “number key-statistics only”. This is in the “canvass” section of your reports tab.*
PHASE 1: PREPARATION cont'd.

UPDATE VOTER REGISTRATION TOTALS (FOR PRIMARY ELECTION):

1. Select the Miscellaneous Menu. Select UPDATE VOTER REGISTRATION.

2. Select USING IMPORT FILE from the window and click OK to open the

3. Update Voter Registration window.

4. Enter the name of the voter registration file that you are importing. You must give the full path and file name (i.e. C:\elecdata\8PWVYOUR\vrtotals.txt).

5. Click OK.

UPDATE VOTER REGISTRATION TOTALS (FOR GENERAL ELECTION):

1. Select the Miscellaneous menu. Select UPDATE VOTER REGISTRATION.

2. Select USING KEYBOARD and click OK.

3. Enter the identification number of the precincts that you want to update in the Prec. boxes and enter the new voter totals in the Vtrs. Boxes. Click Update to save your changes or click CANCEL to exit to the main screen without saving.

NOTE: This option will only update the first registered statement in the precinct. If multiple registered voter statements are coded (i.e. Democrat, Republican, etc.) an import file must be used.
PHASE 1: PREPARATION, cont’d.

PREPARE iVOTRONIC TERMINALS:

Clear the testing data from PEBs using the supervisor terminal using the following instructions:

1. 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.

2. Select Election Administration. Enter password ECAECA and press OK.


4. Select Clear Supervisor PEB of Vote Totals.

5. Press YES to continue.

6. Remove PEB, insert another PEB and repeat steps 4 and 5. After last PEB has been cleared, remove PEB, and press VOTE button to power down.

VERY IMPORTANT: USING THE RED SUPERVISOR TERMINAL. Clear and Test the terminal using one of the PEBs that has been qualified by the programmer and has been loaded with the current ballot. Follow the Steps 2 through 6 below to Clear and Test the terminal. It is not necessary to insert a flashcard into the supervisor terminal.

USING THE BLUE HANDLE VOTER TERMINALS THAT ARE IN THE BOOTHS, Clear and Test the terminals using the PEBs that have been qualified by the programmer and have been loaded with the current ballot. Use Precinct-Specific PEBs that are assigned to the same precinct as the terminal being prepared and tested. Clearing and testing erases votes and audit data that may be in the terminal from the last election and loads the EQC and any custom passwords that may have been established for the new election.

1. Insert flash card into the terminal.

2. While pressing the VOTE button, insert a supervisor PEB. After a few, short, rapid beeps, let go of VOTE button. DO NOT REMOVE PEB. The Terminal Menu will be displayed.

3. Select the Setup & Configuration option. Enter the Service Menu default password SVCSVC and press OK.

4. Select Clear and Test Terminal.

NOTE: There are 4 possible scenarios that you may encounter when Clearing and Testing a terminal. The possible scenarios are on page 13. Follow the appropriate scenario based upon what you see displayed on the screen. If the Clear and Test Terminal menu option is blacked out and is N/A, proceed to Scenario #4.
**PHASE 1: PREPARATION, cont’d.**

**Scenario #1:** If the terminal has been Cleared and Tested and has not been opened for voting, the screen will display, “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 and skip to step 5 on page 14.

**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
- At the Clear and Test Password screen, enter the default password **CLRCLR** and press OK. The screen displays: “iVotronic Terminal Qualification Tests, TERMINAL WILL BE CLEARED! Press the VOTE button to clear, Press screen to return to Service Menu.”
- Press the VOTE button and skip to step 5 on page 14.

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

**Actions to be taken:**
- Enter the Override password **OVROVR** or **ESSESS** and press OK. 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
- At the Clear and Test Password screen, enter the default password **CLRCLR** and press OK. The screen displays: “iVotronic Terminal Qualification Tests, TERMINAL WILL BE CLEARED! Press the VOTE button to clear, Press screen to return to Service Menu.”
- Press the VOTE button and skip to step 5 on page 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 Clear and Test menu option.) The terminal cannot be Cleared and Tested from this menu option. The terminal must be closed first, with the original flashcard and PEB that opened the terminal. Then the terminal may be Cleared and Tested manually.

If you wish to close the terminal and collect the votes, refer to the “CLOSE TERMINALS” section on pages 22-23 of this manual.

