Commonwealth of Virginia
Fairfax County

Central Absentee Precinct (CAP)

Pre–processing Phase II

Scanning Operation Manual

November 5, 2024
General and Special Elections

This manual provides further details on the material presented during training class. This manual contains only the basic elements of Central Absentee Precinct Scan team operations and is not intended to be used as a comprehensive guide of Virginia election law or procedures. Virginia election laws govern elections in Virginia. If there is an inadvertent contradiction in the manual, Virginia election laws take precedence.

A publication of Fairfax County, Virginia

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Fairfax County Office of Elections Contact Information

- **Office of Elections, General Election Information:**
  - Phone: 703-222-0776
  - Email: voting@fairfaxcounty.gov

- **Office of Elections, Election Officer Information:**
  - Phone: 703-324-4735
  - Email: elect@fairfaxcounty.gov

- **Absentee (AB), Absentee Voting Information**

  - Phone: 703-324-4969
  - Email: absenteevoting@fairfaxcounty.gov
  - www.fairfaxcounty.gov/elections/absentee-voting-mail

- **Central Absentee Precinct (CAP):**

  - Phone 703-324-4711
        For info: www.fairfaxcounty.gov/elections/central_absentee.htm
  - Email: centralabsentee@fairfaxcounty.gov

- **CAP - Scanning Operation**

   Phone: 703-324-5126

Important Phone Numbers

Tech Support
(Voting Machines and EPBs)   703-324-4101

Election Support   Sean   (O) 703-324-4711
(Election officers, supplies, facilities,   (C) 571-460-6311
emergencies)

Government Center Security   703-324-3434

Emergency: Police–Fire–Rescue

9 1 1

or from a **Government Center landline: 9-911**

Police (non-emergency)   703-691-2131

Government Center uniformed security staff will be stationed at the entrances to Room 339.

Emergencies

If you call 911 (or a non-emergency number), be prepared to:

1. State the **nature of the emergency or problem**, e.g., medical emergency, traffic accident, fire, disturbance.

2. State your name and identify yourself **as an election officer.**

3. State the building name and address: **Fairfax County Government Center, 12000 Government Center Parkway.**

   Your room number: **339**

4. **Give a contact phone number**, preferably your cellphone.

   Cell callback number: _____

5. Notify **security personnel on duty**.

6. **Notify building security**. 703-324-3434.

7. **Call our office 703- 324-4735** or 703-324-4711 to report the problem/incident.

8. Send an election officer outside to **meet the emergency personnel**.

9. **Document** the incident in your team leader's notes.

Emergency Situations Requiring Evacuation

Fire – Fire drill – Bomb threat – Flooding – Earthquake

Be prepared – read and review these procedures with your election officers!

- Locate and study the **posted evacuation route** in your room and building.

- **Review** evacuation route and instructions below with all election officers.

- Make sure all election officers, and poll watchers know the **location of exits**.

- Review evacuation **meeting place: <u>Parking lot to the left of the main entrance as you exit the front doors.</u>**

Emergency Evacuation Plan

1. Election officers **direct poll watchers and any staff to nearest exits**.

2. If it is prudent based on the level of emergency:
   - Digitally lock DS850
   - Lock access doors on the DS850
   - Take **machine keys, logs, used forms and envelopes**.

3. Team leader **ensures everyone has exited the room** **and locks the doors** to scan room if possible.

4. Chief or team leader designates an officer to **notify the Office of Elections** that an emergency exists, if the emergency arose in CAP.

Remember: <u>Remain calm and follow the directions of public safety officials.</u>

If the building cannot be re-entered, the Office of Elections will provide further instructions.

Emergency Situations - Shelter-in-Place

Be prepared – read and familiarize your EOs with these procedures

Shelter-in-place is a protective action to shield people from a hazardous outdoor situation or external threat, such as a weather event or a sniper situation. This is intended as a short-term measure to protect EOs until the hazard has passed.

- CAP shelter-in-place location is the **corridor outside the Office of Elections.**

- **Review shelter location with election officers and poll watchers**, keeping in mind that there be may little or no lighting if the power is out.

- Review the instructions below with all election officers.

Emergency Shelter-In-Place Plan

1. Election officers direct poll watchers to the shelter. **Chief ensures all election officers exit the room and arrive at the shelter.**

2. If it is prudent based on the level of emergency:
    - Digitally lock DS850

    - Lock access doors on the DS850 (Key in cart drawer.)

    - Take **machine keys, logs, used forms and envelopes**.

    - Lock the room.

3. Chief designates an election officer to **notify the Office of Election**s that an emergency exists if it originated in the CAP area.

4. Remain in the shelter until the emergency has passed and follow instructions from security and emergency personnel.

Remember: Remain calm, and follow the directions of public safety officials.

Be prepared: Good items to take to the shelter: flashlight, cellphone, radio, bottled water, canned drinks and snack food.

Security Awareness & Safety

- **Safety**

- **Equipment & Facility Security**

- **Integrity of the Election Process**

- **Safety Practices**

Safety

In case of an emergency, follow the Chief's and/or security officer's instructions. They may ask you to secure ballots and equipment before vacating the room.

1. CAP **shelter-in-place** location is the corridor outside the office of elections.

2. Building **evacuation meeting place**: Refer to the diagram on the wall in each room.

3. If the building or CAP rooms cannot be re-entered, the Office of Elections will provide instructions.

Equipment & Facility Security

It is critically important that you follow security rules and policies related to the equipment and facility.

1. Look for any potential tampering or defacement of ballots, scanning machines, pollbooks, laptop computers, etc., and report any such activities immediately to the chief or assistant chief.

2. Ensure peripherals and power cords are plugged properly into corresponding ports of the scanning machine or Uninterrupted Power Supply (UPS) and that the battery is charging.

3. Protect equipment from food and liquids.

4. Report unauthorized and unidentified people inside CAP.

Integrity of the Election Process

As an election officer, you have the responsibility to maintain the integrity of the election process by:

1. Carefully following the established procedures for processing absentee ballots.

2. Keeping the ballot processing tables and voting machines free of food, drinks, personal bags and electronic equipment.

3. Ensuring that absentee ballots are safeguarded in the scanning room and during transport to or from the secure storage room to the scanning room. Absentee ballots must not leave CAP until after closing.

4. Ensuring that only authorized people are present in CAP.

5. Protecting voters' personal information included on envelopes and in the EPB.

Safety Practices

You will be expected to comply with personal standard safety practices while serving as an election officer or absentee staff member.

The current Fairfax County policy does not require masks to be worn inside county government buildings, but please respect those people who choose to wear a mask. Employees must be vaccinated, have recognized exemption, or be tested periodically.

General Information

Reminders for November 5, 2024

Election:
- November 5, 2024 - General and Special Elections
- DNS ballots placed in one collection envelope per DS850 per scan day.
- All scan team members are staff members who work from start of scanning through the end of post election scanning. As needed, team members are oathed as election officers for election day through post election.
- Some scan team members may also have additional duties such as Ballot Box Managers.
- Enter time in FOCUS and paper timesheet. Must complete FFX mandatory training.

DS850:
Scan team has four members. Absentee Ballot Scanning (ABS) team is responsible for all ballot management/tracking activities.

- The DS850 custodian will provide two machines. Scan team members are responsible for intake, output and other ballot handling tasks. Scanning in same location as extraction processes.
- Using one machine this election cycle. Scan one Batch Box at a time for each DS850.
- THREE copies of zero and other official DS850 reports are required.
- Ballot styles are by precinct, not by CD. DS850s will read all ballot styles.
- Data exports are performed as directed, probably at the end of every scanning day. Two data sticks to be created during each data export; one "primary" and a "backup".
- DS850 will be zeroed after confirmation by IT of successful data upload to Electionware.
- Ballot Statistics Summary report at end of each day of scanning but no Results or Ballot Style Counts report. Two copies go to CAP Chief Reports envelope and one copy each to the "primary" and "backup" export data sticks.

Ballot separation:
- Extraction supervisor will deliver batch boxes to be scanned using Ballot Batch Transfer log to transfer custody of the batch boxes from the Extraction Team to the Scanning Team. Batch Tracking log will be used to maintain chain of custody for all batch boxes. Two people will transport batch boxes between the scanning area and secure storage area.
- Always maintain **physical separation of unscanned, scanned, and DNS ballots.**
- Pack scanned ballots back into the same batch box which becomes a #3 box after scanning and application of #3 purple labels to outside of the batch box. The same #3 label is used from start to end of scanning.
- CAP has one DNS ballot envelope per DS850 per scanning day. **DNS ballots will be turned into the Ballot Extraction supervisor at the end of scanning each day and placed in secure storage**.

Location

Scanning operations take place in the Fairfax County Government Center. Specific room assignments will be communicated prior to the start of operations. At the end of the scan day, two staff personnel will take the sealed batch boxes to secure storage in room 323.

Schedule

The scan team will arrive at 9:00 a.m. to be ready to begin operations no later than 09:30 a.m.. Scanning will end each day between 4:30 p.m and 5:30 p.m. Scan operation refresher training will be October 17th. Once training is complete, scan operations begin. All scan team members will take the Election Officer oath prior to training.

Election day scanning is Tuesday November 5th, 2024.. Post election day scanning is 12:00 p.m. Friday, November 8th.

Notes from October 2020 Scanning of Pre-processed ballots

1. Verify three configuration settings that should have been changed in L&A test: (1) access to results is locked, (2) bin sort sends write-ins to bottom tray, and (3) multifeed is set to off (i.e., not stop during scanning).

2. Daily, initially adjust stopper bars to a 'smidge' further than the marker line engraved in the trays. Verify the spacing periodically during the day as the bars shifted occasionally due to pressure of ballots hitting them.

3. Insert ballots in stacks face down (office races down). Keep all ballots in the same orientation. Thorough ballot prep is critical for success. This orientation can be changed when re-scanning DNS ballots.

4. What worked best – (1) staged, carefully prepped sets, (2) scanned small sets (50 to 60 ballots), (3) held scanned ballots on left side of DS850 until set count/save confirmed, (4) pulled top bin ballots after each set scan and sent them back to the right side for rescanning, **(5) saved after each set**, and (6) after set count **save confirmed verbally**, packed scanned ballots in #3 box and DNS ballots in appropriate envelope. Top tray ballots were pulled immediately to avoid potential jams, did not "X out" top tray numbers. Ballot scanning worksheet was used to enter saved total counts for each set so we had a known 'last saved' number if a jam required deletion of current set being scanned.

   a. Ballot prep including checking for physical damage, orientation, correct CD, back folding once, rolling.

5. Check DNS ballots to determine if they are an overvote, undervote, stray marks, physical damage, etc.

6. Do not lean on the camera unit (the big box at top that says "DS850"). Extend bottom of input and output trays if necessary for long ballots.

7. Daily initial thorough cleaning with air and cloth (always air first), then use compressed air periodically along complete ballot path of DS850 (including upper camera unit). Clean the rollers at least once a day. Clean the screen occasionally. Check front roller tension if misfeeds increase and adjust as needed with T10 wrench 1/8 turn at a time.
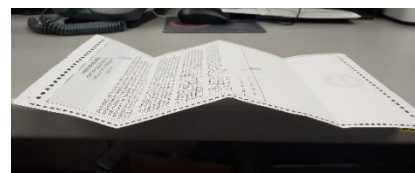
8. Check alignment of ballots in top tray to ensure they were going in straight and flush to wall. Run finger along leading edge of ballot stack to ensure it is firmly pressed down.

