ImageCast Central (ICC) 5.5 Operations

ICC Items

1 Compact Flash (CF) Card

1 Security Key

1 Compact Flash (CF) Card Reader

*1 Security Key Reader*

Loading Election Files into Directory

1. Prior to turning the ICC computer on, **verify all devices are plugged in**
   a. Compact Flash (CF) card reader
   b. Security Key Reader
   c. USB cord from scanner to computer
   d. USB keyboard
   e. USB mouse
2. Turn ICC scanner on, ICC computer on, and log in using the provided credentials
3. Insert the CF card provided by the county into the CF card reader
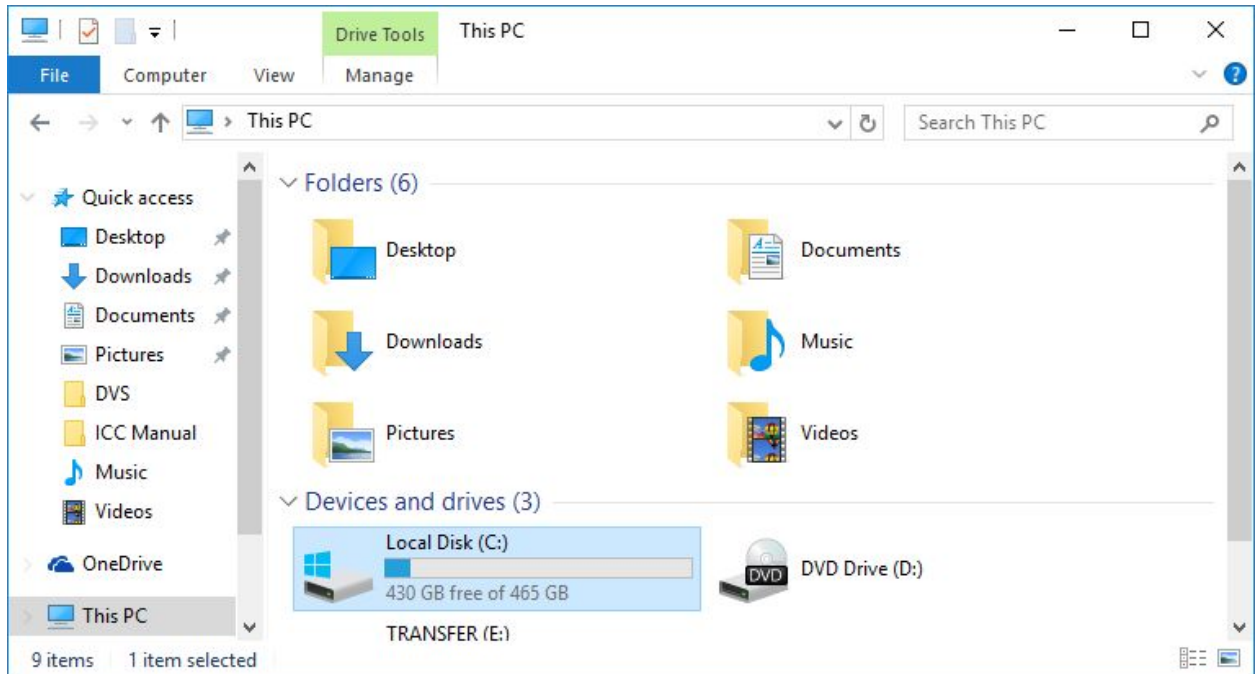
4. Open **File Explorer**

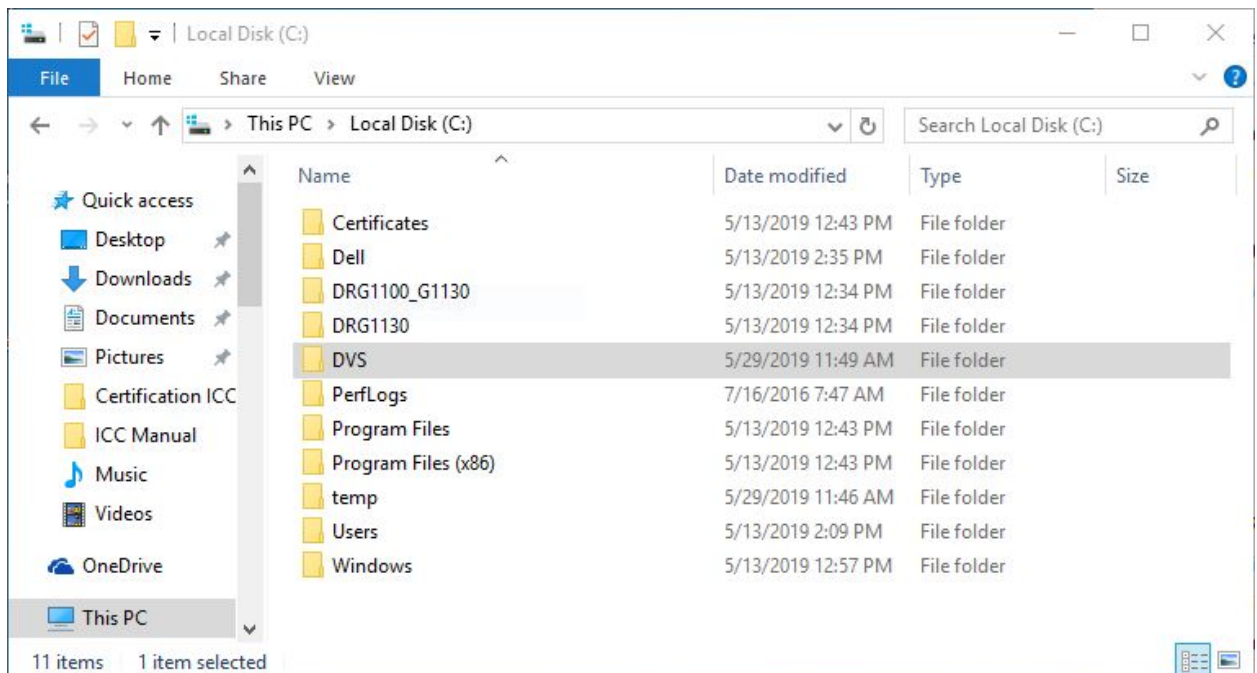5. Navigate to the CF card and open to see the files
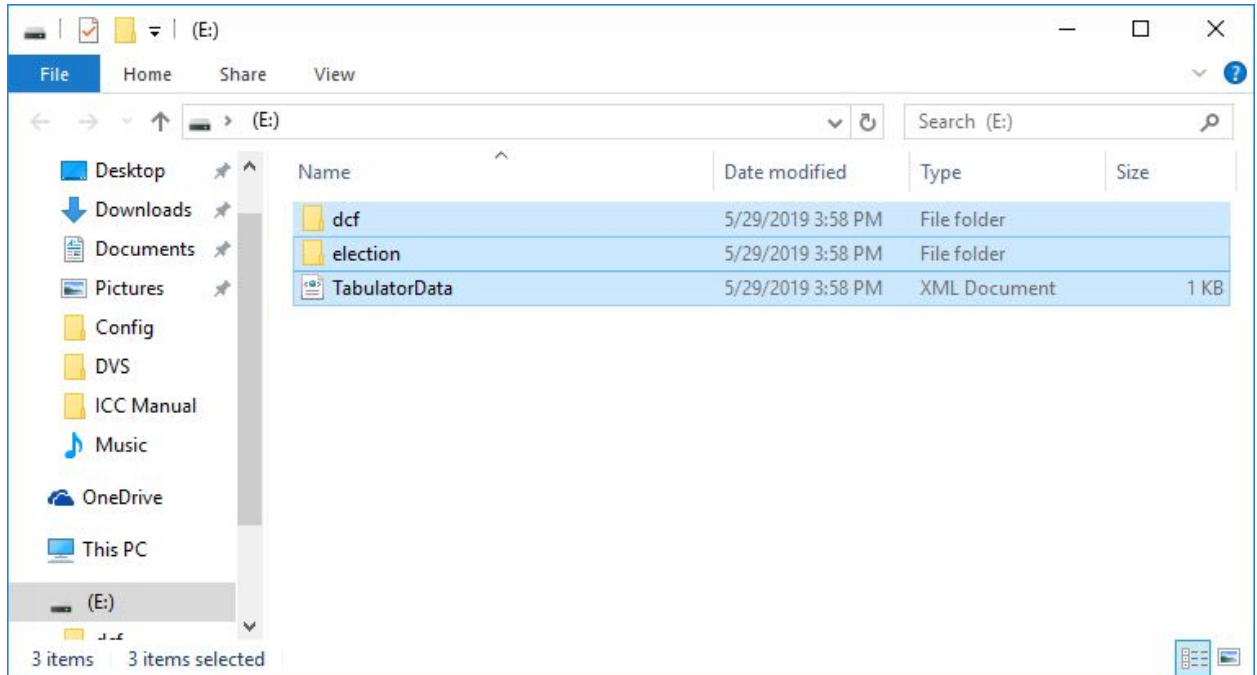
6. Select all files and folders, right click, and select **Copy** or **CTRL+C**
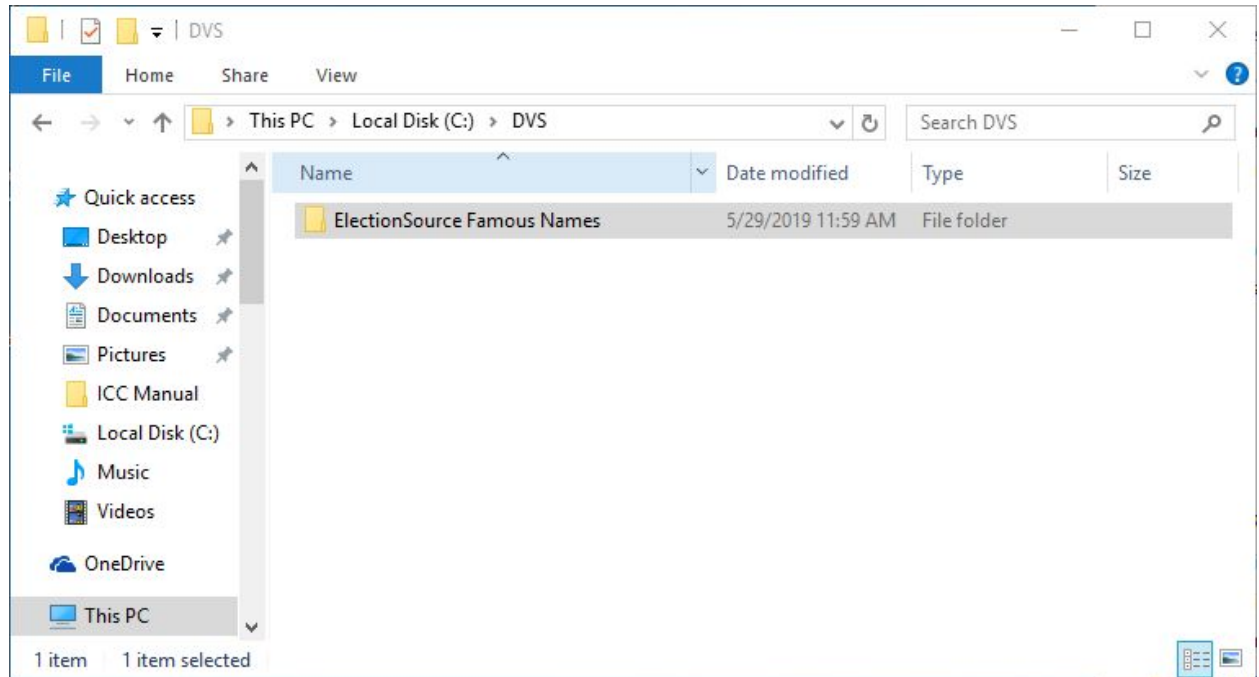7. With File Explorer already open, select **This PC** in the panel on the left
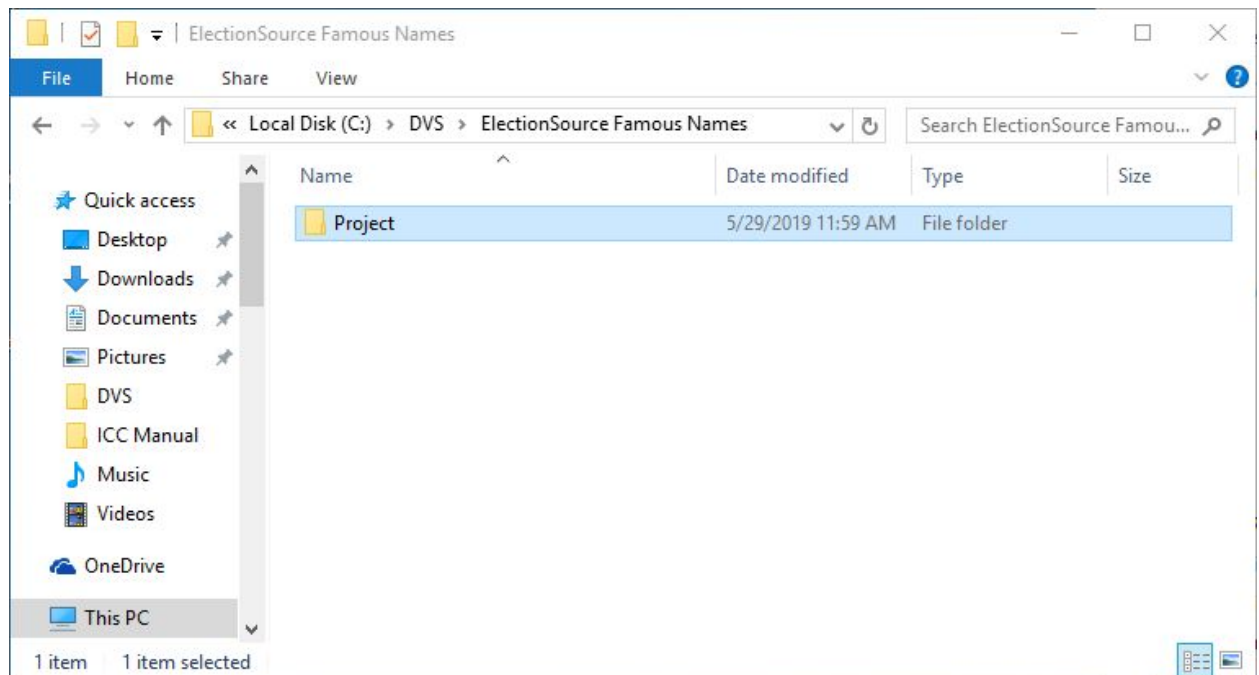
8. Open **Local Disk (C:)**

