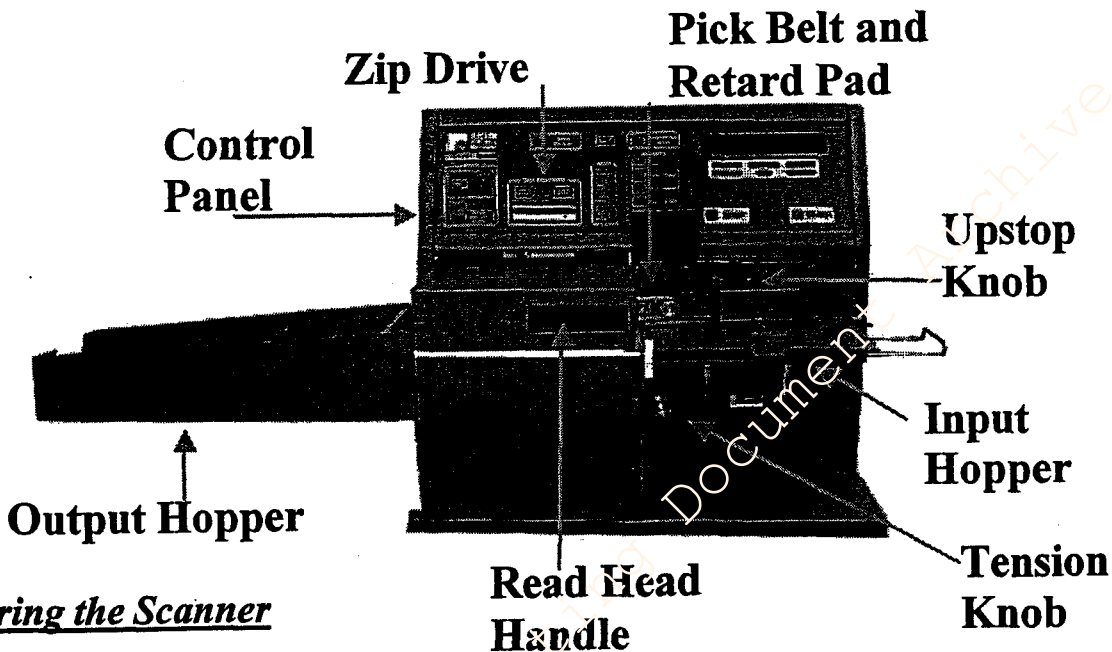


Model 650

Central Ballot Scanner

Firmware v 1.2.0

Election Day Checklist



Preparing the Scanner

1. Ensure that the scanner is OFF.
2. Rub your finger across the surface of the pick belt. In one direction it will feel smooth and the other rough. You must ensure that the rough edge is positioned to make contact with the ballots. Loop the pick belt around the left-side roller first and then around the right-side roller until it fits into place.
3. Line up the output hopper slide with its corresponding slot located on the left side of the scanner.
4. Slide the hopper down making sure that the top edge of the hopper is below the feed path.
5. Adjust the length of the output hopper to match the length of the ballots being used for the election.

- 6. Ensure the printers have sufficient paper loaded into them.
- 7. Plug the scanner and both printers into a power strip.
- 8. Plug the power strip into an outlet.
- 9. Insert the zip disk with the election definition into the zip drive.
- 10. Turn the scanner on. The power switch is located on the lower left side of the scanner. This message will appear once the scanner has initialized:
**“Press Stop to Keep (name of election currently in the machine).
“Press Start to Initialize (name of election on the zip disk)”**
- 11. Press **START** to load the new election definition in to the scanner. The following message is displayed:
**“Confirm: Initialize Election?”
“Press Stop to cancel, Start to continue.”**
- 12. Press **START**. If there were election totals saved to the election definition Zip disk, the M650 will automatically load them as well. If this is the case, this message will be displayed:
**“Totals Present in Database”
“Zero Totals or Press Start to continue”**

****If you did not receive this message, proceed to step #15.**
- 13. Simultaneously press the **ENABLE** and **ZERO TOTALS** buttons. The following message will appear:
**“Confirm: Zero Totals?”
“Press Stop to cancel, Start to continue”**
- 14. Press **Start**.
- 15. **“Ready for regular counting”** will appear, the **READY** light will come on and the report format will set itself to **SHORT**.

