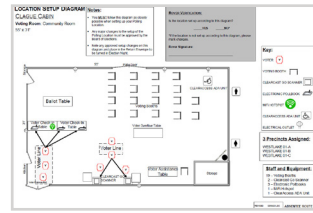


Two (2) or more Election Officials from opposite political parties must complete the following steps on ALL Ballot Scanners.

Arrange Scanners

What you will need:

- Location Setup Diagram and Ballot Scanner Security Record from **Green** Update Binder in **Green** Supply Bag.
- Ballot Scanner Key and 3 white loop seals from Clear Plastic Envelope in **Green** Supply Bag.
- Roll of **blue** painters tape from **Blue** Supply Bag.



Location Setup Diagram



Clear Plastic Envelope

1. Review the Location Setup Diagram.
2. Move Ballot Scanners to correct location based on Location Setup Diagram.
3. Lock wheels.
4. Place tape strip on floor 6 ft. in front from each machine indicating where voter line will start.

Ballot Scanner Security Record

Inspect Scanners

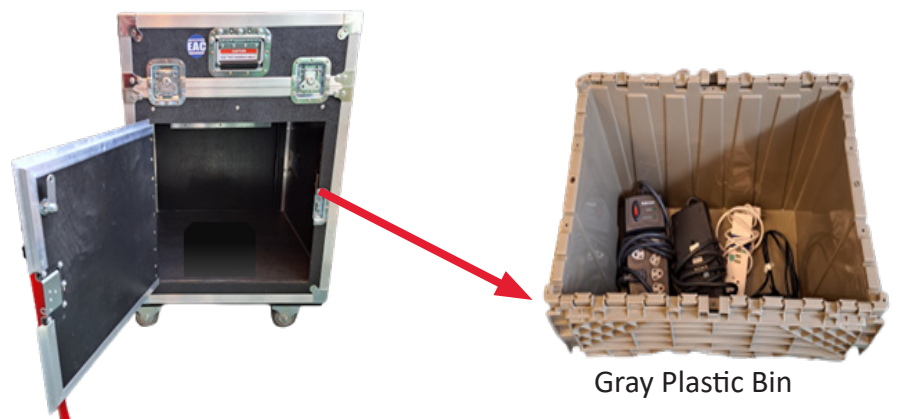
! Report any missing/broken seals or signs of tampering to VLM/VLD and record on Pink Memo Sheet.

1. Record the three (3) serial numbers from the plastic seals on the Ballot Security Record.
2. Remove plastic seals.
3. Place used seals in Clear Plastic Envelope.
4. Repeat steps 1-3 on all Ballot Scanners.



Remove Supplies

1. Unlock, unlatch, and open Ballot Compartment Door.
2. Verify the Ballot Compartment is empty and/or remove the **gray** plastic bin.
3. Repeat steps 1-2 on each Ballot Scanner.



Gray Plastic Bin

i One Ballot Scanner contains a gray plastic bin that holds surge protectors and extension cords.

Distribute Supplies

1. Distribute one (1) surge protector with USB ports and one (1) **black** extension cord to each EPB at Check-In Table.
2. Distribute one (1) surge protector to ADA Ballot Marking Device and one (1) for each Ballot Scanner.
3. Place empty **gray** plastic bin in Transport Cart/Cage.



Surge Protector with USB Ports for EPBs



Surge Protector for Ballot Scanners and ADA

Test Polling Location Power

1. Plug surge protectors into wall behind Ballot Scanners.
2. Flip the surge protector switch to "ON".
3. Verify LED indicator light is glowing.

Troubleshooting Tip

Issue: No glowing LED indicator light.

Solution:

- Take surge protector to another outlet to check power source.
- Try another surge protector.
- Call BOE if you cannot get power. (216) 443-3277

Power On Ballot Scanners

! Do not remove Display Screen and Access Panel Security Seals.

1. Unlatch left and right Lid latches.
2. Lift Lid using front handle **only**.
3. Record Serial Numbers for Display Screen and Access Panel on Ballot Scanner Security Record #4 and #5.
4. Retrieve Ballot Scanner power cord from behind display screen.
5. Plug power cord into back side of Ballot Scanner.
6. Plug other end of power cord into surge protector.
7. Verify glowing **green** light on left side of Scanner and listen for beep indicating power is ON.



Front Handle



Power Cord



LED Light



Back side of Ballot Scanner

i Scanner will continue to beep until paper roll is loaded.

Load Paper Roll

! Do not lift Ballot Scanner display screen.

1. Retrieve paper roll from inside Scanner Lid.
2. Pull open printer outer door.
3. Gently lift inner latch to open.
4. Insert paper roll, feed over top.
5. Hold paper at top & center.
6. Close inner door, do not to pinch edges of paper.
7. Slide up inner latch to close gap above it.
8. Verify no gap above latch.
9. **Power On Report** will print immediately.
10. Tear off report and verify:
 - Election Date
 - Vote Center
 - USB 1 & 2 Present: Yes
11. Place piece of **blue** painter's tape over the inside door to hold in place.
12. Close outer Printer Access Door.
13. Repeat steps 1-12 on all Ballot Scanners.
14. Pack all reports in **Blue** EPB & Ballot Scanner Reports Envelope located at Check-In Table.

Display Screen



Printer Outer Door



Feed roll over top



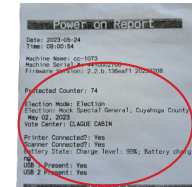
Close inner door



Verify no gap



Tape door in place



Circle Report



Troubleshooting Tip

Issue: Report does not print or prints wrong information.

Solution:

- Report to VLM/VLD
- Record on **Pink** Memo Sheet

Secure Ballot Scanner

! Ensure all EPBs are secure in one compartment and all other compartments are empty before sealing Ballot Scanner Compartments.

Lids:

1. Close and latch lid.
2. Record serial numbers from seals on Ballot Scanner Security Record in Boxes #6 and #7.
3. Reseal lid latches.
4. Continue to secure Ballot Compartment (below).

Compartments:

1. Store and secure all sleeping EPBs in one (1) Ballot Scanner Compartment and ensure all other compartments are empty.
2. Close, latch, and lock Ballot Scanner Compartment.
3. Retrieve plastic seal.
4. Record the serial number from plastic seal in Box #8 of the Ballot Scanner Security Record.
5. Reseal Ballot Compartment door.
6. Repeat steps securing all Ballot Scanner lids and compartments.
7. Return Ballot Scanner Security Record to **Green** Binder.
8. Place key in Clear Plastic Envelope and return to **Green** Supply Bag.



Place EPBs in Ballot Scanner Compartment

Monday Night Seal Recordings	
Ballot Box Lid (Left) Beginning Seal	Ballot Box Lid (Right) Beginning Seal
1. <input type="text"/>	2. <input type="text"/>
Ballot Compartment Door Beginning Seal	Display Screen (DO NOT remove)
3. <input type="text"/>	4. <input type="text"/>
Access Panel (DO NOT remove)	Ballot Box Lid (Left) Closing Seal
5. <input type="text"/>	6. <input type="text"/>
Ballot Box Lid (Right) Closing Seal	Ballot Compartment Door Closing Seal
7. <input type="text"/>	8. <input type="text"/>

Record Serial Numbers



Troubleshooting Tip

Issue: Running low or out of security seals.

Solution:

- Extra seals located in Clear Plastic Envelope.
- Check with Rover or ERT member for additional supplies.