Model 100
v5.2.0
Election Day Checklist

Menu Control Buttons

LCD Status Display

Key Access Panel

Printer Paper Slot

Printer Access Panel

PC Card Slot Access Panel

Ballot Entry Slot

Parallel/Serial Port Access Panel
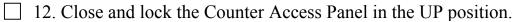
Opening the Polls

NOTE: Perform Steps 1-8 ONLY if the scanner is not installed in the ballot box.

☐ 1. Inspect the power cord for damage. If the cord is damaged, discard it and contact ES&S for a new cord.

☐ 2. Insert the female end of the cord through the opening on the left side of the ballot box.

☐ 3. Thread the cord through the opening on the back of the ballot box until it appears through the slot at the back of the top recessed area.
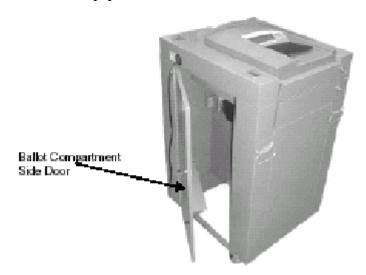
☐ 4. Pull the cord until it extends a few inches into the recessed opening.

☐ 5. Unlock and open the Counter Access Panel. Place the scanner about 1/3 of the way into the recessed area and slide it on the mounting rails until it is four to five inches from the back of the recessed area.

☐ 6. Plug the female end of the power cord into the Power Entry Module on the back of the scanner.

   WARNING: Only plug the scanner into a grounded, three-pronged electrical outlet. Plug only one scanner into an outlet. ES&S recommends that you do not use an extension cord.

☐ 7. Lift the metal tab which covers the ballot box's ballot entrance slot (located in the back of the box's recessed area and marked **with "LIFT TO OPERATE**") so that that the slot is exposed.

☐ 8. Slide the scanner until it is against the back of the ballot box ensuring that the diverter connector at the back of the scanner slides into its mate on the ballot box. Leave the Counter Access Panel in the down position.

☐ 9. Plug the male end of the cord into a wall outlet. If the cord is plugged in incorrectly, the message, "**NO-AC**" will appear when you turn on the scanner.
   NOTE: Perform Steps 10-12 ONLY if the PCMCIA card IS NOT installed. If the card is installed, skip to Step 13.

☐ 10. Open the door on the front of the scanner to access the two PCMCIA card slots.

☐ 11. Insert the card containing the election definition in either slot. An arrow on the card indicates the proper horizontal orientation for inserting the card. The eject button next to the slot will stick out when the card is properly installed. If one slot does not accept the card, try the other.

Insert
PC Card

☐ 12. Close and lock the Counter Access Panel in the UP position.
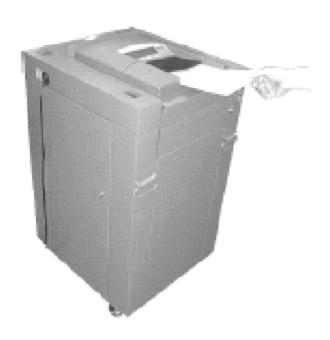
Hinged
Door
Lock

Swing Hinged
Door Downward

☐ 13. Check both Ballot Compartment side doors and the
Emergency/Auxiliary Ballot bin to verify that the ballot compartments
are empty. Close and lock all doors.

Ballot Compartment
Side Door

☐ 14. Insert the scanner key and turn it to the **OPEN/CLOSE POLL** position.
It will take approximately two minutes for the scanner to load the
election definition from the card into its operating system. The scanner
will display "**S-MODE**" in the upper left corner of the LCD screen and
the message "**ELECTION CARD INSERTED OPEN POLLS
NOW?**"

☐ 15. Press **YES**. The message, "**PLEASE TURN KEY/SWITCH TO VOTE**" appears.

☐ 16. Turn the scanner key to the **VOTE** position. After initializing, the scanner automatically prints an Initial State Report plus any other reports it was programmed to print. This may include a report showing no votes on the scanner for each of the races and/or questions as well as a certification message.

☐ 17. Review the Initial State Report for accuracy. Ensure the date and time are set correctly (this is the current date and time). Ensure the election information is correct (jurisdiction name, polling place, number of precincts, etc.). If any information is incorrect, call your election headquarters.

☐ 18. With the scanner in the **VOTE** mode, remove the scanner key and secure it in a safe place. Close the Key Access Panel.

☐ 19. Scan ballots by inserting them into the ballot entry slot in any direction. The ballot count on the display increases whenever the scanner successfully scans a ballot.