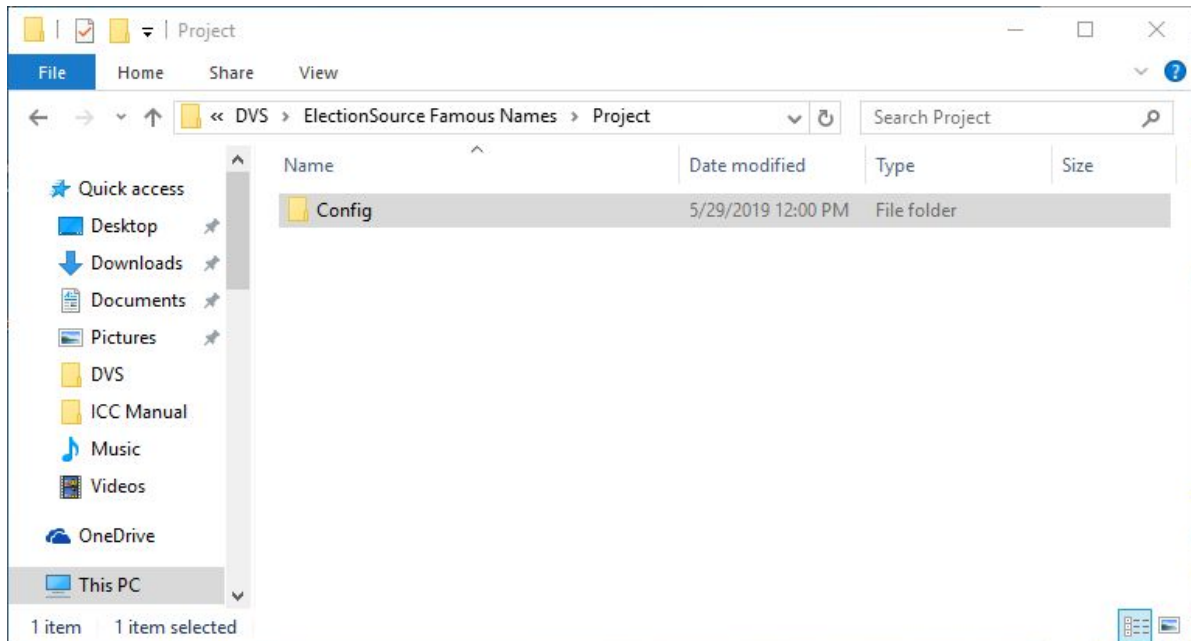9. Double click on the **DVS** folder

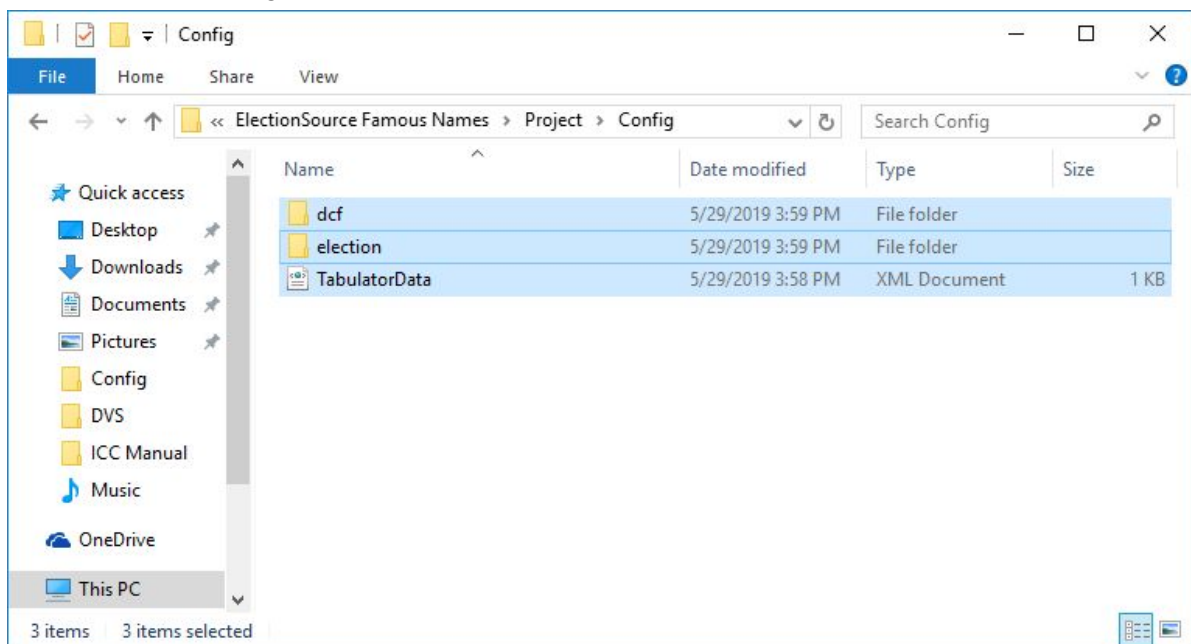10. Create a new folder and name according to the current election and double click into it

