



## Scanning Unit: Election Day Step-by-Step Guide (Closing)

2/17/2016

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This guide provides election judges with step-by-step instructions for the most commonly used procedures for the Scanning Unit for election day.

**Need Help? Call: (240) 777-8543**

# Closing the Polls

At the direction of the Chief Judges, the following procedures are to be completed after the last eligible voter in the polling place has completed the voting process.

The following procedures must be done as a bipartisan team either by Chief Judges or by Voting Judges under the direct supervision of Chief Judges.

The Emergency Ballot Compartment is used to store voted ballots if Scanning Unit malfunctions during voting hours.

**IMPORTANT: Ballots that are placed into the Emergency Ballot Compartment shall not be removed until the last voter in line has voted at the end of the day. A bipartisan team of two election judges shall remove the ballots from the compartment and insert them into the scanner.**

**1** Take the VAC envelopes from each scanning unit and give to the VOPs. Instruct them to count the total number of VACs for each scanning unit. **Record** the number of VACs in column **D** on the *Scanning Unit Integrity Report – Closing*. Place VACs into VAC boxes for each scanning unit. When VACS are counted and in VAC boxes, give them to Chief Judge.

**2** **Record** the security seal number of the Emergency Ballot Compartment in column **A** of the *Scanning Unit Integrity Report - Closing*.

Remove the security seal and unlock the Emergency Ballot Compartment.

**A**



# Closing the Polls

- 3** Open the Emergency Ballot Compartment door. Confirm that the Emergency Ballot Compartment is empty. **Beware of sharp edges.**



**IMPORTANT:** Alert a chief judge if any ballots are found inside the Emergency Ballot Compartment .

- 4** Close and lock the Emergency Ballot compartment. A new security seal does not have to be applied.



- 5** **Record** the security seal number of the Main Ballot Box in column **I** of the *Scanning Unit Integrity Report - Closing*.

**Remove** the security seal and use the flat key to unlock and open the Main Ballot Box.



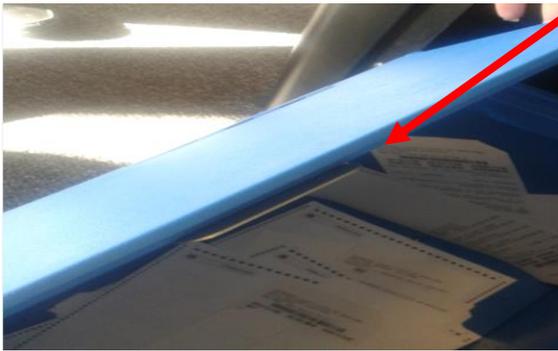
# Closing the Polls

- 6 Reach inside the Main Ballot Box to close the lid loosely on the Ballot Transfer Bin. Use the strap handle to remove the Ballot Transfer Bin. Check that all ballots are inside the blue Ballot Transfer Bin. Check inside the Main Ballot Box for any loose ballots. Place any loose ballots found inside the Main Ballot Box into the Ballot Transfer Bin.

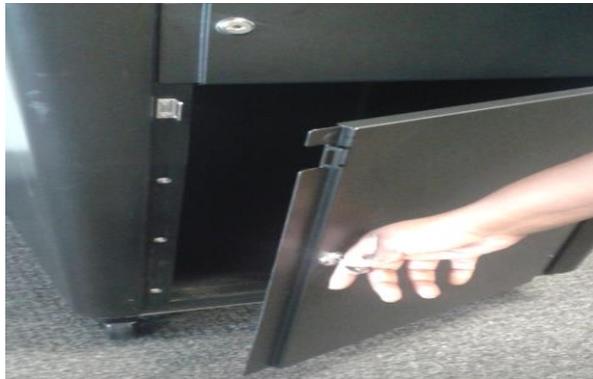


# Closing the Polls

- 7** Tightly close the lid on the Ballot Transfer Bin. Note that the lid has a “tongue-in-groove” fit. Make sure the right side of the lid is inserted into the metal bracket in the middle of the left side of the lid. The lid sits flat when closed properly.



- 8** Close and use the flat key to lock the Main Ballot Box. A new security seal does not have to be applied.



- 9** Use the flat key to lock both locks on the Ballot Transfer Bin.



# Closing the Polls

- 10** Showing the flat key being used to lock rear lock on the Ballot Transfer Bin.



Rear

- 11** Apply a security seal on the front of the Ballot Transfer Bin lid. **Record** the seal number in column **J** of the *Scanning Unit Integrity Report - Closing*. (Note: picture shows tamper tape. Use seals.)

J



Front

- 12** Extend the roller handle and lift the handle to shift the weight of the Ballot Transfer Bin to the rear wheels. Roll the Ballot Transfer Bin to a secure location in the polling place. All Ballot Transfer Bins will remain sealed and will be transported by the VOP-D to the local board of elections office.

