



Scanning Unit: Election Day Step-by-Step Guide

2/17/2016

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

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Opening the Polls

- 1 Tuesday Morning:** Remove the security seal. Use the Scanning Unit flat key to unlock the lid.



- 2** Unhook the lid latches. Pull both latches out and flip up. Do not force the lid up. Instead, hold onto the latches as you nudge the lid upward. The hydraulic arms will do the lifting.



Opening the Polls

- 3** Verify the serial number on the top of the Scanning Unit (column **B** of the *Scanning Unit Integrity Report - Opening*).



B

- 4** Verify the tamper tape number on the rear access door (column **C** of the *Scanning Unit Integrity Report - Opening*). **Do NOT remove the tamper tape.**

Rear Access Door

C



- 5** Use the round key to unlock and open the Ballot Scanner.



Opening the Polls

- 6** Gently lift and raise the screen to the upright position. The Ballot Scanner will turn on by itself. If the Ballot Scanner does not turn on, alert a chief judge.



- 7** Verify the tamper tape number on the front access door (column **D** of the *Scanning Unit Integrity Report – Opening*). **Do NOT** remove the tamper tape.

Front Access
Door

D

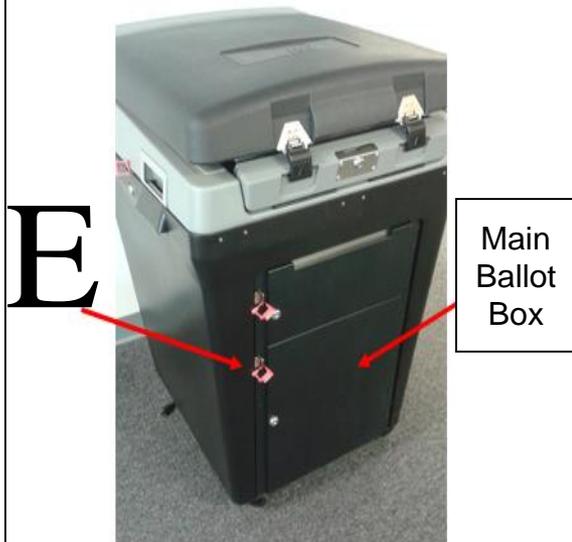


Note: If the Ballot Scanner does not turn on or if you hear a series of four beeps check the power supply to the Scanning Unit. Make sure power cord is connected firmly in the back of the Scanning Unit and also into the grey surge protector and power outlet. Make sure the power outlet is “live” (i.e., power is coming through the outlet). If the Ballot Scanner still does not turn on, alert a chief judge.



Opening the Polls

- 8** Verify the number on the security seal on the Main Ballot Box (column **E** of the *Scanning Unit Integrity Report – Opening*).



- 9** Remove the seal, unlock and open the Main Ballot Box door.



- 10** Retrieve the empty Ballot Transfer Bins from the scanning units and any extras that were delivered.



Opening the Polls

11

Look inside the Main Ballot Box to verify that it is empty. If there are any ballots inside the Main Ballot Box, alert a chief judge.



12

If locked, unlock the empty Ballot Transfer Bin. Verify all bin seals that are pre-printed on the Ballot Certificate.



Opening the Polls

- 13** Place the empty Ballot Transfer Bin inside the Main Ballot Box. Ensure that both lids of the Ballot Transfer Bin are open and resting on the sides inside the Main Ballot Box and the strap handle is facing out.



- 14** Close, lock, and reseal the Main Ballot Box door.

Record the new seal number in column **F** of the *Scanning Unit Integrity Report - Opening*.

F →



- 15** **Verify** the number on the security seal on the Emergency Ballot Compartment door (column **G** of the *Scanning Unit Integrity Report - Opening*). Remove the security seal.

G →



Emergency
Ballot
Compartment

- 16** Unlock and open the Emergency Ballot Compartment door. Make sure that the compartment is empty. **Beware of sharp edges.** Alert a chief judge if any ballots are found inside the Emergency Ballot Compartment.