11. Create a new folder called **"Project"** and double click into it

12. Create a new folder called **"Config"** and double click into it

13. In the white space right click and select **Paste** or **CTRL+V**

- ○ **NOTE:** The CF card provided by the county may have three folders and two files or two folders and one file. Both configurations are normal.
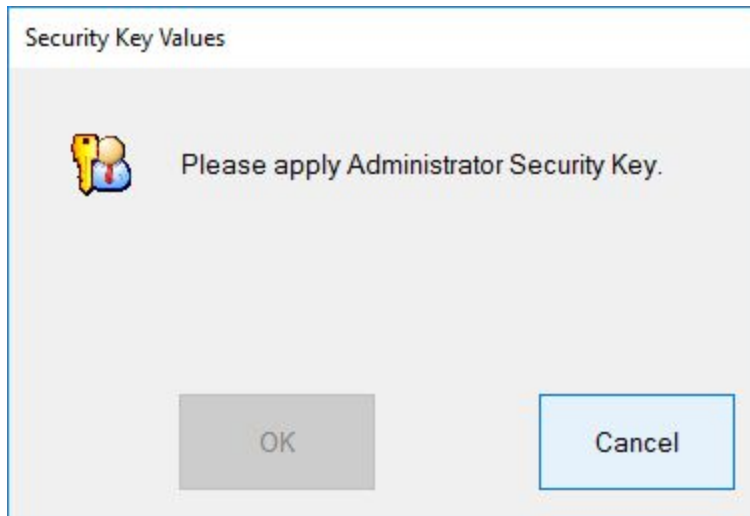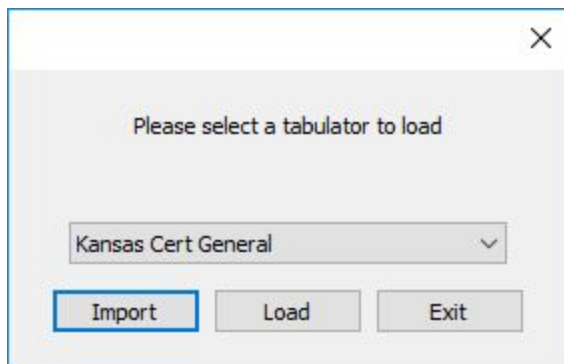
Loading Election Files into ICC
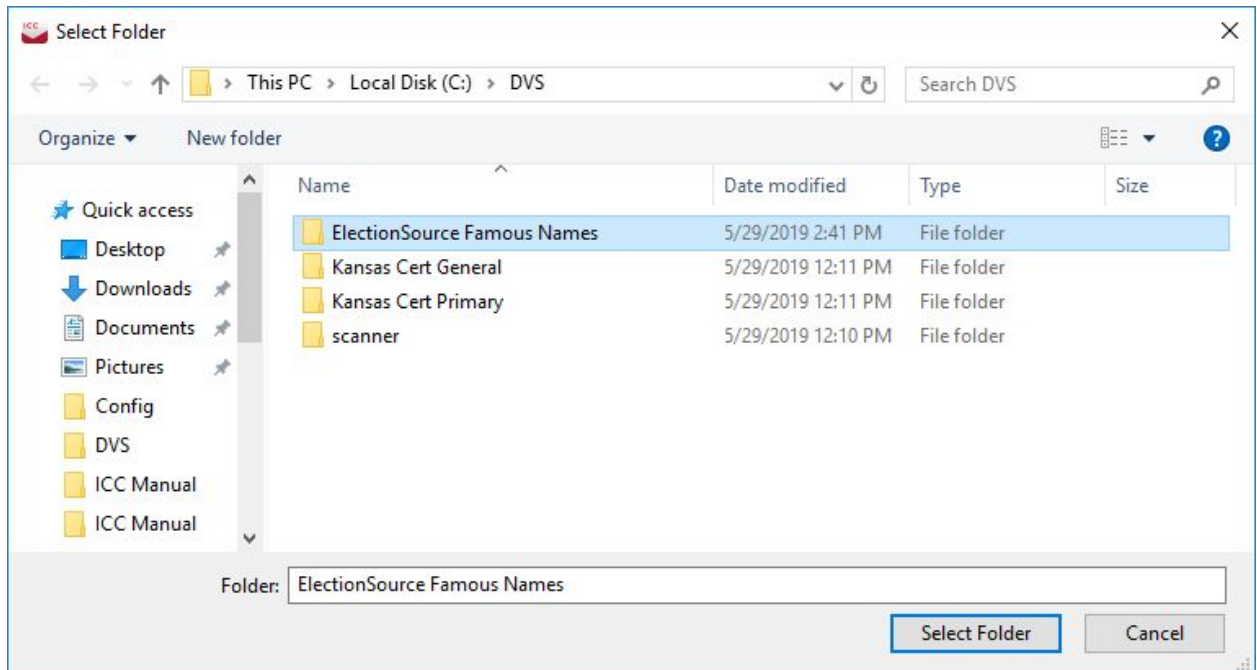
1. Open the ICC program

2. The first time each election is loaded, the ICC programming will need to change. When the system asks to apply Administrator Security Key, select **Cancel**
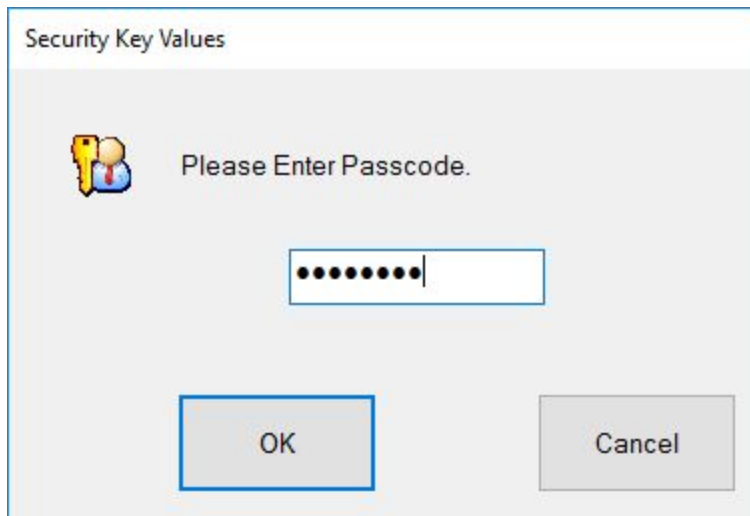

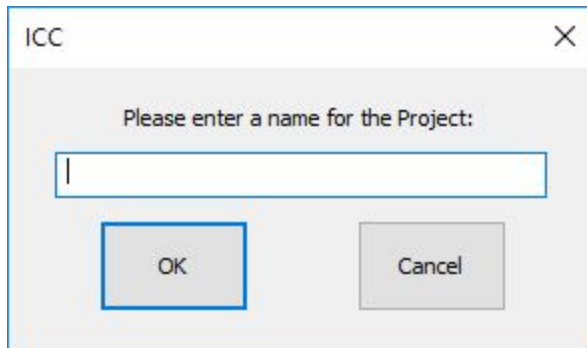3. If the current election has not been loaded, click **Import**

4. In the Select Folder screen, navigate to the C:\DVS\ folder and select the current election folder. Click **Select Folder**
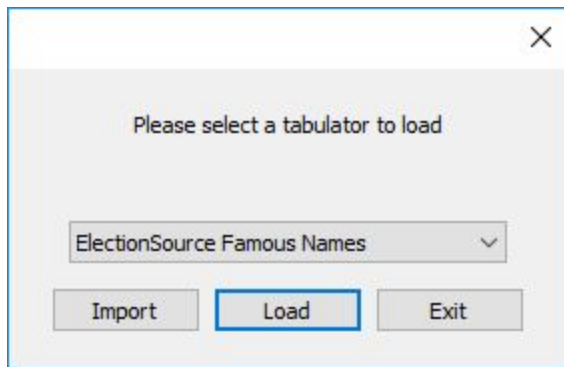

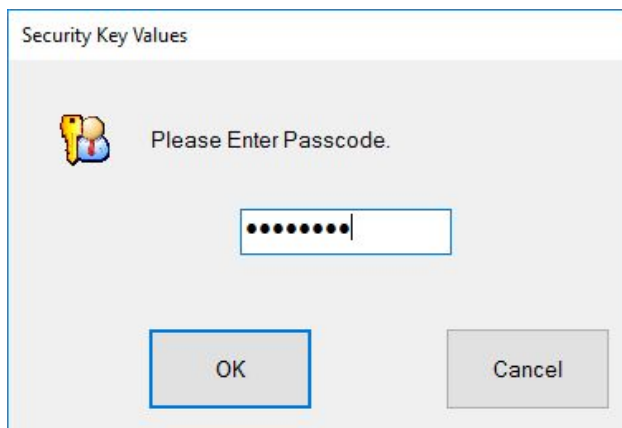5. **Enter Passcode** and press **OK**

6. Enter the name of the project and click **OK**
    a. It is recommended that this be the same name as the folder created under C:/DVS/

ICC	×

Please enter a name for the Project:

OK	Cancel

7. If necessary, select the current election from the drop down menu and click **Load**

Please select a tabulator to load

ElectionSource Famous Names

Import	Load	Exit

8. **Enter Passcode** and click **OK**

Security Key Values

Please Enter Passcode.