Complete the *Precinct Chain of Custody Form, Blue Ballot Transfer Bins*.



# Closing the Polls

**13** Record the final Public Count and Protected Count numbers in columns B & C on the *Scanning Unit Integrity Report - Closing*.



**B**  
**C**

**SCANNING UNIT INTEGRITY REPORT – CLOSING**  
2016 Presidential Election - Election Day

Local Board: Montgomery Date: April 28, 2016

District/Precinct: \_\_\_\_\_

1. Place removed tamper tape on the back of this form.  
2. Attach a Totals Report from each Scanning Unit to this report. Also post a Totals Report near the Zero Report from each Scanning Unit for public viewing.

**COMPLETE ALL GREY AREAS AS NEEDED FOR EACH TABLE**

	A. Removed Emergency Ballot Compartment Seal #	B. Public Count Record	C. Protected Count Record	D. Number of VACs Record	E. Removed Rear Access Door Tamper Tape #	F. Removed Front Access Door Tamper Tape #
Unit #	Record	Record	Record	Record	Record	Record
1						
2						
For two Scanning Units, add Boxes 1B and 2B for total public count.						

	G. Memory Stick Serial #s Verify	H. New Scanning Unit Lid Seal # Record	I. Removed Main Ballot Box Security Seal/ Lock #	J. Security seal # on Ballot Transfer Bin - Front	K. Security seal # on Ballot Transfer Bin - Rear
Unit #	Record	Record	Record	Record	Record
1 Main					
1 Rear					
2 Main					
2 Rear					

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

Assisting Judge(s): \_\_\_\_\_

Chief Judge: \_\_\_\_\_ Chief Judge: \_\_\_\_\_ place in red folder

**14** Record or verify the rear access door tamper tape number in column E on the *Scanning Unit Integrity Report – Closing*. Remove the tamper tape and place on back of the report.

**E**



**15** Record or verify the tamper tape number located on the front access door in column F of the *Scanning Unit Integrity Report - Closing*. Remove the tamper tape and place it on the back of the report.

**F**

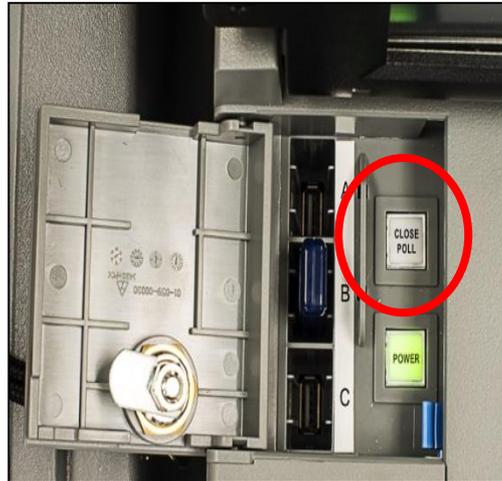


# Closing the Polls

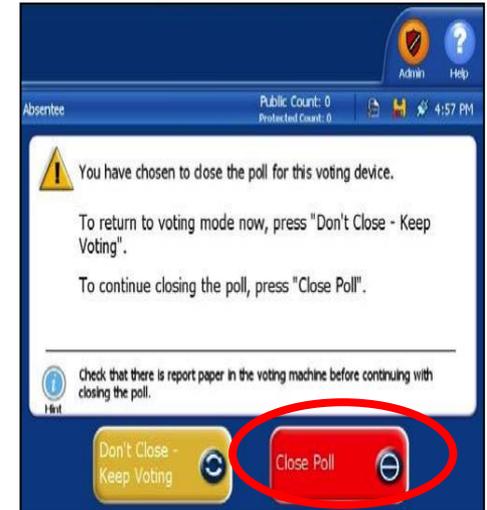
- 16** Use the round key to unlock and open the front access door. Make sure the Public Count and Protected Count have been recorded.



- 17** Push and hold down the “Close Poll” button for a second or two and release. The button will flash red.

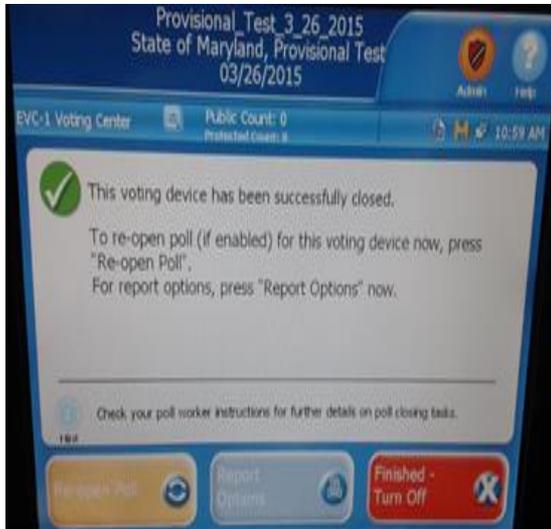


- 18** The Ballot Scanner display reads “You have chosen to close the poll for this voting device.” Touch the “Close Poll” button on the display screen. Two “Results Reports” will print.