- 16. Check the scanner's printout (the Machine Readiness Report) for the correct jurisdiction and date and type of election. Check the accuracy of the Checking Program Configuration section, the Checking Election Options section, and the Checking Hardware Configuration section. Contact ES&S Customer Service at 1-877-377-VOTE (8683) immediately if any of the printed information is incorrect.
- 17. Remove the election definition zip disk and store it in accordance with the election staff's procedures.
- 18. If the **ONLINE** lamp is not lit on the front of the scanner, press **SELECT** until the light comes on.
- 19. Press the **FORMAT** button in the **REPORTS** area of the control panel so that **LONG** lights up.
- 20. To print both a **GRAND TOTALS** and a **TOTALS BY PRECINCT** report, simply press the button to the left of **GRAND TOTALS** and after the printer stops, press the button to the left of the **TOTALS BY PRECINCT**. Make sure that the paper does not feed itself back into the back of the printer.
- 21. Check that the reports show that no votes are present in the scanner.
- 22. If the totals are not set to zero, try zeroing the scanner again by performing steps **13 & 14**. If the problem persists, contact ES&S Customer Service at 1-877-377-VOTE (8683).
- 23. Set the appropriate **SORT** options by pressing **BLANK**, **OVERVOTE**, **SPECIAL**, and/or **WRITE-IN**. The word, "**ON**" will light up. The election staff decides which of these ballots to sort for and what to do when the scanner identifies one of them.

Scanning Ballots

- 24. While facing the scanner, place uncounted ballots on a table to the right of the scanner.
- 25. Gently, press the input hopper tray down until it locks in its DOWN position.
- 26. Correctly orient the ballots so that they are facing up with the cut in the top right corner.
- 27. "Jog" the ballots by gently shuffling them until the pages separate. Doing this helps keep the ballots from sticking together and reduces paper jams in the scanner.
- 28. Place the ballots on the input hopper tray so that the ballots are facing up with the cut corner sitting on top of the retard pad.
- 29. Tap the ballots lightly until they are flush against the two metal sides of the input hopper.
- 30. Gently press the input hopper down and release it so that it rises up even to the feed area.
- 31. Extend the metal arm on the right side of the input hopper tray to match the length of the ballots.
- 32. Adjust the white finger guide so that it rests approximately one dime's width from the edge of the stack of ballots.
- 33. Press **START** to scan ballots. The scanner will stop when the input hopper tray is empty or when it finds a ballot that meets the scanner's selected sort options.
- 34. Press **STOP** to stop scanning if required.
- 35. Empty the output hopper each time the scanner stops.

- 36. Place the counted ballots on a table to the left of the scanner. **NEVER PLACE COUNTED BALLOTS IN THE SAME AREA (e.g., TABLE) AS UNCOUNTED BALLOTS.**

Handling Sorted Ballots

NOTE: When the scanner detects a ballot that meets the scanner's selected **SORT** options, it will stop. The top ballot is the one in question. After receiving instructions from the customer regarding the ballot's disposition, the **BLANK**, **OVERVOTE** and/or **SPECIAL** ballots must be re-scanned because the scanner did not count these ballots on the first pass.

Do not rescan WRITE-IN ballots. The scanner counts WRITE-IN ballots on the first pass.

- 37. Remove the sorted ballot and handle it in accordance with established procedures.
- 38. Disable the sort functions by pressing the **OVERVOTE**, **BLANK**, and/or **SPECIAL** buttons. The corresponding lights will go out.
- 39. Scan the **OVERVOTE**, **BLANK**, and/or **SPECIAL** ballots.
- 40. Before scanning more ballots, re-enable the sort functions by pressing the **OVERVOTE**, **BLANK**, and/or **SPECIAL** buttons. An "ON" will appear to the right of the button.

Saving Results

- 41. Periodically save results to the scanner's hard drive by pressing **SAVE**. A message confirming the number of ballots scanned, saved, and sorted, will be displayed. A good practice would be to press **SAVE** each time the scanner's input hopper goes empty. Ballots can then be removed from the output hopper and placed aside with a slip sheet on top to indicate the point of the last save.

- 42. To save results externally and transfer results to a personal computer for result reporting, insert a zip disk into the disk drive.
- 43. Simultaneously press **ENABLE** and **SAVE**. The following message is displayed:
“Confirm: Save totals to transfer disk”
“Press Stop to cancel, Start to continue”
- 44. Press **Start**. When the scanner is finished storing results to the disk, the message, **“Totals copied to transfer disk”** will appear.

