Closing Procedures for the Standalone Ballot Scanner

1. After the last voter has cast their ballot, break the seal on the Emergency Ballot Box door, and verify that the box is empty. If ballots are inside, Poll Manager and one other poll official will announce that they are about to run those ballots through the scanner.

2. Close and seal the Emergency Ballot Box door. Record the seal on the "Scanner/Ballot Box Recap Form."

3. Record the closing count in two places. The "Scanner/Ballot Box Recap Form" in the Closing Count column and the "Ballot Recap Sheet" section B, line f.

4. Press the iButton (security key) on the iButton reader.

5. Press Close Poll on the screen.

6. Enter the password. Password is in the Letter of Instructions which is in the Orange Binder.

7. Scanner will ask if you are certain you want to close the polls. Press Yes to close the polls.

8. Three copies of the results tapes automatically print.

    a. Place one copy of the results tape in the Yellow memory card transport bag that goes with the Runners.

    b. Post one copy on the door or window of the facility.

    c. One copy will go in Envelope #5 for the manager to take to check-in.

9. When asked if you want to print more copies, Press NO.

10. Press Power Down, and then select Yes to shut down the Scanner.

11. Once the scanner is off, break the seal on the Poll Worker memory card door.

12. Press the small button to the right of the memory card to eject the card.

13. Place the card in the Yellow memory card transport bag.

14. Repeat these steps for all tabulators (scanners) in your polling location.

15. After all the cards are in the transport bag, close and seal the bag.

16. Two runners should leave with the bag to deliver the memory cards to the assigned drop-off location.

17. Break the seal and open the Ballot Box door.

18. Remove all ballots from inside the Ballot Box, and place the ballots in the bag/case labeled Ballot Transport Case. Fill out the card on the top of the bag. If you have multiple scanners, the the elections office will assign one bag/case for each scanner.

19. Open the Write-in ballot chamber. Remove all ballots from inside the Write-in chamber and place the Ballot Transport Case.

20. Once the ballots have been completely removed, lock and seal the Ballot Transport Bag/Case.

21. On the Ballot Transport Case label, write the count of the ballots from the scanner tape for that scanner. Also, on the label record the date and time that the ballots were transferred from the Ballot Box to the ballot transport case.

22. Complete the "Chain of Custody Form."

23. Record the Ballot Box door seal number on the "Scanner/Ballot Box Recap Form" on the line below the previous seal number.

24. Replace the power cord, replace the lid and lock in two places.