

DS850 ABSENTEE AND PROVISIONAL LOGIC AND ACCURACY CHECKLIST

Local Board Name: _____ Canvass: _____

Election Date: _____ Primary: _____ • General: _____

DS850 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>Prepare DS850</p> <ul style="list-style-type: none"> • Inspect and Clean DS850 if necessary. • Ensure both printers are connected, and ensure sufficient paper is loaded. • Ensure printers and DS850 are correctly connected to UPS. 		
2.	<p>Power on the UPS and then the DS850. At the startup screen, touch Setup.</p>		
3.	<p>While on the Setup screen insert an EQC Memory Stick in a USB slot. Touch Clear and Initialize. On the Clear and Initialize screen enter Qualification code and touch Accept.</p> <p>Note: the EQC only needs to be loaded prior to the first canvass L&A for an election.</p>		
4.	<p>In the Valid EQC media was found box, verify the following are correct under Inserted Election:</p> <p>Election ID <input type="radio"/></p> <p>EQC Code <input type="radio"/></p> <p>Election Date <input type="radio"/></p> <p>Note: This information will be provided by SBE.</p> <p>If correct touch Yes. Remove EQC Memory Stick when prompted. Press Done.</p>	If not correct notify team lead.	
5.	<p>While on the Setup screen insert the Election Definition Memory Stick into one of the USB ports. Touch Load election. Enter Election code when prompted. Touch Accept.</p>		
6.	<p>On the Load Election screen verify a valid Election Definition was found. Verify the Election Name and Election Date are correct. If correct, touch Yes.</p>		
7.	<p>Remove the Election Definition Memory Stick when prompted. Touch Done.</p>		
8.	<p>On the Reminder screen, confirm the Election Definition Memory Stick has been removed and touch OK.</p>		

9.	Touch Menu .		
10.	Confirm Date and Time displayed on the top right corner of the screen are correct. If correct proceed to step 13.		
11.	If date and time are not correct touch System on the left side menu.		
12.	On the System screen touch Set Date/Time . Touch Change Date and/or Change Time . From the Set Date or Set Time screen touch Edit . Enter the Administration Code when prompted and touch Accept . Follow the prompts to make corrections and touch Save to exit. Touch Menu .		
13.	Select Election from the left side menu. Touch Configuration , and touch Processing Mode . Verify Processing Mode is set to Precinct Selection Off. If not touch Edit , enter Election Code, select the Precinct Selection Off radio button, and touch Save .		
14.	From the Configuration, touch Bin Sorting then touch Sort Settings . Ensure Bin sorting table is correct. <ul style="list-style-type: none"> • Top Bin: Invalid ID and Unreadable • Middle Bin: Write-in • Bottom Bin: Overvote, Undervote, Blank Ballot, and Unclear Marks. <p>Additionally, the Top Bin is set for Don't Process and the Middle and Bottom Bin to Process.</p> <p>Touch Menu. Touch Menu again and touch Menu.</p>	If these settings are not correct notify your team lead.	
15.	Ensure that the three physical bins are set to the same length as the ballots to be scanned, by sliding the end of the end of the bin tray to match the length markers.		
16.	From the left side menu select Reports . Under Report Type make sure Zero Report is highlighted. If not touch Zero Report . Touch Print . Touch OK on Print report box. Verify all results are zero.		
17.	Select Scanning from the left side menu. Touch Scan Ballots . Make sure Test Deck ballots are ready to be scanned and touch Start . Make sure all test deck ballots are processed. <p>Note: Do stack more than 400 ballots at a time in the input hopper tray.</p>	If any test ballot ballots are rejected, remove the ballot and determine the issue. If necessary, create and scan another ballot.	
18.	When the entire test deck has been scanned, touch Save . Touch Save again to save the current batch. Touch Done .		

19	Select Reports from the left side menu. Touch Results , touch Results Reports , verify Election Detail radio button is selected, if not select it. Touch Print and touch OK on Print report box. Make sure results match the expected results.		
20	Remove the test deck ballots from bins and securely store them.		
21	Insert a formatted (FAT32) 8GB USB Memory Stick into a USB slot. Select Election from the left side menu. Touch Results and touch Export Results . Enter the Election Code when prompted. When the Confirm exporting of data box appears touch Confirm . Note: Use a fully formatted Memory Stick rather than Quick-formatted.		
22	When The data was successfully exported box appears touch Done . Remove the Memory Stick and upload to the Certified Network.		
23	After confirming results have been successfully uploaded, touch Clear All Results and enter the Override Code when prompted, touch Accept . When the Confirm clearing of all results box displays touch Confirm and then touch OK when the Success box displays.		
24	Touch Menu and select Reports from the left side menu. Confirm Zero Report is highlighted under Report Type and touch Print . Touch OK when the Print report box displays. On the printed Zero Report verify all contests have zero results.		
25	Staple all results and zero reports to this form.		
26	Touch Exit and touch Shutdown Scanner . When the Shutdown Scanner? box appears touch Shutdown . When It is now safe to turn off the machine message displays touch Power Down DS850 .		
27	Seal all side compartments on the DS850		
28	Record all seal numbers.	Left Side Power Compartment Seal # _____ Right Side USB Compartment Seal #(Top) _____ Right Side USB Compartment Seal #(Middle) _____	

		Right Side USB Compartment Seal #(Bottom)_____	
Comments:			

Tester Name and Signature:_____ Date:_____