

ATTACH BAR CODE NUMBER LABELS HERE

AutoMark Logic & Accuracy Checklist

Polling Location:

Row #:

Position #:

Machine Serial #:

Comments:

If at any time a tester experiences any problem, it **MUST** be recorded in the comments box. Also indicate in the comments box the **resolution** of the problem. A supervisor must be notified.

Examples are screen not calibrated, ballot stuck in unit, ink levels, audio not working, date or time

- Team members attach their bar code number labels to the top of the checklist.
- Turn the key to the **“ON”** position.
- Verify the message **“Please Insert Your Ballot”** appears on the display screen.
- Insert a test ballot into the unit.
- Screen will show **“Select a Language”**. Press the **“English”** button. (If this command is not recognized, the screen needs to be calibrated. Instructions to calibrate the screen are on the back of this checklist).
- Ballot will load to the **“Voting Instructions”** screen. **To test the audio you must increase the volume.** The **volume button** is on the lower right front panel of the unit.
- Listen** to ensure that the audio begins to play. **Test** the following buttons on the **front panel** of the unit to ensure they are working properly: **1) back, 2) forward, 3) up, 4) down, 5) tempo, and 6) repeat.** **You do not have to listen to the entire ballot.** (Audio proofing has been completed prior to the start of L&A testing). **Complete this button test only on the first ballot.**
- Once you are sure the audio is working, press the **“Exit Return Ballot”** box on the screen.
- Screen will show **“Exit now and your ballot will not be marked”**. Press **“Exit”**
- Turn the key to the **“TEST”** position. Screen will show **“TEST MODE/AutoMARK Main Menu”**.
- Press the **“System Maintenance”** button.
- Enter the System Password. Press **“OK”**.
- Check Date and Time by pressing the **“Set Date/Time”** button. If the date and time are correct, press **“Done”** to return to the **“System Maintenance Menu”**, and press **“Done”** again to return to the Main Menu. **If the time is off by more than two minutes or the date is incorrect, they must be changed.**

Use the following steps to change the time and/or date:

- To change DATE and TIME select either the DATE or TIME field, press the **“Clear”** button, and input the correct date or time. Press **“APPLY”** which will update the DATE and TIME.
- When the DATE and TIME have been corrected press **“DONE”** to return to the **“System Maintenance Menu.”** Press **“DONE”** to return to the Main Menu.

- Press the “TEST BALLOT PRINT” icon on the display screen.
- Place a check mark in the “Enable Calibration Suggestions” box.**
- Insert a test ballot into the unit. The screen will read “Printing Ballot Style” followed with the City, Ward, and Precinct.
- Once the screen shows “Printing Complete”, remove the ballot. A “Printer Calibration” box may appear asking “Would you like to re-calibrate the printer using these settings?” **Always select “Yes”.**
- Verify the unit has marked all ballot positions correctly:
 - **Ink within all ovals**
 - **Ink is dark**
 - **Correct name is printed at each position**
- If any ballot ovals or names are **NOT** marked correctly as described in the line item above, check for improvement as you print the next two ballots (re-calibration may take place). If no improvement is observed after three ballots, **change the ink cartridge.**
- To replace the ink cartridge, open the rear access door to the unit and insert a new cartridge. Exit the “Test ballot print” screen using the “Done” button which will return you to the main Menu. Press the “Service print cartridge” box, and select “Yes”. Press the “Test Ballot Print” button to resume the test, and insert a new ballot. If the ballot is still not marked properly, the unit has FAILED testing and must be replaced.
- Continue the “Test Ballot Print” for **each remaining test ballot**, again checking the proper marking of each ballot.
- After all test ballots are printed, fill in the appropriate box below your signature: “Unit Passed Test” or “Unit Failed Test”.
- Check tamper tape seal on ink cartridge door. Replace if necessary.
- Turn the key to the “**OFF**” position, close the lid, place all test ballots and this checklist on top of the AutoMark, remove the key and place in a designated bin.

PRINT NAME

PRINT NAME

SIGNATURE/DATE

SIGNATURE/DATE

- Unit Passed Test
- Unit Failed Test (Notify Supervisor)

Instructions on how to calibrate touch screen:

- Turn key to “Test” position
- Press “Calibrate Touch Screen “ box
- Press “Calibrate” box
- Follow on screen instructions
- Press “Done” box