If unable to locate PEB and flashcard used to open iVotronic, you must prepare and use an initialization PEB. Follow steps Prepare an Initialization PEB instructions below:
**PHASE 1: PREPARATION, cont’d.**

**Prepare an Initialization PEB**

- **a.** While pressing the VOTE button on the RED Supervisor terminal, insert the PEB you wish to use as an initialization PEB to access the Terminal Menu. *Once a PEB has been prepared as an initialization PEB, it cannot be used for any other purpose. So it is recommended that you use a supervisor PEB.*
- **b.** Press the Election Administration option. Enter ECAECA for the password, press OK.
- **c.** Press the PEB Services option. The PEB Services Menu appears.
- **d.** Press Prepare PEB for Initialization. Enter INTINT for the password, press OK. Enter the serial number from the iVotronic that you are trying to clear and test. Select Exit Menu.
- **e.** The Enter New Terminal Password Menu appears. You may retain the current passwords on the terminal or you may establish the “default” passwords or create new passwords.
- **f.** Select Exit Menu.
- **g.** A screen stating “the Initialization PEB is ready for use. Be sure to remember the password” will appear.
- **h.** Remove the PEB to power down the terminal.

**Use an Initialization PEB**

- **a.** Insert the formatted Initialization PEB into the designated terminal. The Initialization Password screen appears. Enter INTINT.
- **b.** Press the VOTE when prompted at the next screen to begin the initialization process.
- **c.** When the initialization process is finished you will be prompted to remove the PEB. The terminal will then shut down.
- **d.** Bring the terminal back up and Clear and Test the terminal with a PEB containing the desired ECQ code. Follow Clear and Test instructions on page 12.
- **e.** Go to Step 5 below.

*(Continued from scenarios #1 – #3)*

- **5.** The screen displays, “Testing and Clearing Memory Storage Areas”. Four steps will then be displayed, “Erasing, Writing, Reading, Erasing Again, PASS”. 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 your programmer. If the screen does not display “PASS” as the last step in this process, but shows “Fail”, contact your programmer.

- **6.** Press screen to continue. You will be returned to the Setup and Configuration Menu. Press EXIT to return to the Terminal Menu.

- **7.** Go to Confirm and Configure Terminal Settings on Page 15.
PHASE 1: PREPARATION, cont’d.

CONFIRM AND CONFIGURE TERMINAL SETTINGS:

To calibrate screen, if necessary:
- At Terminal Menu, press Vote button to calibrate screen
- Press Vote button again at the next screen
- Touch the X at the intersection as they appear on the screen.
- Once you are satisfied with the calibration, press vote button to exit
- Press screen to skip calibration at the next screen
- This will return you to the Terminal Menu.

From the Terminal Menu, select General Information and View Terminal Settings.

Confirm the following settings are correct, if incorrect, follow the instructions on pages 16-19. If all settings are correct, proceed to page 20.

- Date and time – see page 16
- Set Vote Button Configuration – see page 16-17
- Progress bars are enabled – see page 17
- Audio ballot is enabled – see page 17
- Audio ballot volume is set at 255 – see page 17-18
- RTAL is enabled – see page 18
- RTAL View – see page 19

PASSWORDS to remember:

<table>
<thead>
<tr>
<th>Service</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service</td>
<td>SVCSVC</td>
</tr>
<tr>
<td>Clear &amp; Test</td>
<td>CLRCLR</td>
</tr>
<tr>
<td>Override</td>
<td>OVROVR (or might be ESSESS)</td>
</tr>
<tr>
<td>Election Central</td>
<td>ECAECA</td>
</tr>
</tbody>
</table>
PHASE 1: PREPARATION, cont’d.

A. Set Time and Date (on the blue handle terminals)

REMEMBER this is the current time and date, not the opening or closing time of your election. Also, remember that the iVotronic is in military time.

1. From the Terminal menu, select the Setup and Configuration menu. Enter default password **SVCSVC and press OK.** Select the Configure Terminal option.

2. Select the Set Time and Date option.

   ![Set Date and Time Screen](image)

   **Uncheck this box!**

3. At this screen, check to see that the current date and time are displayed. Use the boxes above and below the time date to set to the correct date and time. Remember to enter in military time or 24-hour time. **Uncheck the Use Daylight Savings Time Correction box.**

4. After making corrections, press DONE. You will be returned to the Configure Terminal menu. Select next item to configure or remove PEB and press VOTE button to power down.

B. Set Vote Button Configuration

1. From Configure Terminal Menu, select Set Vote Button Configuration.

2. 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 for On/Off times. Also, you can create 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 desired time in milliseconds and press OK.
3. Select Number of Repeats, and enter a number (up to 10).

4. You can listen to the selection by pressing Test.

5. When satisfied with selections, press Exit. You will be returned to the Configure Terminal menu. Select next item to configure or remove PEB and press VOTE button to power down.

C. Enable Progress Bars:

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

1. From the Configure Terminal, select Enable Progress Bar. The Enable Progress Bars screen appears.

2. Press Enable Bars. A red “X” appears in the box when you have enabled the progress bars.

3. Press Done. You will be returned to the Configure Terminal menu. Select next item to configure or remove PEB and press VOTE button to power down.

