

ES&S DS850™

Pre-Election Day Checklist

Version Number 2.2.x

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Security Recommendations, ES&S, Omaha, NE

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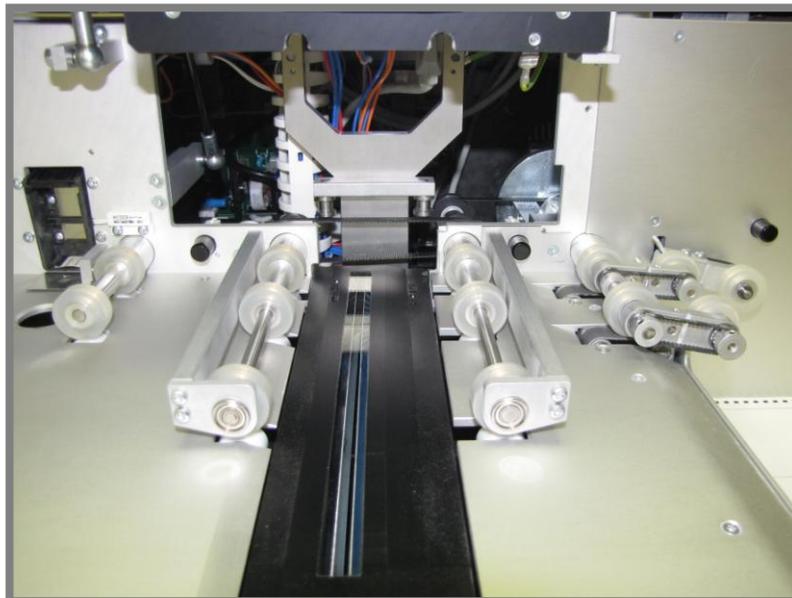
Proprietary Document Section	Description
All	

Checking Supplies and the Equipment

- 1. Scanner power cord
- 2. Power strip (optional)
- 3. Printer power cords
- 4. USB memory drive with EQC 
- 5. USB memory drive with Election Definition
- 6. USB memory drive for election results 
- 7. Printer paper – laser and dot matrix types
- 8. 1 can pressurized air
- 9. 1 clean cotton cloth
- 10. 1 bottle of Isopropyl rubbing alcohol
- 11. 1 extra printer ribbon/toner cartridge per printer
- 12. Keys for the DS850 access doors

Inspecting and Cleaning the Scanner

- 13. Clean the rollers by applying isopropyl rubbing alcohol to a cotton cloth and wiping the visible surfaces of the rollers.
- 14. Turn the rollers as you clean to expose the entire roller surface.
- 15. Use the pressurized air to remove paper debris from the feed path.



Connecting the Printers and Loading the Printer Paper



- 16. Connect the printers to the scanner using standard printer cables.
- 17. Plug in the power cords into the printers and the Uninterrupted Power Supply (UPS) and plug the UPS into an electrical outlet.
- 18. Load the printer paper and advance the paper so that the top of a new page rests at the top edge of the print carriage.
- 19. Assure that both printers (Audit Log and Reports) are turned on.

UPS – Uninterrupted Power Supply

The UPS unit should be used to guarantee continue power to the scanner. This allows data to be saved from the scanner, but will not support the scanning of additional ballots. The UPS is used so no data is lost should an electrical power interruption occur.

- 20. Turn on the UPS by pressing the gray button. A green light is visible on the front of the unit when it is powered on.

Accessing and Operation of the Scanner

- 21. Plug the scanner into the Uninterrupted Power Supply (UPS).
- 22. Turn on the scanner using the switch on the left side of the unit.
- 23. After powering on, the screen will display the **Start Up** screen.
- 24. Choose the appropriate button:
 - **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

DS850 Menus

SCANNING	Used to scan ballots, select a precinct for scanning and clear the transport path
ELECTION	Used to clear and initialize the scanner, load the election definition, configure election settings and export results
REPORTS	Used to view and print reports
SYSTEM	Used to reset system settings like the date and time or establish user restrictions
HARDWARE	Used to view and modify hardware settings. These are typically used by the Technician when performing maintenance

Clearing & Initializing the Scanner

Before operation of the scanner or loading of the election definition for a particular election, you must clear and initialize the scanner. This process clears all data from the machine and loads the necessary encryption keys to load and run the election.