Opening the Polls

- 17** Ensure that the metal flap on the Emergency Ballot Compartment door is raised.



Emergency Ballot Compartment metal flap in up position.

- 18** Close, lock, and reseal the Emergency Ballot Compartment door.

Record the new seal number in column **H** of the *Scanning Unit Integrity Report - Opening*.

H



- 19** **Verify** the left and right side case seal numbers (columns **I** and **J** of the *Scanning Unit Integrity Report - Opening*). **DO NOT** remove the seals.

I



J

Right Case Seal on opposite side is not shown here (column **J**).

Opening the Polls

20 Once the Ballot Scanner turns on, **verify** the Public Count number is the same as indicated in column **K** of the *Scanning Unit Integrity Report – Opening*. Also **verify** the Protected Count number is the same as indicated in column **L**.

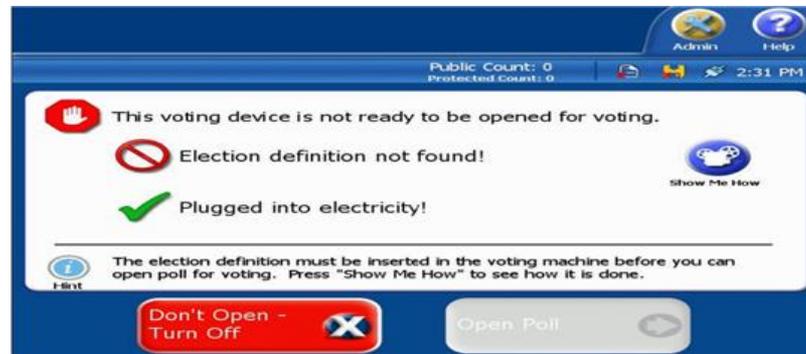


K
L

21 A chief judge enters the **election code** then touches **“Accept.”**



NOTE: The Ballot Scanner performs an internal self-test. This process may take several minutes. **If the following screen appears, or if the Ballot Scanner automatically shuts down, alert a chief judge immediately. Never turn off the Ballot Scanner or unplug the Scanning Unit unless instructed by the local board of elections.**

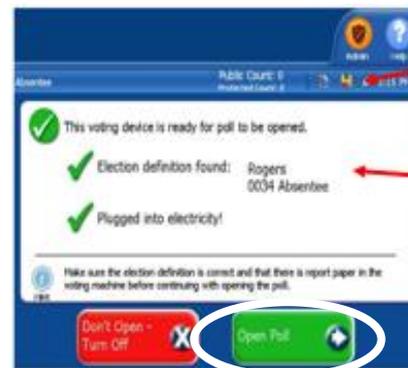


Opening the Polls

- 22** A Configuration Report will automatically print.



- 23** **Verify** that the precinct name displayed on the display screen is correct and the Ballot Scanner is receiving power. Touch **“Open Poll.”**



Power Indicator

Precinct Name

- 24** Two copies of the “Zero Report” will print automatically. Separate the Zero Reports into two individual reports:

- Both chief judges sign both Zero Reports.
- The first copy goes inside the Red Memory Stick Security Bag (with the Configuration Report still attached.)
- The second copy of the Zero Report goes inside the Black Memory Stick Security Bag.
- A third report is printed for posting using the following procedure.

