Chapter 11 – Scanning Unit

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Overview

Each precinct will receive at least one scanning unit. Large precincts may receive more than one scanning unit. Poll Watchers may observe opening procedures. The Equipment Transfer Cart will be delivered to the precinct and will contain: 2 Scanning Units, Ballot Packs, 1 Ballot Transfer Bin in each unit, The Ballot Marking Device (s). The BMD/ADA Table will be packed on the top of the cart. Any additional Ballot Transfer Bins will be delivered with the pollbooks. All supply bags will be picked up by the Chief Judges.

Preparing the Ballot Transfer Bins

The blue ballot transfer bins will be delivered to the precincts with the Black Equipment Transfer Cart. There will be a labeled, sealed, and locked blue ballot transfer bin inside the ballot box of each scanner as shown below. Note: For precincts that are instructed to set-up only one scanner, the back-up scanner that remains in the black cart will not contain a blue ballot bin inside the ballot box.
The information contained on the **Ballot Transfer Bin ID** card is shown below:

Extra blue ballot transfer bins will also be delivered to the precincts with the delivery of the Black Equipment Transfer Carts. These blue bins are delivered outside of the black cart and will **not** be labeled or sealed but will be locked. The Ballot Transfer Bin ID cards for the extra bins are packed in the Red Memory Stick Bag.

During the Monday night meeting, place a Ballot Transfer Bin ID card into the designated slot on each bin.

During the day when a full blue ballot transfer bin must be replaced with an empty bin, the Chiefs will perform the following procedure:

1. Remove the Blue Ballot Transfer Bin ID card from the designated slot on the blue ballot bin.
2. Write the serial number of the scanner into which the blue ballot transfer bin is being inserted.

3. Insert the card back into the slot.

4. Unlock the bin and follow the procedures for replacing a Ballot Transfer Bin.

Pre-Election Setup

Supplies

- Scanning unit keys
- *Scanning Unit Opening Integrity Report*
- New tamper tape
- New seals
- Clipboard
- Pens
- Scissors
1. Remove the scanning unit from the black Equipment Transfer Cart. To prevent personal injury or equipment damage, three election judges should do this.

2. Roll the scanning unit to the location designated by the precinct layout diagram provided by the chief judges.

3. Engage both parking brakes of the scanning unit by gently stepping on the metal tabs, snapping them into place.

   **Caution:** The metal tabs are sharp.
4. Confirm the shipping label on the back of the scanning unit shows the correct polling place. If the polling place is wrong, immediately notify the local board of elections.

5. **Verify** all seal numbers on the scanning unit(s) on the *Scanning Unit Opening Integrity Report*.
6. Use the flat key to unlock the back door of the scanning unit, unwrap the power cord (with the gray surge protector attached) and plug the cord into an electrical outlet. **Leave the power cord compartment door open.**

⚠️ Keep the back door of the scanning unit open when it is plugged into an electrical outlet. Failure to do so may result in the unit overheating.

7. Be sure that both the red and green lights on the surge protector are lit.

⚠️ **STOP: DO NOT OPEN THE SCANNING UNITS!**
Election Morning - Opening the Polls

Supplies:

- Scanning unit keys
- *Scanning Unit Opening Integrity Report*
- New tamper tape
- New seals
- Clipboard
- Pens
- Scissors to remove security seals on the outside of the scanning unit

A bi-partisan team, including at least one chief judge will follow these steps for each scanning unit:
1. Verify the security seal number on the main ballot box with Column A on the *Scanning Unit Opening Integrity Report*.

2. Remove the security seal and discard it.
3. Unlock and open the main ballot box door using the flat scanning unit key.

4. Use the strap handle to pull the ballot transfer bin out of the main ballot box.
5. 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.

6. Open the lid of the ballot transfer bin and look inside. If the bin is empty skip to step 7. If the bin has anything in it, extend the roller handle and lift the handle to shift the weight of the ballot transfer bin to the rear wheels. Return the empty ballot transfer bin to the scanning unit area.
7. Place the empty ballot transfer bin back inside the main ballot box. Check 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.

8. Close, lock, and reseal the main ballot box door. Record the new seal number in Column B of the *Scanning Unit Opening Integrity Report*. 
9. Verify the security seal number on the emergency ballot compartment door with Column C on the *Scanning Unit Opening Integrity Report*. Remove the security seal.

10. Unlock and open the emergency ballot compartment door. Make sure the compartment is empty. **CAUTION: Beware of sharp edges.** Alert a chief judge if any ballots are found inside the emergency ballot compartment.
11. Ensure that the metal flap on the Emergency Ballot Compartment door is raised.

