

VxCentralScan Production QA Checklist

Machine ID: _____

Required Materials

- ☐ Compatible USB drive with a signed QA election package exported from VxAdmin
- ☐ Election manager card for QA election, with known PIN

QA Procedures

Laptop Exterior

Viewing the laptop with the lid open from the back (HP logo upright), you should see:

- ☐ VxCentralScan label in top right
- ☐ VotingWorks branding sticker in bottom left
- ☐ Machine ID label in bottom right

Confirm that there is a seal to the right of the trackpad wrapping around the edge of laptop

- ☐ Seal securely affixed

Record the following data to VotingWorks-specified secure cloud storage:

- ☐ Machine ID
- ☐ HP Serial Number
- ☐ Seal ID

Application QA

Press the power button.

- ☐ Boots to land on *VxCentralScan Locked*

Insert the election manager card and input the PIN. Insert the USB drive into the left port with the election manager.

- ☐ Configures successfully from the left port, lands on *Scan Ballots* page

- ☐ Machine ID (bottom left corner) matches the ID on the label
- ☐ Software version is correct (bottom left corner)
- ☐ Date and time are correct (tap *Settings* to view)
- ☐ Free disk space is correct, over 200GB (tap *Diagnostics* to view)

Tap *Settings* and tap *Unconfigure Machine* and confirm. Switch the USB drive to the right port and reconfigure

- ☐ Configures successfully from right USB port

Tap *Settings* and tap *Save Logs* and follow instructions to export logs

- ☐ Logs saved

Remove the USB drive. Insert it into a regular computer. Upload the logs to a cloud storage location specified by VotingWorks.

- ☐ Logs uploaded

Tap *Settings* and then *Unconfigure Machine* and confirm.

- ☐ Machine unconfigured to land on *Insert a USB drive containing an election package*

Case Exterior

- ☐ No Apache COTS stickers remaining anywhere on case

Viewed from the front:

- ☐ VxCentralScan sticker on front left
- ☐ Machine ID sticker on front right
 - ☐ Machine ID on case matches Machine ID on laptop
- ☐ USA sticker on top of case, back corner behind VxCentralScan sticker

Case Packing

- ☐ Top foam secured, does not remove with a tug
- ☐ Bottom foam secured, does not remove with a tug
- ☐ Mouse inside case
- ☐ USB hub inside case
- ☐ USB A-B cable inside case
- ☐ Laptop charger inside case

- ☐ Adapter component
- ☐ Plug component
- ☐ Laptop
- ☐ Case closed