



Revised 2/16/16

Chapter 12

Ballot Marking Device (BMD) Setup and Closing

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Ballot Marking Device (BMD) Setup & Closing

Overview

Voting Judges will perform various tasks within the voting area and will rotate as directed by the Chief Judges. Responsibilities include escorting voters to the voting booths or Ballot Marking Device, assisting with line management, assisting voters who have spoiled a ballot and working with voters as they cast their ballot at the Scanning Unit.

Each precinct will receive at least one Ballot Marking Device (BMD). Larger precincts may receive more than one device. Under the supervision of Chief Judges, Voting Judges set up the BMD.

Required Supplies

- Ballot Marking Device table – set up on legs
- Scissors to break seal on outside of BMD case
- BMD Barrel Key
- New Tamper Tape
- Ballot Marking Device Integrity Report – Opening and Closing*

State of Maryland 

BALLOT MARKING DEVICE (BMD) INTEGRITY REPORT OPENING AND CLOSING

2016 Presidential Election

County: _____ Date: _____

District/Ward/Precinct: _____

Place ALL tamper tape removed during opening and closing from the BMD on the back of this form.

REMEMBER: IF ANY tamper tape is removed from the BMD DURING voting hours, remember to attach the removed tamper tape to the "Tamper Tape/Security Seal Removal Report" and explain why the tamper tape was removed.

BMD Unit #	OPENING			CLOSING	
	A.	B.	C.	D.	E.
	BMD Serial #	Side compartment tamper tape # at opening	New side compartment tamper tape # at opening	Record and remove side compartment tamper tape #.	Record new tamper tape #.
	Verify	Verify	Record		
1					
2					
3					
4					

To the best of our knowledge, the information on this report is true and accurate.

Judge(s) Assisting at Opening: _____

Judge(s) Assisting at Closing: _____

Chief Judge: _____ Chief Judge: _____

Revised: 12/4/15

Ballot Marking Device (BMD) Setup & Closing

Setting-up the Ballot Marking Device

1. Remove the BMD Table from the top of the Equipment Transfer Cart and set it up on the legs.
2. Remove the BMD from the Equipment Transfer Cart and check the ID tag on the BMD carrying case to ensure that the tag designates the correct polling place.



3. Take the BMD in its carrying case to the designated location inside the voting area as shown on the polling place diagram.
4. Remove the BMD, keypad, and headphones from the case. Remove the power cord from the side pocket of the case.



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5. Push the small circular plug of the power cord with flat side facing up into the port on the back of the BMD. The plug will click into place when properly connected. Plug the other end of the power cord into an electrical outlet.

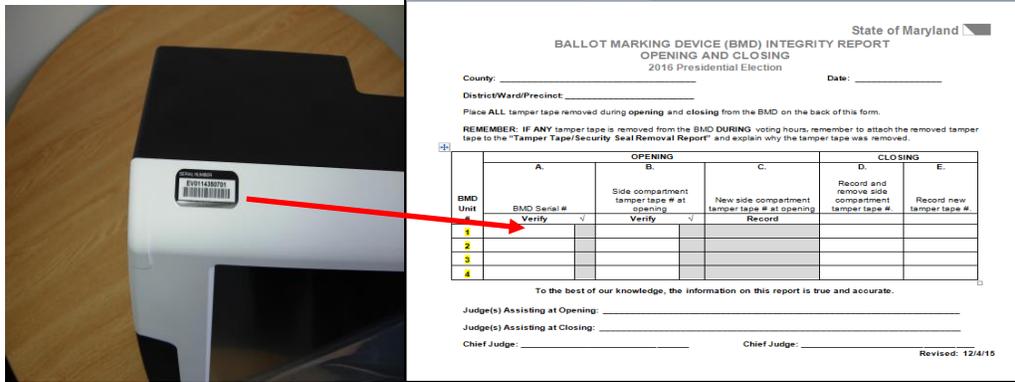


6. Grasp the bottom of the stand on the back of the BMD. Gently pull out and extend the stand. Rest the BMD on the stand. Position the BMD on the designated table.