12. Close, lock and reseal the emergency ballot compartment door.

13. Record the new security seal number in Column D of the *Scanning Unit Opening Integrity Report*.

14. Verify the left and right-side case seals with Columns E and F on the *Scanning Unit Opening Report*. **DO NOT remove the seals.**
15. Verify the security seal number on the scanning unit lid with Column G on the *Scanning Unit Opening Integrity Report*.

16. Remove the security seal. Use the flat scanning unit key to unlock the lid.

17. Unhook the lid latches. Pull both latches out and flip up. Do not force the lid up. Instead, hold onto the latches as you guide the lid upward. The hydraulic arms will do the lifting.
18. Verify the serial number on the top of the scanning unit with Column H of the *Scanning Unit Opening Integrity Report*.

![Image of scanning unit with serial number highlighted]

19. Verify the tamper tape number on the rear access door with Column I of the Scanning Unit Opening Integrity Report.
DO NOT remove the tamper tape.

![Image of rear access door with tamper tape highlighted]
20. Use the round key to unlock and open the scanning unit.

21. Gently lift and raise the screen to the upright position. The scanning unit will turn on by itself. If the scanning unit does not turn on, alert a chief judge.

⚠️ The scanning unit performs an internal self-test. This process may take several minutes. If the following screen appears, or if the scanning unit automatically shuts down, alert a chief judge immediately.

Never turn off the scanning unit or unplug the scanning unit unless instructed by the local board of elections.
22. Verify the tamper tape number on the front access door with Column J of the Scanning Unit Opening Integrity Report. DO NOT remove the tamper tape.

⚠️ If the scanning unit does not turn on or if you hear a series of four beeps, check the power supply to the scanning unit. Make sure the power cord is connected firmly in the back of the scanning unit and into the gray surge protector and power outlet. Make sure the power outlet is “live” (i.e., power is coming through the outlet). If the scanning unit still does not turn on, alert a chief judge.
23. Once the scanning unit turns on, verify the public count number is zero and verify Column K on the *Scanning Unit Opening Integrity Report*. Verify the protected count number with Column L.

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

25. Verify the precinct name displayed on the screen is correct and the scanning unit is receiving power. Touch **Open Poll** on the screen.
26. A “Configuration Report” will automatically print. **DO NOT detach the report.**

27. Two copies of the “Zero Report” will print. Separate the “Zero Reports” into two individual reports:
   a. Both chief judges sign both “Zero Reports.”
   b. Place the **first copy** of the “Zero Report,” along with the “Configuration Report” still attached, into the Red Memory Stick Security bag.
   c. Place the **second copy of the** Zero Report in the **Black** Memory Stick Security bag;

28. To print a **third** Zero Report to post to the public:
   b. Press “Print Report” and the report will print. Do not sign this report.
   c. Post the third report for public viewing.
29. Once the self-test is complete and the “Zero Reports” are printed, the following screen appears. Touch “Go to Voting Mode.”

30. When the scanning unit is ready to receive ballots, the following screen appears.
Casting a Ballot

⚠️ The term “ballot” is used to refer to a regular paper ballot and a ballot activation card printed from a ballot marking device.

⚠️ A voting judge must be stationed at the scanning unit at all times. The voting judge must not leave the scanning unit until replaced with another voting judge.

At the Scanning Unit

The voting judge will:

1. Ask the voter for the voter authority card only. **DO NOT handle any voted ballots.**
2. Verify the voter is not a provisional voter with an orange privacy sleeve.
3. Review the voter authority card to verify it has been signed by the voter, properly initialed, or circled by other election judges, and is not a provisional voter.
4. Hold onto the voter authority card until the voter casts the ballot and it is accepted by the scanning unit.
5. Stand at least two feet away from the scanning unit and only approach the voter if the voter requests assistance.
To ensure voter privacy at the scanning unit, a voting judge must either stand or sit at least two feet off to the side of the scanning unit. A voting judge may also stand at the beginning of the line to the scanning unit.

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**Inserting a Ballot into the Scanning Unit**

The scanning unit has two slots to accept ballots.

1. The top slot will only accept the ballot activation card that was marked on the ballot marking device. Instruct the voter to insert these ballots into the top slot.
Trying to insert a ballot activation card into the bottom slot may cause a paper jam.

2. The bottom slot is for hand-marked ballots only. Ballots can be fed into the scanning unit in any direction, either face up or face down, top first or bottom first. DO NOT fold the ballot and DO NOT force the ballot into the scanning unit.

3. When a ballot is accepted by the scanning unit, the display will read, “Thank you for voting. Your ballot has been counted.”
4. After the ballot is accepted by the scanning unit, put the voter authority card into the envelope attached to the scanning unit.

