Approval to Print M650 Checklist:

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 error messages on the display screen.

COMMENTS:

Zone #: _____

Total Ballots Scanned: _____

☐ Ensure Zip Disk number matches M650 zone number

☐ Run a Zero Report on the M650 Unit

    ☐ Press the ENABLE and ZERO buttons at the same time

    ☐ Press START to confirm zero totals

    ☐ Ensure "Reports" button is in LONG format mode

    ☐ Press the GRAND TOTALS button

    ☐ Verify that all race results are **ZERO,** sign and date the report

    ☐ Place report into the hanging file assigned to the M650

☐ Ensure the OVER VOTE, BLANK and WRITE-IN buttons are **ON**

☐ Run test ballots one municipality at a time for the entire zone. Each municipality will be stacked on the catcher's cart in a crisscrossed pattern. Scanning will automatically stop when three types of ballots are encountered and a message will be illuminated on the display screen: OVER VOTED BALLOTS, WRITE-IN BALLOTS, and BLANK ballots. Follow this procedure **for each municipality:**

    ☐ OVER VOTED Ballot message

        ☐ Remove ballot from output hopper

        ☐ Confirm that ballot is OVER VOTED

        ☐ Place ballot in OVER VOTE basket on top or the scanner.

    ☐ WRITE-IN Ballot message

        ☐ Remove ballot from output hopper

        ☐ Confirm that a race contains a WRITE-IN

        ☐ Place ballot in WRITE-IN basket on top of the scanner

    ☐ BLANK Ballot message

        ☐ Remove ballot from output hopper

        ☐ Confirm that entire ballot is BLANK

☐   Place ballot in BLANK basket on top of scanner.

☐ Turn OVER VOTE button **OFF**. Scan all ballots in the OVER VOTE basket.

☐ Turn the BLANK button **OFF**. Scan all ballots in the BLANK basket.

☐ Do **NOT** run the WRITE-IN ballots from the WRITE-IN basket. These ballots were counted during the initial scan of the municipality. Place these ballots on the output cart along with all other ballots scanned for that municipality.

☐ For the next municipality in the zone, turn the OVER VOTE, BLANK, and WRITE-IN buttons back **ON,** and scan all the ballots, again watching for the illuminated message on the display screen for over voted, blank, and write-in ballots.

☐ After **all** municipalities in the zone have been scanned, press **SAVE**

☐ Write the total ballots scanned from the display screen in the comments box on the checklist and on the Zip Disk

☐ Insert Zip Disk into drive

☐ Press the ENABLE and SAVE buttons at the same time

☐ Press START to confirm saving of results

☐ Once saving is completed, eject disk from M650 unit

☐ Take Zip Disk to the verification team

_____   _____
DEMOCRAT PRINT NAME   REPUBLICAN PRINT NAME

_____   _____
DEMOCRAT SIGNATURE   REPUBLICAN SIGNATURE

_____   _____
DATE   DATE