9. Use 'finger flick' if ballots began climbing up the end of the bottom tray (as ballots hit the felt lining the ends can get caught and start 'creeping up' the stopper bar). Light flicks are best.

10. Use two fingers very lightly pressing the end of the ballot stack so stack can be stopped quickly if a jam starts. Tilting the end of the stack up slightly, used in conjunction with light pressure, works very well also.

11. After a multi-feed, using fingers between ballots of a small set after a multi-feed can help them run through successfully.
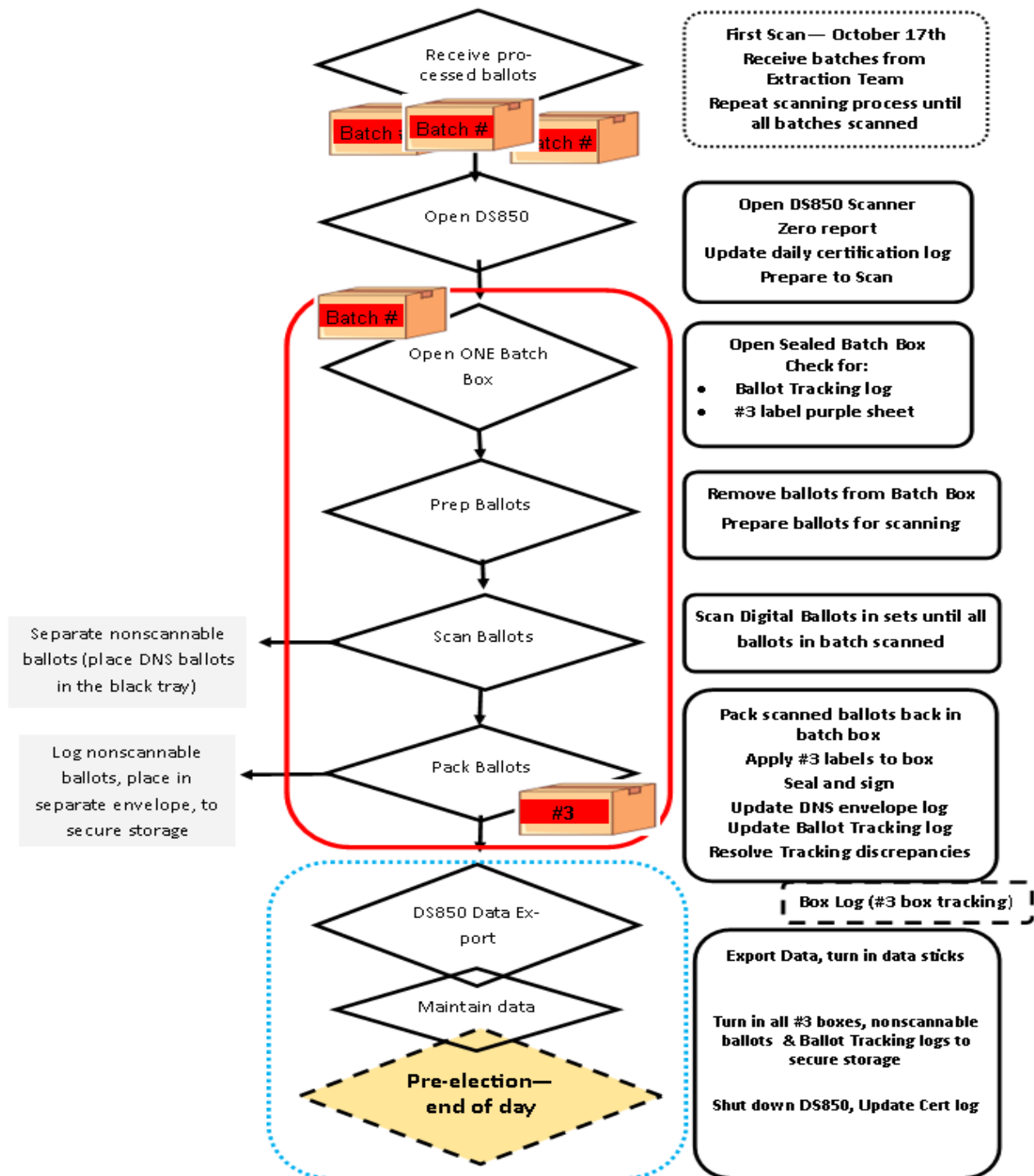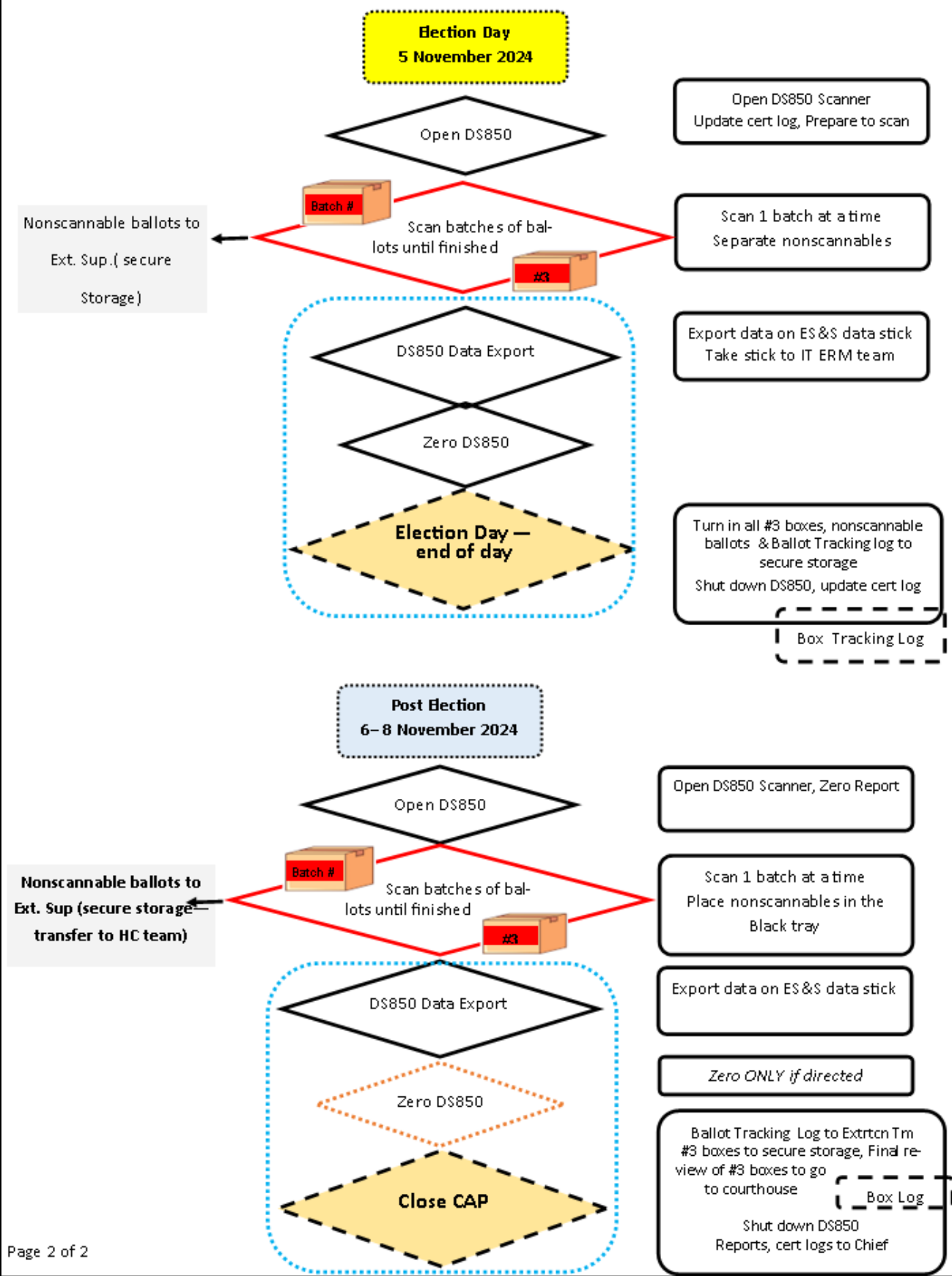
Scanning Operations Overview

Pre-Processing Phase 2, Scanning Absentee Voter Ballots DS850 Overview - Pre Election

Receive processed ballots

Batch # Batch # Batch #

> First Scan— October 17th
> Receive batches from Extraction Team
> Repeat scanning process until all batches scanned

Open DS850

> Open DS850 Scanner
> Zero report
> Update daily certification log
> Prepare to Scan

Batch #

Open ONE Batch Box

> Open Sealed Batch Box
> Check for:
> - Ballot Tracking log
> - #3 label purple sheet

Prep Ballots

> Remove ballots from Batch Box
> Prepare ballots for scanning

Separate nonscannable ballots (place DNS ballots in the black tray)

Scan Ballots

> Scan Digital Ballots in sets until all ballots in batch scanned

Log nonscannable ballots, place in separate envelope, to secure storage

Pack Ballots

#3

> Pack scanned ballots back in batch box
> Apply #3 labels to box
> Seal and sign
> Update DNS envelope log
> Update Ballot Tracking log
> Resolve Tracking discrepancies

> Box Log (#3 box tracking)

DS850 Data Export

> Export Data, turn in data sticks

Maintain data

> Turn in all #3 boxes, nonscannable ballots & Ballot Tracking logs to secure storage

Pre-election— end of day

> Shut down DS850, Update Cert log

Scanning Absentee Voter Ballots Overview— Election /Post Election

**Election Day
5 November 2024**

Open DS850

Open DS850 Scanner
Update cert log, Prepare to scan

Batch #

Scan batches of ballots until finished

#3

Scan 1 batch at a time
Separate nonscannables

Nonscannable ballots to Ext. Sup.(secure Storage)

DS850 Data Export

Export data on ES&S data stick
Take stick to IT ERM team

Zero DS850

Election Day — end of day

Turn in all #3 boxes, nonscannable ballots & Ballot Tracking log to secure storage
Shut down DS850, update cert log

Box Tracking Log

**Post Election
6– 8 November 2024**

Open DS850

Open DS850 Scanner, Zero Report

Batch #

Scan batches of ballots until finished

#3

Scan 1 batch at a time
Place nonscannables in the Black tray

Nonscannable ballots to Ext. Sup (secure storage— transfer to HC team)

DS850 Data Export

Export data on ES&S data stick

Zero DS850

Zero ONLY if directed

Ballot Tracking Log to Extrtcn Tm
#3 boxes to secure storage, Final review of #3 boxes to go to courthouse

Box Log

Shut down DS850
Reports, cert logs to Chief

Close CAP

Output

- Receive and set aside empty batch box, tracking log & #3 labels
- Maintain DNS ballot envelope logs
- Assist DS850 operator with bottom tray "Flicking" if necessary
- Receive and log DNS ballots for each batch on DNS envelope log
- At end of batch scan, get final saved count from DS850 operator and enter on ballot tracking log
- Gather all DNS ballots for batch and verify count matches envelope log
- Complete entries on ballot tracking log
- Identify any discrepancies between # of ballots reported from extraction team and # of ballots reported as scanned (including DNS)
- Pack scanned ballots in #3 box
- Complete both #3 purple labels and apply to batch box
- Seal with red tamper tape
- Apply signed signature seal to sealed batch box
- Enter batch # and # of ballots in box-on-Box Inventory log
- At end of day, complete full day DNS report sheet (if two DS850s) and sort DNS ballots within envelope by supervisory district
- Provide all completed batch tracking logs, DNS ballots in DNS envelopes to the Extraction Supervisor for retention.
- Take Box Inventory Log and sealed #3 boxes to secure storage.