••••••••

OK	Cancel

9. Once the main ICC screen appears, polls are open. A zero report must be printed prior to scanning ballots

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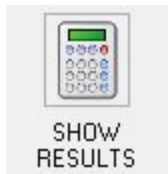Contact Us! • electionsource.com • 888.742.8037

Printing or Saving Zero Report

1. Click **STATUS**

2. Click **Show Results**

3. In the Display Batch Results screen, check **Breakdown Results** and select **by Precinct.** Click **OK**

4. To print the report, once the report loads, click **File**, then **Save As...** or **Print…**, depending on county preference

Report - Notepad

| File | Edit | Format | View | Help |

New	Ctrl+N
Open...	Ctrl+O
Save	Ctrl+S
Save As...	
Page Setup...	
Print...	Ctrl+P
Exit	

Dominion Voting - Imagecast Central - Re

********** ZERO REPORT *****

ation: Sample County
ction: ElectionSource Famous Names 17inch
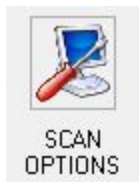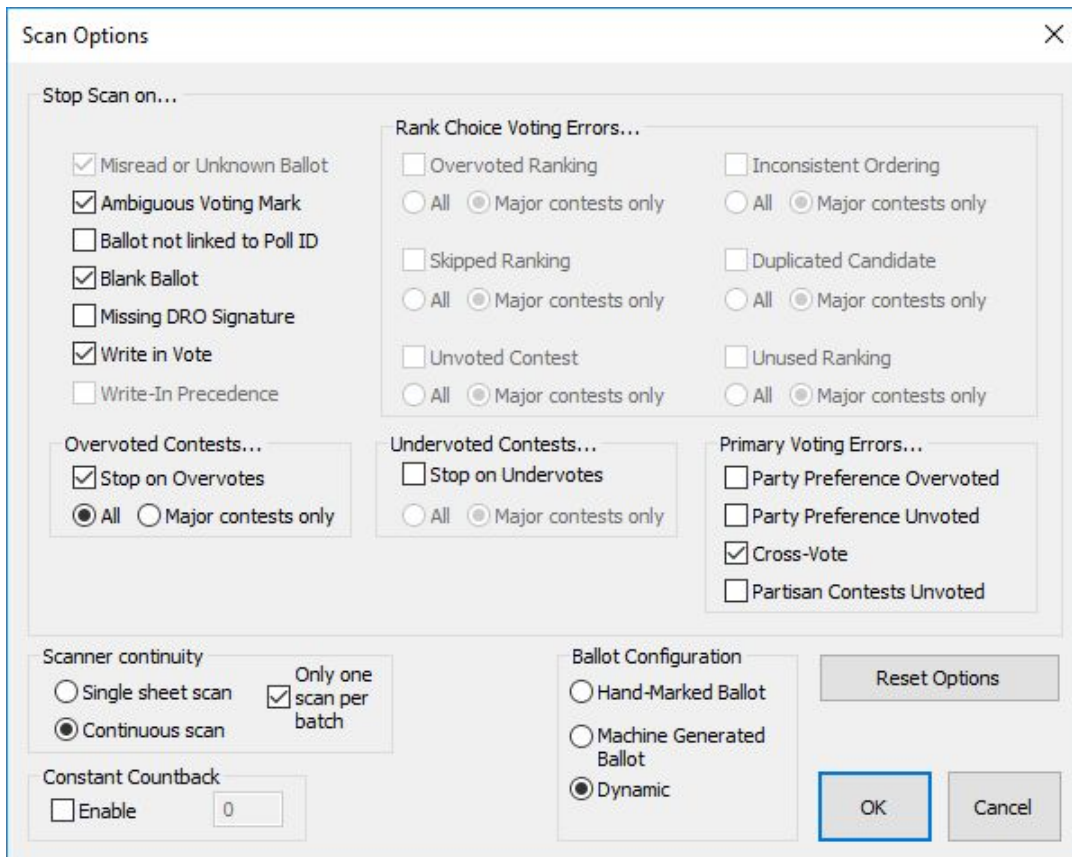   Tuesday November 3 2020
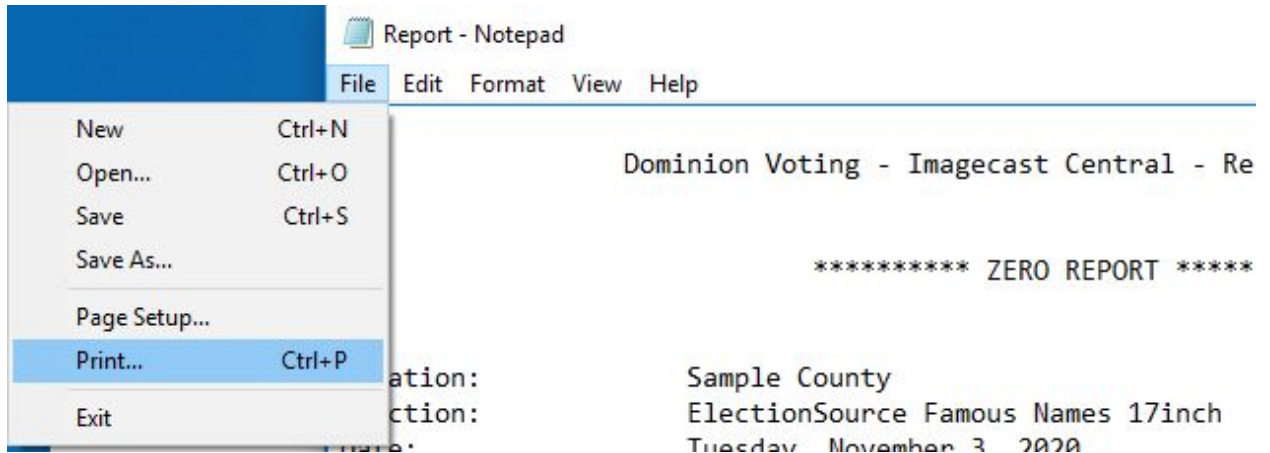
Scan Options

1. To access the ballot stop options, select **CONFIGURATION** on the left

2. Select **SCAN OPTIONS**

3. Select the scan options needed and click **OK**
   a. When selecting **Stop on Overvotes**, it is necessary to select **All**

Checking Ballot Guides

Canon DR-M160II

1. Place a stack of ballots in the infeed tray
   NOTE: The scanner will run more consistently with flat ballots and neat stacks
2. **Push guides out** until the guides don't go out anymore.
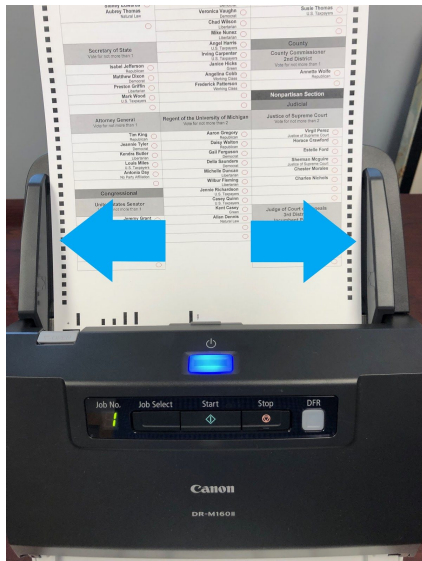
3. **Push guides in** until the guides are pressed firmly against the ballots
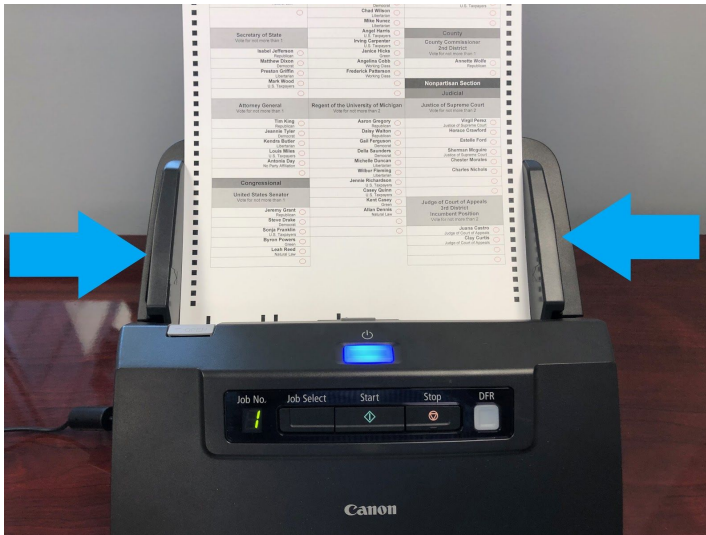
   NOTE: The ballot should not bow out at all. It should lay flat within the guides.
4. Depending on the severity of the folds, batches of **fifteen or fewer** may be necessary

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Canon DR-G1130

1. **Unlock guide locks** and **push guides out** until the guides don't go out anymore.
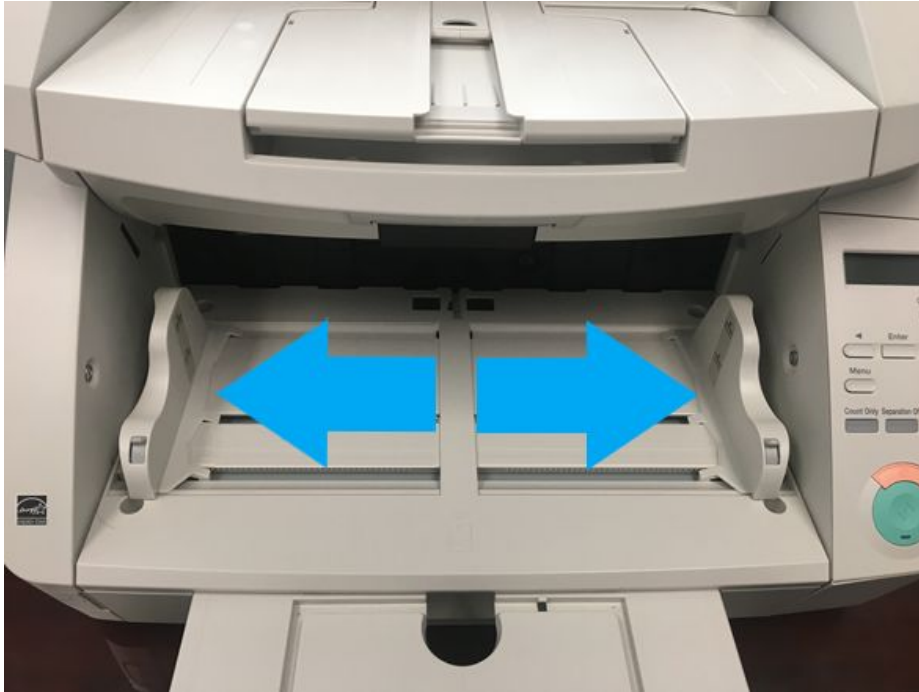
NOTE: Push both guides out individually. This will ensure they both have the same starting position.