Election Day Ballot Exception Handling

During the Election Day, voters may encounter messages when processing their ballot. The following situations represent some common ballot exceptions that the voter may experience, and the poll worker may be called upon to provide assistance.

Blank Ballots

The M100 precinct tabulator can be coded to detect and notify the voter when it encounters a blank ballot. An audio alert will sound and the display will indicate that a blank ballot was detected and offer the voter two choices, **Accept** or **Return.**

If it is the voter's intent to cast a blank ballot, they may choose to select **Accept.** The ballot will be counted, however an ***under-vote*** will be registered for each race and issue on the ballot. The ballot will be deposited into a ballot box bin according to how the jurisdiction has requested. Refer to the Initial State Report that the M100 printed at power-up, to determine the disposition of blank ballots for your election.

If it was not the voter's intent to cast a blank ballot, they may choose to select **Return**. The ballot will be returned to the voter uncounted, and the voter can then mark their choices and re-feed the ballot.

Over-voted Ballots

The M100 precinct tabulator is coded to detect and notify the voter when it encounters an over-voted race or issue on the ballot. An over-vote is when more than the allowed number of selections in a race or issue has been marked. An audio alert will sound and the display will indicate that an over-voted race or issue was detected and offer the voter two choices, **Accept** or **Return.**

If the voter selects **Accept**, the ballot will be counted, all properly marked races and issues will receive the appropriate votes, and the over-voted races and issues will receive an over-vote. The individual candidates or issue choices in an over-voted race will not receive any votes.

If the voter selects **Return**, the ballot will be returned uncounted, and the voter may correct the over-votes or have the ballot spoiled and receive a new one. Follow local jurisdiction laws regarding the correction of over-voted ballots.

System Messages and Errors

If a ballot is unable to be processed due to damage, extraneous marks or "doodling" by the voter, or hardware problem, an audio alert will sound and the ballot will automatically be returned to the voter. The ballot will <u>not</u> be counted and <u>no</u> votes will be cast.

If the problem is a ballot issue, the ballot may be spoiled, and a new one issued to the voter.

If the display indicates a system message, it may be necessary to contact your jurisdiction's Election Central to assist in the interpretation of the message and correction of the issue.

Using the Uncounted Ballot Storage Bin (Auxiliary or Emergency Bin)

NOTE: Perform Steps 20-24 if the scanner stops working. Ballots stored in the bin may be removed at a later time for counting once the scanner is repaired or replaced.

☐ 20. Notify election headquarters that the scanner is not working.

☐ 21. Unlock and open the Uncounted Ballot Storage Bin door located just below the front of the scanner.

☐ 22. Open the internal hinged panel.

☐ 23. Close the door and lock it in place.

☐ 24. Instruct voters to place their ballots through the bin's slot.

Printing an Audit Log Report (Only If Required)

NOTE: Perform Steps 25-27 if directed to print an Audit Log report.

☐ 25. Open the Key Access Panel, insert the key, and turn it to the **OPEN/CLOSE POLL** position.

☐ 26. Press **AUDIT-LOG REPORT** to print the report.

☐ 27. After the report has printed, turn the key back to the **VOTE** position, remove the key and close the Key Access Panel.

Closing the Polls

☐ 28. Check the ballot box's Uncounted Ballot Storage Bin (also known as the auxiliary or emergency bin) for uncounted ballots. Follow your procedures for processing uncounted ballots.

☐ 29. If your election is coded to automatically transmit results to election headquarters via modem, it will begin to transmit once it has finished printing the reports. Unlock and open the Counter Access Panel, and connect the telephone cord to the modem jack that lies beneath the right hand scanner door.

☐ 30. Open the Key Access Panel, insert the scanner key, and turn it to the **OPEN/CLOSE POLL** position.

☐ 31. Press **CLOSE POLLS** to officially close the polls. The scanner will automatically print reports that may include a Status report, Poll or Precinct report, Certification report, and/or an Audit Log report. After printing, if the election is coded to transmit results, it will either begin to dial and transmit automatically, or prompt the poll worker "**Transmit Results Now?**" Press "**YES**". The **POLLS CLOSED** menu will appear after printing and/or transmitting results is complete.
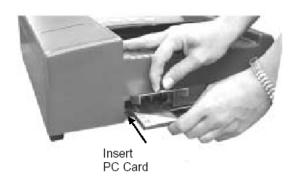
Manually Transmitting Election Reports to Election Headquarters

NOTE: Perform Steps 32-35 to manually transmit results from your location to election headquarters.

☐ 32. Ensure the scanner is connected to the correct telephone cord.