5. Collect the empty privacy sleeve from the voter or instruct the voter to put the privacy sleeve into the privacy sleeve bin.

6. Thank the voter for voting, give the voter an “I Voted” sticker, and direct the voter to the exit.

⚠️ Do not put paperclips or “I Voted” stickers on the scanning unit. These may cause a jam in the scanning unit.

⚠️ If a voter appears to be having difficulty, you may offer assistance. DO NOT look at or handle a voter’s ballot unless the voter requests assistance.

⚠️ Do not allow a voter to leave the polling place with a voter authority card, ballot, ballot activation card, or privacy sleeve.
Overvoted Contests

- A ballot marked by the ballot marking device will caution a voter about an overvoted contest and will not print the ballot with an overvoted contest.
- A ballot marked by hand will caution a voter about an overvoted contest at the scanning unit. The scanning unit display will show which contest(s) is overvoted.
- An overvoted ballot will cause the display screen to prompt the voter either to “Return” or “Cast” the ballot.

1. Tell the voter that he or she has selected a greater number of candidates allowed for one or more contests.
2. Tell the voter that the ballot can be cast with an overvoted contest or the voter may choose to spoil the ballot and get a replacement ballot.
3. Tell the voter that no vote will be recorded in the contest that is overvoted. All other contests, that are not blank or overvoted, will be counted.
4. If the voter asks for a replacement ballot, tell the voter to touch “Return” and alert a chief judge to assist the voter with spoiling the ballot.
5. If the voter chooses to cast the ballot with an overvoted contest, tell the voter to touch “Cast.”

⚠️ If the voter accidentally touches “Cast” instead of “Return,” the voter is not eligible to vote again.

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Undervoted Contests

- The scanning unit will accept ballots that contain undervoted contests without cautioning the voter.
- All selections made by the voter in undervoted contests are recorded by the scanning unit.
- No selections will be counted for undervoted “Vote for 1” contests.

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Blank Ballots

A blank ballot will cause the display screen to prompt the voter either to “Return” or “Cast Blank Ballot.”
1. Tell the voter that he or she has not voted the ballot.
2. Tell the voter that the ballot can be cast with no selections or the voter may choose to vote the ballot.
3. If the voter asks to vote the blank ballot, tell the voter to touch “Return.” Give the voter authority card back to the voter and alert a voting judge who will direct the voter to an available voting booth. It is not necessary to reissue a replacement ballot.
4. If the voter chooses to cast the blank ballot, tell the voter to touch “Cast Blank Ballot.”

Rejected Ballots

A rejected ballot will cause the display screen to prompt the voter to “remove and re-insert the opposite end first.” If the ballot is still rejected, it must be spoiled by the voter and replaced. Alert a chief or voting judge to assist the voter.
During Voting Hours

1. Periodically, check that the scanning unit is plugged into power by checking the connected plugs icon next to the time.

2. If the battery icon is showing, the scanning unit is operating on battery power. Check the power connection to the scanning unit.
Ending the Election

⚠️ All voters who are in line at 8:00 p.m. are permitted to vote. If possible, close the door to the polling room or building behind the last voter in line. If the line extends beyond the outside entrance, try to gather the eligible voters inside the building or position an election judge at the end of the line. Chief judges may delegate tasks to other election judges unless instructions specifically assign the tasks to the chief judges.

Required Supplies

- Scanning unit keys
- *Scanning Unit Closing Integrity Report*
- New tamper tape and seals
- Clipboard
- Pens
- Scissors to remove security seals
- Black Memory Stick Security Bag
- Red Memory Stick Security Bag
- Chain of Custody Forms
Two chief judges must complete and sign the *Scanning Unit Closing Integrity Report*. If any challengers and watchers are in the polling place when the scanning unit is being closed, speak loud enough for them to hear as you verify the information being recorded on the *Scanning Unit Closing Integrity Report*.

![Image of Scanning Unit Closing Integrity Report]

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**11.30 Scanning Unit**
Closing the Emergency Ballot Compartment

At the direction of the chief judges, the following procedures are only to be completed when the last eligible voter in the polling place has completed the voting process.

⚠ Ballots that are placed in 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 scanning unit. If the scanning unit cannot read a ballot, contact the local board of elections for instructions.

1. Record the security seal number of the emergency ballot compartment in Column A of the *Scanning Unit Closing Integrity Report*.

2. Remove the security seal and unlock the emergency ballot compartment.
3. Open the emergency ballot compartment door. Confirm that the emergency ballot compartment is empty. **CAUTION: Beware of sharp edges.**

![Emergency Ballot Compartment Door](image1)

⚠️ Alert a chief judge if any ballots are found inside the emergency ballot compartment. If any ballots are found, a bipartisan team of two election judges shall remove the ballots from the compartment and insert them into the scanning unit. If the scanning unit cannot read a ballot, contact the local board of elections for instructions.

