

# Ending the Election and Closing the Voting Units

# 9

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## Overview

Normally, elections end promptly at 8:00 pm. The Chief Judges will give the last voter in line a “Last Voter” card, move everyone in line inside the polling room (if possible), and have a facility staff member lock the door(s). Everyone in line by 8:00 pm must be processed and allowed to vote. **Do NOT close any of the Voting Units until all voters have voted and left the polling place. If voting hours are extended all voters arriving after 8:00 pm must vote provisionally.**

After all voters have finished voting and left the precinct, closing processes may begin. Judges, working in bipartisan teams of two, will begin closing the Voting Units.

The precinct total votes are accumulated on the Accumulator Unit and these totals are then transmitted electronically if the precinct is so equipped. Once the results have been uploaded, the Accumulator Unit is closed and packed with the other Voting Units. The Closing Judges, or a bipartisan team of two judges, gather all election materials to deliver to the Board of Elections. This team must ride in the same vehicle the entire way to the Board of Elections.

**Remember: A bipartisan team of Election Judges must complete the *Voting System Integrity Report - Part 3*. ALL Election Judges involved with ending the election and closing the Voting Units must sign the *Voting System Integrity Report - Part 3*.**

If any Challengers and Watchers are present in the polling place when the Voting Units are being closed, please speak loudly enough for them to hear as you verify the information that is being recorded on the *Voting System Integrity Report*.

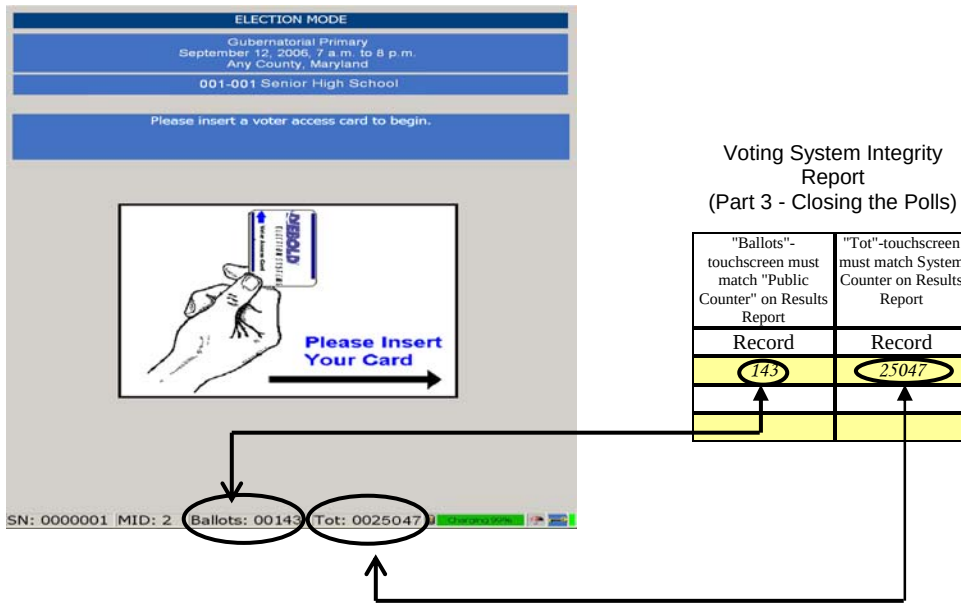
## Required Supplies

In order to close down the Voting Units, you will need the following materials:

- *Voting System Integrity Report – Parts 1, 2 (if used), and 3* (in the Red Document Folder)
- Voting Unit and padlock keys (on the lanyard worn by the Chief Judges)
- Supervisor card and password (in the Black Case)
- New tamper tape (in the Black Case)
- New red seals (in the Black Case)
- Clipboard (in the Green Bag)

## Ending the Election

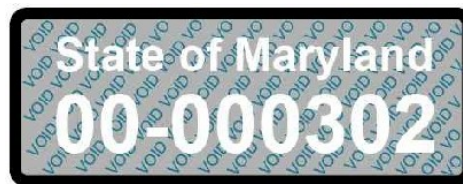
- Record the Ballots Total (“Ballots:” at bottom of screen) and System Total (“Tot:” at bottom of screen) from each Voting Unit onto the *Voting System Integrity Report - Part 3*.



