

Early Voting ExpressVote Logic and Accuracy Checklist

Local Board Name: _____ Polling Place Number: _____

Election Date: _____ Today's Date: _____ Primary: ▪ General: ▪

ExpressVote Serial Number: _____

Note: If the expected test result is not observed, stop testing and notify the L&A Team Leader.

Step	L&A Test Steps	Data / Comments	Check
1	<p>Open ExpressVote Unit and connect to AC Power. If present, confirm tamper tape has not been tampered with and remove and record the number.</p> <p>Unlock side security compartment with barrel key. Install the Keypad in the phone jack port if not already done.</p> <p>Confirm there are no Memory Sticks in the USB ports.</p> <p>Verify or switch to Official Mode and turn on the ExpressVote (both switches are located in the side security compartment).</p> <p>The ExpressVote takes several minutes to start up. Allow the initial calibration screen to time out.</p>		
2	<p>From the ExpressVote Main Menu touch Battery Status. Verify Battery Status matches below.</p> <p>Power Source=External If not, ensure that it is plugged into a functioning AC outlet.</p> <p>Battery Strength=Good If not, continue testing, but ensure that unit is fully charged prior to being deployed.</p> <p>Battery Charge=Fully Charged If not, continue testing, but ensure that the unit is fully charged prior to being deployed. It can take up to seven hours to fully charge a drained battery.</p>	<p>Notify the team leader if the status for Power Source, Battery Strength, or Battery Charge is not as listed.</p>	
3	<p>Touch Exit.</p>		

4	<p>From the ExpressVote Main Menu, select Display Software Versions, and verify the following version numbers.</p> <p>1: Graphical User Interface: 1.4.0.0 2: Platform: WinCe 6.00.14 3: Scanner Printer Engine: Rev: 1.1.0.0 – DLL: 1.4.0.0 4: Input Output Board: Rev: 1.1.0.0 – DKB: 1.0.0.0 – DLL: 1.4.0.0 5: Jungo: SPE_USB Rev 11.3.0 IOB Rev 11.3.0</p>		
5	Touch Exit .		
6	<p>From the ExpressVote Main Menu, select System Maintenance.</p> <p>Enter the current security code provided by SBE and touch Accept.</p>	Security code will be provided by Team Leader.	
7	<p>Touch Set Maintenance Security Code. Enter the current security code again and touch Accept.</p> <p>Enter the new security code supplied by SBE and touch Accept.</p>		
8	<p>From the ExpressVote System Maintenance Menu, touch Set Time Zone/Date/Time. Confirm Time Zone is set to (GMT-05:00)Eastern Standard Time (US & Canada) and Automatically Adjust for Daylight Savings Time is not checked</p> <p>Confirm the Correct Date and Time are displayed. If necessary make the needed changes. If any changes are made see comments on the right. If no changes were necessary touch Exit and then touch Exit on the ExpressVote System Maintenance Menu.</p>	If any changes are made you must select Apply to save the changes and will be prompted to reboot. Select Exit , and reboot by flipping the power toggle to OFF , once ExpressVote shuts down completely flip the power toggle back to on and wait for ExpressVote to start back up. Continue with the next step.	
9	<p>From the ExpressVote Main Menu select Calibrate Touch Screen. Read the onscreen instructions to calibrate the touch screen and then select Start.</p>		
10	Carefully press and hold stylus on the center of the target until the target moves. Continue as the target moves around the screen. When done touch anywhere on the screen before 30 second countdown completes to save		

	calibration. Select Redo to repeat calibration or Exit to move to the next step.		
11	<p>When the ExpressVote Main Menu displays, insert Election Qualification Code Memory Stick into one of the USB ports in the side compartment.</p> <p>On the Enter Clear and Initialize Code screen, enter the <i>Qualification Code</i> provided by SBE and touch Accept.</p> <p>If the information is correct on the Clear and Initialize screen touch Clear and Initialize.</p>	If information is NOT correct, notify the Team Leader.	
12	When Clearing and initializing is complete, remove the Election Qualification Code Memory Stick.		
13	Record Election Definition Memory Stick Serial Number.	Election Definition Serial Number: _____	
14	<p>Insert Election Definition memory stick into a USB port in the side security compartment. When prompted enter the <i>Election Code</i> provided by SBE and touch Accept.</p> <p>When loading the election is complete, verify the election data displayed on the Ready for Voting screen is correct and touch OK.</p>	If information is NOT correct, notify the Team Leader.	
15	<p>While on the ExpressVote Main Menu screen flip the toggle switch located in the side compartment from Official to VOTER mode.</p> <p>When To begin voting, insert your card displays, insert a blank Ballot Activation Card.</p> <p>When prompted select the first ballot style listed. Continue marking BACs until all ballot styles have been tested.</p> <p>Note: You must make sure to test all ballot styles used during Early Voting in L&A.</p>	<p>Vote the first candidate in each contest for each ballot style in the polling place.</p> <p>Steps 15, 16 and 17 must be performed when marking at least one Ballot Activation Card per Early Voting location.</p>	
16	If not already done, plug in headset at headphone jack. The audio will start automatically after the Ballot Activation Card is inserted		
17	<p>Verify that the Keypad and headset are fully functional.</p> <p>Use keypad with headset to vote a ballot, making sure to utilize all keys on the keypad.</p>		

18	<p>When marking Ballot Activation Cards for the polling place is complete flip the toggle switch to Official Mode. Record Lifetime Print Counter and Serial Number from bottom left screen.</p> <p>Note: Keep the printed Ballot Activation Cards. These will be used to test the DS200.</p>	<p>Lifetime Counter: _____</p> <p>Serial Number: _____</p>	
19	<p>Move the mode toggle switch back to Voter and power down the ExpressVote. Do not remove the Election Definition Memory Stick.</p>	<p>Move the mode toggle switch back to Voter and power down the ExpressVote.</p>	
20	<p>Seal the ExpressVote. Close and lock the side security compartment door using the barrel key. Apply Tamper tape to security compartment and record the number.</p>	<p>Tamper Tape Number: _____</p>	
<p>Comments</p>			

Tester: _____ Signature: _____ Date: _____