

AutoMARK Check Log
Pre Election / Logic & Accuracy / Post Test Procedures

Edition Date: 5/21/2006

Election _____	Precinct	Precinct	Precinct	Precinct	Precinct	Precinct	Precinct	Precinct	Precinct
Test Date _____	Serial #	Serial #	Serial #	Serial #	Serial #	Serial #	Serial #	Serial #	Serial #
PRE TEST PROCEDURES									
Install Flash Card ¹									
Install Test Ink Cartridge ²									
Check Battery Status									
Set Date & Time									
Calibrate Touch Screen									
Select Ballot Styles or									

¹ Install flash card BEFORE turning on the machine. During a first time use the flash card may need to be unlocked. Please contact ES&S for the security code.

² Install ink cartridge BEFORE turning on the machine. After installation, turn machine on and to "TEST" mode using brass key.

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Precincts as needed ³									
Conduct Ballot Print Test ⁴									
LOGIC & ACCURACY TESTING									
L&A Testing ⁵									
Verify Audio/Keypad Function									
Verify Contests & Candidate Layout/Spelling									

³ This is best done with someone to proof your work as the list all starts to look the same. Counties should choose either by style or by precinct depending on how their paper ballots were printed.

⁴ Each ballot style should be tested. Also note that ballots should be inserted in various orientations (right side up, upside down, etc.) If adjustments are suggested, contact ES&S immediately.

⁵ L&A reflects that candidates selected are printed accurately. Each ballot style must be tested. Specific criteria to check for are listed separately. Brass key should be turned to the "ON" position. If at any time, the AutoMARK fails to setup or test properly, please contact ES&S immediately.

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Zoom In/Out									
High Contrast									
Write In (if applicable)									
Overvote not possible									
Ballot Read Test Complete ⁶									
POST TEST PROCEDURES⁷									
Seal Flash Card/Store silver key									
Charge battery, if necessary									

⁶ Insert a marked ballot and confirm that the AutoMARK will show summary screen and WILL NOT allow further changes.

⁷ Complete these steps following a successful setup and L&A.

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Clean as per manufacturer guidelines									
Remove test ink cartridge ⁸									
Repack AutoMARK to include new ink cartridge, headphones, power cord, and brass key									
Arrange for delivery to polling place									

⁸ A new ink cartridge should be installed at the polling location on Election Day to prevent leaks.