

State Board of Elections

ExpressPoll Pollbook Acceptance Test Guide

Maryland State Board of Elections



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Version 1.3



Version History

Revision	Description	Name	Date
1.0	Initial Release	R. Murphy	3/27/06
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Project Manager, SBE

Date



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1. INTRODUCTION

All voting equipment brought into Maryland, whether it is new or has been through the repair process, must go through acceptance tests designed by the State Board prior to being placed into operation. Acceptance testing is a critical piece in bringing voting systems into operation and the certification process as stated in Article 33 of the Election Code. Failure to perform acceptance tests on voting equipment will compromise the Local Board's ability to support and comply with State acceptance testing regulations.

2. SCOPE

Acceptance testing for voting equipment includes, but is not limited to, the following components:

- ExpressPoll 5000 electronic pollbook.
- Seiko MPU-L645 electronic pollbook printer.

Acceptance tests are designed for the use of the Local Boards. The State Board's role in acceptance testing is to provide Local Boards with the appropriate documentation for performing acceptance tests. The State Board at any time may audit acceptance test records and has the authority to change the acceptance test documentation. If the State Board changes any portion of the acceptance test documentation, the State Board will notify the Local Boards of specific changes and distribute the updated documentation.

The successful completion of each step is critical to certifying voting equipment. If the successful completion of any step is not possible, the equipment is considered suspect and additional testing is required. Suspect equipment should be placed in a separate area for additional testing and troubleshooting.

3. PREREQUISITES

Prior to performing any acceptance tests on equipment, personnel testing the equipment must have background knowledge of the equipment. In addition, the following equipment and supplies are required for completing acceptance testing of the ExpressPoll Tablets:

- State Asset Tag (for ExpressPoll Tablet)
- Color tape: yellow for ExpressPoll Tablet, blue for printer.
- State barcode number.
- Printer paper (printer)
- Installation Compact Flash card
- A Compact Flash card loaded with the acceptance test database and resourcer. (ExpressPoll Tablet)
(One per ExpressPoll to be tested)
- A Compact Flash card containing the bulk update file.
- A PCMCIA CF card adapter.
- Default Central Administration smart card(ExpressPoll Tablet)
- Crossover cable OR hub and Ethernet cables
- Seiko Printer and USB cable

4. DOCUMENT ORGANIZATION

This document contains the procedure to conduct the ExpressPoll 5000 and Seiko MPU-L645 printer acceptance test.



5. EXPRESSPOLL ACCEPTANCE TEST

The following steps are required to conduct an Acceptance Test on the ExpressPoll Tablet. If the ExpressPoll successfully completes the acceptance test, the ExpressPoll Tablet should be placed into service. If any single step does not complete successfully, note the issue in the “Comment” section on the ExpressPoll Acceptance Checklist. Place the unit in a separate area for troubleshooting or repair.

Step	Section I -Installation of ExpressPoll Software
1	Record assigned State Asset Tag Number on the Express Poll Acceptance Test Checklist. Do not attach until ExpressPoll Tablet passes test. (New ExpressPoll Tablets only)
2	Record assigned State Barcode Number on the Express Poll Acceptance Test Checklist. Do not attach until ExpressPoll Tablet passes test. (New ExpressPoll Tablets only)
3	Complete the header information on the ExpressPoll Acceptance Checklist.
4	Place the ExpressPoll case on the table.
5	Open the cases and verify the following hardware items are present: <ul style="list-style-type: none"> ● ExpressPoll Tablet (1) ● Power cord (1) ● AC adapter (1) ● Stylus (2) – Recommended tool to use for the acceptance test ● External case charging cable (1)
6	Apply yellow tape to the power supply and connector cord.
7	Perform a visual inspection of the ExpressPoll tablet for: <ul style="list-style-type: none"> ● Physical damage to external case (cracks, broken parts, etc.) ● Scratches on the LCD screen ● Missing screws or components
8	Record the ExpressPoll Serial Number on the ExpressPoll Acceptance Checklist
9	Open the covers on the back (if present) and top of the ExpressPoll tablet (power/LAN cover, memory card cover).
10	Connect power cord to ExpressPoll carrying case then plug the power cord in the back of the case (the pig tail) to the ExpressPoll tablet. If pig tail is missing plug directly into ExpressPoll.
11	Validate the green CHARGING LED is illuminated or flashing.
12	Disconnect the power cord from the ExpressPoll case and the (pig tail) cord from the ExpressPoll tablet and close the case.
13	Reconnect the power cord to the ExpressPoll tablet.
14	Insert the “Install” compact flash card (CF) into the compact flash socket with ridge on card facing away from tester.
15	Open the power switch cover and turn on the ExpressPoll tablet. Power on the ExpressPoll tablet with the “Install” CF card loaded in the slot. Wait until the message: “ Programming complete!! Remove storage card and reboot the system!! ” is displayed. This will take several minutes.
16	Remove the “Install” CF card and power-off the ExpressPoll tablet.
17	Power on the ExpressPoll tablet-. This will take several minutes.
18	The system will re-boot to the screen calibration functions. Press the stylus in the middle of the crosshairs. A total of 5 will appear one after another, and then press the stylus anywhere on the screen to save the settings. ► NOTE: The <Enter> and <ESC> keys are not displayed. Tap anywhere on the screen to exit.