2. Place a single ballot in the tray and **push the guides** in. When the guides are tight on the ballot, **lock the guides** in place.
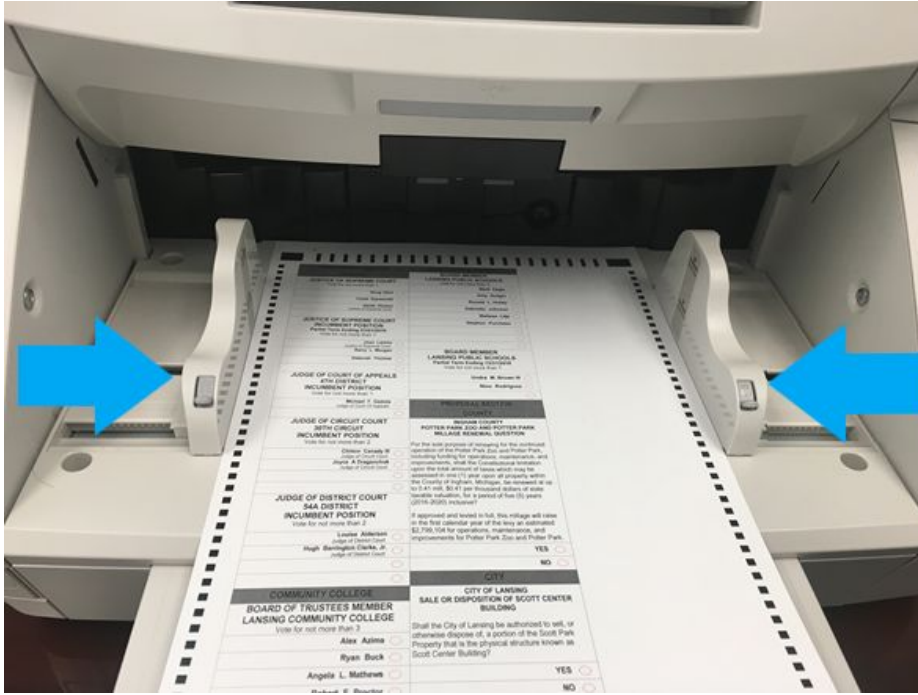
NOTE: The ballot should not bow out at all. It should lay flat within the guides.

3. Fill tray with ballots. Depending on the severity of the folds, batches of **twenty five or fewer** may be necessary.

Scanning Ballots

1. To begin scanning, click **SCANNING**

2. With a batch of ballots loaded in the scanner, press **SCAN**

3. When the scan is complete, press **Accept Batch or Discard Batch**

Scanning Error Messages

Deciphering Batch Scan Pause Screens

- Batch Scan Paused screens are broken down into three sections
  - Where the problem ballot is in relation to the bottom of the output stack.
    - In the image below, the exception was found on the first ballot
  - What scan option the scanner found
    - In the image below, the scan option was Blank Ballot
  - Where the problem ballot is in relation to the top of the output stack.
    - In the image below, the problem ballot is the fourth ballot from the top of the output stack.
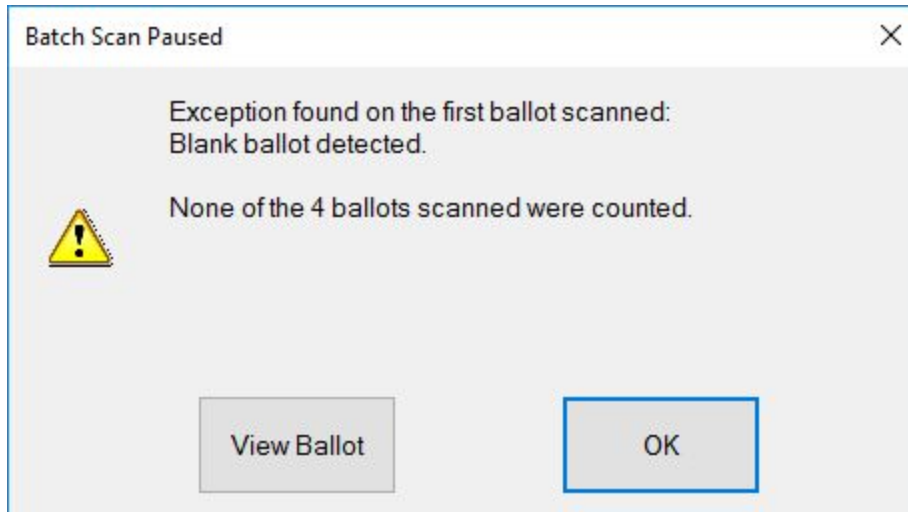
Viewing Ballot Images

- On any Batch Scan Paused screen, click **View Ballot**
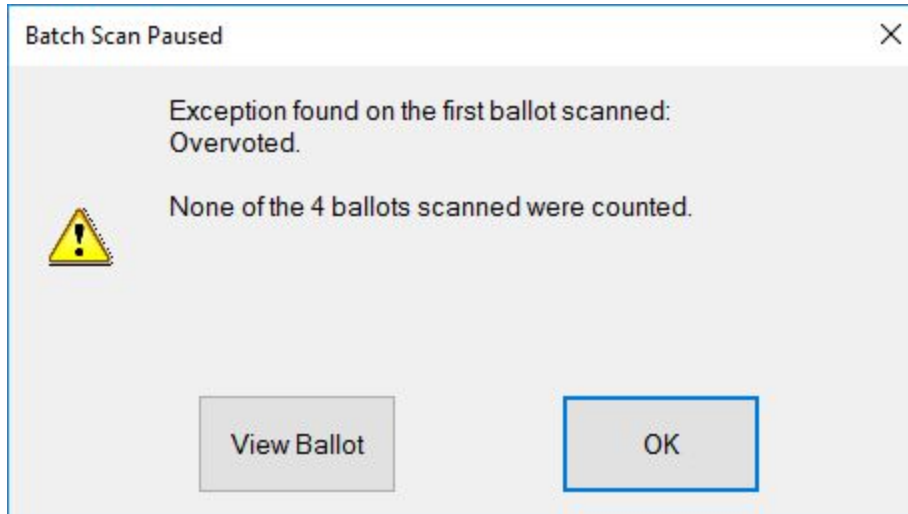
-
- In the PDF that appears, search for the ballot exception that was found by the machine. Keep in mind there may be more than one instance of the exception found.
  - In the example below, Republican Party and Democratic Party were voted, causing an overvote.

Ballot Image Oval Percentages

- Included within each ballot image is a percentage of how much each oval is filled in. Also, to the right of that percentage is a letter signifying whether the oval was counted as a valid vote.
    - Y: Oval was filled in enough to consider it a vote
    - N: Oval was not filled in enough to consider it a vote
    - A: Oval was considered ambiguous based on the thresholds set by the county.
- In the image below, the Republican Party oval was 95% filled in and has a Y next to the percentage, indicating the oval was filled in enough to consider it a vote.

Straight Party Ticket
Vote for not more than 1

95%Y
0428

Republican Party ●

100%Y
0447

Democrat Party ●

00%N
0000

Libertarian Party ○

- Below is an example of an Ambiguous mark. The percentage of the oval filled in is 13%, which is within range of the ambiguous mark thresholds. The oval also has an A next to the percentage, indicating that the mark is considered Ambiguous.

Governor
Vote for not more than 1

13%A
0059

Clinton Bishop
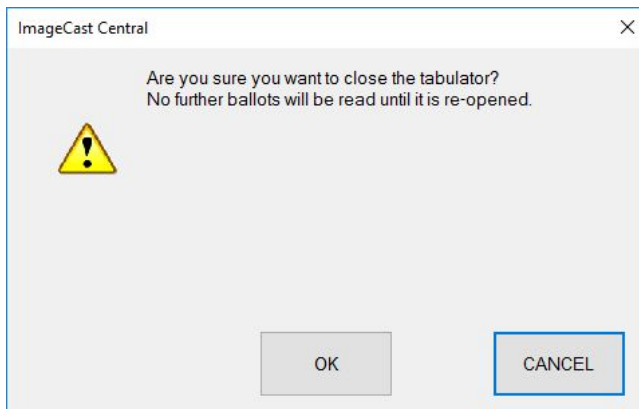**Jane Vargas**
Republican

Closing Polls

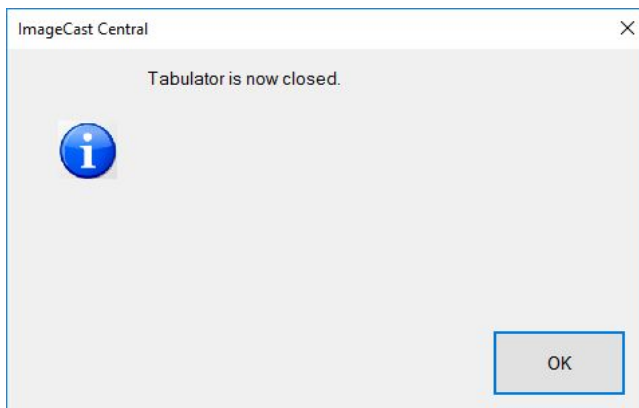1. When all ballots have been run, click **CONFIGURATION**

2. Click **CLOSE TABULATOR**

3. In the warning screen, verify all ballots have been run and click OK

4. Click OK on the "Tabulator is now closed." screen
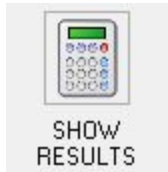
Printing or Saving Results Report

1. Click **STATUS**

2. Click **SHOW RESULTS**

3. In the Display Batch Results screen, verify the settings below and click **OK**

4. To print the report, once the report loads, click **File**, then **Save As...** or **Print…**, depending on county preference

