

EDGE PRE-LAT PROCEDURE CHECKLIST PART 1 (REGULAR)

DATE
10/ / 2018

Please use the following list to verify that all pre-election LAT items have been checked and completed.

Test # - Part 1
E11 *E11*

ROUTE # - RT 02 SEQ - 9 COUNTER- 56

Precinct #.
1101
1101

PHASE 1: EQUIPMENT & CARD ACTIVATOR SET-UP		
YES	NO	NOTE: <i>Keep Edge & Card Activator power cord unplugged to check battery</i>
<input type="checkbox"/>	<input type="checkbox"/>	Set-up the AVC Edge®, VVPAT, Audio, Card Activator. NOTE: Check external parts of the machine and ensure power cord is in receptacle
<input type="checkbox"/>	<input type="checkbox"/>	CARD ACTIVATOR: Turn card activator "ON" (power cord unplugged) to check battery charge-- Ensure Card Activator is fully charged.
<input type="checkbox"/>	<input type="checkbox"/>	Confirm version number: v5.0.21
<input type="checkbox"/>	<input type="checkbox"/>	Set Date & Time
<input type="checkbox"/>	<input type="checkbox"/>	Load Election
<input type="checkbox"/>	<input type="checkbox"/>	Plug in Card Activator.
<input type="checkbox"/>	<input type="checkbox"/>	EDGE: Turn AVC Edge "ON" with the power cord unplugged to check battery charge--Ensure Edge is fully charged.

Edge Serial # 51899
51899

Asset Tag # EG1101
EG1101

Tester initial

PHASE II: VERIFY/SET DATE AND TIME		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Check date & time are correct.

DOE verifier initial

Ballot Type 01
01

PHASE III: PERFORM SYSTEM RESET		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	At the Technician screen, press System Reset. Verify the "System Reset Report" prints on the VVPAT.

DOE Verifier

DOE Verifier

PHASE IV: VERIFY FIRMWARE		
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YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Verify the Edge firmware version is v5.0.24

PHASE V: CALIBRATE TOUCHSCREEN		
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YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Perform Calibration. Verify the “LCD Calibration Report” prints on the VVPAT.

PHASE VI: LOAD ELECTION		
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YES	NO	NOTE: Verify Edge & Card Activator are plugged into AC before proceeding to next steps
<input type="checkbox"/>	<input type="checkbox"/>	NOTE: DOE staff verifies & scans the barcode on results cartridge (before DVS inserts results cartridge into the Edge)
<input type="checkbox"/>	<input type="checkbox"/>	Insert a programmed Results Cartridge to load the election.
<input type="checkbox"/>	<input type="checkbox"/>	Switch the Polls Switch to Open and verify the Pre-lat Zero report prints automatically

PHASE VII: VOTE SIMULATION		
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<input type="checkbox"/>	<input type="checkbox"/>	Press the “ Start Vote Simulation ” (on screen). Insert a Vote Simulation Cartridge (in Aux Port) → Insert an activated voter card → Press, Run Simulation (on screen)
<input type="checkbox"/>	<input type="checkbox"/>	When the Vote Simulation is complete, remove the Vote Simulation Cartridge & Voter card . Edge Screen will Display, “ To Begin Voting, Insert Voter Card in Slot Below ”

PHASE VIII: REVIEW VOTING SCREENS		
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YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Activate a voter card. Navigate through all screens for each of the 5 languages to check if all ballot content is displayed correctly. <u>DO NOT CAST A VOTE.</u> Cancel activation using the yellow button.

PHASE IX: VERIFY THE AUDIO BALLOT		
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YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Activate a voter card on the card activator for an Edge Audio Ballot.

<input type="checkbox"/>	<input type="checkbox"/>	Verify the Audio Accessory keypad green light is lit & the headphones are connected properly before inserting voter card in the Edge.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Confirm that audio files load for each language and that audio accessory keypad buttons work properly--DO NOT CAST A VOTE.</p> <p>Audio Accessory Keypad Buttons (place a checkmark):</p> <p><input type="checkbox"/> Select</p> <p><input type="checkbox"/> Next</p> <p><input type="checkbox"/> Back</p> <p><input type="checkbox"/> Volume (increase & decrease)</p> <p><input type="checkbox"/> Speed (fast & slow)</p> <p><input type="checkbox"/> Help</p>
<input type="checkbox"/>	<input type="checkbox"/>	Take the Edge out of audio voting mode (Cancel activation using the yellow button). Keep the headphones connected to the audio accessory keypad.

PHASE X: PROCESS BOARD OF EDUCATION BALLOT		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Activate a Board of Education ballot on the card activator.
<input type="checkbox"/>	<input type="checkbox"/>	<p>VOTE THE CANDIDATE INDICATED:</p> <p>1101. - JILL STEIN AND AJAMU BARAKA</p>
<input type="checkbox"/>	<input type="checkbox"/>	Verify the VVPAT printout shows the same candidate selected.
<input type="checkbox"/>	<input type="checkbox"/>	CAST THIS BOARD OF EDUCATION BALLOT

PHASE XI: PROCESS PROVISIONAL VOTES (PV)		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<p>Activate a provisional voter card on the card activator and log the PV #.</p> <p>PV#: </p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>VOTE THE CONTEST & CANDIDATE INDICATED:</p> <p>1101. - President and Vice President - JILL STEIN AND AJAMU BARAKA</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Verify the VVPAT printout shows the same contest and candidate selected.</p> <p>NOTE: Confirm that the PV# on the VVPAT is the same as the PV number listed above.</p>
<input type="checkbox"/>	<input type="checkbox"/>	CAST THIS PROVISIONAL BALLOT

PHASE XII: CLOSE POLLS		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Close polls. Do Not Remove the Results Cartridge.
<input type="checkbox"/>	<input type="checkbox"/>	Remove the VVPAT Pre-Lat Results Report including System Reset and Calibration which should be at the beginning of the Tape (place it in the folder with this Checklist)
<input type="checkbox"/>	<input type="checkbox"/>	Power off the Edge and the Card Activator.

