



ES&S DS850™

Election Day Checklist

Version Number 2.2.x

**Election Systems and Software, Inc.
11208 John Galt Blvd.
Omaha, Nebraska 68137
United States of America
Phone (402) 593-0101
Toll Free (877) 377-8683
Fax (402) 593-8107
<http://www.essvote.com>**

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Security Recommendations, ES&S, Omaha, NE

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Proprietary Document Section	Description
All	

Preparing the Scanner

- 1. Plug the scanner and both printers into the Uninterrupted Power Supply (UPS) and plug the UPS into an electrical outlet.
- 2. Ensure the printers have sufficient paper loaded into them.
- 3. Turn on the scanner, both printers and the UPS unit.

Scanning Ballots

- 4. If the scanner is **Locked**, press **Unlock Scanner** and enter the access code. 
- 5. Choose the appropriate button from the **Start Up** screen:
 - **Login**- allows the user to login and scan ballots
 - **Set Up**- allows the user to go directly to the Clear and Initialize or Load Election options on the Setup menu
 - **Shutdown**- powers the scanner off so the power switch can be turned off.
- 6. Press **Login** to begin the process of scanning ballots. If the Election Definition is not loaded or there are test results on the scanner, go to Appendix A. Otherwise, proceed to the next step.
- 7. Load ballots into the input hopper.
- 8. Print a **Zero Report** from the **Reports** menu.
- 9. From the **Scanning** menu, press **Scan Ballots**.
- 10. If not already identified by the Election Definition information, select the **Select Precinct** button to identify the precinct number. If a precinct has not been selected, a warning message will appear. 
- 11. Press **Start** to begin scanning ballots.
- 12. Select **Done** if finished scanning this precinct or select **Scan More** if additional ballots will be scanned within this precinct.

- ❑ 13. Remove ballots from the output hopper and store counted ballots according to jurisdiction procedures. Handle the sorted ballots separately so they do not become mixed with the counted ballots.

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

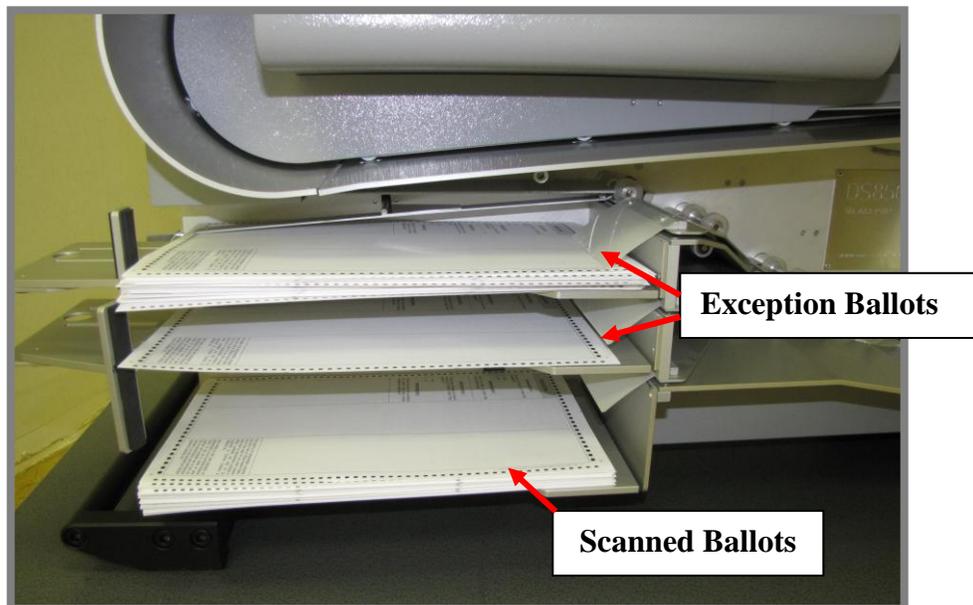
Handling Sorted Ballots

When the scanner detects a ballot that meets the scanner's selected sort options, it will sort the ballot into one of the exception bins without stopping the DS850 scanner. The DS850 can be configured to sort under-voted, over-voted, blank write-in and unrecognized ballots. Sort options are controlled by the Election Definition on the USB drive and by using election configurations on the DS850. 

The top ballot sort bin will contain any ballot that needs review – overvoted ballots, blank ballots, questionable marks, damaged ballots.

The middle ballot sort bin will contain any ballot with a write-in detected.

Ballots sorted for exceptions may have been tabulated or may not have been tabulated. The settings established in the Bin Settings  state the processing. The DS850 operator can confirm this by viewing the screen statistics or reporting.



Transferring Results

Periodically transfer results to the USB memory drive by accessing the **Results** on the **Election** menu.

To transfer results for use with ERM, press **Export For Results**.



RECOMMENDATION:

Save each time the scanner's input hopper is empty or after finishing a precinct. Ballots can then be removed from the output hopper and stored according to jurisdiction procedures.

- 14. Chose to print any report required by your jurisdiction through the **Reports** menu. Make selections for the specific type, level and detail of reports on the screen. Select Print Report.

After You Have Finished Scanning All Ballots

- 15. **DO NOT** zero the totals.
- 16. Press **Shutdown Scanner** from the **Election** menu then turn off the power switch to the scanner, printers and UPS tower.
- 17. Cover the scanner with its dust cover.

Appendix A

Loading the Election Definition

- Insert the USB drive that contains the Election Definition.
- Within the Election menu, choose **Setup** then select **Load Election**.
- Press **Yes** to confirm the process and begin loading the definition.
- Once the Election Definition has been successfully loaded, the precinct selection and scan ballots process can be completed.
- Remove the Election Definition USB device and store it.

How to Clear Testing Results

- To assure the scanner has zero totals by clearing all ballots results from the scanner. From the **Election** menu, choose **Results**.
- Choose **Clear Results** followed by **Clear All Results**.
- Enter the Override Access Code  and press **Accept**.
- Confirm the clearing process by pressing **Confirm**.