# Closing the Polls

**19** After the two “Results Reports” have finished printing, the display screen reads “This voting device has been successfully closed”. Sign the reports. Place the first results report (with the header attached) in the **Red** Memory Stick Security Bag. Place the second results report in the **Black** Memory Stick Security Bag.



**20** To produce the third results reports to post for the public, press “Report Options”. On the next screen:

- In the “Report Type” box, press “Voting Results”
- In the “Report Format” box, press “Detailed”
- In the “Report Level” box, press “Polling Place”
- In the “Miscellaneous” Box leave all choices blank
- Press “Print Report”

The third report will print. Both Chiefs sign and then post this third report for public viewing.

Press “Cancel”.

**21** The display screen will read “This voting device has been successfully closed”. Touch “**Finished – Turn Off**”. Scanning Unit powers off. **Do Not unplug the Scanning Unit.**

**WAIT!**  
**Do not remove the memory sticks yet.**

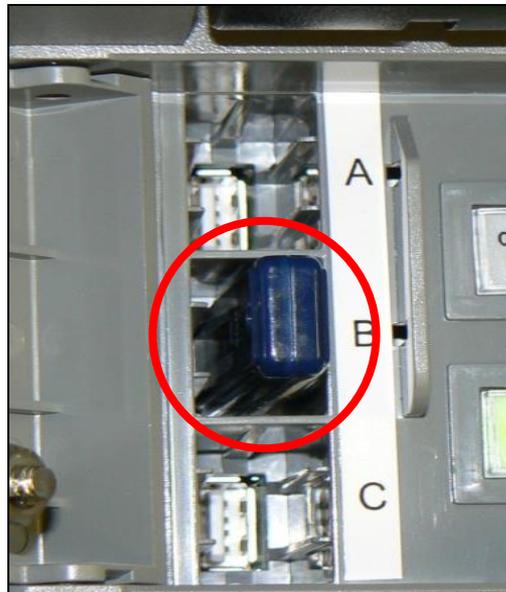
# Closing the Polls

**22** **IMPORTANT:** Allow all lights in the front access door compartment and on the display screen to go completely dark. This process could take several minutes to complete.

Front compartment



**23** After the lights and display have gone dark, grasp and gently pull the **FRONT** Memory Stick straight out to remove it from the compartment.



**24** Verify the front Memory Stick serial number on column **G** of the Scanning Unit *Integrity Report-Closing*. **G**



# Closing the Polls

- 25** Place the Front Memory Stick in the **Red** Memory Stick Security Bag (with the first results report.) Do not seal the bag at this point. (Seal the bag later with its other required contents, after completing the *Precinct Chain of Custody Form – Closers, Red Memory Stick Security Bag and Other Critical Materials*.)



- 26** Use the round key to close and lock the ballot scanner.



- 27** Next, open the **Rear** compartment door and gently pull the **Rear** Memory Stick straight out to remove it from the rear compartment.

## Rear compartment



# Closing the Polls

- 28** Verify the **Rear** Memory Stick serial number on column **E** of the Scanning Unit *Integrity Report-Closing*.

G



Place the **Rear** Memory Stick into the **Black** Memory Stick Security Bag with the first results tape and seal the bag.



- 29** Complete the *Precinct Chain of Custody Form VOP-D* with the VOP-D Judge. **Ensure the VOP-D immediately leaves with all of the blue ballot bins and the black memory stick security bag to go to their assigned drop-off location.** Close and lock the rear access door. Do not apply new tamper tape.

# Closing the Polls

- 30** Carefully lower the lid while holding the latches and use the flat key to lock the lid.



- 31** Attach a new security seal to the Scanning Unit lid. Record the new seal number in column **H** of the *Scanning Unit Integrity Report - Closing*. Unplug the Scanning Unit from the power outlet. Stow power cord and grey surge protector in power compartment and lock with flat key.



# Packing the Scanning Unit

- 1 Pack the power cord with the grey surge protector into the back compartment of the Scanning Unit. Close and lock the back compartment door.



- 2 Release the parking brakes by tapping vertical metal tabs forward with toe. **Caution: The metal tabs are sharp.**



- 3 Three election judges roll the Scanning Unit to the Transfer Cart to be loaded for return to the local board of elections.



**Thank you for supporting  
Maryland elections!**