

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

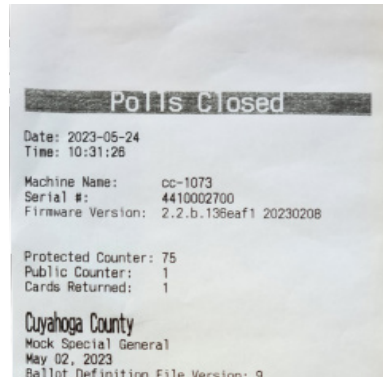
Printing Ballot Scanner Reports

! Wait for two (2) copies of Totals Report to print. This process could take up to five (10) minutes (+). Do not touch Display Screen while this is processing, as this could delay printing reports. Do not tear off the paper until all reports have completed printing. Do not remove USB Memory Stick until all reports have finished printing.

Ballot Scanner Reports that print Tuesday after Polls Close:



Voting Suspended Report

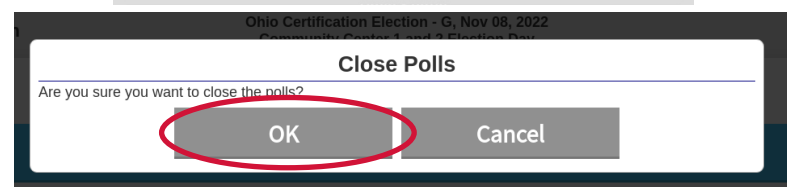
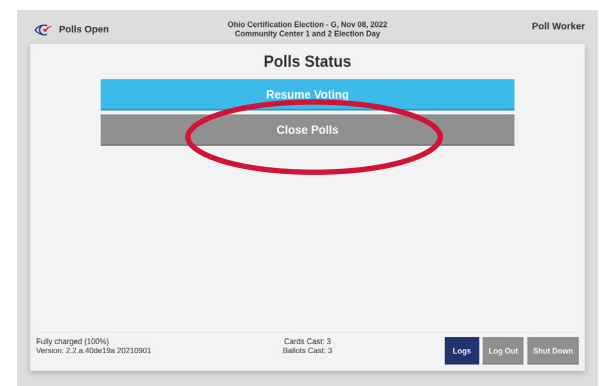
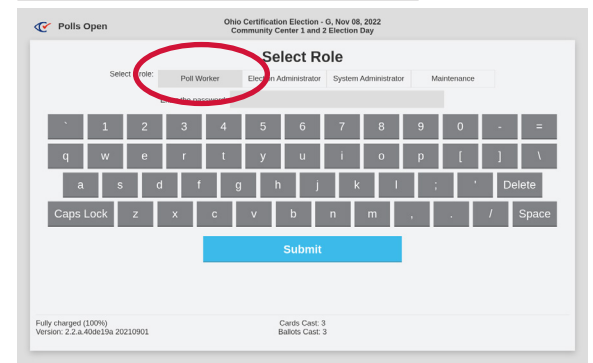
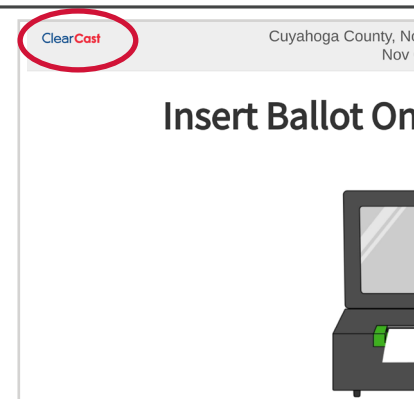


Polls Closed Report



Totals Report

1. Retrieve Ballot Scanner Password from **Green** Update Binder in **Green** Supply Bag.
2. Select “Clear Cast” logo on top left corner of screen.
3. Wait for “Voting Suspended” report to print.
4. Select “Poll Worker” role on Select Role screen.
5. Enter provided password.
6. Select “Submit” button.
7. Select “Close Polls” on Polls Status screen.
8. Select “OK” on Close Polls screen.
9. Wait for Polls Closed Report to print.
10. Wait for two (2) copies of “Totals Report” to print automatically after “Polls Closed” report.
11. Empty Ballot Scanner Compartments while waiting for reports to print. (See below for steps.)
12. Ensure two (2) Election Officials of opposite political parties verify and sign both copies of “Totals Report”.
13. Post one (1) copy of “Totals Report” at the exterior entrance to Polling Location in public view.
14. Give second copy of “Totals Report” to Ballot Accounting Team.
15. Complete steps 2-14 on all Ballot Scanners.



i The second copy of “Totals Report” will be packed inside the **Blue** EPB & Ballot Scanner Reports Envelope after Ballot Accounting is complete.

Empty Ballot Compartments

! All voted ballots from **all** Ballot Scanner Compartments must be packed inside the **Red/Burgundy** Ballot Box. Unused ballots/ballot packs must be packed in **Gray** Ballot Boxes. See Post-Election Pack Up List for details on how to pack-up all election materials.

1. Retrieve Clear Plastic Envelope from **Green** Supply Bag.
2. Remove plastic seal from Ballot Compartment Door.
3. Place used seal in Clear Plastic Envelope.
4. Unlock Ballot Compartment with Ballot Scanner Key.
5. Unlatch and open Ballot Compartment Door.
6. Remove all ballots from Ballot Compartment.
7. Place inside **Red/Burgundy** Ballot Box.
8. Confirm all ballots have been removed from all Ballot Compartments.

