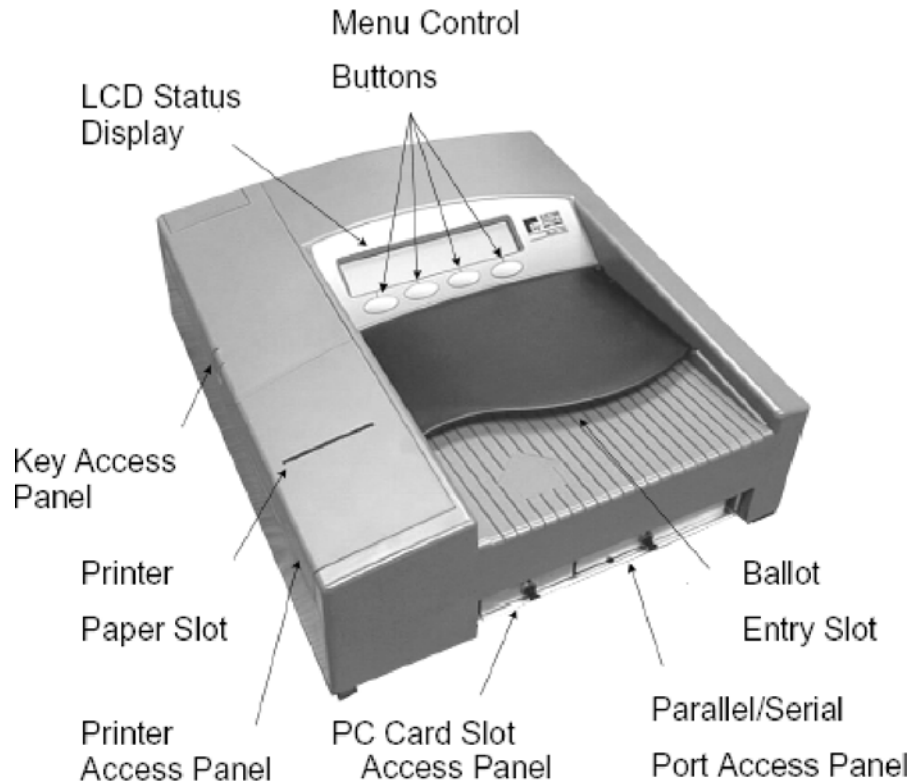




# Model 100 v5.2.0 Pre-Election Day Checklist



## **Checking Supplies and the Equipment**

- 1. 1 paper spool per scanner per election
- 2. 1 PCMCIA card with election definition
- 3. Sufficient number of BIC medium point black pens for voters at each polling location
- 4. 2 pressurized cans of air

- 5. 1 clean cotton cloth
- 6. 1 bottle of Isopropyl rubbing alcohol
- 7. 1 ballot box per scanner
- 8. 1 set of scanner keys
- 9. 1 power cord
- 10. 1 set of ballot box keys
- 11. Extension cord if required
- 12. 1 flashlight
- 13. 1 feather duster

**Assembling and Cleaning the Plastic Ballot Box (If you are using a metal ballot box, skip to Step 29.)**

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

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

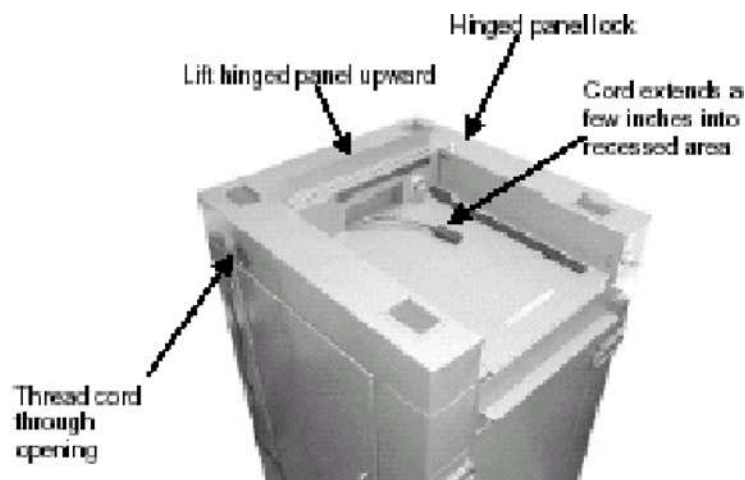
**Cleaning the Scanner and the Metal Ballot Box**