Pre-Election Setup, Ballot Definitions

DS 850 Setup

The DS850 will be ready to turn on and begin operations. The scan team will not modify any configuration settings unless explicitly directed to do so by an authorized Office of Elections representative.

Ballot Definitions

Blank Ballots: Ballots that do not contain any votes, have been marked with a non-standard marking device for the DS850, or have been marked improperly (for example, the voter circled the candidate's name instead of filling in the appropriate oval).

"Digital Not Scannable" (DNS): Digital ballots that could not be scanned. Includes overvotes, blank ballots, unclear marks, and unreadable ballots. These ballots are diverted to the top bin of the DS850 and transferred to the "DNS Ballot" envelopes. The DNS ballots will be hand-counted.

Invalid ID: Ballots that are not associated with the current election or "district" definition. These are sorted to the "DNS" tray. Do a quick check of the ballot to learn why it is "invalid." If the invalid ballot is with the wrong district, make a note on the DNS envelope and clip or otherwise mark the ballot in the envelope. **notify the Chief of the discrepancy.**

Overvote: Ballots having more than the allowed number of votes cast for one or more contests.

Unclear Marks: Unable to interpret a mark in an oval position on the ballot. The oval may have a check mark vice the oval being filled in.

Unreadable: Not able to read or interpret. Ballot or timing marks may be damaged, ballot is badly stained with coffee, etc.

Ballot Scanning Quantities

Batch: can be up to 900 ballots in one ballot batch box. Ballots within that batch stay as part of that batch through the scanning process and storage in the County courthouse.

Set: a smaller group of ballots within the batch; approximately 50 ballots in a set or less. A batch of ballots is scanned by set.

Example: one batch might have 750 ballots. A complete session is after all 750 ballots have been scanned. A set from that batch box is about fifty ballots. An entire set can be placed on the input tray and scanned, repeating by set until the entire batch has been scanned. The set is a useful quantity to use for saving scanned ballots instead of waiting until the entire batch has been scanned to save.

DS850 Operations Guide

Physical Setup

1. Set up **working areas** with:

   - 1 DNS envelope per DS850 and the Reports envelope.

   - Clear packing tape, and red tamper-proof tape (batch boxes will become #3 boxes once labels applied to outside of box, #3 labels will be inside batch boxes).

   - Logs, forms, clipboards, signature seals, sheets of white labels (for signing & sealing envelopes).

2. Set up **team leader's table:**

   - Find keys in cart drawer (remain with machine, place back in drawer after use):
     - One key for **DS850**
     - Two sets of **DS200 key**s (silver key only)
   - Supply box.
   - Blank forms.
   - PPE

3. **Set up DS 850 scanner:**

   - Verify machine is **plugged in.**

   - Turn on the **UPS, laser printer, and log printer.**

4. **Check seals on DS850** against seal numbers annotated on DS850 Daily Certification Log. Remove seal from ON/OFF #4 compartment. Verify seal number has been entered on certification log, retain the seal.

5. **Turn on DS850**

   - **Unlock** #4 compartment on left side of the machine.

   - Use **toggle switch** above power cable to turn on power.

   - **Relock compartment** after power is on.

6. **Adjust stopper bars on bins** to proper length if not already set.

Use a ballot to check the clearance of the stopper bar. Initially adjust stopper bars with a ballot to a 'smidge' further than the marker line engraved in the trays. Verify the spacing periodically as the bars can shift due to pressure of ballots hitting them.
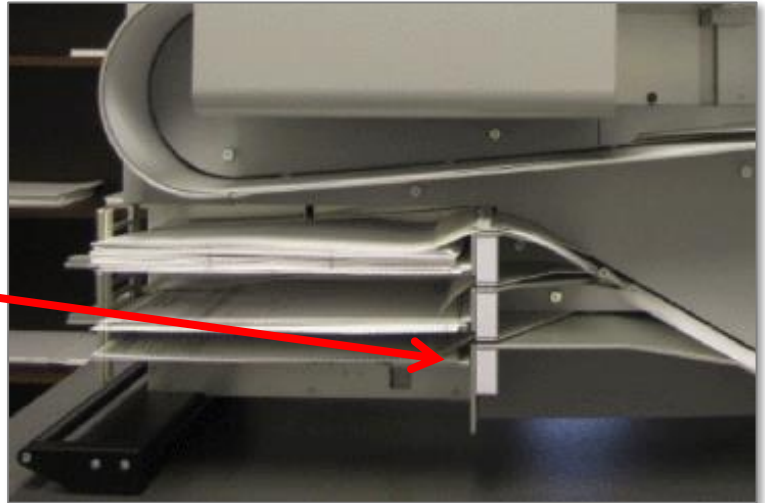
DS850 Daily Certification Log

The DS850 Daily Certification Log is used to record activity of digital scanning machines for every day a machine is used. The form covers all activity from the time the machine is first opened through the final day of use. It is used to record "saved total" of ballots scanned, security seal numbers, and the number of digital ballots that did not scan (DNS). The form is also used to record information when data exports are performed and each time the machine is zeroed. Primary responsibility for maintaining the log is the DS850 machine operator.

1. Every time the DS850 is used for processing ballots, there must be a **record of the public "saved total" counts and security seals** that are used to open and close the machine. A "ballot statistics summary report" will be printed before the DS850 is closed on each day to verify the saved count number.
2. The DS850 has green, red, or blue seals the morning you arrive, meaning it has been Logic & Accuracy (L&A) tested (green seals) or was used in preprocessing (red or blue seal). Those are the **opening seals** for all compartments. You will **open only the ON/OFF #4 compartment in the morning** and the **USB #1 (top) compartment when doing data exports**. The USB #2 and USB #3 closing seals will be the same as your opening seals.
3. At the beginning of the day, enter the opening "saved total" count (zero for first use and after each time the machine is zeroed) and all opening seal numbers.
4. At the end of the day after all ballots have been scanned (or after post-election day scanning is completed for final signed log):

    a. Get the final "saved total" count and enter on the daily certification log as the closing saved count.
    b. Put blue or red security seals on all open compartments. Enter all closing seal numbers on the daily certification log.
    c. If data is exported, enter the stick number for the data stick used for the data export (Red 1, Blue 5 etc.).
    d. If the machine is zeroed, enter the USB #1 opening and closing seal numbers and date new zero report is run.

AB Processing Daily Certification Log
November 2, 2021 General Election
CAP DS850 B - Machine Serial Number 8518010338
Only the ON-OFF and USB 1 compartments are used
Opening seals USB2 111222 USB3 444555
Page 1 of 1
TRAINING ONLY

"Public Count" is the DS850 "saved count"

Date	Opening ON-OFF Seal Number	Opening Public Count	Closing Public Count	Public Count Difference	Closing ON-OFF Seal Number	Digital Not Scanned (DNS) ballots	Election Officers Initials	Machine zeroed during processing? [Yes or No]	USB1 seal open	USB1 seal close	USB Drive Serial #	Date Zero report run
25 Oct	123456	0	100	100	456789	4		no				
26 Oct	456789	100	400	300	789222	2		yes	555666	333444	Red 5	27-Oct
27 Oct	789222	0	300	300	111676	5		no				
29 Oct	111676	300	350	50	789234	3		no				
2 Nov	789234	350	410	60	169976	10		yes	333444	389766	Red 9	2-Nov
end						end						
TOTAL BALLOTS SCANNED	This is not the final public count, it is the total number of ballots scanned on this machine (total of all public count differences).		810	Total DNS Ballots	24			Machines are zeroed AFTER data exports.				

Data Export / DS850 zeroed

Verified - Signatures: _____ _____

Notes:

TRAINING ONLY

e. Have two people sign the daily certification log at end of final day of operation.
f. Photocopy signed final copy and place original and copy in the Reports envelope. If a data export is still ongoing at end of day, the final entries on the daily log may be completed using the numbers of the seals identified to use to close the compartments.

Opening Procedure

Startup

1. Once the power switch is in the ON position, a pop-up screen will display telling you to touch the screen if you want to calibrate it. **Do not touch the screen**! **This popup will close automatically.**

2. The next screen to appear will be the **Startup screen.**

Choose **Login**
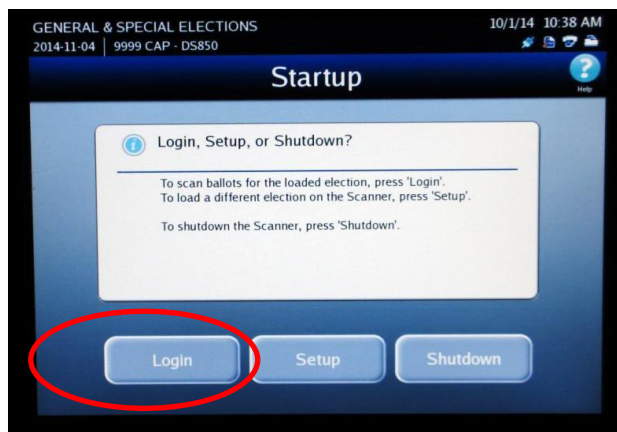
3. Enter **Election Code** and press **Accept** (if the wrong code is entered three times – lockout. In this case you must shutdown the DS850 **from the screen** [not by powering off], wait at least 30 seconds and then startup again).

Entering the code is best done with two people: one to enter the code, the other to check the quickly disappearing letters and numerals for accuracy.

The code is case-sensitive.
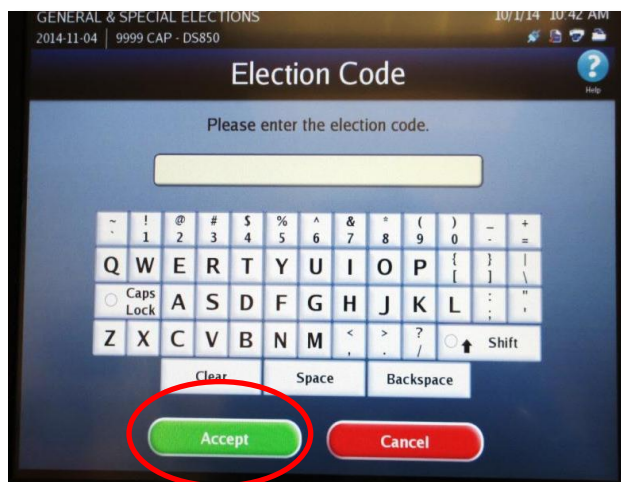
4. Prepare to run the zero report if <u>no</u> processed ballots were scanned prior to starting the day or if the DS850 was zeroed on the last previous day of operation.