Report - Notepad

File   Edit   Format   View   Help

New	Ctrl+N
Open...	Ctrl+O
Save	Ctrl+S
Save As...	
Page Setup...	
Print...	Ctrl+P
Exit	

al Scanned: 79
al Voters: 79

lot ID   Ballots Scanned
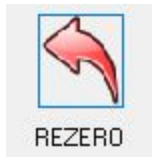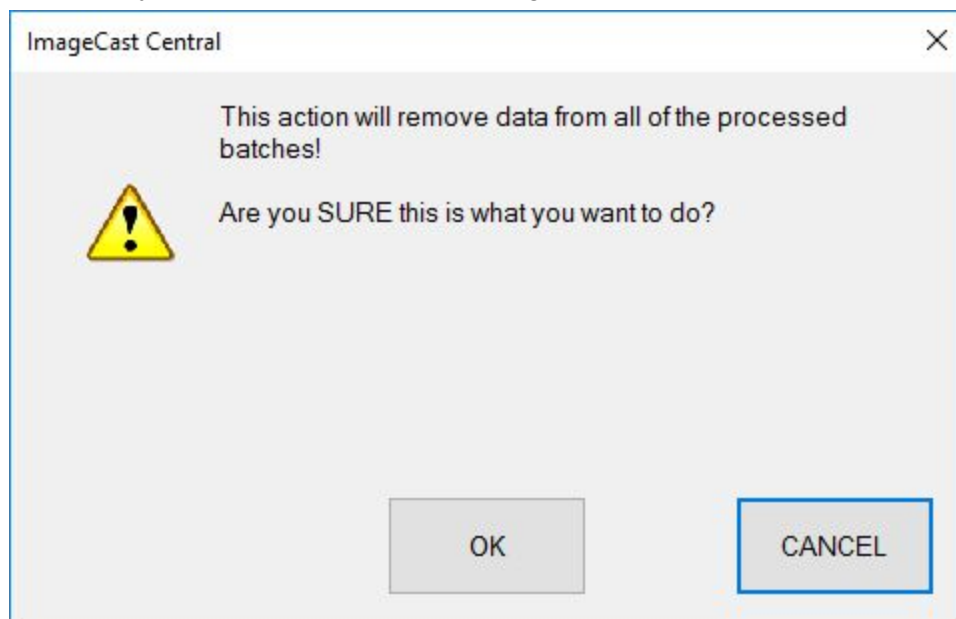000   79
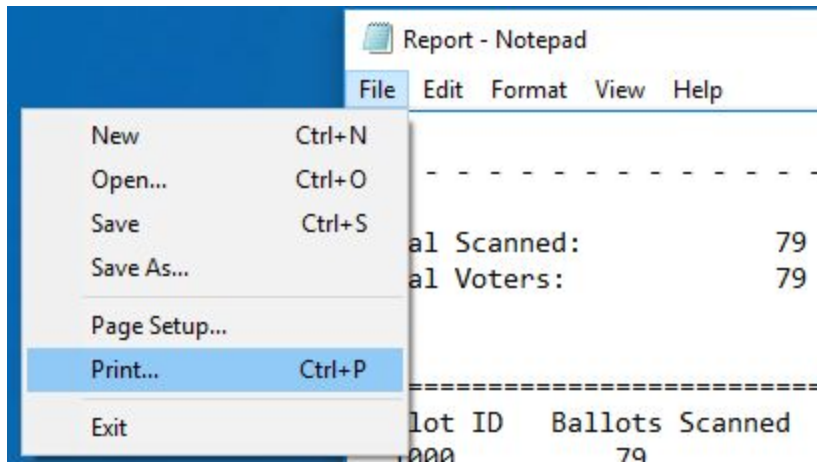
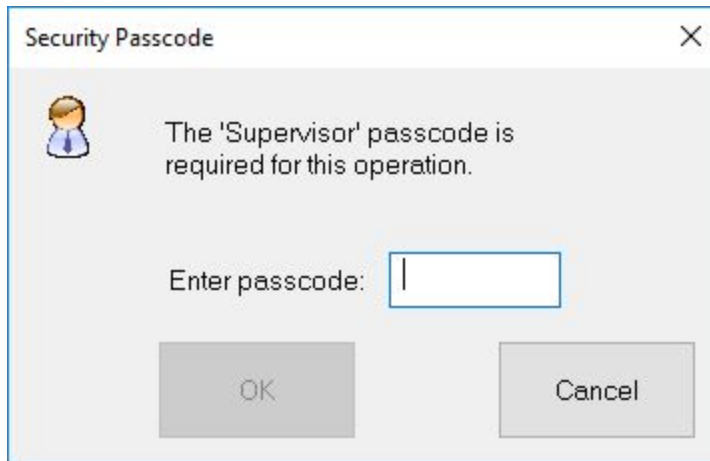## Rezeroing Results

1. Click **CONFIGURATION**

2. Click **REZERO**

3. In the warning screen, verify you are 100% sure you want to rezero the totals. This should only be done after pre-LAT testing. Press OK.
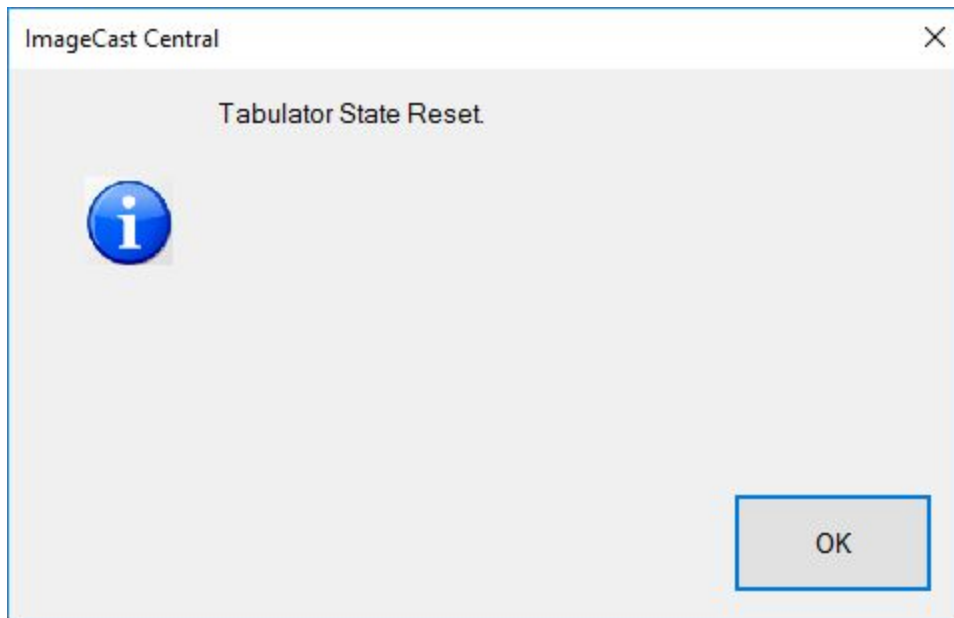
4. Enter the **Supervisor Passcode** and click **OK**

Security Passcode   ✕

     The 'Supervisor' passcode is
     required for this operation.

     Enter passcode: |

       OK   Cancel

5. When complete, the Tabulator State Reset screen will appear. Click **OK**

ImageCast Central   ✕

       Tabulator State Reset.
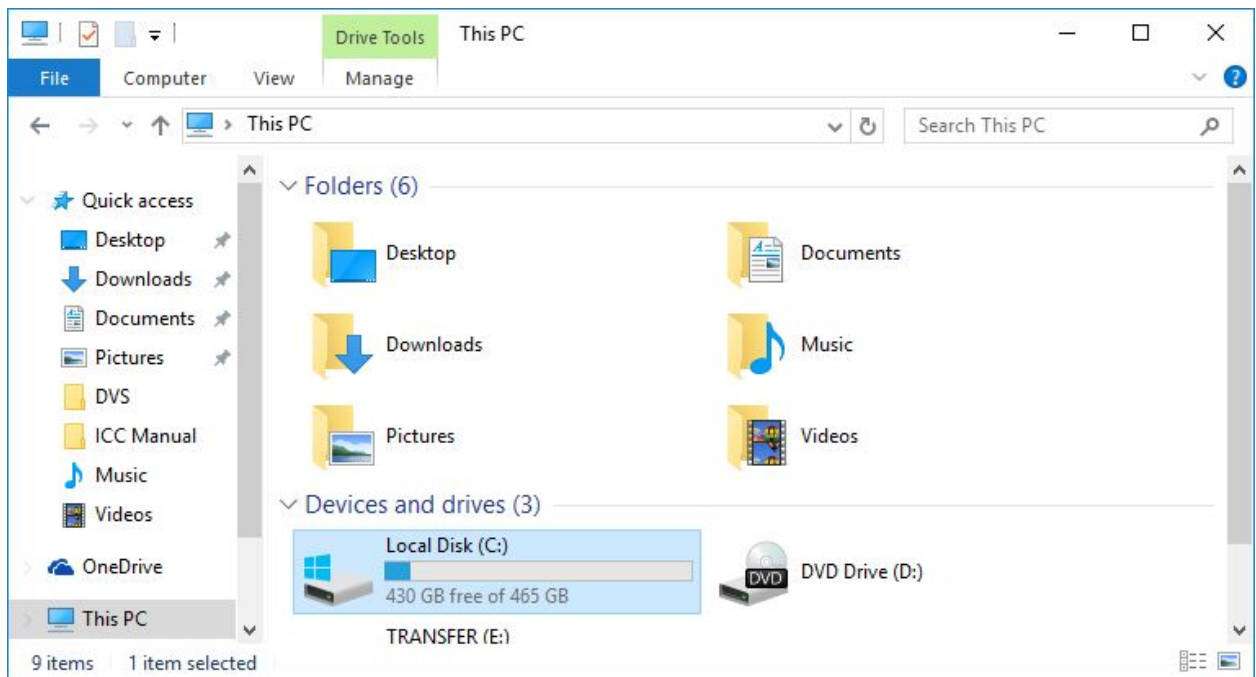
     (i)