D. Enable Audio Ballot (this process is done ONLY on ADA HAVA Unassisted Terminals – do NOT enable the audio on non-ADA terminals):

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

1. From the Configure Terminal menu, select Enable Audio Ballot option.

2. At the Enable Audio Ballot on Terminal screen, press the Enable Audio Ballot box. A red “X” will appear in the box.

3. Press OK to enable the audio ballot. You will be returned to the Configure Terminal menu. The message, “Audio Ballot Enabled” will appear in the system information at the bottom of the screen. Select next item to configure or remove PEB and press VOTE button to power down.

E. Set Volume (this process is done only on HAVA Unassisted Terminals):

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.

1. From the Configure Terminal menu, select Set Volume.

PHASE 1: PREPARATION, cont’d.
2. Make sure the volume is set at least at 250. To test the setting, plug a headset into the unassisted terminal, and press the TEST button.

NOTE: For headphones with an inline volume control, set the volume to the maximum (255) so voters may adjust the volume to their own comfort level.

3. When satisfied with the volume, press EXIT. You will be returned to the Configure Terminal menu. Select next item to configure or remove PEB and press VOTE button to power down.

F. **Set Screen Backlight Timeout**

This option is for use only when external power is 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.

1. From the Configure Terminal menu, select **Set Screen Backlight Timeout**. The Adjust Backlight Timeout screen appears:

```
Adjust Backlight Timeout

Minutes = 3
Seconds = 0

☐ Up
☐ Down
☐ Set Default (3 Minutes)
☐ Save & Exit
```

2. 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.

3. Press **Save & Exit** to save the setting. You will be returned to the Configure Terminal menu. Select next item to configure or remove PEB and press VOTE button to power down.

G. **Enable Real-Time Audit Log Printing:**

1. From the Configure Terminal, press **Enable Real-Time Audit Log Printing**.

2. Enter the **Override** password **OVROVR** and press **OK**.
3. At the Enable RTAL screen, if a red "X" is not in the box beside Enable RTAL, press box to enable. Press the Done box when finished (you'll hear the printer kick in if the RTAL has been enabled).

4. You will be returned to the Configure Terminal Menu. Select next item to configure or remove PEB and press VOTE button to power down.

H. Set RTAL View Window from 9' to 4.5'":

Touch this option until it reads as above.
PHASE 1: PREPARATION, cont’d.

OPEN TERMINAL AND LOAD BALLOTS:

1. Insert the Master PEB into the voter terminal. The following screen will appear:

   **WARNING: DO NOT REMOVE PEB**
   Retrieving ballot from PEB
   You will be notified when it is safe to remove PEB.

   **PLEASE WAIT...**
   Caution: If the PEB is removed during this operation
   The process will need to be restarted.

   **THIS PROCESS MAY TAKE A FEW MINUTES.**

2. If progress bars are enabled, you will see it in the lower right hand corner of
   the screen, displaying the status of the current process.

3. The terminal will then display a polling location verification screen:

   **Verify Polling Location**
   “Polling location name listed here”
   Is this the correct polling location?

4. If the polling location name is correct, select YES. If it is not correct, select
   NO. If you select NO, you will be instructed to remove the PEB and contact
   the election staff.

5. If “Yes” was selected the terminal will now display the following message:
PHASE 1: PREPARATION, cont’d.

**WARNING: DO NOT REMOVE PEB**

Terminal is being opened for voting.
You will be notified when it is safe to remove PEB.

**PLEASE WAIT**

Caution: If the PEB is removed during this operation, the process will need to be restarted.

**THIS PROCESS MAY TAKE A FEW MINUTES.**

6. The terminal will then display the following instruction:

   **You must remove the PEB now to continue opening the terminal.**

7. Remove the PEB. The terminal will continue to open.

8. Upon completion, the screen will then display the following message:

   **Terminal opening successful**
   This terminal is now ready for voting
   Insert PEB to Print Zero Tape
   OR
   Press VOTE Button to Exit

9. Press the VOTE button to exit. The screen will be blank and ready for reviewing the ballots.
PHASE 1: PREPARATION, cont’d.

REVIEW BALLOTS:

*REMEMBER: IT IS IMPESSITARY THAT ALL BALLOTS AND ALL RACES ARE REVIEWED FOR ACCURACY!*

1. Insert Supervisor PEB *without* holding VOTE button. Remove the supervisor PEB upon instruction.

2. Carefully review each ballot possibility, including each precinct and ballot style to ensure all ballot questions are present and in correct order. *Also review the audio ballot on the unassisted (ADA) machines.*

3. During the review process, it may become necessary to cancel the ballot you are reviewing without voting the ballot. To cancel a ballot, follow the steps below:
   a. Insert Supervisor PEB while the ballot is displayed on the screen.
   b. Select Cancel Ballot.
   c. Select Yes on the Cancel Ballot screen.
   d. Select Other Reason as the reason why the vote will be cancelled.
   e. Select Proceed with vote cancellation.
   f. When the message “Please remove PEB. Vote was NOT cast.” appears in the lower left hand corner of the screen, remove the PEB. You will be returned to the “splash screen”.
   g. Proceed with ballot review.