Zero Reports

Run <u>zero reports</u> (3 copies) and put the signed copies in <u>CAP</u> reports envelope. The zero report must be run on the first day of pre-election scanning.   Run a new zero report (3 copies) after a machine has been zeroed.

1. The first screen that appears after the Election Code has been accepted is the **Scan Ballots screen**.

   ==Do not scan until you have run the zero report==. You cannot print the zero report after ballots have been scanned.

2. **Select the Menu** button in the upper left corner.

   Remember the location of the Menu button as you will need it again for other activities.
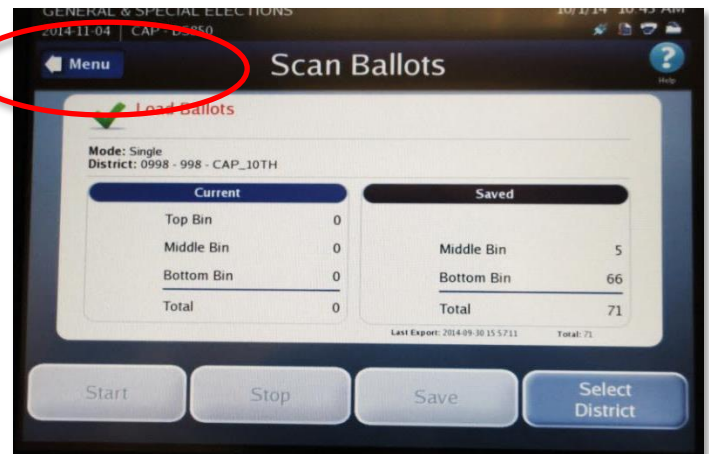
3. Touch **Reports**

4. Select **Zero Report**, then **Print.**

5. Select **Print** two more times to print the total of three copies required.

6. Click OK on the next screen that tells you the report has been sent to the printer.

7. All precincts will be reflected on the zero-report making it many (20-30) pages long or possibly not as we have not reported by precinct for past elections. Clip pages together before putting the report in the CAP reports envelope.

8. Two team members (R & D) **sign each copy of the report.**
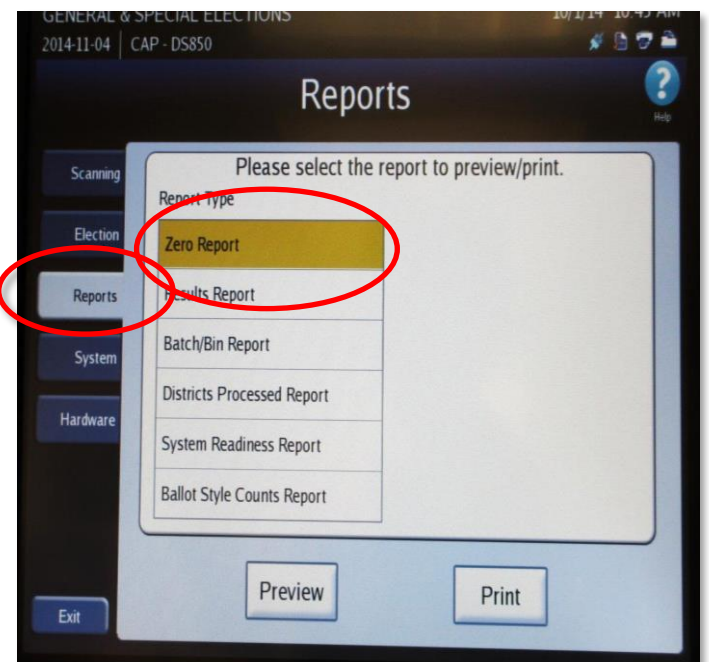
Preparing to Scan Ballots

1. **Select "Scanning"** on the side menu

"

2. Choose "**Scan Ballots**"
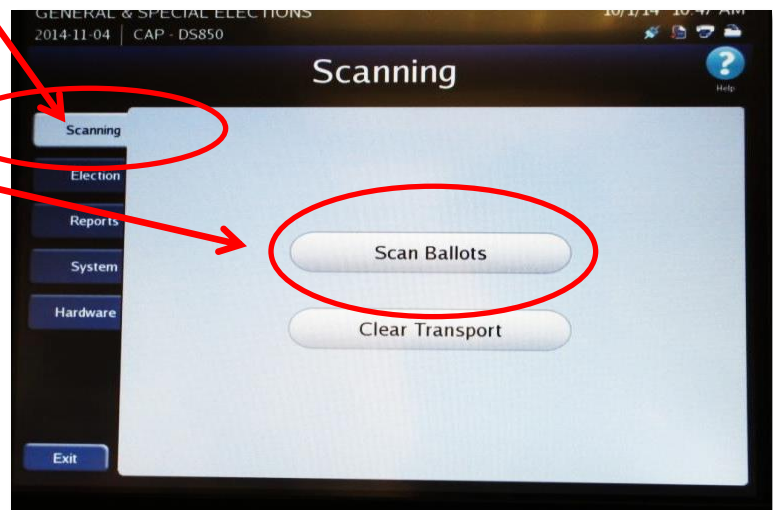
Ballot Handling

Before you receive ballots

- The Extraction Team prepares the ballots for scanning by removing the folded ballot from the return mailer (office races faced down), flattening them, placing them in "batch" boxes, sealing each batch box and placing it in secure storage until it is time for the ballots to be scanned.

- Damaged or potentially unreadable ballots in each batch box are placed on top of the scannable ballots.

- The Extraction Supervisor will transport from secure storage sealed batch boxes containing the unscanned ballots, #3 box labels, and the Batch Tracking Team log. Custody will be transferred to the Scan Team using the **Ballot Batch <u>Transfer</u> Log.**

Checking the ballots

1. Damaged ballots

   - **DNS** ballots from pre-processing are stored until post-election, then provided directly to the team responsible for final tallying; to be hand-counted.
   - Any damaged ballots encountered during scanning (either pre-processed or election day ballots) must be kept aside in the designated tray (**DNS ballots**), then placed in the DNS envelope.
   - If a **jam** occurs during scanning, remove and count damaged ballots, and add them to the DNS set.
2. Begin the scanning session with a set **of** about 50 ballots. Continue scanning by "sets", If that goes well you can use larger stacks of ballots.
3. Stage ballot sets (about 50 in a set) near the input tray of the DS850.
4. Riffle each ballot (or set) before you put it in the input tray to **check for partially unfolded ballots or any other damage** that might not have been caught earlier.
5. **Check each set** for bent corners, crimped edges or any other issues that might cause a jam. Straighten bent corners/edges if possible. If only one edge of a ballot is bent/damaged, you might be able to scan the ballot by feeding in the undamaged end first or positioning a damaged side as the outside edge of the stack (i.e., the edge closest to you).
6. As the ballots rest in sets, check the stack to determine if all ballots are lying flat. If there is a significant bend in the ballots in the stack, a quick back-bend or a loose rolling lengthwise is suggested.

   a. However, care must be taken when back-folding a set of ballots. Begin with sets of 10 or fewer ballots. When comfortable with the task, you may wish to back-bend larger sets, as long as additional folds in the ballots aren't created in the process.

   b. While back-folding ballots, ensure that the folds line up (see "Correct" image below), and that the outer ballot does not wrap around the stack (see "Incorrect"). Bending the stack harshly with the ballots wrapped can introduce an additional fold.
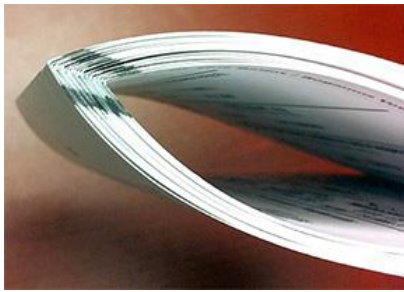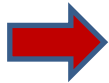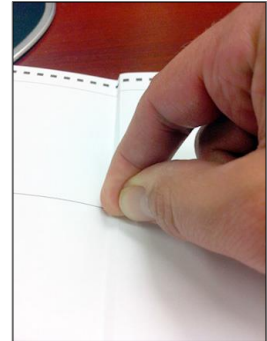
Correct

Incorrect

c. You may also be able to **correct bends, unwanted folds or crumples** by using a dull flat object such as a coin or fingernail to try to smooth the paper. Be careful not to use too much force that might scuff or damage the ballot.

IMPORTANT – Remember to count the **number of damaged ballots** that cannot be scanned and include them with the count of DNSs for each session.

Loading ballots into the DS850

Ensure all ballots in the set are in same orientation, front of ballot face down, top of ballot to your left. If necessary, orientation can be changed if there are a set of ballots that are not running or being kicked out to the top tray.

Swing the arm out, then place the ballots **tightly into the inner corner** of the input tray. Ensure the edges of the set are squared.

Once the ballots are firmly seated, swing the arm back into the outer edge of the ballots.

If a jam or multi-feed occurs, handle ballots gently with minimal force to avoid tearing.

Scanning Operations

For any issues with the DS 850 that are not addressed in this manual or that you cannot solve, call tech support: 703-324-4101

DS850 scanning operations are the same for preprocessing and election day ballots, only the paperwork is different.

If you receive obviously damaged or unreadable ballots, do not attempt to scan them with the DS850 because these might create jams. These ballots are classified as "DNSs."

1. **At the start of every new scanning session (i.e., a new batch)**, check the **Saved Total** number on the ballot-scanning log. This is the "start count" for a new session and the "end count" of the previous session on the Ballot Scanning Worksheet.

2. Scan using small sets of ballots, approximately 50 per set.

3. Riffle through the set to check for any problems and ensure consistent orientation/nesting **(folds nested together)**. Tap ballot set on table to create tight, square unit.

4. Move arm away from platform.

5. Place the ballots on the input tray and **push tightly against edge and into corner.**

6. **Move the arm back into place** against the side edge of the ballots.

After you place ballots **on the input tray, the Start button will light up.**
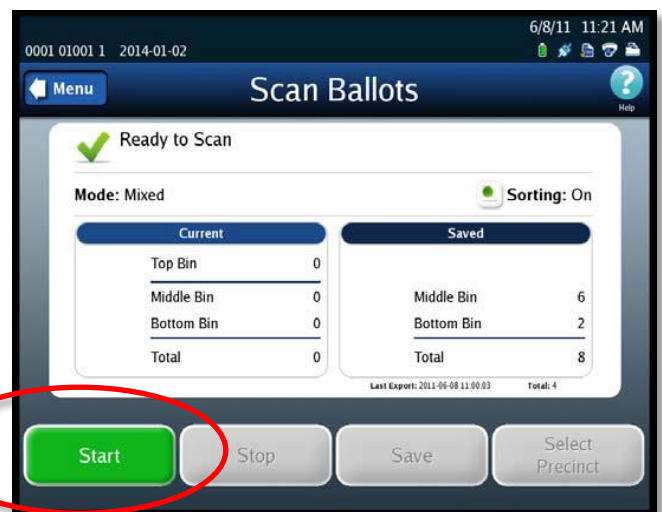
7. Push the **Start** button**.**

8. Note that while ballots are being scanned, the Scanning screen is displayed and only the Stop button is available. If you need to stop the machine before the input tray is empty, press Stop. The number of ballots scanned since the last time you saved is displayed in the Current column. **You can also stop the scan by pulling the ballot stack back from the input tray.**
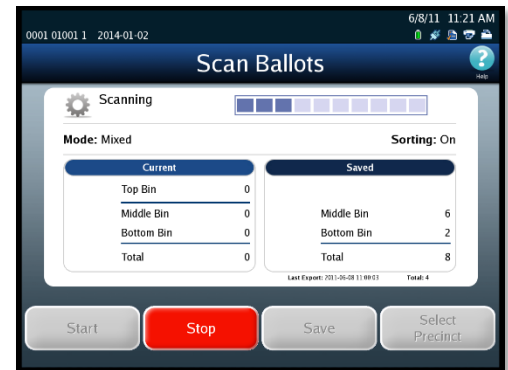
9. **Wait** for the DS850 to completely process the set of ballots and for the input tray and lower bin to stop moving.