- 29. Remove the scanner, scanner keys, and power cord from the carrying case.
- 30. Clean the ballot entrance and exit slots with a can of pressurized, clean, dry air. Aim the air spray tube into the ballot entrance and exit slots and blow out all the debris. Using a flashlight, inspect the slots for remaining debris and repeat the procedure if necessary.
- 31. Clean the scanner from top to bottom with a clean cloth slightly dampened with either isopropyl (rubbing) alcohol or a mild solution of water and soap.
- 32. Clean the LCD menu display window with the damp cloth being careful not to scratch the display panel.

- 33. Clean the area around the four control buttons and the buttons themselves.
- 34. Clean the outer casing of the scanner.
- 35. Wipe all traces of the cleaning solution after cleaning.
- 36. Wipe dust and debris out of both of the ballot box's bins.
- 37. Using a feather duster, remove any dust or debris from the diverter assembly. **BE CAREFUL NOT TO DAMAGE ANY OF THE PARTS OF THE DIVERTER ASSEMBLY.**

**Mounting the Scanner In the Metal Ballot Box**

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



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

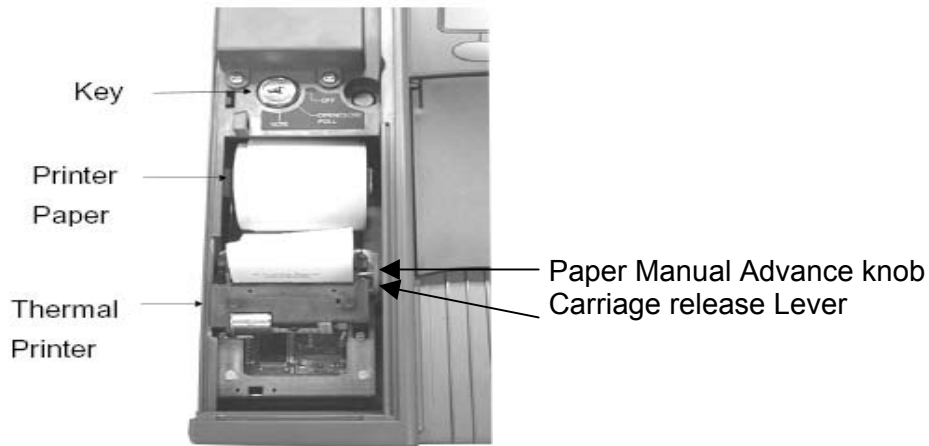
**WARNING: Only plug the scanner into a grounded, three-pronged electrical outlet. Plug only one scanner into an outlet. ES&S recommends that you do not use an extension cord.**

- 44. Lift the metal tab which covers the ballot box's ballot entrance slot (located in the back of the box's recessed area and marked with "LIFT TO OPERATE") so that that the slot is exposed.
- 45. Slide the scanner until it is against the back of the ballot box ensuring that the diverter connector at the back of the scanner slides into its mate on the ballot box. Leave the Counter Access Panel (located on the front of the scanner) in the down position.
- 46. Plug the male end of the cord into a wall outlet. NOTE: If the cord is plugged in incorrectly, the message, "NO-AC" will appear when you turn on the scanner.