- Unsnap the privacy screens.
- Verify that the tamper tape currently on the Voting Unit is intact. **If the word "Void" is visible or there is no tape, a Chief Judge must document in the *Chief Judge Election Day Log*.**



An intact tamper tape



A voided tamper tape

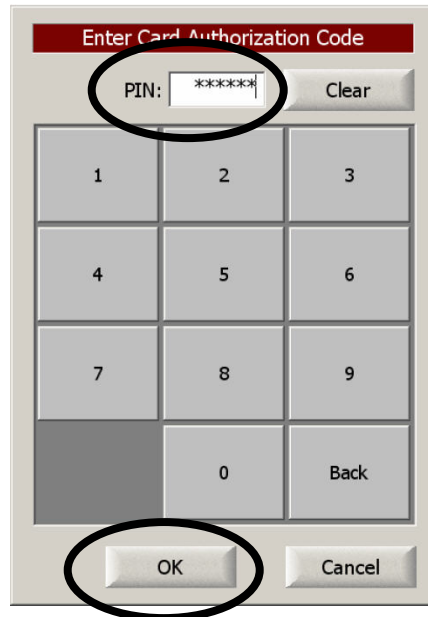
- Verify that the current tamper tape number matches the number recorded when the tamper tape was attached (either *Part 1* or *Part 2* of the *Voting System Integrity Report*). **A bipartisan pair of Election Judges must initial the *Voting System Integrity Report - Part 3* to show that the number on *each* tamper tape was verified. If the tamper tape number does not match, a **Chief Judge must document in the *Chief Judge Election Day Log*.****
- If the tamper tape number does match, remove the used tamper tape and affix it to the appropriate position identified on the reverse side of the *Voting System Integrity Report - Part 3*. (i.e. affix the tamper tape removed from Voting Unit 7 to the space identified for Voting Unit 7)
- Unlock the printer compartment (right side).
- To avoid a printer paper jam, either place the printer compartment top under the Zero Report. **Do NOT tear off the Zero Report!**

## Ending the Election and Closing the Voting Units

- Insert the supervisor card into the Voting Unit where the *Voter Access Card* is normally inserted.

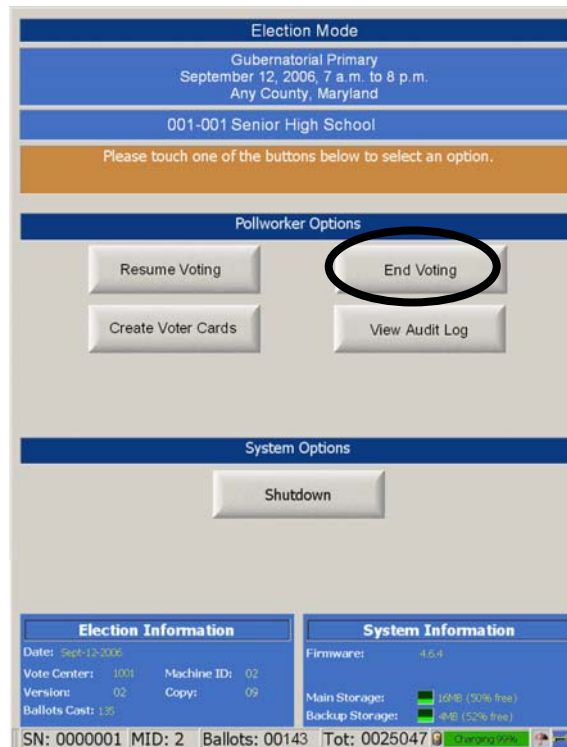


- Enter the password, and press "OK." The password will be displayed on the screen as all asterisks (\*). The supervisor card will then eject, and a "Please remove the access card" message box will show on the screen.

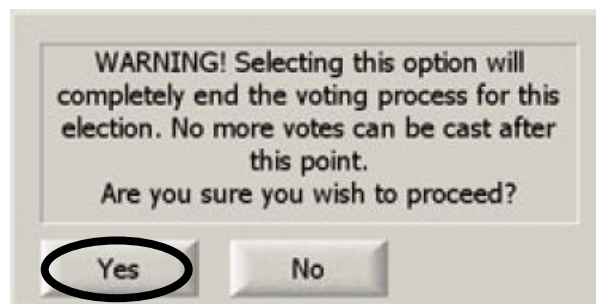


- Remove the supervisor card.

- The “Election Mode” screen will appear. Press the “End Voting” button to close the election and end the voting process.

