

Maryland State Board of Elections



Ballot Marking Device (BMD) **Election Day** **Step-by-Step Guide**

This guide provides election judges with step-by-step instructions for the most commonly used election day procedures for the Ballot Marking Device (BMD).

For additional procedures and trouble-shooting solutions, please refer to the Election Judges' Manual.

Need Help? Call: (240)777-8543

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For Early Voting, set up and closing procedures for BMDs are done either by local board of elections staff or by election judges under the supervision of local board of elections staff.

BMD Setup

- 1** Monday Night: Remove the BMD case from the Transfer Cart and check the ID tag on the BMD carrying case to ensure that the tag designates the correct polling place.



- 2** Take the BMD in its carrying case to the designated location inside the voting area as shown on the polling place diagram.

- 3** Remove the BMD, keypad, and headphones from the case. Remove the power cord from case side pocket.



- 4** Push the small circular plug of the power cord with flat side 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.



BMD Setup

- 5** Grasp the bottom of the stand on the back of the BMD. Pull out and extend the stand. Rest the BMD on the stand. Position the BMD on the designated table.



- 6** 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*.



State of Maryland

BALLOT MARKING DEVICE (BMD) INTEGRITY REPORT
OPENING AND CLOSING
 2016 Presidential Election

County: _____ Date: _____
 District/Ward/Preinct: _____

Please 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			
	A	B	C	D
	BMD Serial # Verify	Side compartment tamper tape # at opening Verify	New side compartment tamper tape # at opening Record	Record and remove side compartment tamper tape # Do not replace tamper tape 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: 8/5/15

BMD Setup

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

Side
compartment
tamper tape
location.



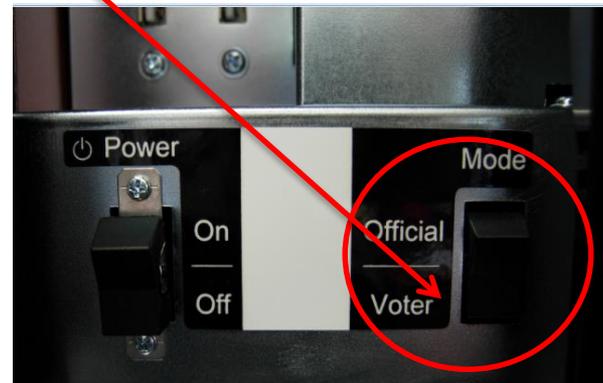
- 8** Tuesday Morning: Remove the tamper tape and place it on the back of the Ballot Marking Device Integrity Report. Use the round BMD key to unlock and open the left side compartment door.



- 9** Check that the memory stick is installed. If not, immediately notify a chief judge.



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



BMD Setup

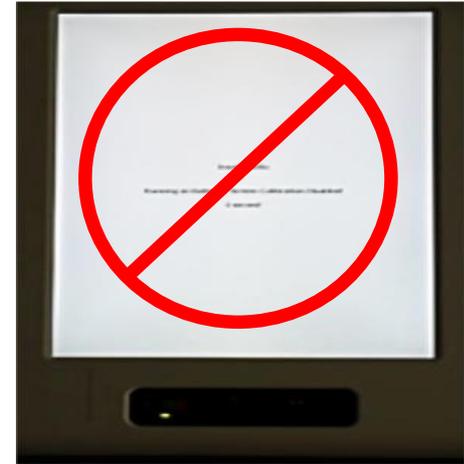
- 11** Ensure that the keypad is installed before starting up the BMD.



IMPORTANT:
Do not touch the display screen while the BMD is starting up.

Startup is long, about 4 minutes.

No reports are printed.



- 12** Flip the “Power” switch to the “On” position.



- 13** Position the keypad cord so it threads through the circular opening at top of the side compartment door. Close and lock the side compartment door. Apply new tamper tape and **record** the new tamper tape number in column **C** of the *Ballot Marking Device Integrity Report*.



BMD Setup

14 Install the privacy screen.

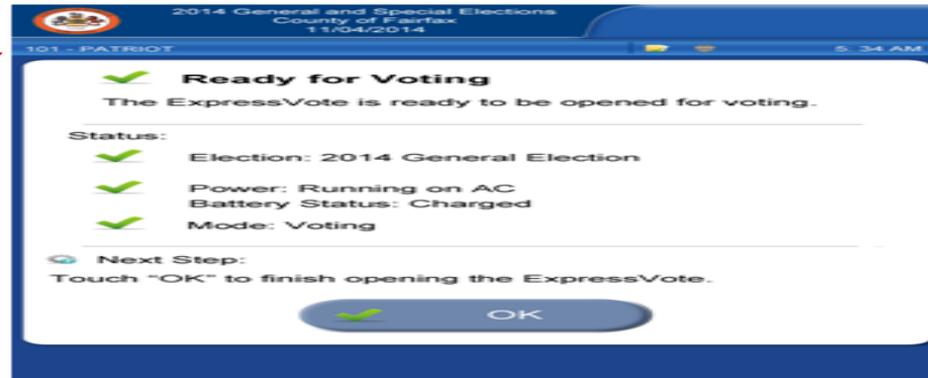


15 A chief judge enters the election code and touches **“Accept.”**



16 Verify that the precinct number and name displayed on the screen are correct and the unit is receiving power. Touch **OK**. Contact the local board of elections office immediately if the precinct number and name are incorrect.

Precinct Number & Name



BMD Setup

- 17** When the BMD is ready to accept Ballot Activation Cards, the following screen appears. Check that the election, county, date and time are correct at the top of the screen.



- 18** Return the carrying case to the Transfer Cart. Return the key and *Ballot Marking Device Integrity Report* to a chief judge.

BMD Closing

- 1 Remove the privacy screen.



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



BMD Closing

- 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.

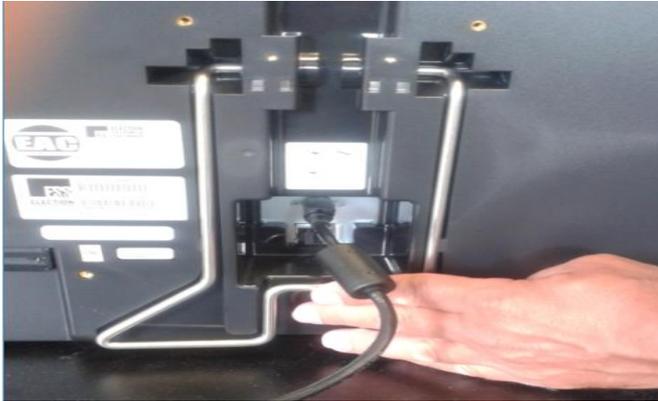


- 5** Close and lock the side compartment. Apply new tamper tape and record the number in column **E** of the *Ballot Marking Device Integrity Report*.



BMD Closing

- 6** Close the stand on the back of the BMD. It will snap into place.



- 7** Remove the power cord from the back of the BMD by sliding the sheath on the plug back while gently pulling the plug out.



- 8** Pack up the BMD. Place the keypad, and headphones back into the carrying case. Return the power cord to the carrying case side pocket.



- 9** Return the BMD to the Transfer Cart. Sign the *Ballot Marking Device Integrity Report* and return it to a chief judge.

**Thank you for supporting
Maryland elections!**