Election Day ExpressVote Logic and Accuracy Checklist

Local Board Name: _____ Polling Place Number: _____

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

4.	From the ExpressVote Main Menu, select **Display Software Versions,** and verify the following version numbers.
	
	 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**		

5.	Touch **Exit.**		

6.	From the ExpressVote Main Menu, select **System Maintenance.** Enter the current security code provided by SBE and touch **Accept**.	**Security code will be provided by Team Leader.**	
7.	Touch **Set Maintenance Security Code**. Enter the current security code again and touch **Accept**. Enter the new security code supplied by SBE and touch **Accept**.		
8.	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 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. **Note: If DST ends between L&A testing and Election Day the time must be adjusted to reflect correctly on Election Day.**	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.	From the ExpressVote Main Menu select **Calibrate Touch Screen.** Read the onscreen instructions to calibrate the touch screen and then select **Start**.		
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.	When the ExpressVote Main Menu displays, insert Election Qualification Code Memory Stick into one of the USB ports in the side compartment. On the **Enter Clear and Initialize Code** screen enter the Qualification Code provided by SBE and touch **Accept**. If the information is correct on the **Clear and Initialize screen,** touch **Clear and Initialize.**	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.	Insert Election Definition memory stick into a USB port in the side security compartment. When prompted enter the Election Code provided by SBE prompted and touch **Accept**.	If information is NOT correct, notify the Team Leader.	

	When loading the election is complete, verify the election data displayed on the Ready for Voting screen is correct and touch **OK**.		
15.	While on the ExpressVote Main Menu screen flip the toggle switch located in the side compartment from **Official** to **VOTER** mode. When **To begin voting, insert your card** displays, insert a blank Ballot Activation Card. If **Precinct Selection: Search** appears, touch **Search** and select the first ballot style listed. Continue voting Ballot Activation Cards until all ballot styles on the ExpressVote have been voted.	Vote the first candidate in each contest for each ballot style in the polling place. Steps 15, 16 and 17 must be performed when marking at least one Ballot Activation Card per ExpressVote.	
16.	If not already done, plug in headset at headphone jack. The audio will start automatically after the Ballot Activation Card is inserted.		
17.	Verify Keypad and headset are fully functional. Use keypad with headset to vote a ballot, making sure to utilize all keys on the keypad.		
18.	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. **Note: Keep the printed Ballot Activation Cards. These will be used to test the DS200.**	Lifetime Counter:_____ Serial Number:_____	
19.	Move the mode toggle switch back to Voter and power down the ExpressVote. Do not remove the Election Definition Memory Stick.		
20.	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.	Tamper Tape Number:_____	
Comments:			

Tester:_____   Signature:_____   Date:_____