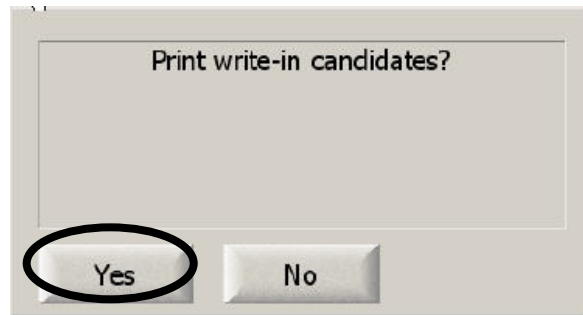


- The “Warning” prompt (as shown below) will appear. Press the “Yes” button to end the voting process.



- Follow steps below to print the first Totals Report (which must remain attached to the Zero Report already printed):
  - (For General Election only) If Write-In votes were cast on the Voting Unit, the “Print Write-In candidates?” prompt will appear. Press “Yes.” (If there were no Write-In votes cast on the Voting Unit, the prompt will not appear.)

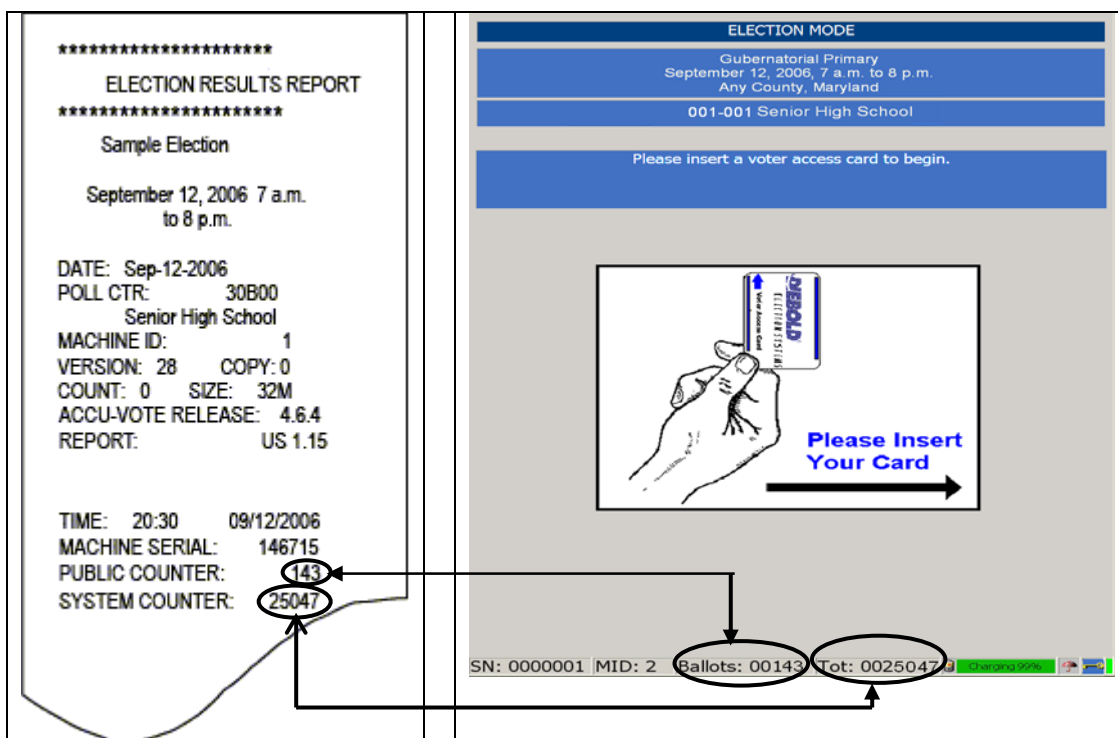
## Ending the Election and Closing the Voting Units



- The "Print Long Report?" prompt will appear. Press the "Yes" button.