10. There will be ballots in two output bins: top and bottom.

    a. Top bin - DNS ballots (blank, overvote, unreadable marks, invalid ballot)
    b. Bottom bin – successfully scanned/counted ballots, write-ins
    c. Middle bin – not used

    Important – Place damaged ballots that won't scan through the DS850 into the DNS ballots envelope and enter that count on the DNS envelope log.

11. **Remove** ballots from the bins.

    a. Empty the bottom tray of successfully scanned ballots and stack them on a table to the left of the DS850. *Do not place scanned ballots into #3 boxes until you have saved the set*, in case you need to rescan the entire set.
    b. Put top bin ballots (DNS) back on right side for rescanning unless clearly not scannable.
    c. Continue scanning until all ballots in the batch have been scanned.

Start and End Counts

<mark>This is the next screen that appears after the set has finished scanning.</mark>

On the left side "Current" column are the number of ballots in each bin from the set that was just scanned.

On the right side "Saved" column are the counts for the middle (we do not use this bin) and bottom bins. This is the number of ballots that have been **successfully scanned since opening** the DS 850 for this election.

The count of ballots in the top bin ("DNSs") **is not added or saved** to the "Saved" total count.
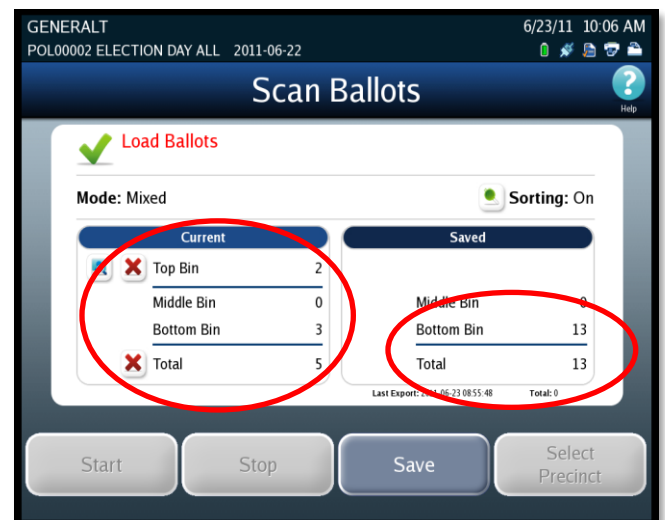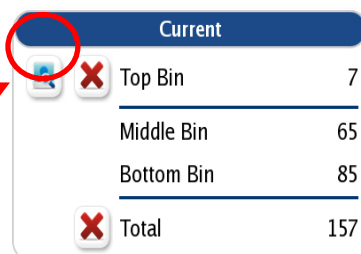
Managing Top Bin and Saving the Count

This screen displays the counts of the **current "set"** of ballots just processed. The right side of the screen "Saved", shows the count of all ballots scanned and saved by the DS850 up to that point. **Note:** you can either rescan DNSs as you go through a set (recommended) or hold all DNSs to rescan at the end of a set. Reviewing top bin reports is optional. You can "X" out the top bin before you save the results but remember that the ballots in the top tray have not been scanned/counted so they are never included in the "Saved" total.
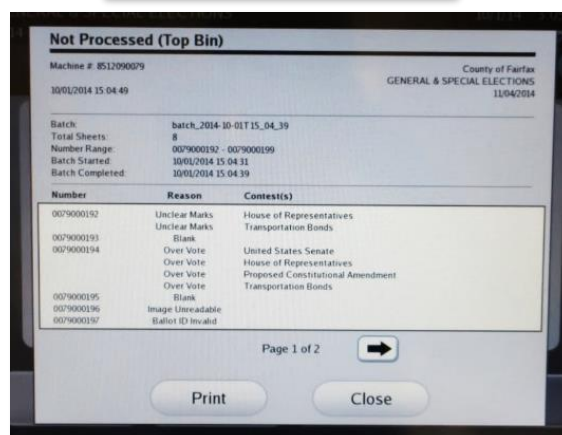
1. **To review why a ballot was not scanned (Top Bin):**

   a. Press the **blue icon** next to "Top Bin" **to view** a detailed report of the ballots in the DNS bin.

   b. **The "Not Processed (Top Bin)" report** shows why each ballot in the bin was placed there by the DS850. The list on the screen is in **inverse order** from the physical ballots in the bin. You may want to inspect some ballots to determine the cause of the reason code.

2. If the reasons the ballots did not scan are other than "over vote," **rescan the stack from the top bin.**

3. To rescan the Top Bin ballots and reset the count, you can clear the Top Bin count to show zero, then remove the Top Bin ballots and put them back into the input tray to be rescanned.

4. If you <u>are</u> tracking the number of ballots in the Top Bin, click the red "X" next to "Top Bin" before removing ballots. If you <u>are not</u> tracking the number of ballots in the Top Bin, you can skip this step and just rescan.


   After you click the red "X", you will be prompted to indicate whether you want to re-scan the ballots. Select "Continue" to zero out the count for the top bin. If you select "Cancel", the top bin count remains unchanged.
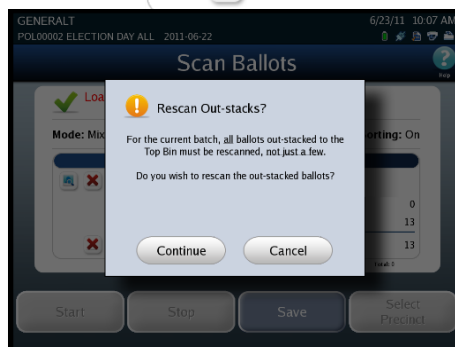
5. Place the stack of ballots from the **top bin** back onto the input tray **in an orientation different from the first run** and rescan.

6. If you believe the ballots were again sorted to the top bin in error, rescan once more. First press "X" to zero out the Top Bin number if you are tracking the number of ballots in the top bin.
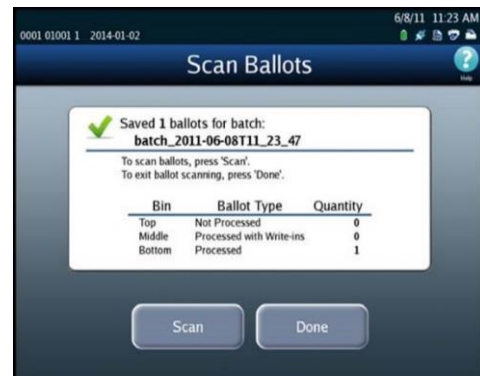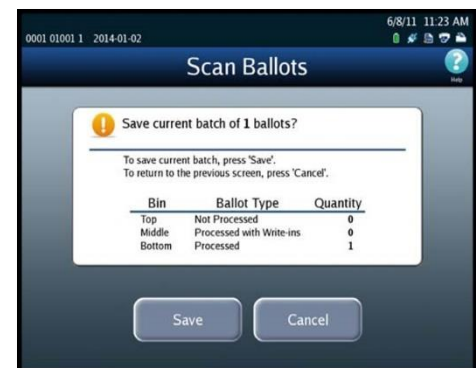
7. Remove the remaining DNS ballots from the top bin and **place them in the DNS envelope for that DS850. Enter the DNS ballot count** on the log taped to the front of the envelope.

8. "X" out the top bin number if desired.

9. **Press "Save"** on the Scan Ballots screen.

10. **Press "Save"** to confirm.

11. After you press "Save", this Scan Ballots confirmation screen appears with a large green check mark. **Get the set numbers if needed.**

12. **Press "Scan" to begin scanning the next session** from the 'Scan Ballots' screen. Press Done to return to the scanning menu.
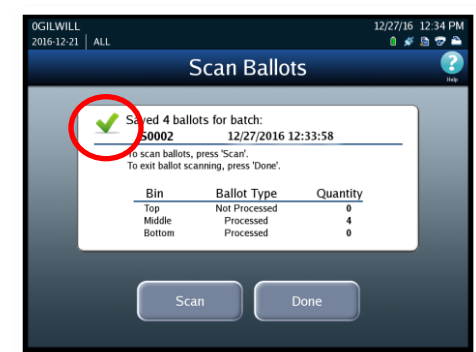
13. When you press "Scan" the quantities in the "Current" column will be all zeros, and the quantities in the "Saved" column will have been updated to include the quantities in the current set of ballots scanned and saved.

To delete a <u>total</u> set count, <u>click the "X" next to "Total."</u> **Do this only when you need to rescan the full set or are instructed to do so by the DS 850.** You will need to enter the Election Code and touch Accept. **After the Election Code is accepted, you will see a Deleted Ballots screen showing a current count of zero ballots for the bin or total**.

After doing this you will need to rescan all the ballots in the set, i.e., scanned since the last save.

These ballots should have been set aside as you scanned so you know which ones need to be rescanned.

Ballot Style Codes

Ballots for the November 2024 election are issued and counted by precinct instead of by CD.

Ballots are identified in two ways. The precinct number and name style codes are printed in the bottom of the ballots.   Each ballot type (BT) is also identified by a "BT" number in the upper right corner. There are 264 different BT identifiers.

The DS850s are programmed to read all ballot styles.

Closing Activities

Final Scan

On election day, scanning stops at 5 p.m. (or time as directed) and data is exported from the DS850 on election day and after noon on post-election final day. **If directed, results reports will be printed on those days.**

1. Scan team supervisor communicates with CAP chief and Extraction Team supervisor to **verify there are no more ballots to scan.** On election day, if directed, results reports will be printed from the DS850(s) used for pre-processing and election day.

2. Put the final DNS ballots in the DNS envelope. Verify the count, seal and sign the envelope for each machine and complete the summary form. Give the DNS envelopes to the Extraction Supervisor for storage. For post-election final day, DNS ballots will go to the Extraction Supervisor to include with the ballots for hand counting.

3. Only if directed, print Results reports. A CAP staff member unlocks access to the results report. If you attempt to run the Results Report option before it is unlocked, you will see the 'locked out' alert (right).