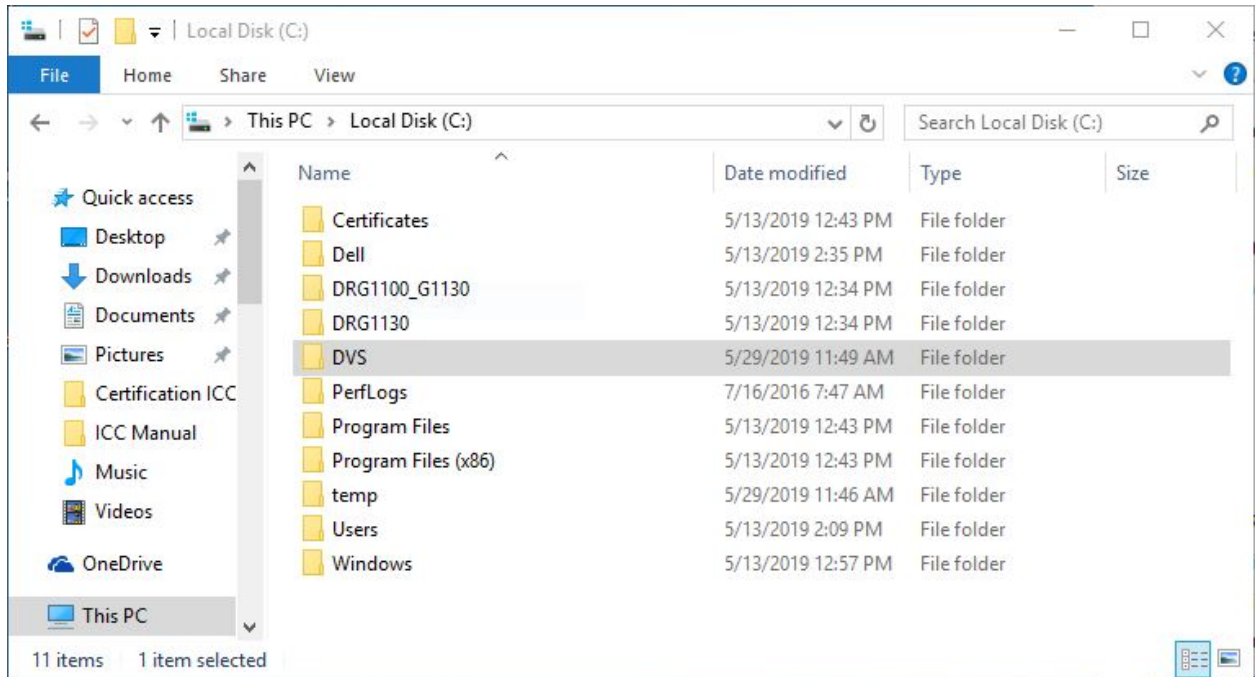   OK
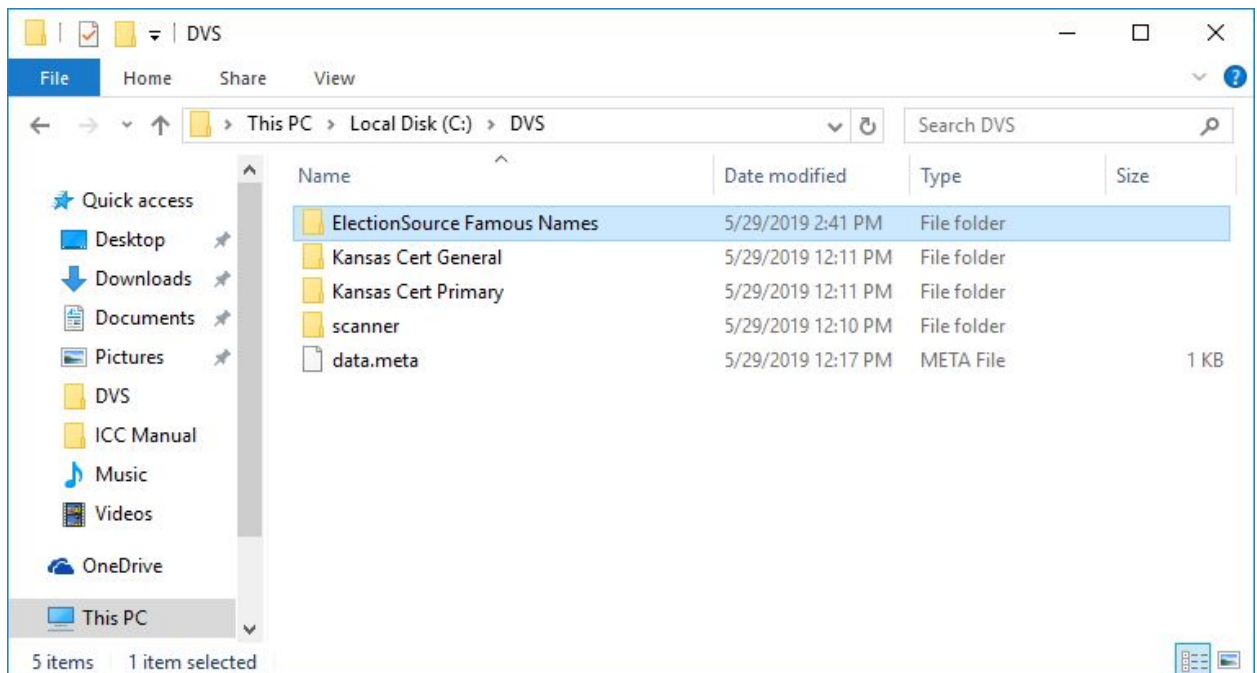
Copying Results

1. Open **File Explorer**

2.