## Changing the Paper in the Scanner's Internal Printer

**NOTE: ES&S recommends that you change the paper on each scanner before every election.**

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



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

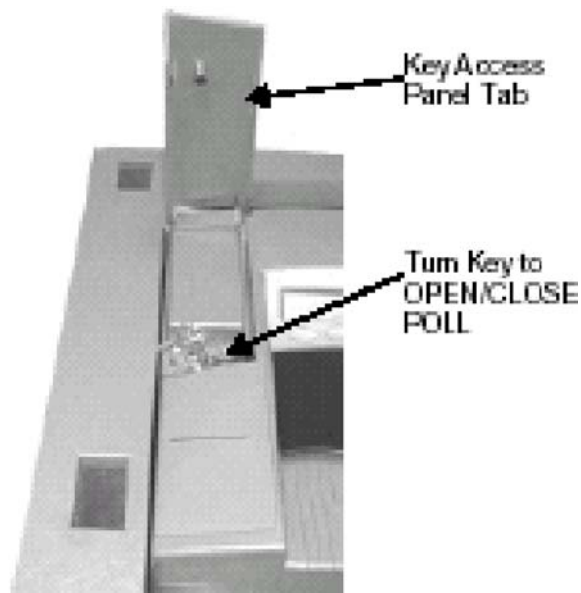
- 53. Making note of the orientation of the paper as it comes off the roll, (From the bottom of the roll) insert the new roll into the mounting brackets on the printer.
- 54. Unroll approximately 6” of paper from the new paper roll.
- 55. Place the carriage release lever to its DOWN position.
- 56. Feed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

### **Loading the Election Definition**

- 61. Open the door on the front of the scanner to access the two PCMCIA card slots.
- 62. Insert the card containing the election definition in either slot. An arrow on the card indicates the proper horizontal orientation for inserting the card. The eject button next to the slot will stick out when the card is properly installed. If one slot does not accept the card, try the other.



- 63. Insert the scanner key and turn it to the **OPEN/CLOSE POLL** position. It will take approximately two minutes for the scanner to load the election definition from the card into its operating system. The scanner will display “**S-MODE**” in the upper left corner of the LCD screen and the message “**ELECTION CARD INSERTED, OPEN POLLS NOW?**” DO NOT PRESS YES TO OPEN THE POLLS AT THIS TIME.



- 64. Review the Initial State Report for accuracy. The scanner automatically prints this report after it completes system initialization. Ensure the date and time are set correctly (this is the current date and time). Ensure the election information is correct (jurisdiction name, polling place, number of precincts, etc.)



### Checking the Scanner's Battery

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

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

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

- 69. Plug the scanner into an outlet and turn the scanner for at least 12 hours to charge the battery.
  
- 70. Press **PREVIOUS MENU** three times to return to the **DIAGNOSTIC TEST** menu.

### Setting the Date and Time

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

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

### **Locking Out the System Settings**

- 76. Press **PREVIOUS MENU** twice to return to the **DIAGNOSTIC TEST** menu. The message, “**LOCK OUT SYSTEM SETTINGS?**” appears.
- 77. **CAUTION!** Only press “**YES**” if you wish to Lock the system settings for your election. These settings cannot be changed unless a new PCMCIA card is loaded into the scanner. **You will probably want to select “NO” during all testing and training phases of preparing for the election.**

### **Checking the Status of the Wireless CDPD Modem**

**WARNING: Do not perform these steps if you do not have the CDPD modem. The scanner will lock up if you perform Steps 78-81 without a wireless CDPD modem installed. If you lock up the scanner, turn it off and on again.**

**NOTE: Steps 78-81 are necessary only if your Model 100 is equipped with a wireless CDPD modem and you are using that capability in the election.**

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

### Testing the Election Definition

- 82. Press **PREVIOUS** until the message, “**ELECTION CARD INSERTED, OPEN POLLS NOW?**” appears.
- 83. Press **YES**.
- 84. When prompted, turn the key switch to **VOTE** to open the polls. The scanner will automatically print the reports that were programmed into the election definition. The scanner will display the message, **INSERT BALLOT.**”
- 85. Run a test deck of ballots through the scanner. ES&S recommends you test each scanner with a test deck of ballots that will be used at the precinct where you will place that scanner.
- 86. After scanning all the ballots, turn the key to the **OPEN/CLOSE POLL** position.
- 87. Press **CLOSE POLLS**. The scanner will automatically print the reports that were programmed into the election definition.
- 88. Check that the reports reflect the appropriate test deck results. If they match, skip to Step 101. If the results do not match, continue with Step 89 to perform the test again.
- 89. Press **MORE** to display the **MORE SELECTIONS** menu.
- 90. Press **RE-OPEN POLLS** to display the **ENTER PASSWORD KEYS** screen.
- 91. Enter the password 1-2-3 (or the programmed password) using the **NEXT KEY** to advance between the three numerical positions and the **KEY UP** and **KEY DOWN** buttons to increase and decrease the numbers in the three positions.
- 92. Press **ENTER** after you have entered the password. The message, “**CLEAR ELECTION DAY TOTALS?**” appears.
- 93. Press **YES** to clear the totals from the scanner and the PCMCIA card.