Reports

1. Press **Menu**
2. Select **Reports**
3. Select **Results Reports**

(A results report is what we used to call the closing report or closing tape.)
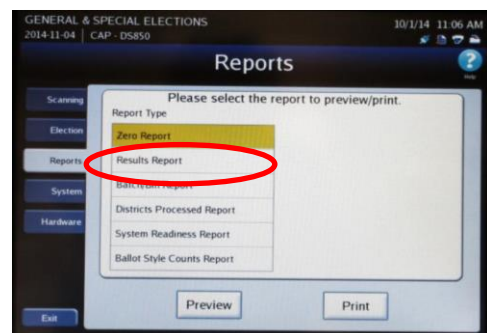
4. **Select** Election Detail**.**

5. **Select** Print.
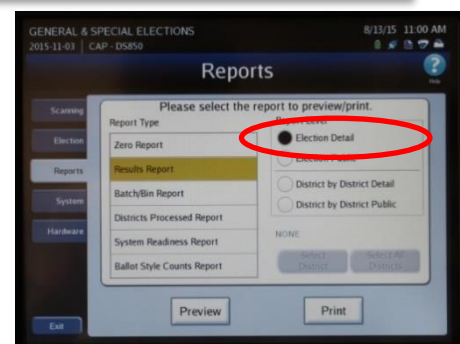
6. You will see an information box telling you the report has gone to the printer. **Press OK** to clear the information box.

7. **On election day, print three copies of the report, two people sign each report and place them in the Reports envelope**. On the final post-election day, print three copies, two people sign each copy and place them in the Reports envelope.

8. **On post-election** day, touch **print once more,** so you have a **total of three reports**.

   - Two scan team members (R & D) **sign every copy** of the results reports
   - Write "CAP Final" on first page of each report
   - **Place all four signed copies in the CAP chief's reports envelope.**

9. **Print three copies of the Ballot Summary Statistics Report (**Menu//Reports//Ballot Summary Statistics). Place one copy in the CAP chief's reports envelope. **Put data stick # on the second third reports and include one report in the primary and backup data stick envelopes**.

10. **Remove the seal from <u>USB #1</u> data** compartment and place it in the **Reports envelope.**

11. Complete all entries on the **DS850 Machine Certification Form and have two people sign it.**

12. **On FINAL post-election day, place signed reports in the Reports envelope** and take the envelope to the CAP chief. **The Reports envelope should contain:**

   - **Signed Zero Report(s) for each DS850 (3 initial and 3 for each time machine was zeroed),**
   - **3 Ballot Statistics Summary Report for each DS850 (one per each day of scanning)**
   - **Only if directed, 3 signed Results Reports for election day and post-election for each DS850**
   - **2 completed/signed DS850 Daily Certification logs** with closing "Saved" count, closing seal numbers, final data export data (original and photocopy).
   - Scan team **leader's signed final notes**

Exporting Files

Exporting Results and Files (when authorized by AB Staff Lead):

- If required, for a Results Only export: From the Election menu, choose Results, then Export Results
- Run Results File Only transfers before starting the full data exports.
- Full data: From the Election menu, choose Results, then Export Files. "Export Files" transfers **all the ballot image and results files** that the DS850 created. This transfer can take several hours, depending on how many ballot images needed to be transferred.

==Data will probably be exported daily from each DS850 used for the November 2024 election== **(pre-election, election day and post-election)**. Perform other closing tasks while you wait for the data file export(s) to run (e.g., packing/sealing boxes, taking sealed boxes to designated location, cleaning up).

__Prior to beginning the data export, print three copies of the Ballot Statistics Summary report.__ One copy for the CAP Chief SOR and the third and fourth copies are included with the primary and backup data sticks.

1. After the Scan Team lead has unlocked access to results reports, **open** the USB #1 (top) compartment on the right side of the DS850 from which you removed the seal.

2. **Insert a DS850 ES&S 8GB thumb drive** into either open port in the compartment.

   The DS850 will search for the media after it is inserted. (Note: if you see an error message that the DS850 cannot find or access the thumb drive, contact tech support as the thumb drives may need to have existing data cleared.)

3. Go to the **Election menu** and choose **Results**
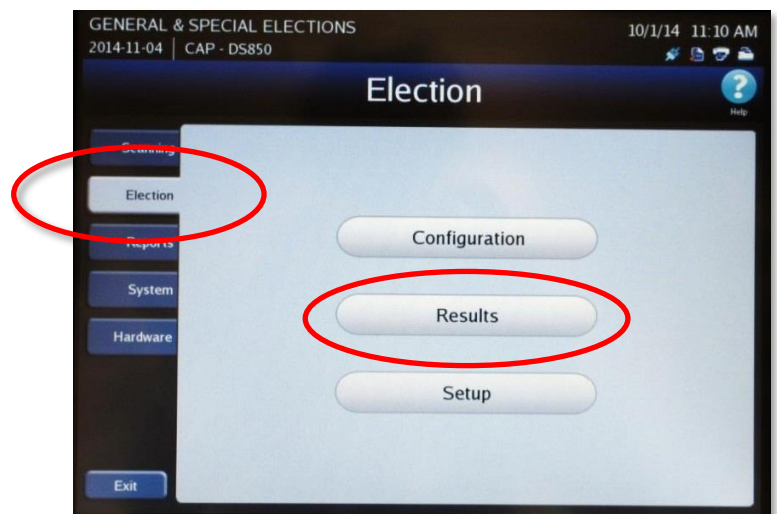
4. For results only, choose "**Export Results**"

5. For a full data export, choose **"Export Files"**
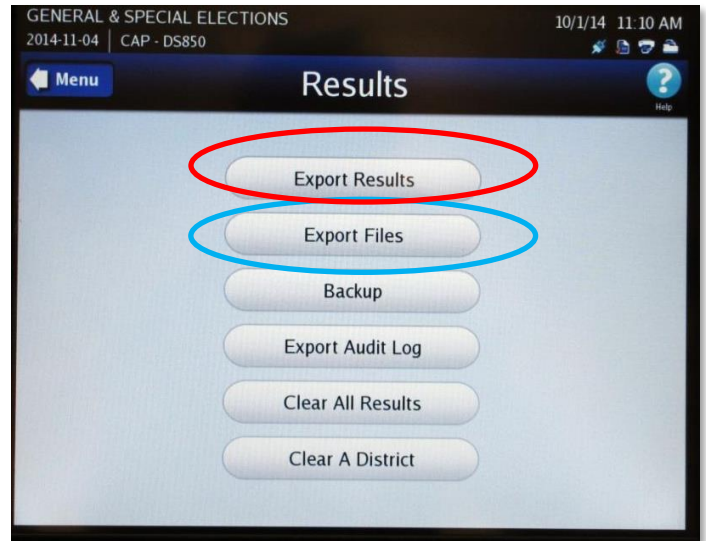
6. Enter the **Election Code,** press **"Accept"** just as you did for other operations.

7. On the confirmation screen select **"Confirm"**
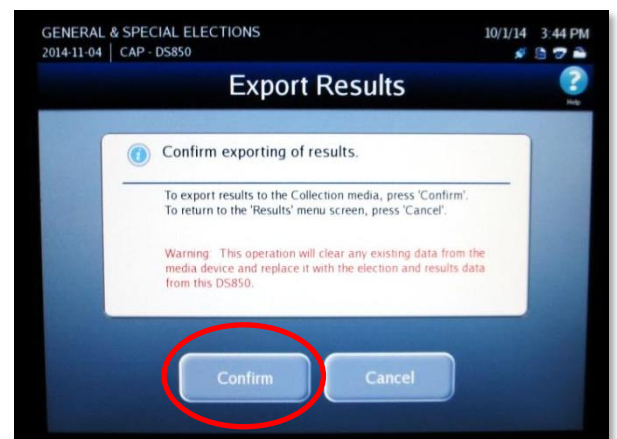
8. **Wait** while results or files are exported. A full files export could take well over an hour depending on the number of ballots scanned.
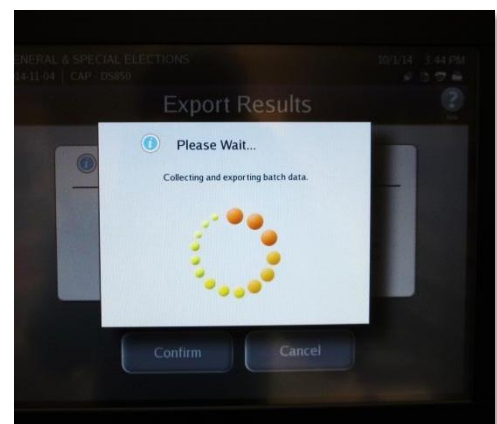
9. When you see the next screen indicating a successful export, **remove** the thumb drive and place **it in the appropriate marked envelope. Complete the required information on the envelope label:**

- Data stick number is the tag number (red or blue)

- Start and end dates are from the DS850 Daily Certification Log

- Ballot count is the Saved Total on the DS850.

- Batch numbers are the batches scanned on that date (e.g., #2, #3, #6)

- Information on the envelope label (except batch numbers) should match the entries on the included Ballot Summary Statistics report printed just prior to the data export. See below example from the June 2022 election:
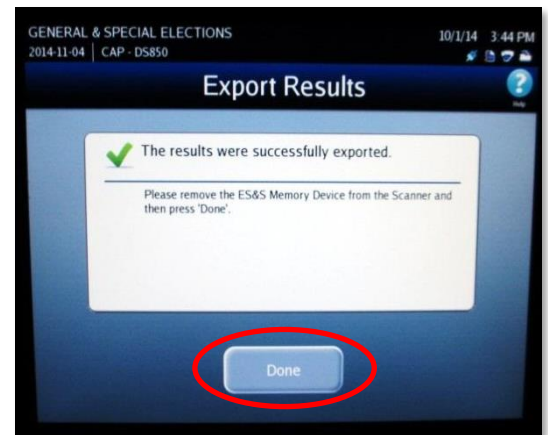
Democratic Primary June 21, 2022

| **CAP AB** | **Data Stick** _Red 32_ |

DS850 – serial number ⟨8518010338⟩ or 8512090079 (circle one)

Data from Dates ___4/25/2022___ to ___4/25/2022___

Total Ballot count ___154___ Batch Numbers ___2, 3, 6___

Ballot Statistics Summary _Red 32_   1 of 1

Machine ID: U   Machine #: 8518010338   County of Fairfax
Primary Elections
06/21/2022

04/25/2022 14:40:14

First Ballot Date Time:	04/25/2022 14:17:01	Total Sheets Processed:	154
Last Ballot Date Time:	04/25/2022 14:33:26	Total Ballots Cast:	154
		Blank Sheets Cast:	0

Put the data stick number on the Ballot Statistics Summary report and place one copy of report in the corresponding data stick envelope before sealing the envelope.

10. After you have removed the thumb drive, select "**Done"** and you will be returned to the Export menu.
11. Scan Team lead will lock access.

12. Have two scan team members take each envelope to the Electionware Team for uploading into the Electionware software as soon as the data export is completed.