****NOTE:** If ballots have been scanned that have not been saved to the internal hard drive, the scanner will indicate “Mixed tabulation in progress” and prompt you to first press **SAVE** to save the results to the internal drive before saving them to a zip disk.
- 45. Save results as often as required by election staff procedures.
- 46. After the scanner notifies you that it is finished storing results, remove the disk and label it with the date, time, election title, disk number and scanner number. Placing a slip sheet in the processed ballots to indicate the last external save, is also a good idea

Adding Votes to the Scanner

NOTE: If there is a power failure, results from ballots scanned since the last save to the internal hard drive will be lost. Those ballots will need to be scanned again. If you are not completely sure which ballots need to be re-scanned, you may need to start back at the point of the last save to the external zip disk. This point should be accurately documented with your zip disk as well as your processed ballots. Another instance may be if you mistakenly zero the totals on a scanner. Perform Steps 47 -53 to reload the scanner with the last totals saved to a Zip disk.

- 47. Simultaneously press the **ENABLE** and **ZERO TOTALS** buttons. The following message will appear:
“Confirm: Zero Totals?”
“Press Stop to cancel, Start to continue”

- 48. Press **Start**.
- 49. "**Ready for regular counting**" will appear, the **READY** light will come on and the report format will set itself to **SHORT**.
- 50. Insert the disk into the disk drive.
- 51. Press **ENABLE** and **IMPORT TOTALS** at the same time. "**Totals from Transfer disk added to system**" will appear when complete.
- 52. When all totals have been successfully added to the scanner, the **READY** indicator will light.
- 53. Remove the disk from the scanner.

Printing Reports

- 54. Press the **FORMAT** button until the appropriate format, **LONG** or **SHORT**, is displayed.
- 55. Press the button corresponding to the desired report, **GRAND TOTALS, PRECINCTS PROCESSED, TOTALS BY PRECINCT,** or **LAST PRECINCT**.

Operating in Absentee Mode

****The scanner's election definition must be programmed to allow absentee mode functions.****

NOTE: Use the scanner's Absentee Mode to scan absentee ballots separately. The scanner saves the totals for the ballots it scans in this mode in duplicate absentee Precincts. All ballots will be added to the absentee precincts until the absentee mode button is pressed again.

- 56. Press **ABSENTEE MODE** on the control panel. The message, **"READY FOR ABSENTEE"** appears in the display screen and the green **ABSENTEE MODE** illuminates.
- 57. Scan the absentee ballots.
- 58. After scanning the absentee ballots, press **ABSENTEE MODE** again to return to the regular scanning mode. The message, **"READY FOR REGULAR COUNTING"** will appear.

****Note:** All reports combine absentee and regular totals, unless you hold down the **Enable** button when pressing the desired report button. If you use the enable button while the absentee mode is on, reports will show results for "Absentee Ballots Only." If you use the enable button while the absentee mode is off, reports will show results for "Regular Bailots Only."

Flushing Precinct Totals

NOTE: Perform Steps 59 -61 to remove or “flush” the totals from a precinct(s) from the scanner’s memory. This may be necessary if ballots are accidentally scanned twice, if the wrong Precinct Ballot header was used, or if ballots from election day were accidentally scanned in ABSENTEE MODE.

Call ES&S Customer Service at 1-877-377-VOTE (8683) for instructions/assistance before flushing election totals.

- 59. Scan a flush header through the scanner. This places the scanner in flush mode. The message, “**Scan ballot or header for precinct to flush**” appears in the display.
- 60. Scan one ballot or header from the precinct you wish to flush through the scanner. The message is displayed:
“**Confirm flush for Precinct # “**
“**Re-scan Ballot or Header if Correct**”
- 61. You must rescan the precinct ballot or header again to remove the precinct’s totals from the scanner. After the ballot or header is scanned a second time, the message, “**Precinct Flush Complete**” appears. The precinct’s totals are now flushed and the scanner has returned to its regular scanning mode. Press **Stop** if desired, to clear the message.

After You Have Finished Scanning All Ballots

- 62. Save any unsaved results to zip disk.
- 63. DO NOT zero the totals.
- 64. Power off the scanner and the power switch on the power strip.
- 65. Unplug the scanner and the printers from the power strip.
- 66. Disconnect the printers from the scanner.

- 67. Remove the output hopper.
- 68. Remove the pick belt.
- 69. Leave the input hopper in its unlatched, UP position.
- 70. Cover the scanner with its dusk cover.