VxMark Production QA Checklist

VxMark ID: _____

Required Materials

- ☐ Compatible USB drive, with signed QA election package exported from VxAdmin
- ☐ Election manager card programmed for QA election, known PIN
- ☐ Poll worker card programmed for QA election
- ☐ 5 sheets of VxMark thermal paper (1 for diagnostic, 3 for voting, 1 extra)
- ☐ PAT Device
- ☐ Scanner cleaning materials
- ☐ Screen cleaning materials

QA Procedures

Set up VxMark. Unfold all four legs until they click into an extended position. Snap the additional support bar between the back two legs. Hang the power supply holder on the middle of the legs and place the power supply inside. Place the main unit atop the legs so that it fits securely.

Initial Setup

- ☐ Legs completely unfolded and clicked into place
- ☐ Leg support bar fit securely into place
- ☐ Power supply hangs from legs inside its holder
- ☐ VxMark fits securely atop the legs
- ☐ Nameplate applied to back of unit, cleanly etched

Basic Hardware Check

Connect to power and press the power button.

- ☐ Boots to land on *Insert an election manager card to configure VxMark*

Insert an election manager card and input the PIN. Insert the USB drive with the election package in the back of the machine, behind the scanner.

- ☐ Configures to land on *Election Manager Menu*
- ☐ Machine ID (bottom left corner of screen) matches the ID on the exterior nameplate
- ☐ Software Version (bottom left corner) matches the expected version

☐ Tap *Set Date and Time* and confirm the current time and date are correct.

Select a precinct by tapping the *Select a precinct...* dropdown, if applicable. Choose a precinct other than "All Precincts." Tap *Diagnostics* to open the diagnostics interface.

☐ Under *Storage*, free disk space is be 8GB
☐ Under *Accessible Controller*, tap *Test Accessible Controller* and follow instructions to complete a successful test
☐ Under *Printer-Scanner,* tap *Test Printer-Scanner* and follow instructions to complete a successful test
☐ Under *PAT Input*, tap *Test PAT Input* and follow instructions to complete a successful test. You will need to plug in your PAT device.
☐ Under *Front Headphone Input*, tap *Test Front Headphone Input* and follow instructions to complete a successful test.

Remove the election manager card. Remove the USB drive from the back of the device and attach the ballot box. Attach the privacy shield.

☐ Ballot box attached properly
☐ Privacy shield attached properly

Voting

Insert the poll worker card and tap *Open Polls* and confirm the action. Start a voting session by selecting a ballot style and following the instructions up to removing your poll worker card. Conduct a voting session in "visual-touch" mode using only the touchscreen to vote.

☐ Touch areas across the entire screen are responsive
☐ Screen does not exhibit visual defects or flashing
☐ Ballot cast properly into ballot box

Insert the poll worker card and start another voting session. Conduct a voting session in "audio-tactile" mode using only the accessible controller to move while listening to the audio track.

☐ Audio can be heard over headphones
☐ Can navigate contests with controller
☐ Ballot cast properly into ballot box

Insert the poll worker card and start one last voting session. Conduct the session in whatever mode you'd like, but check the following at some point during the session.

☐ Test Cover Alarm
    ☐ Opening the scanner cover triggers an alarm over the speaker
    ☐ Closing the scanner cover fully silences the alarm
☐ Test PAT Device
    ☐ Successfully went through calibration flow
    ☐ Successfully navigate one contest

Ending Voting

Remove the privacy shield. Remove the ballot box. Insert a USB drive into the USB port at the back of the machine. Insert an election manager card and input the PIN. Tap *Save Logs* and follow prompts to save 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 *Unconfigure Machine* and confirm.

☐ Machine unconfigures to land on *Insert a USB drive to configure VxMark*

Clean Up

Unplug the headphones. Place the headphones into the BMD storage container. Power down and unplug the machine. Lift the main unit and place it into the BMD storage container. Place the power supply into the BMD storage container.

Collapse the legs by popping off the support bar and then folding the legs by first pulling them out of place.

Before fully packing up, clean the screen and the scanner glass on the main unit.

☐ Screen cleaned
☐ Scanner cleaned

☐ BMD Case Packed
    ☐ Main Unit
    ☐ Headphones
    ☐ Power Supply

- ☐ Peripherals Case Packed
    - ☐ Legs
    - ☐ Power Supply Holder
    - ☐ Privacy Shield
    - ☐ Ballot Box
- ☐ All case latches fully closed