- 94. Press **YES** again to confirm your desire to clear the totals. The message, **"ELECTION CARD INSERTED OPEN POLLS NOW"** will appear.
- 95. Press **YES**.
- 96. When prompted, turn the key switch to **VOTE** to open the polls. The scanner will automatically print the reports that were programmed into the election definition. The scanner will display the message, **INSERT BALLOT."**
- 97. Run a test deck of ballots through the scanner. ES&S recommends you test each scanner with a test deck of ballots that will be used at the precinct where you will place that scanner.
- 98. After scanning all the ballots, turn the key to the **OPEN/CLOSE POLL** position.
- 99. Press **CLOSE POLLS**. The scanner will automatically print the reports that were programmed into the election definition.
- 100. Check that the reports reflect the appropriate test deck results. If they match, continue with Step 101. If the results still do not match after the second test, call ES&S Customer Service at 1-800-247-VOTE (8683) for assistance. If the results match, continue with the next step.
- 101. After the reports have stopped printing, turn the scanner key to the OFF position and remove the PCMCIA card.
- 102. In the method required by your network configuration, transfer the election results from the PCMCIA card into Election Reporting Manager. Print the election reports and confirm that the results match the results from scanner's internal printer. If they match, skip to Step 118. If the results do not match, continue with Step 103 to perform the test again.
- 103. Insert the PCMCIA election card into the scanner.
- 104. Turn the scanner key to **OPEN/CLOSE POLL**. After the scanner has initialized, the **POLLS CLOSED** menu will appear.

- 105. Press **MORE** to display the **MORE SELECTIONS** menu.
- 106. Press **RE-OPEN POLLS** to display the **ENTER PASSWORD KEYS** screen.
- 107. Enter the password 1-2-3 (or the programmed password) using the **NEXT KEY** to advance between the three numerical positions and the **KEY UP** and **KEY DOWN** buttons to increase and decrease the numbers in the three positions.
- 108. Press **ENTER** after you have entered the password. The message, **“CLEAR ELECTION DAY TOTALS?”** appears.
- 109. Press **YES** to clear the totals from the scanner and the PCMCIA card.
- 110. Press **YES** again to confirm your desire to clear the totals. The message, **“ELECTION CARD INSERTED OPEN POLLS NOW”** will appear.
- 111. Press **YES**.
- 112. When prompted, turn the key switch to **VOTE** to open the polls. The scanner will automatically print the reports that were programmed into the election definition. The scanner will display the message, **INSERT BALLOT.”**
- 113. Run a test deck of ballots through the scanner. ES&S recommends you test each scanner with a test deck of ballots that will be used at the precinct where you will place that scanner.
- 114. After scanning all the ballots, turn the key to the **OPEN/CLOSE POLL** position.
- 115. Press **CLOSE POLLS**. The scanner will automatically print the reports that were programmed into the election definition.
- 116. After the reports have stopped printing, turn the scanner key to the **OFF** position and remove the PCMCIA card.

- 117. In the method required by your network configuration, transfer the election results from the PCMCIA card into Election Reporting Manager.

Print the election reports and confirm that the results match the results from scanner's internal printer. If they match, continue to Step 118.

If the results still do not match after the second test, call ES&S Customer Service at 1-800-247-VOTE (8683) for assistance.

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

**YOU HAVE COMPLETED PREPARING THE MODEL 100 SCANNER FOR THE ELECTION.**

Copyright 2004 by Election Systems & Software, Inc. Model 100 Pre-Election Day Checklist  
All rights reserved.