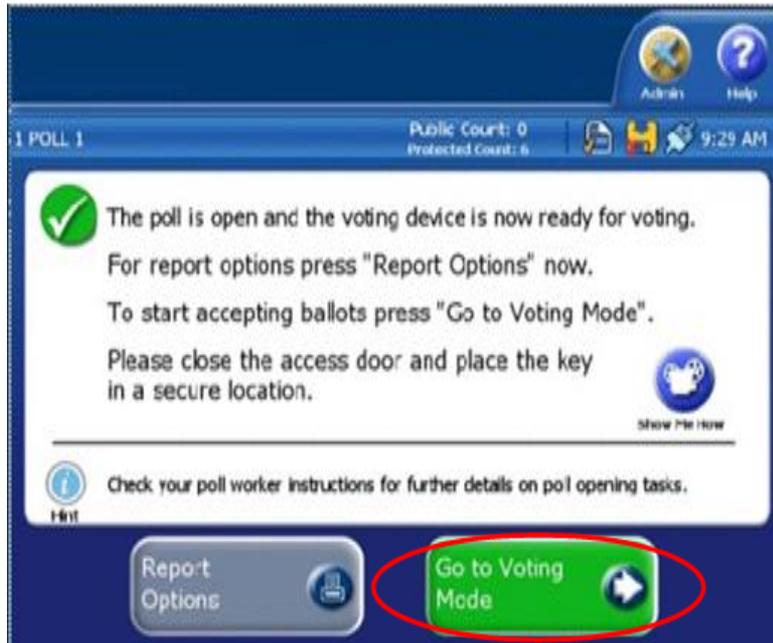
- 25** To produce the third zero report to post for the public, press “Report Options.” On the next screen:

- In the “Report Type” box, press “Zero Totals”
- In the “Report Level” box, press “Polling Place”
- In the “Report Detail” box, press “Detailed”
- Leave all choices blank in the “Miscellaneous” Box
- Press “Print Report”

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

Opening the Polls

- 26** Once the self-test is completed and Zero Reports are printed, the following screen appears. Touch **“Go To Voting Mode.”**



- 27** When the Ballot Scanner is ready to receive ballots, the following screen appears.



Casting a Ballot

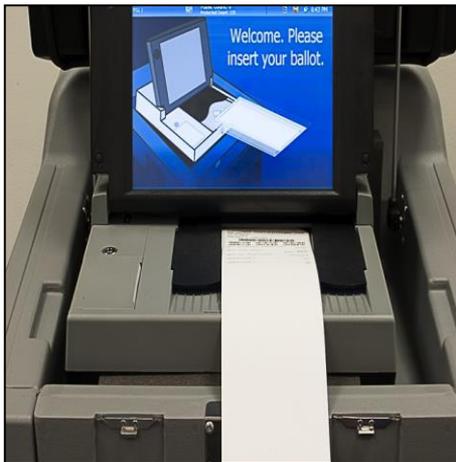
The Ballot Scanner has two slots to accept ballots:

The top slot will only accept a ballot marked on a Ballot Activation Card by a voter who used a Ballot Marking Device (BMD). Instruct the voter to insert these ballots into the top slot (see #1 below). **NOTE: Trying to insert a BMD ballot into the bottom slot may cause a paper jam.**

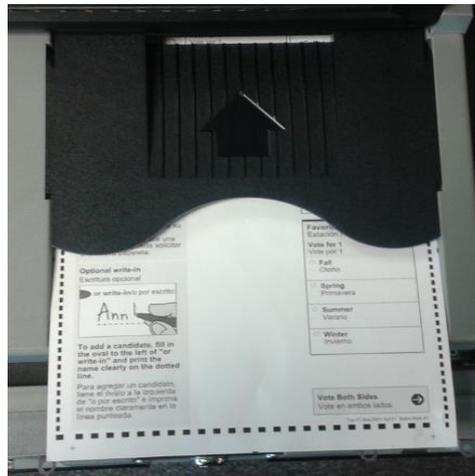
The bottom slot is for hand-marked ballots only (see #2 below).

Ballots can be fed into the Ballot Scanner in any direction, either face up or face down, top first or bottom first. **DO NOT** fold the ballot. **DO NOT** force the ballot into the Ballot Scanner

- 1** Instruct voters to insert Ballot Activation Card ballots into the top slot of the Scanning Unit.



- 2** Instruct voters to insert hand-marked ballots into the bottom slot of the Scanning Unit.



- 3** When a ballot is accepted by the Scanning Unit, the display reads “Thank you for voting. Your ballot has been counted.”