- 25. Insert the USB memory drive with the EQC media into the USB port located on the right side of the equipment.
- 26. Within the **Election** menu, select **Setup** to access the **Clear and Initialize** functions.
- 27. Selection **Clear and Initialize** and enter the EQC access code then press **Accept**.
- 28. Once the scanner has recognized the EQC media device, press **Yes** to continue.
- 29. If the Clear and Initialize process is successful, a screen will appear prompting the operator to remove the EQC media device and press **Done** to return to the **Election** menu.

Loading the Election Definition

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

Scanner Configuration

The Configuration features found in the **Election** menu are only used to change or validate the settings that were originally established in the election management system software during the creation of the Election Definition.

NOTE: Some of the screens are password protected. The password is established in the election management system software during the creation of the Election Definition.

Selections within the **Configuration** menu include the following:

Processing Mode - Use the edit feature to select the mode for the election. Choices include Mixed Precinct, Single Precinct or Ballots by Style. If the Election Definition defines the ballot as precinct type, Ballots by Style will not be available.

- **Mixed Precinct** - Every ballot has the precinct information coded into the ballot ID
- **Single Precinct** - Every ballot has the precinct information coded into the ballot ID. The user is prompted to enter the precinct number prior to scanning ballots. After the user enters the precinct number, the scanner sorts out any ballot that is outside of that precinct.
- **Ballot By Style** - The same ballot is used for multiple precincts and the user must enter the precinct number prior to scanning ballots.

Imprinter - reserved for future use.

Bin Settings – Default settings for the sort bins are established in the election management system software. If no sort options are selected, the ballots scanned are sorted into the processed bin. There are three Bin Sorting options:

- **Process** – all ballots are processed and placed into this bin
- **Process and Sort** – all ballots are processed and sorted into different bins depending on the Bin Sorting settings
- **Do No Process** – ballots that contain irregularities, such as overvotes or damages, are not processed depending on the Bin Sorting settings

The scanner can be configured to process and sort ballots into different bins based on the type of ballot encountered.

First select to type of action for handling ballots with Write-ins; process, process & sort or do not process.

Then select the types of ballots to not be processed.
Press **Save** to sort the settings.

850 Certification Election for Mike 10/12/09 11:28 AM
0 Electionwide 2009-12-31

Bin Sorting

Bin Sorting:
Confirmation

Instructions:
Please review all of your choices now.
If they are correct press 'Save'.
If they are not correct, touch the item on the right you want to change by selecting 'Edit'.

Review your choices

Ballots With Write-ins Edit

Process
 Process & Sort
 Do Not Process

Ballots Not Processed Edit

Overvotes Blank Ballots
 Undervotes Marginal Marks
 Crossovers Counterfeit Ballots

Cancel Back Save

Audit Log - The ability to enable or disable the Audit Log printing can be established in the election management system software. Changes can be made under the Audit Log Printing feature. Scanning ballots requires the Audit Log to be enabled.

Results Reporting - reserved for future use.

Ballot Images - reserved for future use.

User Access – allows the access to be defined by user. 

Setting the Date & Time

- 35. From the **System** menu, choose **Set Date/Time** to update the information.
- 36. Update the appropriate fields. Press **Accept** to save the changes.

Adjusting the Bin Length

The most common cause of ballots jammed in the transport area is not having the bin length set properly.