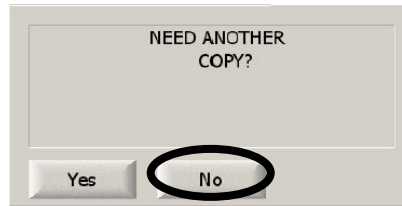


- The Totals Report will print at the end of the Zero Report. Tear off the reports **without** separating them.
- If "Public Counter" on the Totals Report is **NOT** the same as "Ballots" on the Voting Unit screen or if "System Counter" is **NOT** the same as "Tot" on the screen, **Chief Judge must document in the Chief Judge Election Day Log.**

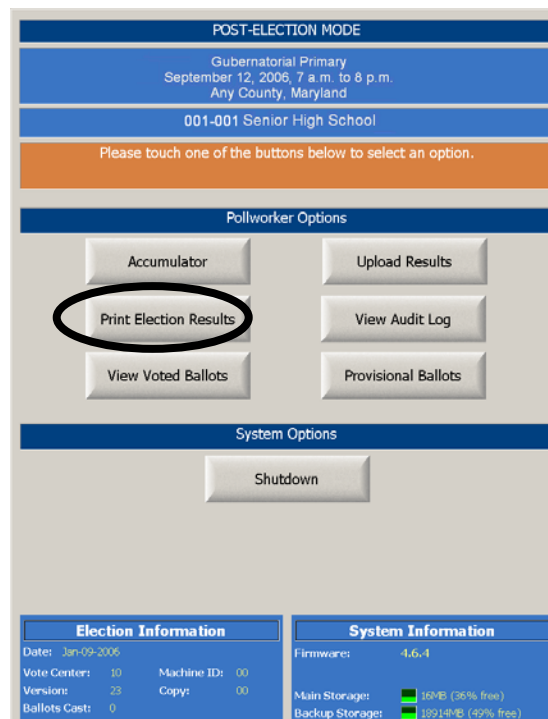


Top portion of sample Totals Report / Election Results Report compared to Voting Unit screen

- **A bipartisan pair of Election Judges** must sign at the bottom of the Totals Report. Put report aside.
- The “Need Another Copy?” prompt will appear. Press “No.” (The “Long Report” option is **not** selected for the 2<sup>nd</sup> Totals Report.)

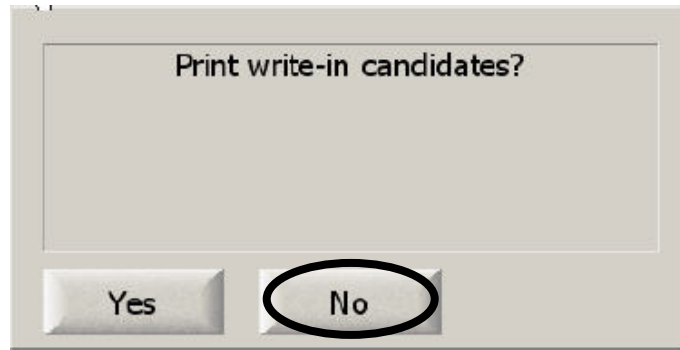


- The “Post-Election Mode” screen will appear. Follow steps below to print the 2<sup>nd</sup> Totals Report (this is the copy that is posted at the polling place).
  - Press the “Print Elections Results” button.

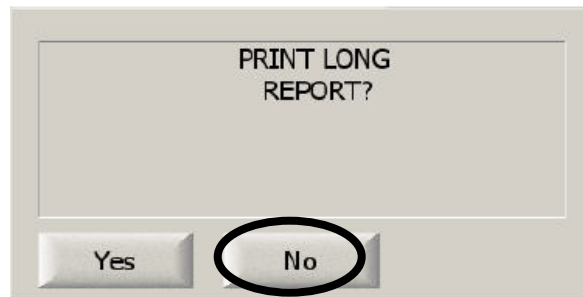


- (For General Election only) If Write-In votes were cast on the Voting Unit, the “Print Write-In candidates?” prompt will appear. Press “No.” (If there were no Write-In votes cast on the Voting Unit, the prompt will not appear.)

## Ending the Election and Closing the Voting Units



- The “Print Long Report?” prompt will appear. Press the “No” button.

