

VxScan Production QA Checklist

Scanner ID: _____ Ballot Box ID: _____

Required Materials

In addition to the scanner and the ballot box, you'll need the following materials to complete QA:

- ☐ VxAdmin
- ☐ Compatible USB drive, with signed QA election package exported from VxAdmin
- ☐ Ballots for QA election
- ☐ Thermal paper roll
- ☐ Election manager card programmed for QA election, known PIN
- ☐ Poll worker card programmed for QA election
- ☐ Blank sheets of paper matching the ballot paper weight
- ☐ Scanner cleaning materials
- ☐ Screen cleaning materials

If the ballots are blank, the election package will need to include system settings that allow blank ballots without adjudication.

QA Procedures

Collapsed Ballot Box Inspection

- ☐ Telescoping handle can extend and retract
- ☐ Box can be wheeled smoothly while holding handle
- ☐ Closing straps hold ballot box collapsed when fully tightened
- ☐ Closing straps are fully intact and not frayed
- ☐ Nameplate applied to side of lid, cleanly etched

Assemble the ballot box. First, move the closing straps from the side to their position within the lid. Second, expand the ballot box, using the foot lever if helpful. Third, rotate the lid over and push it to click into place.

Assembled Ballot Box Inspection

- ☐ Ballot box expands fully, meaning the lower bar is fully horizontal
- ☐ Foot hooks are secure and do not move when shaken
- ☐ Lid clicks into place and can be released with the handle on top (*do three times*)
- ☐ Ballot door opens with the latch and clicks closed again when shut (*do three times*)

- ☐ Auxiliary bin opens to a partially open position, revealing a ballot slot
- ☐ Auxiliary bin opens to a fully open position, revealing the entire bin interior
- ☐ Auxiliary bin clicks shut

Ballot Box Mechanical Integrity

- ☐ Fabric seams are intact and not fraying
- ☐ Rivets are installed correctly with no jagged edges

Outer Scanner Inspection

- ☐ Nameplate applied to top of case, cleanly etched
- ☐ Pelican case card holder moved from the front to the side
- ☐ No sharp protrusions or edges anywhere on case
- ☐ The slot lockout on the bottom of the scanner completely covers the outfeed. There are no gaps to insert a piece of paper.
- ☐ No sounds of loose parts inside the system when moving it
- ☐ Affixed outer pieces are secure and do not move when shaken:
 - ☐ Nameplate
 - ☐ Power Module
 - ☐ Cable Wrap

Open and close the scanner *three times* to ensure it can do so smoothly.

Scanner Open / Close

- ☐ Pressing buttons on case latches releases them
- ☐ Case opens without impingement - no catching on slot lockout
- ☐ When case is open, the slot lockout on the bottom of the scanner is fully retracted
- ☐ When closing, collapsible cable housing between top and bottom collapses smoothly
- ☐ Case latches snap closed

Attach the scanner to the ballot box *three times* to ensure it can do so smoothly, including engaging the security bolt, which requires opening the poll worker door in the back left of the bottom panel.

Scanner Attachment

- ☐ Scanner slides into place atop ballot box with no noticeable resistance
- ☐ Security bolt engages downward when pressed.
- ☐ Scanner does not move after the security bolt is engaged
- ☐ Security bolt release moves smoothly and releases the bolt
- ☐ Scanner can be fully removed with one hand on the handle

- ☐ No damage on underside of scanner from attachment process

Leave the scanner attached and leave the case open.

MCM Interior Inspection

- ☐ Poll worker door opens and closes smoothly
- ☐ Access door opens and closes smoothly. The poll worker door must be open first.
- ☐ Scanner lid opens and closes smoothly. The access door must be open first.
- ☐ The interface (interlocking teeth) between the infeed tray and the scanner should be smooth to run fingers across

Configuration & Hardware Checks

Unwrap the cable and connect the scanner to power.

- ☐ VxScan boots automatically to *Insert an election manager card to configure VxScan*

Insert the election manager card and insert the associated PIN. Insert the USB drive with the signed election package.

- ☐ VxScan configures automatically to *Election Manager Menu*

Select a precinct by tapping the *Select a precinct...* dropdown, if applicable. In the bottom right corner of the screen, confirm that:

- ☐ Machine ID matches the ID on the exterior nameplate
- ☐ Software Version matches the expected version

Navigate to the scanner submenu by tapping *Scanner*. Tap *Calibrate Double Sheet Detection* and follow the onscreen instructions.