4. After reviewing the visual and audio (if applicable) ballots, you must close the terminal.

CLOSE TERMINALS:

1. While pressing the VOTE button, insert the Master PEB. After a few, short rapid beeps, let go of VOTE button. The Terminal Menu will be displayed

2. Select Election Services. Enter the Service Menu password **SVCSVC** and press OK.

3. Select Close Terminal Early. Select YES to continue.

Do you want to close the terminal early?

[ ] Yes  [ ] No
PHASE 1: PREPARATION, cont'd.

4. Enter the Override password OVROVR and press OK.

5. The closing process will take a few minutes. A few different screens like the one below will appear.

---

**WARNING: DO NOT REMOVE PEB**

Preparing to Collect Votes to PEB
You will be notified when it is safe to remove PEB.

**PLEASE WAIT...**

Caution: If the PEB is removed during this operation
The process will need to be restarted.

**THIS PROCESS MAY TAKE A FEW MINUTES.**

---

6. The terminal will then display the following instruction:

---

You must remove the PEB now to continue closing the terminal.

---

7. Remove the PEB. The terminal will continue to close.

8. Upon completion, the screen will then display the following message:

---

Terminal Closing Complete
Vote Data Collection Successful

Touch screen to exit.

---

9. Touch screen to exit. The screen will then go blank.
PHASE 1: PREPARATION, cont’d.

CLEAR AND TEST TERMINAL:

1. While pressing the VOTE button, insert the Master PEB. After a few, short rapid beeps, let go of VOTE button. The Terminal Menu will be displayed.


3. Touch screen to continue.

4. Enter the Clear and Test password CLRCLR and press OK. Upon display of the following message, press the Vote button:

   iVotronic Terminal Qualification Tests
   TERMINAL WILL BE CLEARED!
   Press the VOTE Button to clear
   Press the screen to return to the Menu

5. The screen displays, “Testing and Clearing Memory Storage Areas”. Four steps will then be displayed, “Erasing, Writing, Reading, Erasing Again, PASS”. 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 your programmer. If the screen does not display “PASS” as the last step in this process, but shows “Fail”, contact your programmer.

5. Press screen to continue. You will be returned to the Setup and Configuration Menu. Press exit to return to the Terminal Menu.

6. Remove the PEB and press VOTE button to power down.

CLEAR VOTES FROM PEBS (UTILIZE THE RED SUPERVISOR TERMINAL) THIS STEP ONLY NECESSARY IF BALLOTS CAST DURING THE REVIEW PROCESS:

This step is to be completed on all PEBs used in the above steps.

1. 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.

2. Select Election Administration. Enter password ECAECA and press OK.


4. Select Clear Supervisor PEB of Vote Totals.
**PHASE 1: PREPARATION, cont’d.**

5. Press YES to continue.

6. Remove PEB, insert another PEB and repeat steps 4 and 5. After last PEB has been cleared, remove PEB, and press VOTE button to power down.
PHASE 2: PRETEST

TESTING OPTIONS:

You have three options for the pretest phase. Each option must include a manual test portion. By choosing to complete an Automated Test during the Pretest phase you will significantly alter the way that the manual voting portion of the pretest and public test phase will be completed. Regardless of the option chosen, please keep in mind that 100% of machines must be pre tested using one of the three options listed below and at least one machine per ballot style must be manually tested during the public test.

The Pretest Testing Options are:

1. **Automated Multi Vote and Manual Test (Recommended)** - This will provide a series of votes for each candidate. If you choose to complete this option, your manual voting portion of the pretest and public test phase will consist of the following:
   a. attempting to over vote
   b. under voting
   c. utilizing the write-in feature
   d. casting a blank ballot
   e. provisional ballot
   f. cross – over voter (only applicable in the General Election)
   g. straight ticket voting for each party (only applicable in the General Election)

2. **Automated Vote for One and Manual Test** - This will provide a single vote for each candidate. If you choose to complete this option, you will be required to vote a predetermined, more extensive test deck during the pretest and public test phase to ensure that candidates can and do receive votes.

3. **Manual Test Only** - If you choose this option, you will be required to run an extensive manual test on all machines during the pretest and public test phase.

**OPTION 1 – AUTOMATED MULTI VOTE AND MANUAL TEST (RECOMMENDED – MOST CLOSELY RESEMBLES ELECTION DAY):**

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 iVotronic 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. To run the Multi Vote test,

1. While pressing the VOTE button, insert the Master PEB. The Terminal menu will be displayed. Select Logic and Accuracy. Enter the service menu password `SVCSVC` and press OK. The Logic and Accuracy Tests menu will be displayed.