Shutdown

1. **Press "Exit"** in the lower left-hand corner of the screen to display the Exit screen.
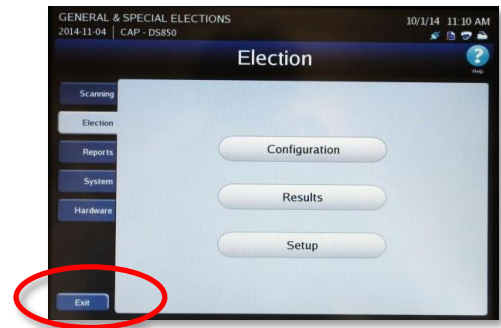
2. From the Exit screen, press "**Shutdown Scanner**" to access the Shutdown Scanner screen.
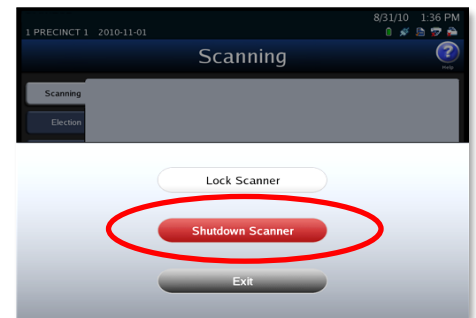
3. On the "Shutdown Scanner" screen, press "**Shutdown**" to shut down the scanner.
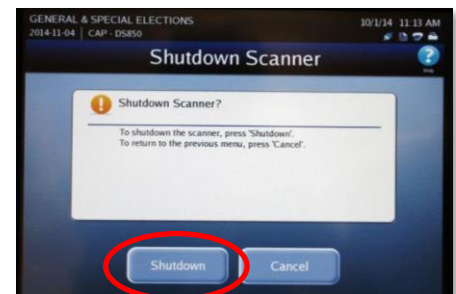
4. A message will display to let you know that it is safe to turn off the machine.

5. Unlock the #4 power compartment and **flip** the switch on the DS850 to the **Off** position. Also turn off the laser printer and UPS.

6. **Lock** the compartment, put on a **closing seal** and **record** the seal number on the Daily Certification Log

7. Put the **closing seal** on the USB #1 data compartment and record the seal number on the Daily Certification Log.

8. Put DS850 key in **keys envelope** and place in the DS850 cart drawer.

Reports

- **DS850 Reports**

- **Reports Envelope**

- **DNS Envelope Log**

- **Ballot Scanning Saved Count Worksheet**

- **Ballot Batch Tracking Log**

- **Ballot Box Inventory Log**

DS850 Reports

Detail Results Report

The primary vote results data is from the Office of Elections Electionware software. The DS850 can also print Results reports when necessary. The DS850 Detail Results report provides the vote results. This report also includes the number of total ballots scanned (Total Sheets Processed).

- **Only run Results reports if directed to do so**. Access will need to be unlocked in order to run a Results report – access must be locked again after report is run.

- If the Electionware report is not available, you will need **four signed copies of the Results report (original SOR, copy SOR, Yellow Printed Return and public posting)**. This report is the equivalent of a closing tape on other voting machines.

- Menu//Reports//Results Reports//Election Detail

- Place all signed reports in the **CAP Reports Envelope**.

Ballot Statistics Summary Report

- The Ballot Statistics Summary report indicates how many ballots (sheets) were processed for CAP.

- Ballot Statistics Summary reports are run after each day of scanning to provide a record of the number of ballots scanned.

- Menu//Reports//Ballot Statistics Summary (on second screen in Reports menu).

- Four copies are printed – two for the CAP Chief and one for the primary export data stick envelope and one for the backup data stick envelope. Write data stick number on top of each copy for the data stick envelope.

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Reports Envelope

The **green reports folders** are used to collect reports during pre-election, election day and post-election that the CAP chief will need.

When the DS850 is turned on for the first time to begin scanning preprocessed ballots, run four copies of the DS850 **zero report. Two people sign each copy. Place all signed copies** inside the Reports envelope. On election day, check to ensure all signed zero reports are in the Reports envelope. **Zero reports (4 copies) are also required after each time a DS850 is zeroed.**

Other DS850 reports include Ballot Statistics Summary Report (2 copies) and, if directed, Results reports (4 copies).

The DS850 **opening and closing seal numbers, "Saved" counts and total DNS ballots per day are recorded on the DS850 Daily Certification Log. Data export and zeroing data is also recorded on the Daily Certification Log.**

At the end of the final post-election day, the Reports Envelope should contain:
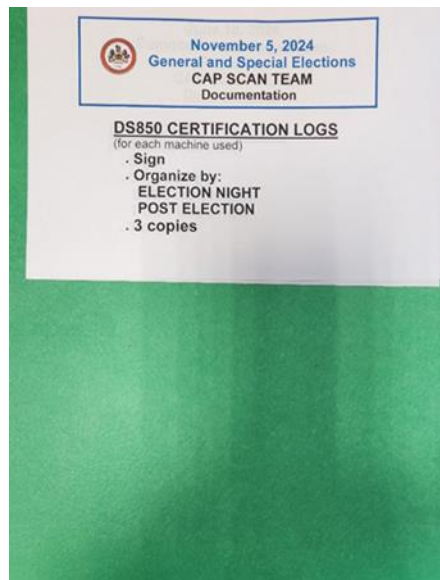
- ➢ **Signed Zero Report(s) for each DS850 (3 initial and 3 for each time machine was zeroed),**
- ➢ **3 Ballot Statistics Summary Reports for each DS850 (per each day of scanning)**
- ➢ **If directed, 4** signed Results Reports for election day and post-election for each DS850
- ➢ **2 completed/signed DS850 Daily Certification logs** with closing public count ("Total Saved" screen), closing seal numbers, final data export data (original and photocopy).
- ➢ Scan team **leader's signed final notes**

Two team members **seal and sign the envelope** after all items are complete on post-election day and deliver it **to the CAP chief**.

DNS Envelope Log

Ballots are scanned by batch box. A batch box will have up to 900 ballots. Ballots in the batch are scanned in smaller sets, about 50 per set. In each set, there may be ballots that cannot be scanned. These are Digital Not Scannable, or DNS, ballots – these are placed in a separate DNS envelope. The number of DNS ballots per set are added to get the total batch count, which is recorded on the log sheet on the front of the DNS envelope.

After all sets in the batch have been scanned and the total determined, the total number of DNS ballots will be entered on the machine batch log for that batch.

Each DS850 will have a daily DNS envelope. After all batches have been scanned, add the batch totals to get the total number of DNS ballots in the envelope for each machine. Enter the machine envelope totals on the summary form (if using two DS850s). At the end of the scanning day, sort all ballots in each DNS envelope by Supervisory District (100, 300, etc.). <mark>Do not mix DNS ballots from different DNS envelopes</mark>. Enter the number of DNS ballots per district and place all ballots, by district, back in the envelope. **Both envelopes, with contents, and the summary form are returned to the Extraction Supervisor at the end of the day.**

In the example below, on 14 June, the first batch scanned on machine A is batch 1. Two separate sets of ballots were scanned in that batch. The number of DNS ballots in each set was entered in the middle column (1+2). The total number of ballots for batch #1 is three. Batches #2 and #3 were also scanned, with a total of 7 and 3 DNS ballots respectively. The total for the entire day is 13.

NOTE: If using one DS850, the summary form is not used.

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Ballot Scanning Saved Count Worksheet

This is a worksheet used to track set session totals for session scanning ballots during the day. Only one copy is needed. It is a work tool and does not require signatures.

After a set of ballots is scanned, save the count on the DS850. Enter the new saved total on the worksheet. This will ensure you have recorded the last known saved total in case you have to delete and rescan a set of ballots.

Ballot Scanning Saved Count Worksheet

Scan team: This is an unofficial worksheet tool to assist in tracking saved ballot count during scanning sessions. Enter the initial saved ballot count (public count) in the first line.

Save after each set of scanned ballots. Enter the new saved count after each save. If a set needs to be deleted due to a jam or other issues, you should always be able to verify the last known saved count.

Sessions	Current saved count	Sessions continued	Current saved count
Start Count		Saved count	
Saved count		Saved count	
Saved count		Saved count	
Saved count		Saved count	
Saved count		Saved count	
Saved count		Saved count	
Saved count		Saved count	
Saved count		Saved count	
Saved count		Saved count	
Saved count		Saved count	

Ballot Batch Tracking Log

The Extraction Team (Mail Open and Extraction) opens processed mailers, removes the ballots and packs the ballots into batch boxes. This is done in preparation for the ballots to be scanned. Each batch box is numbered and sealed.

The Extraction supervisor transfers custody of the batch boxes to the Scan Team using the Ballot Batch Transfer Log. Batches are scanned one at a time.

Inside the batch box will be ballots, the Batch Tracking Log, two #3 purple box labels and any potentially unscannable ballots (e.g., torn/badly stained ballots). The Batch Tracking Log identifies the **batch number** (which should be the same as the batch number on the outside of the box and on the #3 labels) and the total number of ballots in the batch box. The Batch Tracking Log also shows the number of empty return mailers removed from the batch known as "faulty mailers". The total number of should equal the number of ballots in the batch (scannable plus potentially not scannable ballots).

After the ballots in the batch box are scanned, the scan team will complete the bottom portion of the log. The total of ballots scanned plus DNS is the "Total", which should equal the "# Empty Envelopes" in the top half of the log.   Note any discrepancies on the bottom of the form.

All completed Batch Tracking Team Logs are collected and turned into the Extraction Supervisor at the end of the day.

Note any discrepancies on the bottom of the page.

Ballot Box Inventory Log

The ballot box manager maintains the log sheet for the inventory of #3 boxes.

For Absentee Ballot Scanning operations, the person designated as the ballot box manager (usually one of the ABS team members) will complete the log after each #3 box is sealed and signed.

- Date is the date the #3 box is sealed.
- #3 Type will be AB (absentee ballot).
- #3 Box number should be the same as batch number.
- Two people verify the log entry and initial the form

Note that the log sheet can also be used for Early Voting locations (either as separate pages or as a continuation of this log sheet page).

#3 Box Log
November 5, 2024- General Elections

Date	#3 Type / EVL	Box #	# of Ballots	Initial	Initial
Oct 20, 2024	AB	9	624	FG	

Miscellaneous Topics

Screen Icons

There are four icons in the upper right of the DS850 screen (shown below), the help question mark, and date/time.

The date and time are displayed in the upper right-hand portion of each screen. Displayed below the date and time are the icons that indicate the operating status of the DS850. See Operating Status Icons for a description of each icon.

A help menu is available on the DS850 (white question mark). If **Help** is available for the screen that is being displayed, the button will be in the upper right corner of the screen. Select the **Help** icon to display the help text for that screen and the functions that are performed from that screen.

Operating Status Icons

AC Power: Indicates whether the DS850 is connected to AC power. If the scanner is plugged into the UPS, the UPS is plugged into a wall outlet, and the UPS is fully charged, then the AC Power icon has its two connectors connected (shown). If someone disconnects the UPS from the wall outlet, the AC Power icon has its two connectors separated (not shown).

Election Definition: Indicates whether an election definition is loaded onto the DS850. An orange check mark in the lower left-hand corner of the icon indicates that an election definition is loaded (shown). A red "X" in the lower left-hand corner indicates that an election definition is not loaded (not shown).

Election Definition
AC Power
Laser printer
Dot matrix printer
10/1/14 3:47 PM
Help menu
Help

Dot Matrix Printer: Indicates whether the DS850 is connected to the dot matrix log printer. If there is a red "X" in the lower left-hand corner of the icon, the printer is not connected; otherwise, it is connected.