7. Verify the serial number located on the top of the BMD. Confirm by checking the box in column A of the *Ballot Marking Device Integrity Report*.

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- Verify the tamper tape number located on the left side compartment door of the BMD. Confirm by checking the box in column B of the *Ballot Marking Device Integrity Report*.

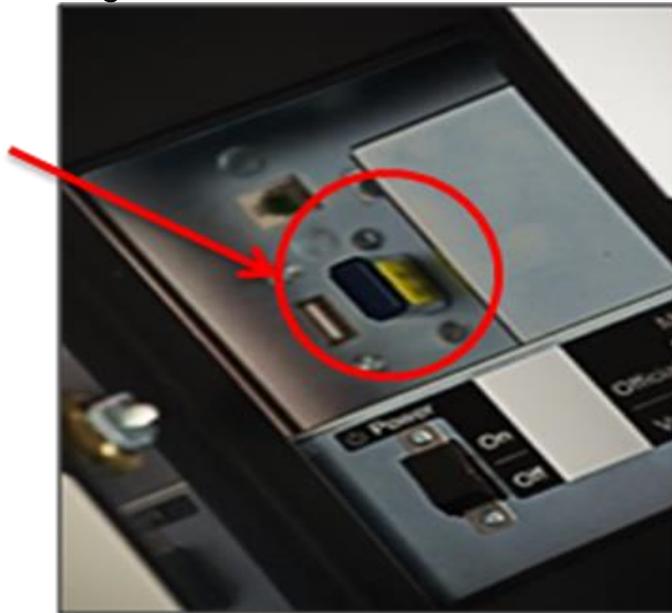


- Remove the tamper tape and place it on the back of the *Ballot Marking Device Integrity Report*. Use the BMD barrel key to unlock and open the left side compartment door.

Ballot Marking Device (BMD) Setup & Closing

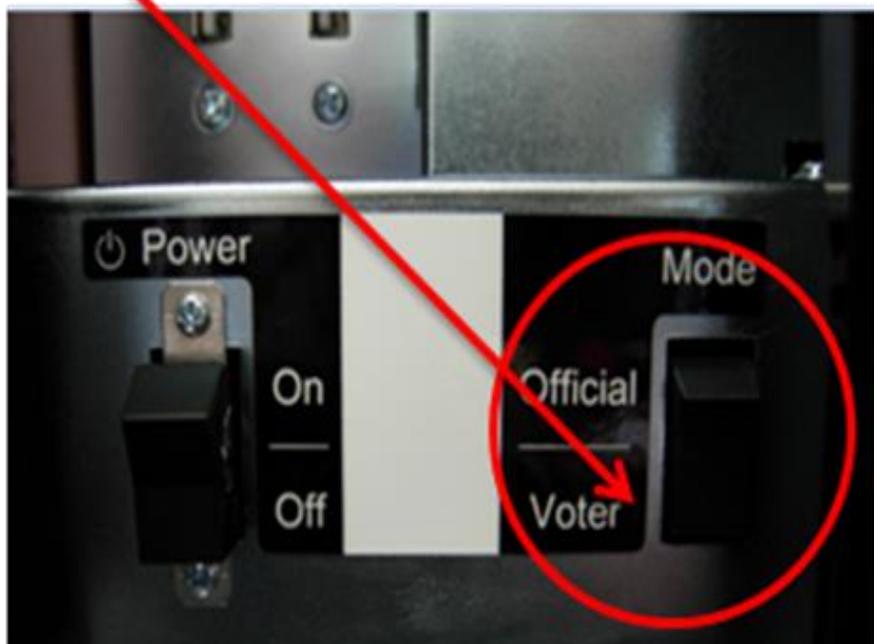


10. Check that the memory stick is installed. If not, immediately notify a Chief Judge.



11. Check to ensure that the “**Mode**” switch is on “**VOTER.**”

Ballot Marking Device (BMD) Setup & Closing



12. Ensure that the keypad is installed before starting up the BMD.



Ballot Marking Device (BMD) Setup & Closing

IMPORTANT: Do not touch the display screen while the BMD is starting up. Startup usually takes about 4 minutes. No reports are printed.