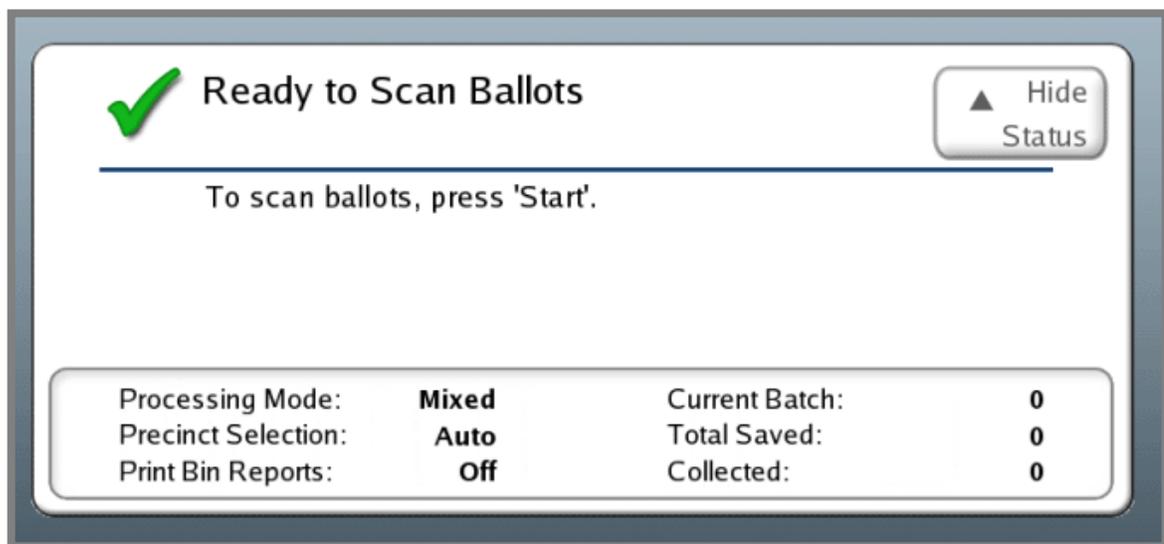
- 37. Adjust the “stop” portion of the ballot bins to the proper setting. The proper setting is dictated by the length of ballot used in the election.
- 38. Move the adjustable bin tray to the appropriate length setting by matching the length markers.
- 39. Repeat for each of the three bins.
- 40. Check your settings by placing a sample ballot in the top tray and assure the ballot is within the guide marks on the tray.

Checking the Accuracy of the Election Definition

Test the accuracy of the Election Definition by zeroing the scanner, scanning the test deck of ballots and verifying the results with a report.

- 41. Assure the scanner has zero totals by clearing all ballots results from the scanner. From the **Election** menu, choose **Results**. Then choose **Clear Results** followed by **Clear All Results**.
- 42. Enter the Override Access Code and press **Accept**. 

- 43. Confirm the clearing process by pressing **Confirm**.
- 44. Print a **Zero Report** from the **Reports** menu.
- 45. Load the test deck of ballots into the input hopper.
- 46. From the **Scanning** menu, press **Scan Ballots** to process the ballots.
- 47. If not already selected, press **Select Precinct** to identify the precinct information for the ballots to be processed. A warning message will display if a precinct has not been selected.
- 48. Confirm the setting information at the bottom of the Scan Ballot screen.



- 49. Press **Start** to begin scanning ballots. Press **Stop** to stop scanning if you need to stop the machine before the input hopper is empty.
- 50. At the completion of each run, the operator has the option to complete a batch by pressing **Done** or scanning additional ballots by choosing **Scan More**.

When **Done** is pressed to complete a batch, all data for the batch will be automatically saved and the bin reports will be printed.

- 51. Print **Results Report** from the **Reports** menu.
- 52. Compare the results of the test deck to the DS850Results Report.

- ❑ 53. If using ERM, save the results to the USB memory drive. Select **Results** from the **Election** menu then **Export for Results**. Compare all reports to the test deck to assure accuracy.

NOTE: If results do not match, perform the test again. If the results still do not match after the second test, call ES&S Hardware Support at 1-877-377-VOTE (8683) for assistance.

- ❑ 54. If the results match, zero the testing results to finish preparing the scanner for Election Day.
- ❑ 55. Optional -- **Lock Scanner** to prevent unauthorized users from modifying settings by pressing **Lock Scanner** on the **Election** menu.
- ❑ 56. Lastly, from the **Election** menu, press **Shutdown Scanner** and then turn off the scanner power switch when prompted. Cover the scanner with the dust cover.