- ☐ Completed double sheet detection calibration

Navigate to the printer submenu by tapping *Printer*. Tap *Load Paper* and follow the onscreen instructions to load paper and print a test page.

- ☐ Test page printed successfully

Navigate to the diagnostics interface by tapping *More* and then *Diagnostics*

- ☐ Under *Storage*, free disk space should be 100GB ± 5GB

- ☐ Under *Scanner*, perform a successful test scan by tapping *Perform Test Scan* and following instructions
- ☐ Under *Speaker*, perform a successful speaker test by tapping *Test Sound* and following instructions

Remove the election manager card.

Voting Setup

Insert the poll worker card and tap *Open Polls*.

- ☐ Screen transitions to *Polls Opened*
- ☐ Report printed automatically
- ☐ Report tears successfully against the tear bar. The tear does not need to be perfect, but it should not be difficult to do.
- ☐ Date and time on the report is accurate

Tap *Reprint Polls Opened Report*.

- ☐ Report reprinted successfully
- ☐ Report tears successfully against the tear bar

Remove the poll worker card.

Casting Ballots

While testing ballot feeding, watch the paper for any collisions and listen for any crashing noises. If you notice anything unusual, note it in the notes area below.

Test multi-sheet detection by inserting two ballots stacked on top of each other at once. Do this five times. You may re-use the same pieces of paper.

- ☐ Multiple sheets are quickly detected and smoothly rejected

Test paper rejection by inserting a blank piece of paper. Test rejection ten times.

- ☐ Overvoted ballots are smoothly rejected

Test the full paper path by scanning 100 ballots. Track the number of misfeeds (ballots that are not accepted on the first feed) and write the number below.

- ☐ Ballots are smoothly accepted

Number Misfeeds: _____

Scanning Notes:

Ending Voting & Record Keeping

Insert the poll worker card and tap *Close Polls*.

- ☐ Screen transitions to *Polls Closed*
- ☐ Report printed automatically
- ☐ Report tears successfully against the tear bar.

Remove the poll worker card. Insert the election manager card and input the PIN. Navigate to the *CVRs and Logs* submenu. Export logs by tapping *Save Logs* and following the onscreen instructions.

- ☐ Logs exported

Navigate to the *Configuration* submenu and tap *Unconfigure Machine* and confirm.

- ☐ Machine unconfigures and shows *Insert a USB drive containing an election package*

Remove the election manager card and remove the USB drive. Unplug the scanner.

Validate the cast vote records by importing them into VxAdmin. Insert the election manager card into VxAdmin and input the PIN. Navigate to *Tally* and tap *Load CVRs*. Insert the USB drive from VxScan and find an export with the expected Machine ID and a size of 100.

- ☐ CVRs imported into VxAdmin without error

Eject the USB drive from VxAdmin and insert it into a regular computer. Upload the cast vote record export and the logs to a cloud storage location specified by VotingWorks.

- ☐ CVRs and logs uploaded

Staple the polls opened reports and polls closed reports produced during QA to this checklist:

- ☐ Polls reports attached to checklist

Cleanup

Inspect the scanner to make sure it does not have remnants of testing, except for the paper roll, which should be left installed.

- ☐ No USB drive in USB ports
- ☐ No card in card reader
- ☐ Paper roll **is** still installed

Clean the scanner glass with Fujitsu F1 cleaning fluid and a lint-free or microfiber cloth.

- ☐ Scanner cleaned
- ☐ No debris in or around scanner

Clean the metal panels on the interior of the scanner with a damp lint-free or microfiber cloth. Clean the screen with a little screen cleaner fluid applied to damp lint-free or microfiber cloth.

- ☐ Metal surfaces clean
- ☐ Screen clean

At this stage, if QA has been successful, you may want to apply the three security seals. Refer to separate documentation for seal locations. Skip if applying seals later.

- ☐ Top panel seal applied
- ☐ Bottom left panel seal applied
- ☐ Bottom right panel seal applied

Release the security bolt. Wrap the power cable around the cable wrap. Remove the scanner from the ballot box.

- ☐ Scanner latched close
- ☐ Cable wrapped
- ☐ Scanner removed from ballot box

Release the ballot box lid by pressing the handle that was beneath the scanner. Flip the lid over. Collapse the ballot box - the foot hooks may help - and secure the ballot box closed by tightening the straps around the sides.

- ☐ Ballot box collapsed