13. Flip the “**Power**” switch to the “**On**” position.



14. Position the keypad cord so it threads through the circular opening at the top of the side compartment door. Close and lock the side compartment door. Apply new tamper tape over the side

Ballot Marking Device (BMD) Setup & Closing

compartment door and **record** the new tamper tape number in column **C** of the *Ballot Marking Device Integrity Report*.



15. Install the privacy screen provided with the table.

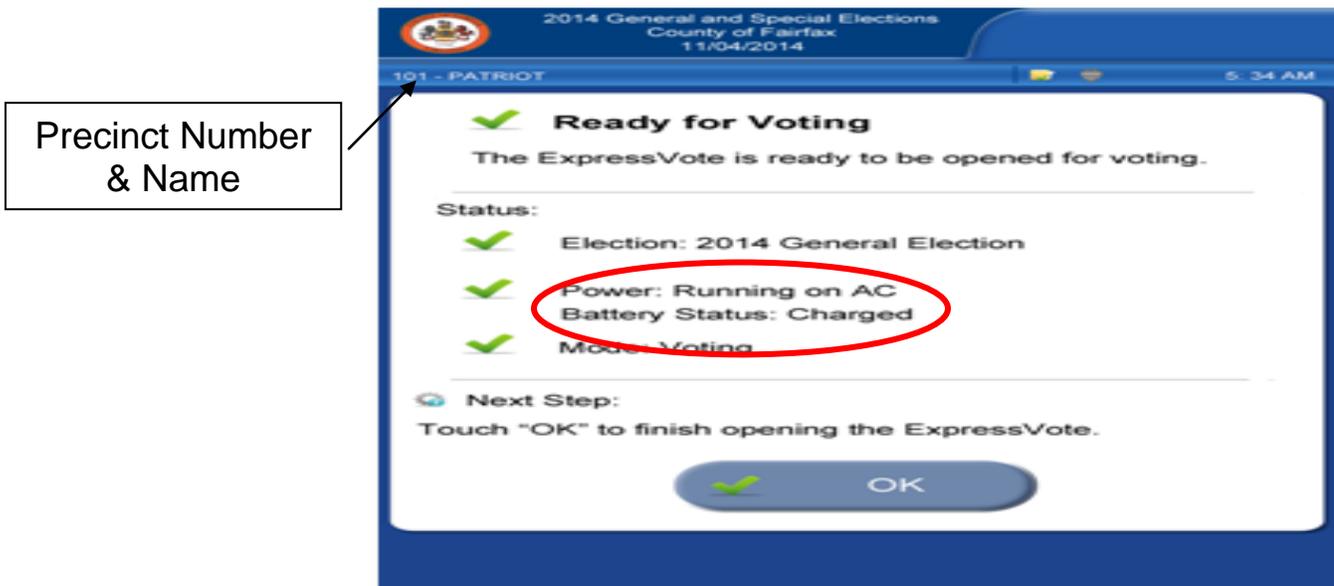


16. A Chief Judge enters the Election Code, and touches **Accept**.

Ballot Marking Device (BMD) Setup & Closing



17. Verify that the precinct number and name displayed on the screen are correct and the unit is running on AC. Touch **OK**. Contact the local board of elections office immediately if the precinct number and name are incorrect and/or the unit indicates that it is not ready to process ballots.