4. Close and lock the emergency ballot compartment. A new security seal does not have to be applied.

![Closed Emergency Ballot Compartment](image2)
5. Record the security seal number of the main ballot box in Column B of the Scanning Unit Closing Integrity Report.

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

7. Reach inside the main ballot box to close the lids loosely on the ballot transfer bin.
8. Use the strap handle to remove the ballot transfer bin.

9. 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.

10. 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.
11. Close and use the flat key to lock the main ballot box. A new security seal does not have to be applied.

12. Use the flat key to lock both locks on the ballot transfer bin.

13. Apply tamper tape or a security seal on the front and rear sides of the ballot transfer bin lid.

14. Record the tamper tape or seal numbers in Columns K and L of the Scanning Unit Closing Integrity Report.
15. 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. The ballot transfer bin will remain sealed and will be transported by the VOP-Driver.

16. Record the final Public Count and Protected Count numbers in Columns C and D on the *Scanning Unit* Closing Integrity Report.
17. Record or verify the rear access door tamper tape number in Column E on the *Scanning Unit Closing Integrity Report*. Remove the tamper tape and place on the back of the report.

18. Record the tamper tape number located on the front access door in Column F of the *Scanning Unit Closing Integrity Report*. Remove the tamper tape and place it on the back of the report.
19. Use the round key to unlock and open the front access door.

![Image of Scanning Unit]

20. Push and hold down the “Close Poll” button for a second or two and release. The button will turn red.

![Image of Scanning Unit]
21. The scanning unit display reads “You have chosen to close the poll for this voting device.” Touch the “Close Poll” button on the screen.

![Scanning Unit Display](image)

22. Two “Results Reports” will print. Separate the reports, leaving the header (the “Ballot Status Accounting Report”) attached to the first report.

23. Both chiefs and each judge assisting with closing the scanning unit must sign the two reports.


26. To print the **third** results report to post for the public:

   a. Press “Report Options”
   b. On the next screen, In the “Report Type” box, press “Voting Results”
   c. In the “Report Format” box, press “Detailed”
   d. In the “Report Level” box, press “Polling Place”
   e. Leave all choices blank in the “Miscellaneous” box
   f. Press “Print Report”. The **third** report will print.

   Do not sign this report.

27. Post the **third** “Results Report” next to the morning’s “Zero Report” for public viewing.

28. After the “Results Reports” have finished printing, the display screen reads “This voting device has been successfully closed.”
   - Touch “**Finished – Turn Off**” button on the screen.
   - Scanning unit powers off.

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

29. Unplug the scanning unit from the power outlet.

30. After all the lights have gone dark, and after the scanning unit has been unplugged from the power outlet, gently pull the front memory stick straight out to remove it from the front access door compartment.
31. Verify the **Front** memory stick serial number with Column G of the *Scanning Unit Closing Integrity Report*.

32. Put 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 *Closing Summary Report* and the *Precinct Chain of Custody Form – Closing Judges*).

33. Close and lock the front access door. Do not apply new tamper tape.
34. Use the round key to open the rear access door.

35. Grasp and gently pull the **Rear** memory stick straight out to remove it from the compartment.

36. Verify the Rear memory stick serial number with Column H of the *Scanning Unit Closing Integrity Report*.

37. Put the **Rear** memory stick in the **Black** Memory Stick Security Bag (with the second results report).
38. Close and lock the rear access door. Do not apply new tamper tape.


40. Ensure the VOP-D leaves as soon as possible with the sealed Black Memory Stick Security Bag and all the Blue Ballot Transfer Bins.
41. Gently lower the display screen and lock the screen into place.

42. Carefully lower the lid while holding the latches and use the flat key to lock the lid.

43. Attach a new security seal to the scanning unit lid.
44. Record the new seal number in Column I of the *Scanning Unit Closing Integrity Report*.

45. Count the total number of voter authority cards from the *Scanning Unit Envelope* (voting judges will have completed this while the scanner was being closed). Record the number of voter authority cards in Column L of the *Scanning Unit Closing Integrity Report*. Put the voter authority cards into the boxes and give the envelope and boxes to the chief judges.
Packing the Scanning Unit

1. Pack the power cord with the gray surge protector into the back compartment of the scanning unit.

2. Close and lock the back compartment door using the flat key.

3. Release the parking brakes by tapping the vertical metal tabs forward with toe. **CAUTION: The metal tabs are sharp.**

4. Three election judges roll the scanning unit to the black Equipment Transfer Cart to be loaded for return to the local board of elections.