PHASE 2: PRETEST, cont’d.

3. Press the screen to return to the menu. Select Display L&A Vote Totals. The test will take a few minutes. You are NOT required to print the totals, but may do so by selecting Print L & A Vote Totals instead of Display L & A Vote Totals.

4. Select YES on the View L & A total now? Screen. Please wait while the information is loaded.

5. Review the results as they appear on the screen. You can press the screen to continue to the next page of the results. At the end of the report, press screen to exit.


7. Select Clear and Test Terminal. Follow instructions on the screen.

8. Clear Votes from PEB (utilize the Supervisor Terminal) (See pages 24-25).

PHASE 2: PRETEST, cont’d.

OPTION 2 – VOTE FOR ONE AND MANUAL TEST:
*This test gives each candidate / issue one vote*

1. While pressing the VOTE button, insert the Master PEB. Select Logic and Accuracy. Enter the service menu password SVCSVC. Press OK. The Logic and Accuracy tests menu will be displayed.

2. Select L & A Vote for One Test. A confirmation message will appear. Press the VOTE button to start the test. The message “Retrieving Ballot Data. Please wait. You will be notified at completion.” Appears. The iVotronic executes the test and the message “Logic and Accuracy Test Finished. Press screen to continue” will be displayed.

3. Press the screen to return to the Logic & Accuracy Tests menu. Select Display L&A Vote Totals. The test will take a few minutes. You are not required to print the totals, but may do so by selecting Print L&A Vote Totals.

4. Select Yes on the View L & A Total Now? Screen. Please wait while the information is loaded.

5. Review the results as they appear on the screen. You can press the screen to continue to the next page of the results. At the end of the report, press screen to exit.


7. Select Clear and Test Terminal. Follow instructions on the screen.

8. Clear votes from PEB (utilizing the Supervisor terminal) (See page 24-25).

9. **Go To Manual Voting, Page 29.**
PHASE 2: PRETEST, cont’d.

OPTION 3 – NO AUTOMATED TEST – UTILIZE MANUAL TEST AS OUTLINED BELOW:

THESE STEPS ARE ALSO FOLLOWED FOR THE MANUAL VOTING PORTION OF OPTIONS 1 AND 2.

MANUAL VOTING:

_____1. Open Terminals as outlined on Pages 20 through 22.

_____2. Insert a supervisor PEB into open terminal. Remove when prompted.

_____3. Cast the votes according to the Test Deck created for this election. **

** Remember: Your test deck should be drafted in accordance with West Virginia Code § 3-4A-26.

_____4. Close the terminals as outlined on pages 22 and 23.

_____5. At some point during the pretesting of the ivotronics, you need to test the ERM software by uploading results (testing both PEB and flashcard) into ERM utilizing the Master PEB (following STEP 5, A – D) and flashcard (following STEP 5, E – H)

_____6. Clear and Test the terminals as outlined on page 24.

_____7. Clear votes from PEB utilizing the Supervisor terminal -- see pages 24-25.

_____8. Remove paper from RTAL printer and load a new roll of paper to prepare terminals for Public Test or Election Day use.

STEP 5:
A. UPLOAD RESULTS TO ERM UTILIZING SUPERVISOR PEB(S):

_____1. Make sure that the PEB reader is plugged in correctly to the PC.

_____2. Select Tabulators Menu.

_____3. Select iVotronic/DRE.

_____4. Select Process PEBs.

_____5. Select PEB Reader and click OK. Specify comm port (usually comm. port 1 but could be 2, 3, or 4)
PHASE 2: PRETEST. cont’d.

6. Insert PEB into PEB reader.

7. Click OK.

8. Once files are read, verify the serial number on the PEB that is in the reader to the serial number that appears on the screen. If there is a discrepancy, please contact your programmer.

9. Continue to your next PEB if applicable.

10. Once all PEBs have been read, click CANCEL.

B. UPDATE PRECINCTS USING THE RESULTS GATHERED FROM THE PEB READER:

1. Select Tabulators Menu.

2. Select iVotronic/DRE.

3. Select Update Precinct Results from PEB Data.

4. Select the group to be updated by DOUBLE CLICKING on the appropriate group and clicking OK.

5. Click Update Group.

6. Click OK to open the drive window. Leave the pack drive blank and click OK.

7. The results will begin to update and when done, click CANCEL.

C. DISPLAY OR PRINT APPROPRIATE REPORTS:

1. Select Report Menu option.

2. Select Election option.

3. Select Summary with Group Detail.

4. Click ALL, change Destination Output to Disk.

5. Click OK.

6. Click OK.

7. Highlight the appropriate report and click Display.
PHASE 2: PRETEST, cont’d.

8. Review report for accuracy, close report by clicking on the red “X” in the upper right hand corner of the screen.

9. To print report, highlight appropriate report and click PRINT.

10. Once report has printed, click CANCEL.

D. CLEAR ERM OF ANY TESTING DATA
(Confirms there is no data stored in ERM.)

** Important: ERM must be cleared after loading test results. If this procedure is not done properly, the election night results will not be accurate.