*** End ***

1101

DATE 10 / / 2018

L&A EDGE Tape Result Reconciliation

The Report Reviewer (proofer) completes the following form for each of the Edge tested. If there are any discrepancies, document the problem and the resolution then alert the supervisor on duty. Any discrepancy in the results must be resolved and the test rerun until the test results match the L&A Test Script.

PRECINCT #: 1101
1101

MACHINE SERIAL No.: 51899
51899

BT: 01
01

REVIEWER NAME

SIGNATURE

TOTAL BALLOT CARDS COUNTED: Script 56

Report

- DO YOU HAVE 1 MANUAL PROVISIONAL BALLOT with the correct vote cast? YES NO
- ON THE CHECKLIST, is the DATE and TIME CHECKED? YES NO
- DOES THE PAPER TRAIL SHOW THAT CALIBRATION WAS DONE? YES NO
- MACHINE RESULTS PRINTED CORRECTLY AND MATCHED SCRIPT? *YES* YES
- *NO* NO

Problem 1

Description: _____

Resolution: _____

Problem 2

Description: _____

Resolution: _____

Problem 3

Description: _____

Resolution: _____

EDGE PRE-LAT PROCEDURE CHECKLIST PART 2 (REGULAR)

Please use the following list to verify that all pre-election LAT items have been checked and completed.

DATE
10 / / 2018

ROUTE # - RT 02 SEQ - 9

COUNTER- 56

Test # - Part 2
E12
E12

Precinct #.
1101
1101

Edge Serial # 51899
51899

Asset Tag # EG1101
EG1101

Tester initial

DOE verifier initial

Ballot Type 01
01

PHASE XIII: CHECK THE PRINTER PAPER ROLL		
YES	No	
<input type="checkbox"/>	<input type="checkbox"/>	Remove the printer cover and confirm that the paper roll is at least 70% full (by using a measuring stick), otherwise, replace it with a new roll of paper. Note: If replacing paper roll, check that paper roll is wound properly (ie paper doesn't "cone out"). Feed paper roll and engage green thumb switch
<input type="checkbox"/>	<input type="checkbox"/>	Attach printer cable to an Edge-- Power ON the Edge and verify the screen states, "Ready to Open Official Election Polls".
<input type="checkbox"/>	<input type="checkbox"/>	VVPAT Cover: Inspect the VVPAT cover to ensure the supply sleeve unwind preventer is still on the cover and gently "pull" on the Spring inside the cover.
<input type="checkbox"/>	<input type="checkbox"/>	Attach the printer cover making certain that it does not impede the paper transport; and Tighten the Black knob.
<input type="checkbox"/>	<input type="checkbox"/>	Perform a Printer Test - Select " Advance Paper with Printing " to print the Printer Character Test (until full page) then select " Stop Paper Advance " - Select " Advance Paper " (until Printer Character Test paper is no longer visible) then select " Stop Advance " - Select " OK " and verify screen displays "Ready to Open Official Election Polls"
<input type="checkbox"/>	<input type="checkbox"/>	Power Off the Edge.

DOE Verifier

PHASE XIV: SEALING AND CLOSING EQUIPMENT (SFDOE TO PERFORM)		
YES	No	
<input type="checkbox"/>	<input type="checkbox"/>	Card Activator: Seal the Card Activator Cartridge slot with a RED DOT seal then place unit inside its black transport bag.
<input type="checkbox"/>	<input type="checkbox"/>	Audio Unit: No seal is needed--Place Audio Unit and Headphones inside its black transport bag.
<input type="checkbox"/>	<input type="checkbox"/>	VVPAT: Seal the VVPAT printer with a RED (white tip) numbered seal then place unit inside its black transport bag.
<input type="checkbox"/>	<input type="checkbox"/>	EDGE: <input type="checkbox"/> Seal the Results cartridge door with a YELLOW numbered seal. <input type="checkbox"/> Seal the Polls Open/Closed door with a GREEN numbered seal. <input type="checkbox"/> Seal the Black Cap (activation cover) with a RED (blue tip) numbered seal. <input type="checkbox"/> Place black tape over the auxiliary printer port (if missing).
<input type="checkbox"/>	<input type="checkbox"/>	SFDOE staff scans the Edge Security seals and "Parents" them to the Edge.
<input type="checkbox"/>	<input type="checkbox"/>	SFDOE verifies the following (and DVS confirms): <ul style="list-style-type: none"> • All seals are in place. • All components, including the power cords and adapters are complete. For the Edge power cord, DOE staff will tie a power cord label and have the label visible outside the case. <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; background-color: #ffff00; padding: 5px;">DOE Initial:</div> <div style="border: 1px solid black; background-color: #ffff00; padding: 5px;">DVS Initial:</div> </div>
<input type="checkbox"/>	<input type="checkbox"/>	SFDOE completes the Staging checklist and secures the Edge Cover--Verify that the label for the power cord lies outside the case.
<input type="checkbox"/>	<input type="checkbox"/>	SFDOE & DVS verifies the labels for the Card Activator, VVPAT, and Audio transport bags are the same as the precinct number as the Edge; then places units in transport bags.

*** End ***