Laser Printer: Indicates whether the DS850 is connected to a laser printer. If there is a red "X" in the lower left- hand corner of the icon, the printer is not connected (shown); otherwise, it is connected.
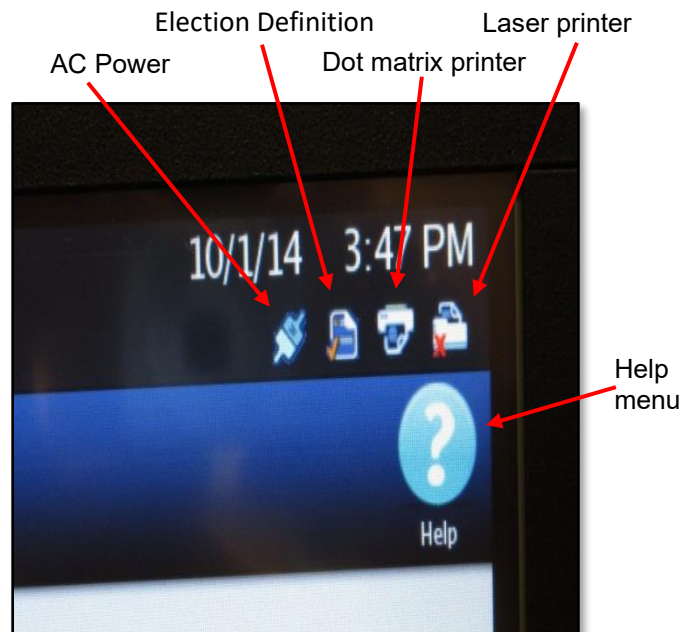
Locking/Unlocking the DS850

You can lock the scanner to prevent unauthorized users from modifying the scanner configuration or performing other scanner functions from the touch screen.

It should not be necessary to use this function during normal operations. At least two scan team members or other election officials will remain in the scan room at all times until operations are completed for the day to ensure the security of the DS 850 and ballots.

Lock function

Press Exit in the lower left-hand corner of the screen to display the "Exit" screen.
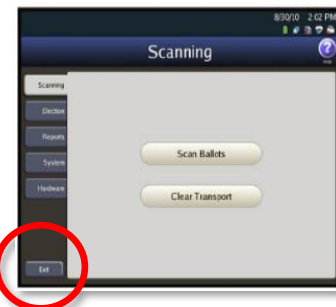
From the Exit screen, press "Lock Scanner" to access the Lock Scanner screen
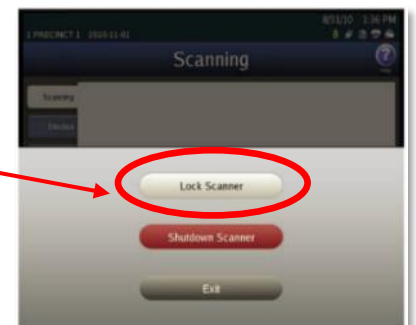
On the "Lock Scanner" screen, press "Lock" to lock the scanner. If you press Lock, the Scanner Locked screen appears.

Unlock function

1. From the Scanner Locked screen, press Unlock.

2. When prompted, enter the Election Code and then press Accept (same screen as when initially opening the DS850).

Troubleshooting

- **DS850 Troubleshooting Procedures**

  - **Abnormal Scan Termination**
    - **Jams**
    - **Multifeeds**
    - **Jams at the output tray**

  - **Loss of Power to the Facility**

Abnormal Scan Termination

If an abnormal scan termination occurs, the scanner will use a predefined set of criteria to determine the scan error type. After the scanner determines the scan error type, it will display instructions for correcting the error. **Carefully follow the displayed instructions.**
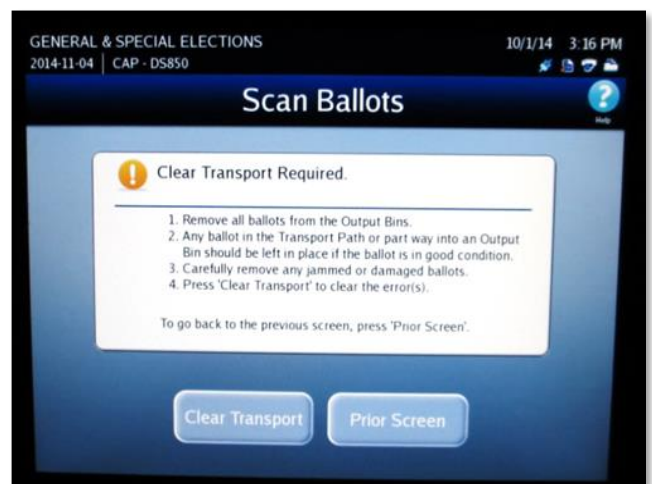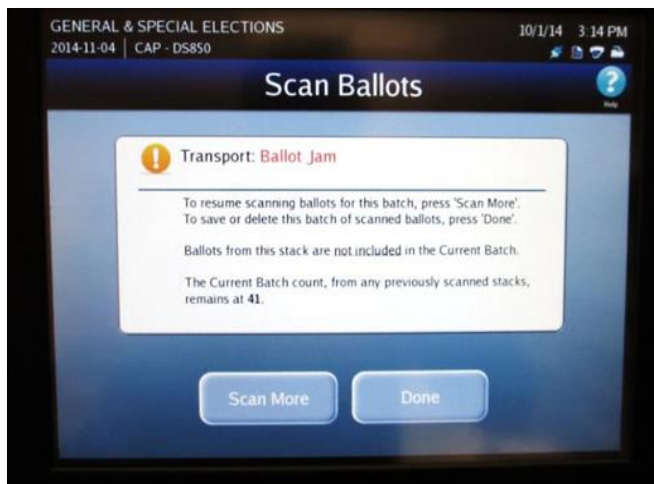
Jams

Read and carefully follow the instructions on the screen. **Don't try to out-think them!**

Call tech support if the jam is serious and you're not able to clear it.

"Transport: Ballot Jam"

1. When a jam occurs, you will see a screen called "Transport: Ballot Jam".

2. An OK popup screen appears, identifying the ballots left in the transport path. **Click OK.**

3. **Read the instructions** on the screen that appears next to determine necessary action. You may get a sequence of screens with directions.

4. When clearing a jammed ballot from the transport path, grab as much of the ballot as possible, and **pull slowly and carefully**, and with equal force along the paper. Try not to tear the ballot. **All pieces of paper, even the tiniest shreds, must be removed** from the transport path (under the rollers and side plates) before rescanning.

Below are examples of jam messages you might see on the DS850 screen.

GENERAL & SPECIAL ELECTIONS
2014-11-04 | CAP - DS850
10/1/14 3:16 PM

Scan Ballots

Help

⚠ Put Cleared Ballots back into Input Tray.

1. Clearing the Transport may have moved ballots into the Output Bins. Put those ballots back into the Input Tray for rescanning.
2. Any jammed ballots, still in good condition, may also be rescanned.
3. If allowed by your jurisdiction, you may also rescan any damaged ballots that were properly restored.

OK

GENERAL & SPECIAL ELECTIONS
2014-11-04 | CAP - DS850
10/1/14 3:15 PM

Scan Ballots

Help

⚠ Put Output Ballots back into Input Tray.

1. Take all the ballots from the Top, Middle, and Bottom Output Bins and put them back into the Input Tray for rescanning.
2. Any ballot in the Transport Path or part way into an Output Bin should be left in place if the ballot is in good condition.

OK

GENERAL & SPECIAL ELECTIONS
2014-11-04 | CAP - DS850
10/1/14 3:21 PM

Scan Ballots

Help

⚠ Transport: Ballot Jam

To resume scanning ballots for this batch, press 'Scan More'.
To save or delete this batch of scanned ballots, press 'Done'.

Ballots from this stack are not included in the Current Batch.

The Current Batch count, from any previously scanned stacks, remains at 0.

Scan More   Done

You will probably want or need to remove the ballots from the bins and rescan them. This is an instance where you **must delete the set count** on the **left side** of the Scan Ballots screen and then rescan.

- **To delete a set, enter the Election Code and Accept.**
- After the Election Code is accepted, you will get a **Deleted Ballots screen showing a count of zero ballots.**

After clearing the jam and before rescanning, **inspect the ballots involved in the jam before rescanning** to see if any are physically damaged.

When you place ballots in the input tray, make sure they are correctly aligned and tight against the corner. You can also change the orientation, e.g., change from tops first to bottoms first.

Jams at the Output Tray

Sometimes ballots will jam in the lower output tray. Some things to do to help prevent these types of jams:

1. Ensure stopper bars are properly adjusted. Initially adjust stopper bars to a 'smidge' further than the marker line engraved in the trays. Verify the spacing periodically during the day as the bars shifted occasionally due to pressure of ballots hitting them.

2. Check alignment of ballots in top tray to ensure they were going in straight and flush to wall.

3. Use the 'finger flick' if ballots begin climbing up the end of the bottom tray as ballots hit the felt lining and the ends got caught. Light flicks are best.
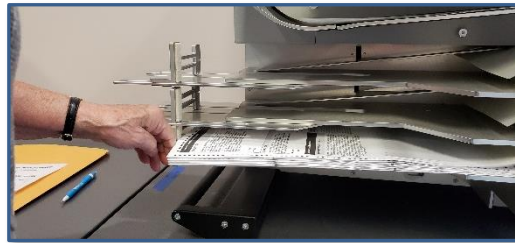

Multifeeds

If you have a multifeed (two ballots at once) the **scanning will stop and the multifeed ballots will be sent to the top output tray (not counted).** The input tray will descend, and a message will appear on the screen. **Remove the multifed ballots and place back on the input stack**. Click OK, then click "scan." The DS850 will **continue scanning** the ballots remaining in the input tray.

If multifeeds persist with different sets and cause significant problems, call tech support.
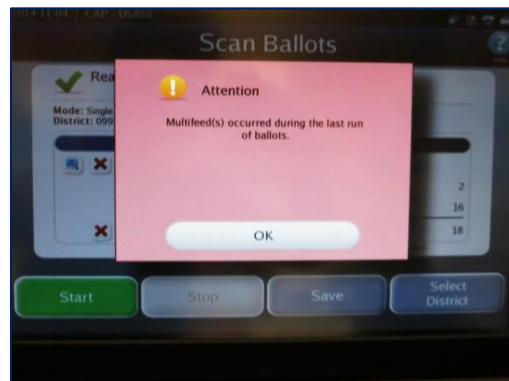
Loss of Power to the Facility

In the event power to the facility is lost, the UPS will repeat a series of 4 beeps and provide battery power long enough for you to finish scanning the current set of ballots, **save** or delete the set, and perform a controlled shutdown. If you do not shut down the system and the UPS reaches a critically low battery level, the DS850 will initiate a controlled shutdown to prevent the system from being corrupted by an uncontrolled shutdown. When this occurs, all unsaved ballot data will be lost, and the ballots will need to be re-scanned. Scanning is not allowed while on battery power, but all other functions are available. When power to the facility is restored, scanning can resume normally.

Total failure of the DS 850

Should a situation arise that prevents further use of the DS850, the backup DS850 will be activated or, if two machines are already in use, further scanning will be directed to the operational machine until the non-operational machine is repaired. If both DS850s fail, ballots will need to be scanned by hand using DS 200s, which have been prepared in reserve specifically for this purpose. This decision will be made by tech support and the Office of Elections staff, and instructions and assistance will be provided at that time.