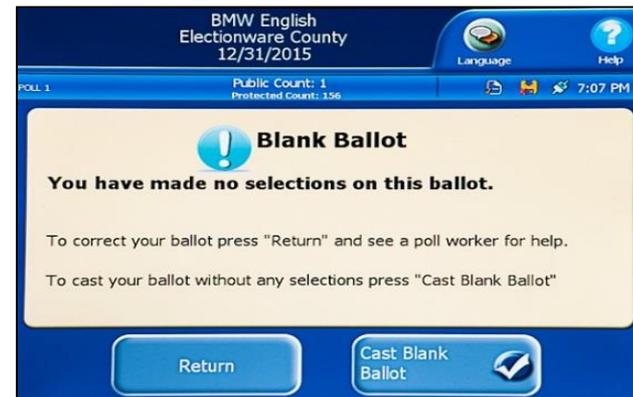


Ballot Issues

An **overvoted** ballot will cause the display screen to prompt the voter either to “**Return**” or “**Cast**” the ballot.



A blank ballot will cause the display screen to prompt the voter either to “**Return**” or “**Cast Blank Ballot**.”

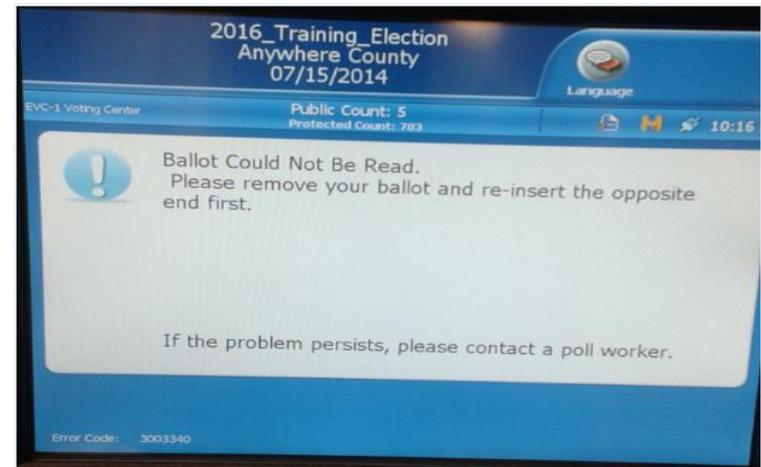


The Ballot Scanner will **accept** ballots that contain undervoted contests **without cautioning the voter**.

All selections made by the voter in undervoted contests are recorded by the Ballot Scanner.

No selections will be counted for undervoted “vote for 1” contests.

A **rejected** ballot will cause the display screen to prompt the voter to touch “**Return**” and “**reinsert the ballot opposite end first.**” If the ballot is still rejected, it must be spoiled by the voter and replaced.



Ballot Issues - Notes

NOTES:

1. Tell a chief judge when a voter touches “**Return.**”
2. If the voter accidentally touches “**Cast**” instead of “**Return,**” the voter cannot vote again.
3. When ballots with overvoted contests are cast, no vote is recorded for the overvoted contests. All other voted contests are recorded.
4. The Ballot Scanner will accept all ballots that contain **undervoted** contests without cautioning the voter. All selections made by the voter in undervoted contests are recorded by the Ballot Scanner. No selections will be counted for undervoted “vote for 1” contests.
5. The Ballot Scanner will initially caution voters whose ballots are blank. Voters may touch “Cast” on the Ballot Scanner touchscreen to cast their blank ballot or touch “Return” to not cast their ballot and have the ballot returned to them. When a voter touches “Return,” return the voter’s Voter Authority Card (VAC) to them . The voter takes their ballot and VAC to a voting booth (or Ballot Marking Device, as appropriate) to mark their selections. Issuing a replacement ballot is not necessary.
6. A voter may be issued no more than two replacement ballots. Election judges must offer assistance to a voter who has spoiled two ballots.

During Voting Hours

Periodically check that the Scanning Unit is plugged into power.



Note the **connected plugs** icon next to the time.

If the **battery** icon is showing, check the power connection to the Scanning Unit.



Scanning Unit is operating on battery power.