

DS200 ELECTION DAY LOGIC AND ACCURACY

Local Board Name: _____ Polling Place Number: _____

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

DS200 Serial Number: _____ Unit Number (if applicable): _____

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>Prepare DS200</p> <ul style="list-style-type: none"> • Verify shipping tags • Inspect DS200 for physical damage • Inspect ballot box • Insert empty Ballot Transfer Bin • Ensure top doors of Ballot Transfer Bin are open • Ensure metal bar is in the down position and the rear access flap is up. <p>Note: When this step is complete the DS200 Ballot Box lid should be open and the DS200 screen should be up. The DS200 should not be connected to AC power until step 2.</p>		
2.	<p>Connect unit to AC power making sure to use Tripp-Lite adapter.</p>		
3.	<p>If using a Backup Memory Stick it must be inserted now.</p> <p>Record the Backup USB Memory Stick serial number and unlock the rear access compartment cover.</p> <p>Insert Backup USB Memory Stick into the USB port located inside the rear access compartment.</p> <p>Lock the rear access compartment.</p>	<p>Backup Memory Stick Serial Number: _____</p>	
4.	<p>Unlock and open the front access compartment cover. Insert the Election Qualification Code Memory Stick into the B Slot and power on by pressing the power button inside the access panel.</p> <p>Note: a configuration report will print automatically.</p>		

12	<p>Under System Status verify or record as applicable the information referenced below:</p> <p>Unit Serial: _____ ○ (verify against number previously recorded)</p> <p>Public Count = 0 ○</p> <p>Protected Count: _____</p> <p>Power Type: AC ○</p> <p>Battery Status: Present ___% ○</p> <p>Firmware Version = 2.12.0.0 ○</p>	<p>If serial number does not match number recorded in header information, notify your team lead.</p>	
13	<p>Touch Log In and enter the Administration Code when prompted. Touch Accept.</p>		
14	<p>From the left side menu touch System Settings and then touch 'Date And Time Options'. Verify Current Date, Current Time, and Current Time Zone are correct. See box to the right if any changes are required.</p>	<p>If any changes to the time, date, or time zone are needed make applicable correction make sure to touch Apply, Back, Apply, and then OK.</p> <p>Note: Correct Time Zone is (GMT-5:00) Eastern Standard Time (New York). Adjust for Daylight Savings Time if applicable.</p>	
15	<p>From the left side menu touch Logout and then touch Exit on the bottom left side of screen.</p>		
16	<p>Touch Open Poll. Two Zero Totals Report will print. Verify all results on the reports are 0.</p>		
17	<p>Touch Go to Voting Mode. Verify Public Count displayed on the screen is 0.</p>	<p>Public Count: _____</p>	
18	<p>From Welcome. Please insert your ballot screen scan the Test Deck including ballots created on the ExpressVote for this polling place. Make sure to test ballots in all four orientations.</p>	<p>Number of Ballots: _____</p>	
19	<p>When done, verify Public Count matches number of ballots scanned.</p>	<p>Public Count: _____</p>	
20	<p>Disconnect the unit from AC power. Verify the unit continues to operate on battery power.</p>	<p>If unit shuts down notify team lead.</p>	
21	<p>Inside the front access compartment press the Close Poll button.</p>		

22	On the screen touch Close Poll . Two Ballot Accounting Status Reports and two Voting Results Report will print. Verify the printed results match the expected results. Note: make sure to add in any ExpressVote Ballot Activation Cards totals to the Test Deck expected results.		
23	Touch Finished- Turn Off . Allow the DS200 to shut down completely (the power button light will change from green to red and then off). Remove Election Definition Memory Stick. Note: If using a backup memory stick allow additional time for saving results to the backup memory stick.		
24	Upload the results to the Certified Network.		
25	Reconnect to AC power.		
26	Verify Election Definition Memory Stick serial number matches serial number recorded in step 8.	Election Definition Memory Stick serial number matches: ○	
27	Insert the Election Definition Memory Stick into slot B. Power on the DS200 by pressing the power button inside the front access compartment. Enter the Election Code when prompted and touch Accept .		
28	Verify correct polling place is shown on the top left of screen and election information displayed at the top center of screen is correct. Note: A Configuration Report will print automatically.		
29	Touch Re-open Poll and enter the Override Code when prompted. Touch Accept .		
30	Touch Clear Votes and then touch Clear Votes & Continue . Verify Public Count is reset to zero. Record Protected Count.	Protected count:_____	
31	From the You have successfully cleared the vote totals screen touch Report Options .		

32	<p>Under Report Type select the Zero Totals radio button. Touch Print Report.</p> <p>Note: Report Format and Report Level should be set to Public and Polling Place respectively.</p>		
33	<p>A Zero Totals Report will print. Verify all results are zero. A Supervisor must verify that zero votes are shown for all contests.</p>	Supervisor Initials: _____	
34	<p>Touch Cancel and then touch Don't Open- Turn Off. The DS200 will power down.</p>		
35	<p>Remove Reports and staple to this form.</p>		
36	<p>Replace Paper Roll.</p>		
37	<p>Close and lock the front access compartment. DO NOT REMOVE Election Definition MEMORY Stick. Apply Tamper Tape to the front access compartment and record. Record the rear access compartment tamper tape number (apply if necessary).</p>	<p>Tamper tape numbers:</p> <p>Front Access Compartment: _____</p> <p>Rear Access Compartment: _____</p>	
38	<p>Remove all test deck ballots from ballot transfer bin. Remove the Ballot Transfer Bin.</p> <p>If Election Day Ballots are not packed and ready at this time, seal the Main Ballot Box and the Emergency Ballot Compartment.</p> <p>If Election Day ballots are available at this time, you may insert the packed and sealed Ballot Transfer Bin for this polling place at this time.</p> <p>Record all applicable seal numbers.</p>	<p>Seal Numbers:</p> <p>Ballot Transfer Bin _____</p> <p>Main Ballot Box _____</p> <p>Emergency Ballot Compartment _____</p>	
39	<p>Close and lock the screen of the DS200. Close and lock the lid of the DS200. Apply a numbered seal to the lid and record the number.</p> <p>Record the left side case tie and right side case tie seal numbers.</p> <p>Move the DS200 to the staging area.</p>	<p>Seal Number: _____</p> <p>Left Case Seal Number: _____</p> <p>Right Case Seal Number: _____</p>	

Comments:

Tester Name and Signature: _____ Date: _____