



MARICOPA COUNTY ELECTIONS DEPARTMENT

DATE: _____

PRE-LAT CHECKLIST

ICP2 SCANNER SERIAL NUMBER: _____

ICP2 PRECINCT TABULATOR

PRE-LAT TECHNICIAN (FULL NAME): _____

SITE NUMBER: _____

FIRMWARE VERSION: _____

POLLING SITE / VOTE CENTER: _____

STEP NO.	STAGE DESCRIPTION	DETAILS	✓	COMMENTS <i>Please list any anomalies or issues and resolution.</i>
ELECTION FILES				
1	SUPPLIES AND INITIAL INSPECTION	Poll Worker (Primary) and Admin (Backup) SD Cards with Election Files		
		I-Button (Security Key)		
		Pre-marked Test Deck		
		Check that ICP2 is Seated Properly on the Adapter.		
		Check paper roll. If needed, use a partial roll to change it for testing.		
		Use a cleaning sheet to clean the ballot path before powering up the ICP2.		
POWER UP				
2	POWER UP	Insert SD Cards into ICP2 Scanner – Open Admin and Poll Worker doors by gently squeezing the latch. Carefully insert the labelled SD Card into the applicable slot with the card label facing up. The card should “Click” into place when inserted correctly. Close the access doors.		
		Connect Power Cord for the ICP2 Scanner		
		Turn on the scanner – to the left of the three LED lights next to the Admin port door, use a pen or stylus press the recessed button and hold until it makes an audible noise.		
		Verify Firmware version 5.5.1.8 and, enter at top of checklist. If it is not correct, STOP. Notify testing manager immediately.		Confirm Firmware: _____ (Initial)
PRELAT TESTING				
3	OPEN POLLS	ICP2 Scanner:		
		1. Apply the I-Button (Security Key) to the Security Key receptacle.		
		2. Remove I-Button. Enter Poll Worker PIN		
		3. Message “Verifying Configuration Files” will appear.		
		4. Set Date and Time (12-hour clock) – “Confirm” or “Change”		
		5. Select “Poll Management” and “Open Polls”		
		6. Print Zero Report. Cancel Printing.		
4	TESTING AND Tally	ICP2 Scanning Ballots:		
		1. Scan All ICX Touchscreen Ballots		
		2. Scan Hand Marked/Printed Ballots		
		3. Scan a Blank, Over Voted, and Write In.		
		4. Confirm Totals are incrementing – Ballot Counter		
		5. Confirm the Total of Scanned Ballots		
		6. Close Polls.		
		7. Print the results tape.		
		8. Shutdown ICP2		
		9. Once ICP2 is off Remove Poll Worker Card and Bring to Tally		
		1. After Successful Tally Re-insert Poll Worker Card		
		2. Power on Unit		
		3. Re-Zero the tabulator		
		4. Staple Results Tape to This Checklist		
		5. Change paper roll, using a new roll.		
6. Seal Side Door, and Adapter Latch with pad lock seals				
				TALLY OK: _____ (Initial)



QUALITY CONTROL			
5	SEALING AND QC	1. Check that tabulator is ZERO	
		2. Check that Both SD Cards are installed	
		3. Check Paper Roll	
		4. Check that "TALLY OK" is Initialed	
		5. Seal Poll Worker and Printer Cover with Label Seals	
		6. Seal Admin SD Memory Card Door, with Zip Tie Seals	
		7. Record Seal Numbers on the right.	
		8. QC Initial Checklist	
		ZERO _____	
		ADMIN _____	
		SIDE DOOR _____	
		LATCH _____	
		QC _____	
			(Initial)