☐ 33. From the **POLL CLOSED** menu, press **SEND RESULTS**. The scanner automatically dials the phone number programmed into the scanner's modem and transmits the election results.

☐ 34. If the transfer fails, attempt to send results again.

☐ 35. If the transfer fails again, call election headquarters for instructions.

Reopening the Polls

NOTE: You may be required to reopen the polls if you find uncounted ballots after you closed the polls or if a power failure forced you to close the polls early.

☐ 36. Turn the key to the **OPEN/CLOSE POLL** position. After initializing, the **POLLS CLOSED** menu appears.

☐ 37. Press **MORE** to display the **MORE SELECTIONS** menu.

☐ 38. Press **RE-OPEN POLLS** to display the **ENTER PASSWORD KEYS** screen.

☐ 39. Enter the password provided by the election staff using the NEXT KEY to advance between the three numerical positions and the KEY UP and KEY DOWN buttons to increase and decrease the numbers in the three positions.

☐ 40. Press **ENTER** after you have entered the password. The message, "**CLEAR ELECTION DAY TOTALS**" appears.

☐ 41. **CAUTION!** Press "**NO"**. Pressing yes will cause the election results to be erased. Be very careful when answering this question. After pressing "**NO**", the scanner displays the message, "**ELECTION CARD INSERTED, OPEN POLLS NOW?**"

☐ 42. Press **YES**.

☐ 43. Turn the key to the **VOTE** position.

☐ 44. Scan any uncounted ballots.

☐ 45. When finished, turn the key to **OPEN/CLOSE POLL** position.

☐ 46. Select **CLOSE POLLS**. The scanner will print new reports, which show new totals.

☐ 47. After the scanner finishes printing the reports, turn the scanner off.

Printing Reports After the Polls Have Closed

Perform Steps 48-51 if you need to print reports after you have closed the polls.

NOTE: If you have already turned the scanner off, simply insert the scanner key and turn the key to the OPEN/CLOSE position. The scanner will initialize and display the POLLS CLOSED menu.

☐ 48. From the **POLLS CLOSED** menu, press **RESULTS REPORT** to print additional reports, which are programmed to automatically print when the polls close.

☐ 49. To print other types of reports, press **MORE** and then **MORE REPORTS** to display the **REPORT SELECTION** menu.

☐ 50. Press **CHANGE TYPE** to toggle the report type between summary (long) and media (short) types.

☐ 51. To print the desired report, press the button under the report type.

Removing the PCMCIA Card and Ballots from the Scanner

☐ 52. Turn off the scanner.

☐ 53. Unlock and open the Counter Access Panel to access the PCMCIA card.

Insert
PC Card

☐ 54. If the door is sealed, break the seal and open the door.

☐ 55. Remove the PCMCIA card by pushing the eject button located to the right of the card.

☐ 56. Open both of the ballot box's Ballot Compartments and remove the ballots. Be sure to follow your specific ballot handling procedures.

Disassembling the Scanner

NOTE: Perform Steps 57-64 if you are required to disassemble the scanner after the polls close.

☐ 57. Turn the key to the **OFF** position. Remove the key and store it as prescribed by your election procedures.

☐ 58. Ensure the Key Access Panel and Printer Access Panel are closed.

☐ 59. Unplug the scanner from the outlet.

☐ 60. Pull the scanner forward about 4-5 inches and disconnect the power cord from the scanner.

☐ 61. Pull the cord out of the ballot box and set it inside the scanner's carrying case.

☐ 62. Slide the scanner forward until it is free of the ballot box's mounting rails. Place the scanner inside its carrying case.

☐ 63. Make sure there are no ballots in the ballot box.

☐ 64. Lock and secure all ballot box doors.

Disassembling the Plastic (Nested) Ballot Box

NOTE: Perform Steps 65-70 you are required to disassemble the plastic or nested ballot box after the polls close. The metal box requires no disassembly.

☐ 65. Make sure there are no ballots in the ballot box.

☐ 66. Remove the plastic divider from inside the box.

☐ 67. Turn the top section of the box upside down and set it on the floor.

☐ 68. Align the indentations on the front of the top and bottom of the ballot box and lower the top half of the box into the bottom half.

☐ 69. Slide the divider into the left side of the top section until the top of the divider is below the top rim of the box.

☐ 70. Place the cover on the ballot box pushing it down firmly and engaging the locks on the top of the cover at the front and back of the unit.

FOLLOW THE PROCEDURES ESTABLISHED BY YOUR ELECTION STAFF TO TRANSPORT ALL REQUIRED MATERIALS TO THE DESIGNATED DROP-OFF LOCATION.