3. Select **This PC** in the panel on the left
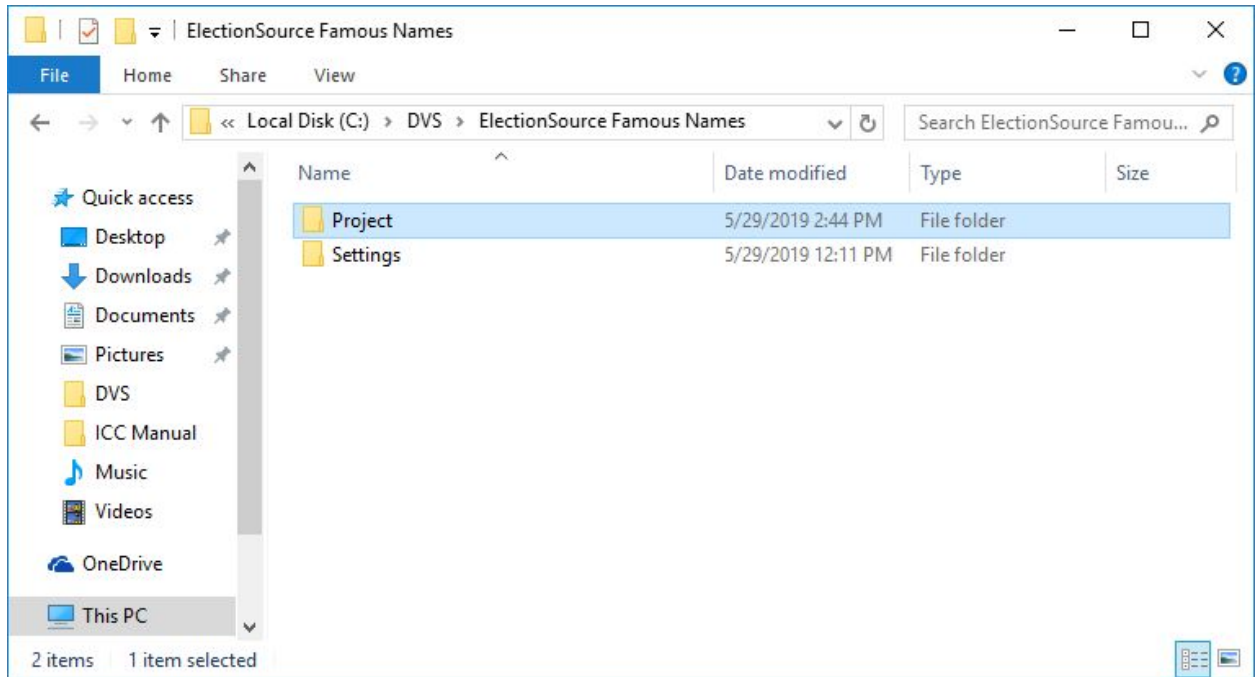4. Open **Local Disk (C:)**

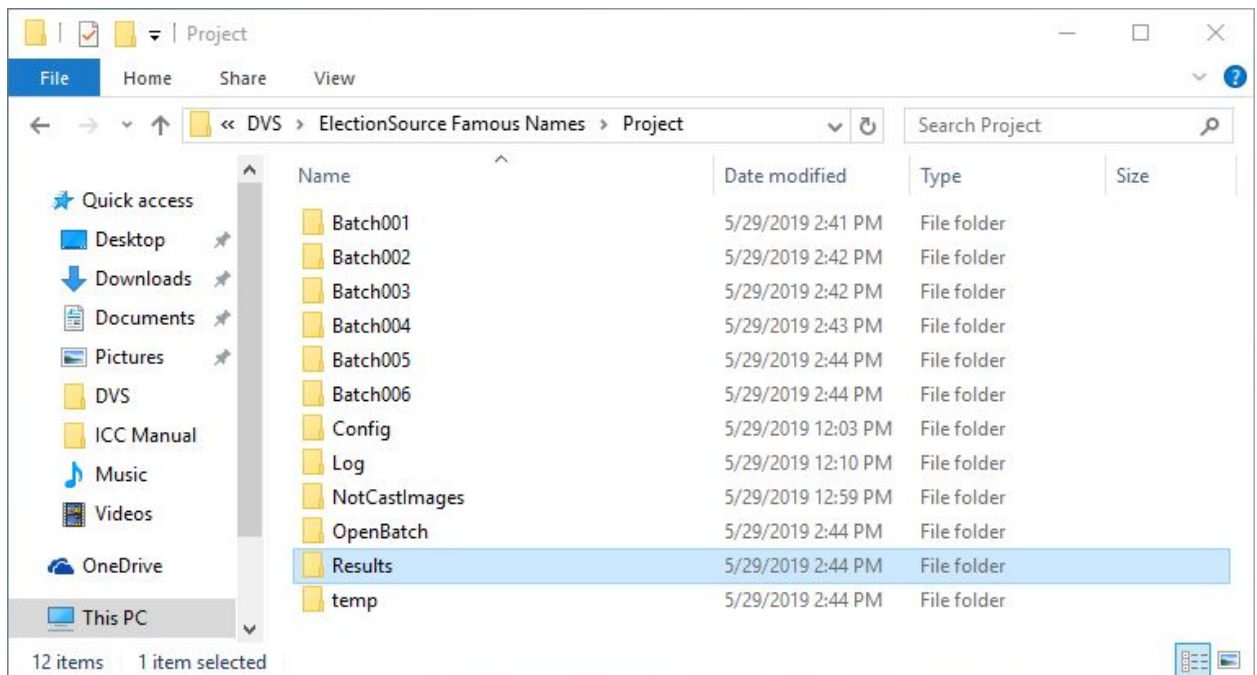5. Double click on the **DVS** folder

6. Select the **current election folder** and open it

7. Double click **Project**

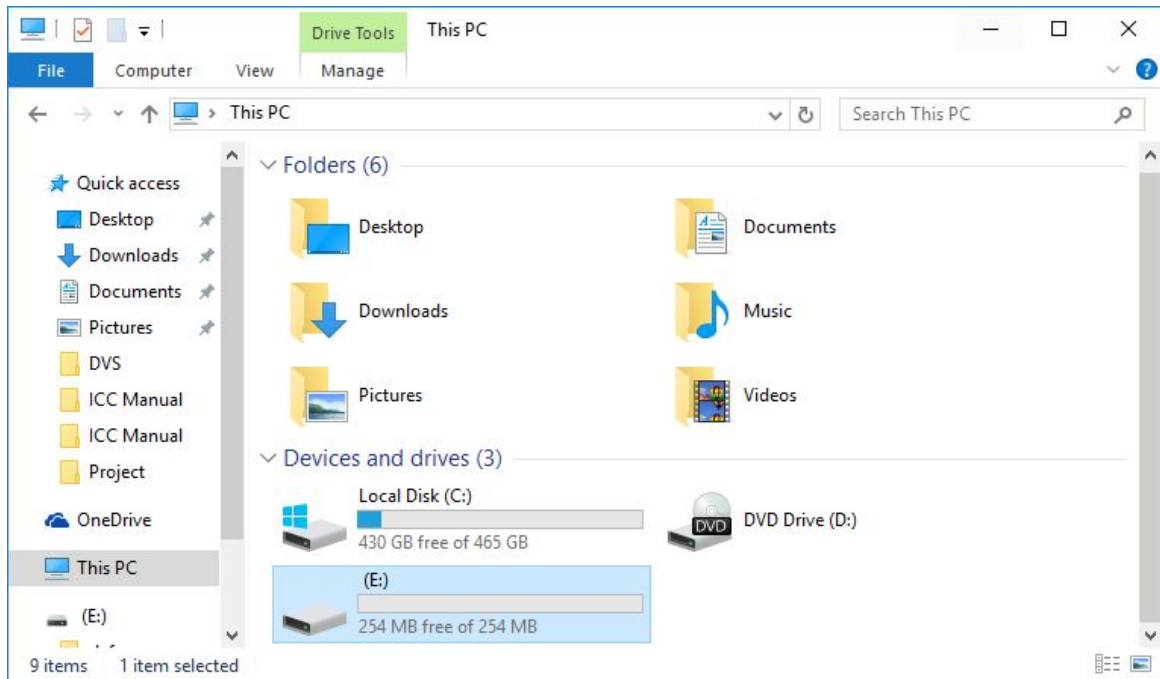
8. Select the **Results** folder and **Right Click and Copy** or **CTRL+C**

9. Select **This PC** in the panel on the left and double click into the CF card. In the image below, it shows as the E drive. This will differ from system to system.

10. **Right Click and Paste** or **CTRL+V** to paste result files into the CF card.
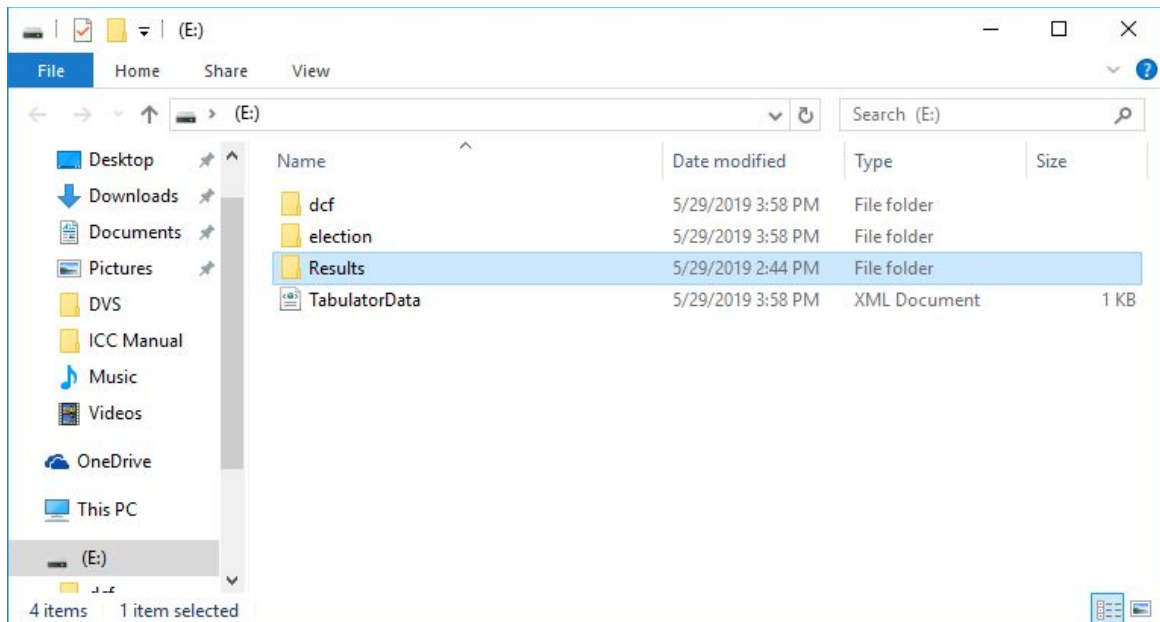
11. Send Results folder to the county as set up by the county.

Diagnostics

Cleaning Scanner Glass

DR-M160II

1. Open lid

2. Use a DRY microfiber cloth like shown below

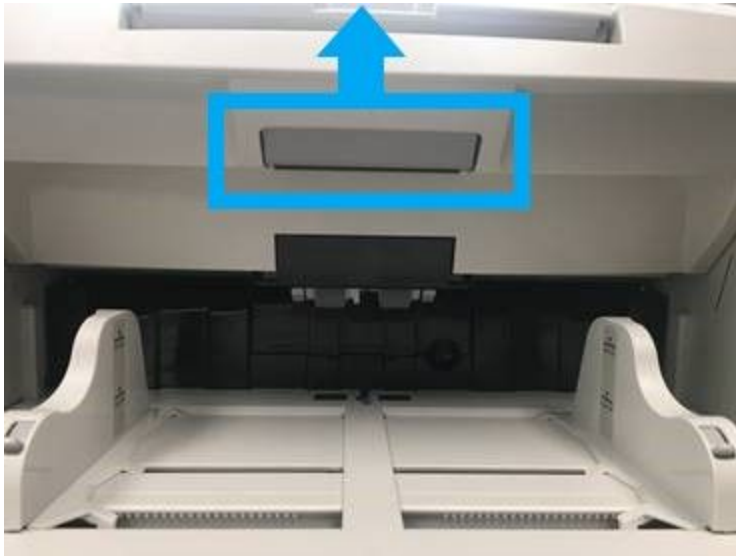3. Carefully wipe the glass on both scanner heads

DR-G1130

1. Open lid

2. Use a DRY microfiber cloth like shown below

3. Carefully wipe the glass on both scanner heads

Cleaning Rollers

Items Needed

Rubber cleaner & rejuvenator

Foam Swab

DR-M160II

1. Open scanner lid and locate rollers as indicated below. There are five sets of rollers to be cleaned.

2. On the foam swab, only spray enough of the rejuvenator to cover the swab.
   a. NOTE: Only use the rubber rejuvenator in a well-ventilated area

3. Rub the swab on each roller parallel to the grooves for the top roller. In the case of the other rollers, run the swab perpendicular to how it rolls. Repeat as necessary.
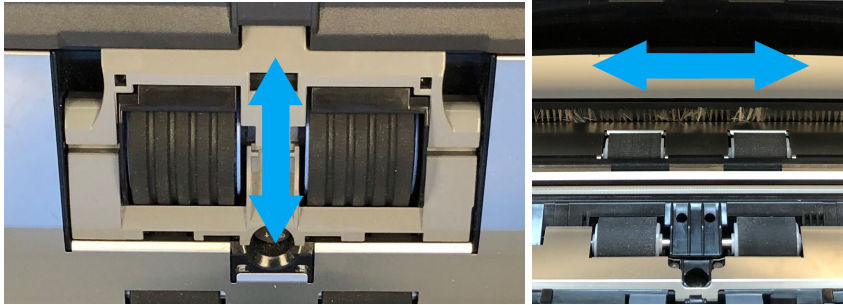

4.

DR-G1130

1. Open scanner lid and locate rollers as indicated below. There are three sets of rollers to be cleaned.

2. On the foam swab, only spray enough of the rejuvenator to cover the swab.
   a. NOTE: Only use the rubber rejuvenator in a well-ventilated area
3. Rub the swab on each roller parallel to the grooves for the top rollers. In the case of the bottom roller, run the swab perpendicular to how it rolls. Repeat as necessary.

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