1. Select Update Menu, select Reset Counted Precincts, select Zero All Precincts, click OK.

2. Specify available groups (it should be the groups created during the Setup ERM process), click on each group to select, then click OK

3. You will receive a Reset Counted Precincts box – with the following warning “Reset will affect entire results file”, click OK.

4. Reset Counted Precincts box will appear, click OK.

5. From the Tabulators Menu, select iVotronic/DRE, select Clear Audit Data, select both “Clear Voting Terminal Audit Data” and “Clear Consolidated Audit Data”, click OK. When the Clear Audit Data box appears, click Yes, then click OK.

6. From the Tabulators Menu, select iVotronic/DRE, select Clear PEB Data. When the Clear PEB Data box appears, click YES, then click OK.

7. From the Tabulators Menu, select iVotronic/DRE, select Clear Coded Ballots Files. When the Clear Coded Ballots Files box appears, click YES, then click OK.

E. UPLOAD RESULTS INTO ERM UTILIZING FLASHCARD(S):

1. Remove the flashcard from the card slot at the top of the iVotronic terminal and then provide to the person assigned to ERM. The flashcard is inserted into the card reader.

2. Select Tabulators Menu.

3. Select iVotronic/DRE.
4. Select Collect Audit Data, specify drive and click OK.
5. Specify the directory (usually F(whatever your flash drive is):\ADT) and click OK.
6. Insert your flash card and click OK. Click and highlight the IVO serial number and click OK. It will notify you when the data has been retrieved.
7. Continue to your next flashcard, if applicable. If there are no more flashcards, click CANCEL.

F. CONSOLIDATE AUDIT DATA:
1. Select Tabulators Menu.
2. Select iVotronic/DRE.
3. Select Consolidate Data.
4. Click OK.

G. UPDATE PRECINCTS USING RESULTS GATHERED FROM AUDIT DATA:
1. Select Tabulators Menu.
2. Select iVotronic/DRE.
3. Select Update Precinct Results from Audit Data.
4. Select your group to be updated by DOUBLE CLICKING on the appropriate group and clicking OK.
5. Click Update Group, verify drive and click OK.
6. The results will update. (If you see a timestamp mismatch, continue to click “update”). When all results have been updated, click CANCEL and OK.

H. DISPLAY OR PRINT APPROPRIATE REPORTS:
1. Select Report Menu option.
2. Select Election option.
3. Select Summary with Group Detail.

PHASE 2: PRETEST, cont’d.
Click ALL, change Destination Output to Disk.

Click OK.

Highlight the appropriate report and click Display.

Review report for accuracy, close report by clicking on the red "X" in the upper right hand corner of the screen.

To print report, highlight appropriate report and click PRINT.

Once report has printed, click CANCEL.

I. CLEAR ERM OF ANY TESTING DATA
   (Confirms there is no data stored in ERM.)
** Important: ERM must be cleared after loading test results. If this procedure is not done properly the election night results will not be accurate.

Select Update Menu, select Reset Counted Precincts, select Zero All Precincts, click OK.

Specify available groups (it should be the groups created during the Setup ERM process), click on each group to select, then click OK.

You will receive a Reset Counted Precincts box – with the following warning "Reset will affect entire results file", click OK.

Reset Counted Precincts box will appear, click OK.

From the Tabulators Menu, select iVotronic/DRE, select Clear Audit Data, select both "Clear Voting Terminal Audit Data" and "Clear Consolidated Audit Data", click OK. When the Clear Audit Data box appears, click Yes, then click OK.

From the Tabulators Menu, select iVotronic/DRE, select Clear PEB Data. When the Clear PEB Data box appears, click YES, then click OK.

From the Tabulators Menu, select iVotronic/DRE, select Clear Coded Ballots Files. When the Clear Coded Ballots Files box appears, click YES, then click OK.

CLEAR AND TEST TERMINAL:

While pressing the VOTE button, insert the Master PEB. Once you hear rapid beeps, let go of VOTE button. The Terminal Menu will be displayed

PHASE 2: PRETEST, cont’d.
2. Select Setup & Configuration. Enter password **SVCSVC** and press OK.

3. Select Clear and Test Terminal.

4. Touch screen to continue.

5. Enter the Clear and Test password **CLRCLR** and press OK. Upon display of the following message, press the Vote button:

   iVotronic Terminal Qualification Tests
   TERMINAL WILL BE CLEARED!
   Press the VOTE Button to clear
   Press the screen to return to the Menu

6. The screen displays, “Testing and Clearing Memory Storage Areas”. Four steps will then be displayed, “Erasing, Writing, Reading, Erasing Again, PASS”. 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 or if it displays “Fail” instead of “Pass”, call your programmer...