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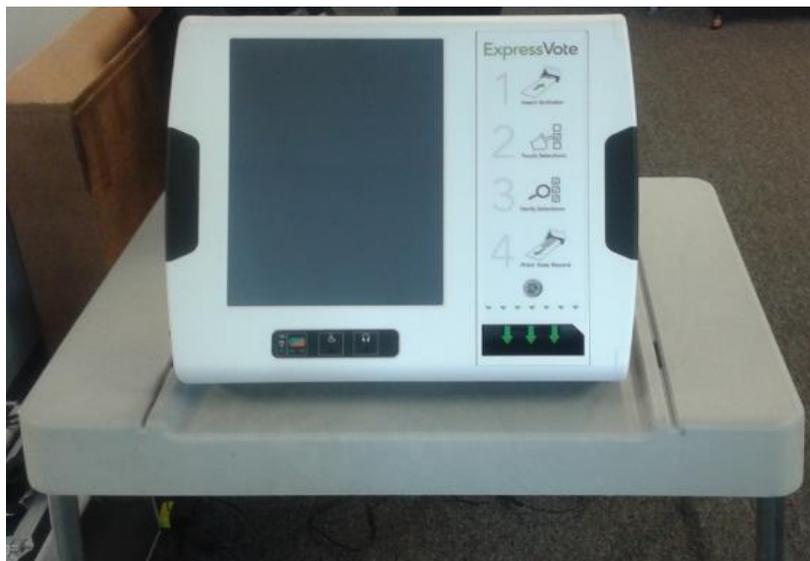
18. When the Ballot Marking Device is ready to accept ballots, the following screen appears.



19. Return the carrying case to the Transfer Cart. Return the key and *Ballot Marking Device Integrity Report* to a Chief Judge.

Closing the Ballot Marking Device

1. Remove the privacy screen.



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2. Record the side compartment tamper tape number in column D of the closing section of the *Ballot Marking Device Integrity Report*.



3. Remove the tamper tape from the side compartment. Use the round BMD key to unlock and open the side compartment door.
4. Flip the **“Power”** switch to the **“Off”** position.



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5. Disconnect and remove the keypad.

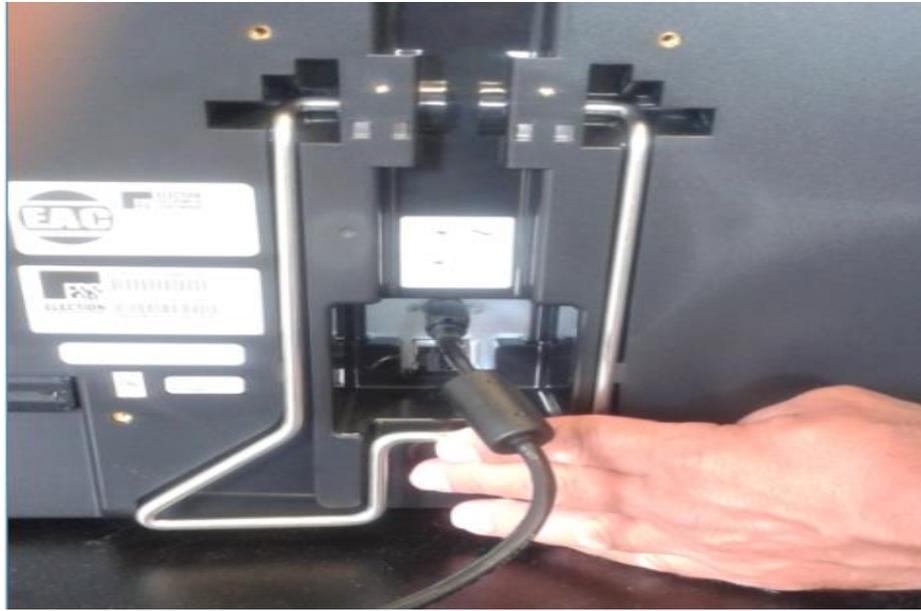


6. Close and lock the side compartment. Apply new tamper tape and record the number in column E of the *Ballot Marking Device Integrity Report*.



7. Close the stand on the back of the BMD. It will snap into place.

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8. Remove the power cord from the back of the BMD by sliding the sheath on the plug back while gently pulling the plug out. **The plug will not release until the sheath is pulled back.**



9. Pack the BMD, keypad, and headphones into the main compartment of the carrying case. Return the power cord to the carrying case side pocket.

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10. Return the BMD to the Transfer Cart. Sign and return the *Ballot Marking Device Integrity Report* to a Chief Judge.