



Opening Procedures for the Standalone Ballot Scanner

1. Confirm the Scanner serial number as recorded on the “Scanner/Ballot Box Recap Form.” Unlock (two places) and remove lid.
2. Confirm seal number for Ballot Box. Break seal, unlock and slide Ballot Box door open. Confirm there are no ballots in the box. If the box is empty, circle “NO” on the form. Open the Write-in ballot chamber to confirm it is empty. Close, lock and reseal the Ballot Box. Record the new seal number on the “Scanner/Ballot Box Recap Form.”
3. Confirm the seal number on the Emergency Ballot Box. Break the seal, unlock and open the Emergency Ballot Box lid. Confirm there are no ballots in the box. If the box is empty, circle “NO” on the form. Close, lock and reseal the Emergency Ballot Box. Record the new seal number on the “Scanner/Ballot Box Recap Form.”
4. Confirm the seal number for the Administrator card, the Poll Worker card and the Scanner lock. If seal numbers match corresponding numbers on the “Scanner/Ballot Box Recap Form” put a check mark in the box. If seal was replaced, write the new seal number on the form.
5. Plug the scanner into an electrical outlet. The Scanner will power on as soon as the Carrier is plugged in. There is no ON and OFF switch for the Scanner. It will take a few minutes for the scanner to power on.
6. On the Scanner, when prompted, press the Security Key iButton against the iButton keypad. The iButton keypad is the round metal circle on the left side of the scanner.

7. Enter the password. Password can be found in Letter of Instructions which is in the Orange Binder.
8. Confirm that the time is correct. Call the elections office if the time is more than 5 minutes off. Use the manager's County issued cell phone as a reference.
9. Press Open Poll.
10. Screen will indicate that the "Results are Zero. Select an Option." Press Zero.
11. Print two Zero Tapes.
12. When the Scanner asks if you would like to print more Zero Tapes, press No.
13. Attach one Zero tape to the "Scanner/Ballot Box Recap Form." Place the other tape inside Envelope 5.
14. The scanner is now ready to accept voters.