7. Press screen to continue. You will be returned to the Setup and Configuration Menu. Press exit to return to the Terminal Menu.

8. Remove the PEB and press VOTE button to power down.

**CLEAR VOTES FROM PEBS (UTILIZE THE RED SUPERVISOR TERMINAL):**
This step is to be completed on all PEBs used in the above steps.

1. 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

2. Select Election Administration. Enter password **ECAECA** and press OK.


4. Select Clear Supervisor PEB of Vote Totals.

5. Press YES to continue.

6. Remove PEB, insert another PEB and repeat steps 4 and 5 above. After last PEB has been cleared, remove PEB, and press VOTE button to power down.

**PHASE 2: PRETEST, cont’d.**
OPEN ALL TERMINALS:

1. Insert the Master PEB into the voter terminal. The follow screen will appear:

   WARNING: DO NOT REMOVE PEB
   Retrieving ballot from PEB
   You will be notified when it is safe to remove PEB.

   PLEASE WAIT...
   Caution: If the PEB is removed during this operation
   The process will need to be restarted.

   THIS PROCESS MAY TAKE A FEW MINUTES.

2. If progress bars are enabled you will also see these in the lower right hand corner of the screen, displaying the status of the current processes.

3. The terminal will then display a polling location verification screen:

   Verify Polling Location
   "Polling location name listed here"
   Is this the correct polling location?

4. If the polling location name is correct, select YES. If it is not correct, select NO. If you select NO, you will be instructed to remove the PEB and contact the election staff.

PHASE 2: PRETEST, cont’d.

5. If "Yes" was selected the terminal will now display the following message:
WARNING: DO NOT REMOVE PEB
Terminal is being opened for voting.
You will be notified when it is safe to remove PEB.

PLEASE WAIT...
Caution: If the PEB is removed during this operation,
the process will need to be restarted.

THIS PROCESS MAY TAKE A FEW MINUTES.

Status Line: Accessing PEB S/N PS130057- (FMW 1.07)
Reading PEB

---

6. The terminal will then display the following instruction:

You must remove the PEB now to continue opening the terminal.

---

7. Remove the PEB. The terminal will continue to open.

---

8. The screen will then display the following message:

Terminal opening successful
This terminal is now ready for voting
Insert PEB to Print Zero Tape
OR
Press VOTE Button to Exit

---

PHASE 2: PRETEST, cont’d.

9. If this is the only terminal being opened for that particular precinct, you need to insert the Master PEB and print a zero tape utilizing the portable
PHASE 3: PUBLIC TEST, cont’d

CLEAR AND TEST THE TERMINALS AFTER THE MANUAL TEST:

1. While pressing the VOTE button, insert the Master PEB. After a few, short rapid beeps, let go of VOTE button. The Terminal Menu will be displayed

2. Select the Setup & Configuration option.

3. Enter the Service Menu default password SVCSVC and press OK.

4. Select Clear and Test Terminal, see page 33-34.

PRESERVE PEBs (ONE FOR EACH BALLOT STYLE) FOR USE DURING THE PRE AND POST TABULATING TEST:

After you have completed the public test, you must preserve under lock and key the PEBs that were utilized to close each terminal (See page 38).
PHASE 3: PUBLIC TEST, cont’d

OPEN TERMINALS USED FOR PUBLIC TEST:

1. Insert the Master PEB into the voter terminal. The follow screen will appear:

   **WARNING: DO NOT REMOVE PEB**
   Retrieving ballot from PEB
   You will be notified when it is safe to remove PEB.

   **PLEASE WAIT**
   Caution: If the PEB is removed during this operation
   The process will need to be restarted.

   **THIS PROCESS MAY TAKE A FEW MINUTES.**

2. If progress bars are enabled you will also see these in the lower right hand corner of the screen, displaying the status of the current processes.

3. The terminal will then display a polling location verification screen:

   **Verify Polling Location**
   "Polling location name listed here"
   Is this the correct polling location?

4. If the polling location name is correct, select YES. If it is not correct, select NO. If you select NO, you will be instructed to remove the PEB and contact the election staff.

5. If "Yes" was selected the terminal will now display the following message:
PHASE 3: PUBLIC TEST, cont’d

WARNING: DO NOT REMOVE PEB
Terminal is being opened for voting.
You will be notified when it is safe to remove PEB.

PLEASE WAIT
Caution: If the PEB is removed during this operation, the process will need to be restarted.

THIS PROCESS MAY TAKE A FEW MINUTES.

____6. The terminal will then display the following instruction:

You must remove the PEB now to continue opening the terminal.