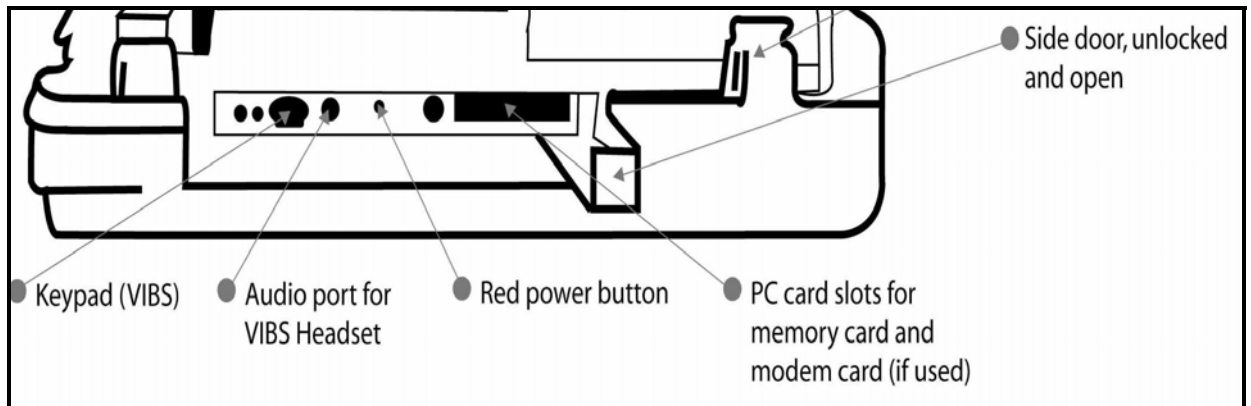


- The 2nd Totals Report will print. Tear off the 2nd Totals Report.
- A bipartisan pair of Election Judges must sign the 2nd Totals Report.
- Post the 2nd Totals Report near the posted Zero Report for each Voting Unit.
- The “Need another copy?” prompt will appear. Press the “No” button.

The “Post-Election Mode” screen will appear. At this time, complete steps below on all Voting Units, **except** for the Zero (Accumulator) Unit, which will be used to accumulate and transmit results. **Do NOT shut down or remove the memory card from the Zero (Accumulator) Unit.**

- After the “Post-Election Mode” screen appears, press the black button to the left of the PC card slot to remove the memory card from the side compartment.

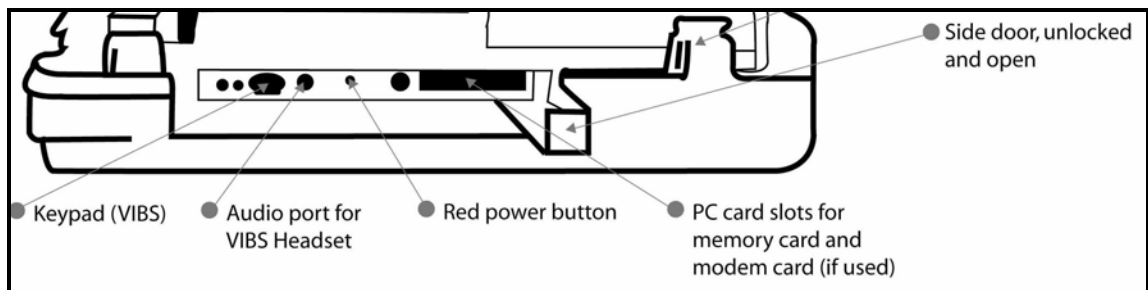




- Record the serial number of the memory card (found on the back of the memory card below the barcode) on the *Voting System Integrity Report - Part 3*. Beginning at the signature end, wrap the Zero/Totals Report loosely around the memory card and take it to the Zero Unit for accumulation.



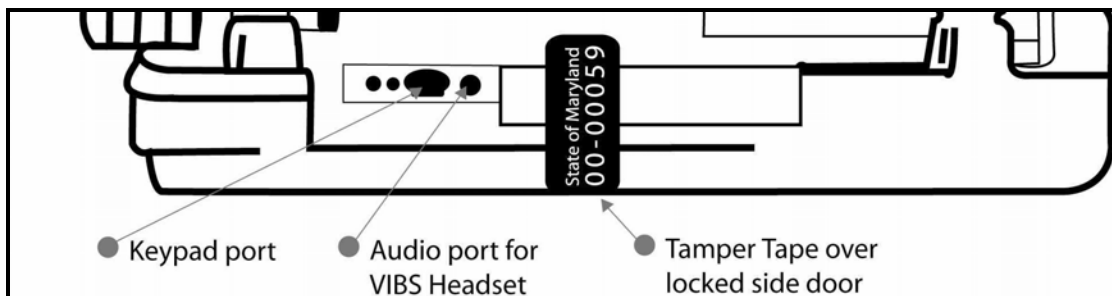
- When the “No Election Loaded” message appears, press the “Shutdown” button. A message will appear asking if you are sure you want to shut down the Voting Unit. Press “Yes.” Another message will appear instructing you to press the power button in the side compartment to turn off the unit.
- Press the red power button in the side compartment.



- Close and lock the side compartment door.