19	The “Windows CE” desktop will appear. Place the “ Install ” CF card back in the slot and double–tap <My Device> icon.
20	Double–tap <Storage Card> icon, then double tap <EXPOLLUPDATE>. The “ExpressPoll Update Installer” window will appear. Tap <Install Update> in the lower left corner of the screen. Tap <OK> on the “Update ExpressPoll” window. The ExPoll.exe program will install. When installation is complete, remove the CF card and tap <OK> on the “Updates installed” dialog box to restart the ExpressPoll.
21	Upon reboot, the Launch Express Poll screen displays. Insert CF Card with the acceptance test database and resource files and secondary CF Card with PCMCIA adapter and bulk update file. Once CF Cards are seated, Tap <Launch Express Poll>.
22	Enter the System ID when prompted. Note: The System ID number is the last 6 digits of the State Asset Tag number.
23	Tap <Save New System ID>. After a few seconds the new system id will be displayed on the bottom left of the screen and the ExpressPoll will continue to launch. From the Log In screen power-off the ExpressPoll.
24	When the Launch Express Poll screen displays insert the default Central Administrator Card. Tap < Launch Express Poll>. Enter the PIN and tap <Enter Maintenance>.
25	Tap <Key Card> tab at the top of the page. Verify that the “ Target Ballot Station 4.5 and Newer ” check box is checked.
26	Select <System> tab on the “Maintenance” screen.
27	Verify that Software Version displays “ 3.3.2.0 ”.
28	Tap <All Settings>.
29	Double Tap <Date / Time>.
30	From the “Time Zone” drop-down menu, select (GMT-5.00) Eastern Time (US & Canada)
31	Ensure “ Automatically adjust clock for daylight saving ” is not checked. Do not set time here, time will be set/verified on step 37.
32	Tap <Apply>, and Tap <OK>
33	Tap the <X> in the top right corner to close the screen
34	Tap <Close Maintenance> and reboot from launch screen. Do not remove the Central Administrator Card.
Section II – Expresspoll Diagnostic	
35	Tap < Launch Express Poll >. Enter the PIN and tap <Enter Maintenance>.
36	Select the <System> tab and tap <Clock Settings>
37	Verify/adjust clock setting: <ul style="list-style-type: none"> • Date – if not correct, set to proper date • Current Time – if not correct, set to proper time When date and time are correct, tap <Clock Time OK Continue>.
38	Select <Networking> tab on the “Maintenance” screen.
39	Verify <Obtain an IP address via DHCP > radio button is selected. Tap <Apply Settings>. If <Obtain an IP Address via DHCP> is not selected, select it, then tap <Apply Settings>.
40	Tap <Clock Sync> tab.
41	Enter 192.168.168.2 into the “Time Server IP Address” box. Tap <Set Server Clock Synchronization>.
42	Tap <Close Maintenance>.
43	Remove the Central Administrator Card.
44	A message “ ***** NOTICE ***** Tap OK to restart the system now ” will appear. Tap <OK>.
45	The Launch Express Poll screen will appear.