____7. Remove the PEB. The terminal will continue to open.

____8. The screen will then display the following message:

Terminal Opening Successful
This terminal is now ready for voting
Insert PEB to Print Zero Tape
OR
Press VOTE Button to Exit
PHASE 3: PUBLIC TEST, cont’d

9. If this is the only terminal being opened for that particular precinct, you need to insert the Master PEB and print a zero tape utilizing the portable printer pack. Should this precinct have more than one terminal, the zero tape will be printed from the last terminal opened with the Master PEB.

**OPTION:** Should you choose not to print the zero tape during the opening process you must include a step in poll worker training advising the poll workers to check the public count and record it as zero for each and every terminal in their precinct. Should a terminal be detected that does not have a public count of zero, specific steps need to be included for the poll workers to follow, i.e. contact information for the county clerk, etc.

10. The iVotronic must now be sealed with a numbered seal and stored until election day.

REMINDEERS:

**NOTE:** Once the Public Test is complete, all tested terminals should have a new roll of paper loaded in preparation for Election Day.

**NOTE:** Terminals will be left in a ready-to-use format.

**NOTE:** All terminals must be individually locked with a numbered seal and secured in an inaccessible location until distribution for Election Day. (W.V. Code §3-4A-13)
PHASE 4 – PRE TABULATING TEST
Utilizing EXTRA SUPERVISOR PEBs preserved from the Public Test

**This checklist must be completed on Election Day prior to tabulating election results**

NOTE: This test must be conducted one time utilizing ERM and the PEBs preserved from the Public Test.

UPLOAD RESULTS TO ERM UTILIZING PRESERVED SUPERVISOR PEB(S):

1. Make sure that the PEB reader is plugged in correctly to the PC.
2. Select Tabulators Menu.
3. Select iVotronic/DRE.
4. Select Process PEBs.
5. Select PEB Reader and click OK. Specify comm port.
6. Insert PEB into PEB reader.
7. Click OK.
8. Once files are read, verify the serial number on the PEB that is in the reader to the serial number that appears on the screen. If there is a discrepancy, please contact your programmer.
9. Continue to your next PEB if applicable.
10. Once all PEBs have been read, click CANCEL.

UPDATE PRECINCTS USING THE RESULTS GATHERED FROM THE PEB READER:

1. Select Tabulators Menu.
2. Select iVotronic/DRE.
3. Select Update Precinct Results from PEB Data.
4. Select the group to be updated by DOUBLE CLICKING on the appropriate group and clicking OK.
5. Click Update Group.
**PRE TABULATING TEST, cont’d.**

6. Click OK to open the drive window. Leave the pack drive blank and click OK.

7. The results will begin to update and when done, click CANCEL.

**DISPLAY OR PRINT APPROPRIATE REPORTS:**

1. Report Menu option.

2. Select Election option.

3. Select Summary with Group Detail.

4. Click ALL, change Destination Output to Disk.

5. Click OK.

6. Click OK.

7. Highlight the appropriate report and click Display.

8. Review report for accuracy, close report by clicking on the red “X” in the upper right hand corner of the screen.

9. To print report, highlight appropriate report and click PRINT.

10. Once report has printed, click CANCEL.

**PREPARING REPORT FOR THE SECRETARY OF STATE’S OFFICE:**

Once pre tabulation test is complete, you will need to prepare and print the Election Summary Report and fax to the Secretary of State’s Office at 304-558-8386.

**CLEAR ERM OF ANY TESTING DATA**  
(Confirms there is no data stored in ERM.)

**Important:** ERM must be cleared after loading test results. If this procedure is not done properly the election night results will not be accurate.

1. Select Update Menu, select Reset Counted Precincts, select Zero All Precincts, click OK.

2. Specify available groups (it should be the groups created during the Setup ERM process), click on each group to select, then click OK.
PRE TABULATING TEST, cont’d.

3. You will receive a Reset Counted Precincts box—with the following warning “Reset will affect entire results file”, click OK.

4. Reset Counted Precincts box will appear, click OK.

5. From the Tabulators Menu, select iVotronic/DRE, select Clear Audit Data, select both “Clear Voting Terminal Audit Data” and “Clear Consolidated Audit Data”, click OK. When the Clear Audit Data box appears, click Yes, then click OK.

6. From the Tabulators Menu, select iVotronic/DRE, select Clear PEB Data. When the Clear PEB Data box appears, click YES, then click OK.

7. From the Tabulators Menu, select iVotronic/DRE, select Clear Coded Ballots Files. When the Clear Coded Ballots Files box appears, click YES, then click OK.

PRESERVE THE PEBS AND REPORT DATA FOR USE DURING THE POST TABULATION TEST:

After you have completed the pre tabulation test on Election Day, you must preserve under lock and key the PEBs and the reports generated. These same PEBs will be utilized prior to canvass for the post tabulation test.