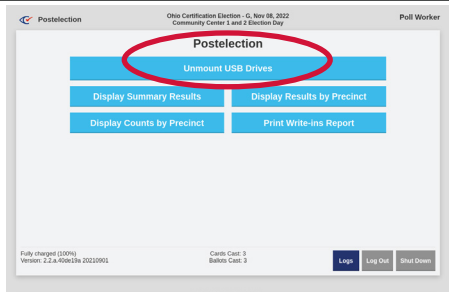


Two (2) or more Election Officials from opposite political parties must complete the following steps on all Ballot Scanners.

Remove USB Memory Stick

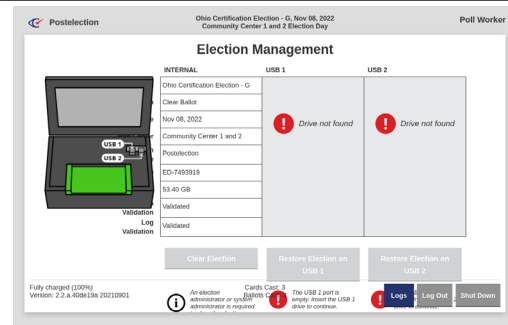
! Do not Remove USB Memory Stick with **Red** tag. This Memory Stick **must remain** in the scanner.

1. Select Unmount USB Drive



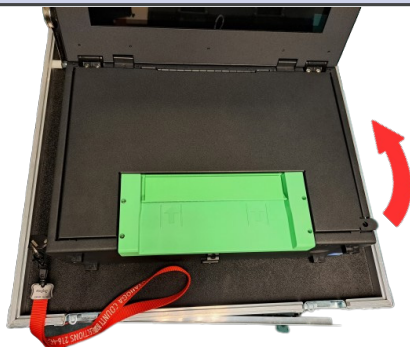
Ballot Scanner Display Screen

2. Verify USB Drives are not found



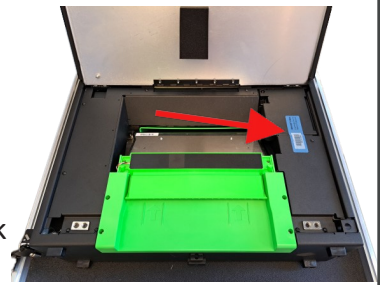
3. Open Access Panel

- Retrieve Clear Plastic Envelope from **Green** Supply Bag.
- Remove plastic seal from Access Panel.
- Place seal in Clear Plastic Envelope.
- Unlock and open Access Panel keeping key in lock position.



4. Record Serial Number

- Retrieve Ballot Scanner Security Record from **Green** Update Binder.
- Record serial number of USB Memory Stick Door Tamper Tape in Box #12 of Ballot Scanner Security Record.
- Remove tamper tape and stick to back side of Security Record.



5. Remove Memory Stick with Black Tag

- Open USB Memory Stick Door.
- Remove the Memory Stick with **Black** tag.
- Place Memory Stick inside Memory Stick Bag attached to **Red** Ballot Box.



6. Shut Down Ballot Scanner

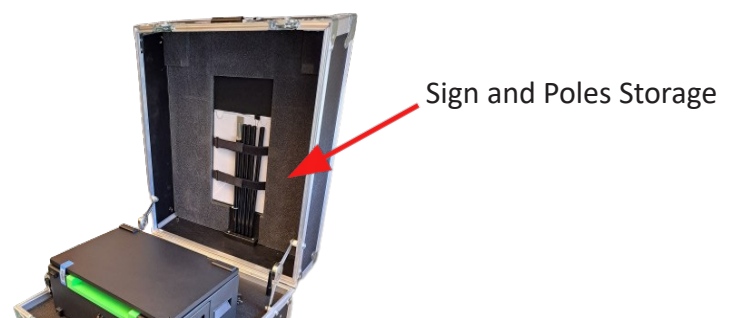


- Close USB Memory Stick Door.
- Close and lock Access Panel.
- Select "Shut Down" button on Display Screen.
- Select "OK" on next screen.
- Close Display Screen.

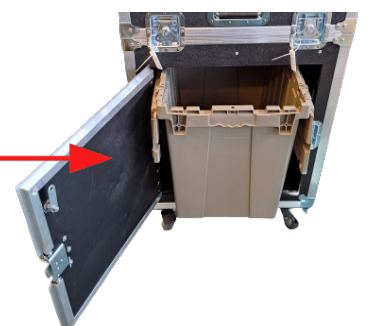
Close and Lock Ballot Scanner

! Close Lid using front handle only. **Do not** close lid by corners or latches.

1. Retrieve **gray** plastic bin from Transport Cart/Cage.
2. Disassemble "Scan Ballot Here" sign and poles.
3. Pack sign and poles inside top of Ballot Scanner Lid.
4. Close, latch, and lock Ballot Scanner Lid.
5. Unplug power cord from Ballot Scanner and surge protector.
6. Pack all Polling Location surge protectors and extension cords inside **gray** plastic bin.
7. Pack **gray** plastic bin inside one (1) Ballot Scanner Compartment.
8. Close, latch, and lock Ballot Compartment Door.
9. Remove two (2) plastic seals from Clear Plastic Envelope.
10. Record serial numbers in box numbers #13 and #14 of Ballot Scanner Security Record.
11. Seal Ballot Compartment Door and Left Latch on Ballot Scanner Lid.
12. Place completed Ballot Scanner Security Record inside **Green** Update Binder.
13. Place Ballot Scanner Key inside Clear Plastic Envelope.
14. Pack Clear Plastic Envelope in **Green** Supply Bag.
15. Unlock Ballot Scanner wheels.
16. Return Ballot Scanner to Transport Cart/Cage area.



Gray Plastic Bin inside Ballot Compartment



Seal Ballot Compartment and Left Lid Latch