46	Connect the network crossover cable to a second ExpressPoll tablet (connect the crossover cable to the LAN Ethernet socket in back of ExpressPoll tablet). If testing more than 2 ExpressPoll tablets at a time, a hub/switch must be used to network the ExpressPoll tablets together. Connect Seiko printer to ExpressPoll tablet using a USB cable. Plug in and power on printer. Note: You need to create primary and bulk update CF cards for any ExpressPolls used in testing
47	Tap < Launch >. “EZ Roster” will initialize.
48	Log in to the application using the following settings: <ul style="list-style-type: none"> • Consolidation Number = (enter full precinct consolidation number) • User ID = • Password = Tap < Log In >.
49	Verify the consolidation information and Tap < OK This is Correct Poll >.
50	The EZ Roster software will initialize and the bulk update will run. On the Bulk Update Success message tap < OK >. Note: You must use a separate primary CF card for each ExpressPoll being tested in order for the bulk update to autorun.
51	The ExpressPoll will restart.
52	Tap < Launch >.
53	Verify the consolidation information and Tap < OK This is Correct Poll >.
54	Wait for the EZ Roster to initialize and display “ Main Screen ”.
55	Verify the Poll Status is CLOSED
56	Verify the Bulk Update Date field is populated with the correct date.
57	Touch < Open the Polls >. “ Tap Continue to print reports. ” window is displayed. Tap < Continue >. Verify reports print.
58	Verify that the Poll Status is green and displays OPENED .
59	Move the printer’s USB cable to the other USB port on the back of ExpressPoll. Tap the < Precinct Details > tab. Tap the < Print Information > button. Verify the polling place details print.
60	Synchronize both ExpressPoll tablets at this step. Power on the additional ExpressPoll tablet(s), tap < Launch >, log in to the same consolidation, Verify the consolidation information and Tap < OK This is Correct Poll >.
61	Tap the < Status > tab. Verify ExpressPoll Tablets are synchronized (synch status of the additional ExpressPoll Tablet(s) should display as Complete). If synch status displays as Active, wait until it updates to read Complete before continuing.
62	Record the battery charge level of the ExpressPoll tablet (displayed in the bottom left corner) on the ExpressPoll Acceptance Checklist. If the battery charge has not increased, leave the ExpressPoll tablet plugged in until there is a change. As soon as a change occurs, note the increase. (If there is no change, set this unit aside). Record the current level in Section II (i) of the ExpressPoll Acceptance Checklist.
63	Power off the ExpressPoll tablet and remove the “ Acceptance Test ” CF card and PCMCIA adapter with the “Bulk Update” CF card.
64	Replace the top cover of the ExpressPoll tablet.
65	1. Apply a security seal to the top cover of the ExpressPoll tablet. Record the seal number on the ExpressPoll Acceptance Checklist.
66	Apply the State Asset tag to the rear of the ExpressPoll tablet. (New ExpressPoll Tablets only)
67	Apply the State Barcode Number to the rear of the ExpressPoll tablet. (New ExpressPoll Tablets only)
68	ExpressPoll Acceptance Test is complete. Return the ExpressPoll to the carrying case.
69	Complete the ExpressPoll Acceptance Checklist, and place into the history file.



6. EXPRESSPOLL ACCEPTANCE TEST CHECKLIST

LBE Name: _____ State Barcode Number: _____
 LBE Rep Name (Print): _____ State Asset Tag Number: _____
 LBE Rep Signature: _____ Security Seal Number: _____
 Test Date: _____ Serial Number: _____

Place the completed checklist in the Pollbook's history file.

Please complete all sections.

