



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

**E S & S**  
**M100 – SYSTEM ACCEPTANCE TESTING**  
**STATE OF MICHIGAN**

Serial Number of M-100 Unit being tested: \_\_\_\_\_

Name of Tester: \_\_\_\_\_

Date of Test: \_\_\_\_\_

- Plug in unit and insert Demo Card
- Turn Key to Open/Close Polls
- When the question ‘Election Card Inserted Open Polls Now?’ appears DO NOT press Yes. Press the 1 & 3 keys simultaneously.
- Select System Settings
- Select Date Time
- Select Set Date. Verify the date and change accordingly using the select and plus or minus keys.
- Press Previous to return to the Date Time Menu
- Select Set Time. Verify the date and change accordingly using the select and plus or minus keys.
- Press Previous to return to the Date Time Menu
- Select Set Zone. Verify the zone and change accordingly using the select and plus or minus keys.
- Press Previous to return to the Date Time Menu
- Select Set Zone. Verify the zone and change accordingly using the select and plus or minus keys.
- Press Previous to return to the Date Time Menu
- When the Date Time function is complete – select Previous Menu
- Select Calibrate DACs

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- Select Set DACs
- Run Ballots in all 4 orientations. Verify that the DAC Values are all accounted for and do not exceed 5. Make adjustments accordingly.
- When the ballot has been run in all 4 orientations and the DACs are set correctly select Previous.
- Select Previous again
- Select Factory Defaults
- Select Save Factory Defaults
- Select Yes
- Select OK
- Select Previous Menu
- Select Previous Menu again
- Question appears 'Mode lock out calibration menu?' Answer NO
- Select Previous
- Question appears 'Mode lock out system settings?' Answer NO
- Select Diags
- Select Ballot Diags
- Select Feed Ballots
- Insert 2 Ballots – should receive error (127) Multiple Ballots detected
- Remove ballots and select OK
- Select Previous Menu
- Select Recycle Set
- Set Cycles for 5 using the Select Digit & Plus/Minus Key
- Select Previous Menu
- Select Feed Ballots
- Insert the Blank Ballot in all 4 orientations, 5 times each orientation

- Insert the ALL FILL Ballot in all 4 orientations, 5 times each orientation
- When ballots are at 40 Select Marks Table. All marks should be 020
- If okay, select Previous Menu
- Select Previous Menu again
- Select Previous Menu again
- When you get back to Open Polls Now? Turn Key to off – remove card and unplug

**Jurisdiction Approval Signature:** \_\_\_\_\_

**Print Name & Title:** \_\_\_\_\_

**Assigned Vendor Signature:** \_\_\_\_\_

**Print Name & Title:** \_\_\_\_\_