- | Section I Installation of ExpressPoll Software | <u>Initial</u> |
|---|-----------------------|
| a) Verified ExpressPoll Tablet is charging | _____ |
| b) OS has been re-installed | _____ |
| c) Screen is Calibrated | _____ |
| d) System ID is entered and recorded _____ | _____ |
| e) Verified software version is correct | _____ |
| f) Verified Time Zone was set correctly. | _____ |
| Section II ExpressPoll Diagnostic | |
| a) Record the Battery Charge Level (start): _____ | _____ |
| b) Verified Date was set correctly. | _____ |
| c) Verified Time was set correctly. | _____ |
| d) Verified Obtain an IP Address via DHCP | _____ |
| e) Set Server Clock Synchronization | _____ |
| f) Precinct Log In was successful. | _____ |
| g) Printer printed from both USB ports | _____ |
| h) ExpressPoll synchronization was successful. | _____ |
| i) Bulk update from adapter successful | _____ |
| j) Record the Battery Charge Level (end): _____ | _____ |

Comments: (If failed, please provide a brief description.)



7. EXPRESSPOLL PRINTER ACCEPTANCE TEST

The following steps are required to conduct an Acceptance Test on the ExpressPoll Printer. Follow the steps listed in order from 1 to 20. If the ExpressPoll Printer successfully passes the acceptance test, the printer should be placed into service. If any single step does not complete successfully, note the issue in the “Comment” section on the ExpressPoll Printer Acceptance Checklist. Place the unit in a separate area for troubleshooting or repair. It is the responsibility of the LBE to verify the correctness of the repairs in addition to performing the Acceptance Test.

Step	Section I - ExpressPoll Printer Diagnostics	
1	Complete the header information on the ExpressPoll Printer Repair Checklist. Do not apply State Barcode until printer passes acceptance test. (Step 19)	
2	Remove printer from case.	
3	Verify the following hardware items are present in the case: <ul style="list-style-type: none"> • Printer • Power cord (1) • AC adapter (1) 	
4	Perform a visual inspection of the printer for physical damage: <ul style="list-style-type: none"> • Physical damage to external case (cracks, broken parts, etc.) • Missing screws or components 	
5	Apply blue tape to the power supply cable and connector barrel.	
6	Record the printer serial number found on bottom of unit in the space provided on the ExpressPoll Printer Repair Checklist.	
7	Connect power cord to printer and plug it into the power supply. ► NOTE: Power connector must have an elbow shape. The power connector is on the left side of the printer under the rubber cover.	
8	The printer is automatically powered on after connection to the power supply. Turn off the printer.	
9	Turn on the printer by <i>pressing</i> <POWER> (red) button.	
10	Verify that the POWER LED is illuminated. The LED will be: <ul style="list-style-type: none"> • Orange if the unit is charging (Pass) • Green if unit is fully charged (Pass) • Orange blinking – Low power, needs charging (put to side to charge; fail, if continues) • Green blinking – No paper, or paper cover open (attempt to fix; fail, if continues) • Red if power voltage failure (failure) • Red blinking – Printer Error (failure) 	
11	Power printer off by <i>pressing</i> <POWER> button until LED goes out.	
12	Verify that paper is loaded. (If paper is not loaded, load paper into the unit.)	
13	Verify that the battery is present. (If battery is not present install the battery.)	
14	<i>Press</i> the <POWER> button and <FEED> button (green, triangular) simultaneously.	
15	<i>Release</i> <POWER> button, then <FEED> button when the printing starts.	
16	Printer starts printing. ► Note: Start of label should look similar to the following:	<div style="text-align: center;"> Mobile Label Printer MPU-L465-02B [Ver.2.24] 25.Oct.2005 Copyright ©: SII ***** </div>
17	Tear off and discard paper.	



18	Power printer off and disconnect power supply.
19	Apply the State Barcode Number to the underside of the printer and record the State Barcode Number on the ExpressPoll Printer Checklist.
20	Place printer, power supply, and cords in case.
21	Complete the ExpressPoll Printer Checklist.



8. EXPRESSPOLL PRINTER ACCEPTANCE TEST CHECKLIST

LBE Name: _____

LBE Rep Name (Print): _____ Barcode Number: _____

LBE Rep Signature: _____ Printer Serial Number: _____

Test Date: _____

Place the completed checklist in the Printer's history file.

Please complete all sections.

Section 1 ExpressPoll Printer Diagnostics

Initial

a) Verified the Power indicator lights were illuminated. _____

b) Verified label printed correctly. _____

Comments: (If failed, please provide a brief description.)