## Ending the Election and Closing the Voting Units

- Put the tamper tape vertically over the keyhole of the power compartment. The tamper tape is to extend above the door to the side compartment. See the illustration below for the proper positioning of the tamper tape.
- Record the new tamper tape number on the *Voting System Integrity Report - Part 3*.



### IMPORTANT REMINDERS

Do **NOT** forget to “End the Election” and print Totals Reports on Voting Units that were not used (have no votes) or were shut down during the day.

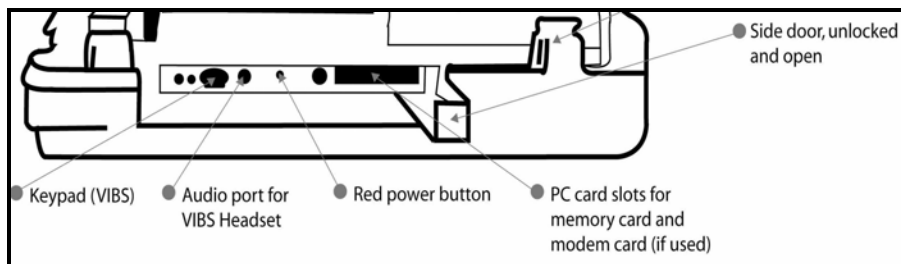
If a Voting Unit was shut down during Election Day and will not turn on in order to “End the Election,” the **Chief Judge must document in the *Chief Judge Election Day Log***. Remove the memory card and insert it voting unit whose memory card has already been removed and complete the end of election procedures on this memory card.

- Once shutdown of a Voting Unit is completed take the memory card with the Zero/Totals Report to the Zero Unit for accumulation.

## Accumulating Results

**Chief Judges must be present for accumulating and transmitting results.**

- Verify that you have all of the memory cards, **including** memory cards from Voting Units that were shut down during the day and Voting Units that were not used (have no votes).
- Verify that the memory card for the accumulator unit is in the PC card slot.



- Press the “Accumulator” button on the “Post-Election Mode” screen.

**POST-ELECTION MODE**

Gubernatorial Primary  
September 12, 2006, 7 a.m. to 8 p.m.  
Any County, Maryland

001-001 Senior High School

Please touch one of the buttons below to select an option.

**Pollworker Options**

Accumulator      Upload Results

Print Election Results      View Audit Log

View Voted Ballots      Provisional Ballots

**System Options**

Shutdown

| Election Information |             | System Information |                    |
|----------------------|-------------|--------------------|--------------------|
| Date:                | Jan-09-2006 | Firmware:          | 4.6.4              |
| Vote Center:         | 10          | Machine ID:        | 00                 |
| Version:             | 23          | Copy:              | 00                 |
| Ballots Cast:        | 0           | Main Storage:      | 16MB (36% free)    |
|                      |             | Backup Storage:    | 18914MB (49% free) |

## Ending the Election and Closing the Voting Units

- The “Accumulator” screen will appear, displaying the “Accumulated Results”.
- The results on the memory card are automatically loaded into the accumulator unit. The machine ID and number of ballots on the memory card will appear on the screen when the accumulation is complete.

The screenshot shows the 'ACCUMULATOR' screen. At the top, it displays 'Gubernatorial Primary', 'September 12, 2006, 7 a.m. to 8 p.m.', and 'Any County, Maryland'. Below this is '001-001 Senior High School' and a message: 'Operation complete; please remove the memory card.' The main section is titled 'Accumulated Results' and shows a table with columns: Machine ID, Serial, Version, Copy, FB Count, and Ballots C... The table contains one row: TS 2, 00000001, 3, 1, 1, 143. The mode is set to 'PRODUCTION'. At the bottom, there are buttons for 'Upload Results', 'Print Results', 'Export Results', 'Audit Log', 'Clear', 'Clear All', 'Clear Exports', and 'Close'. A status bar at the very bottom shows 'SN: 0000001 MID: 2 Ballots: 00143 Tot: 0025047' and a 'Charging 99%' indicator.

| Machine ID | Serial   | Version | Copy | FB Count | Ballots C... |
|------------|----------|---------|------|----------|--------------|
| TS 2       | 00000001 | 3       | 1    | 1        | 143          |

- Remove the memory card from the Voting Unit.
- Record the memory card serial number of the accumulator unit's memory card on the *Voting System Integrity Report - Part 3*. Beginning at the signature end, wrap the Zero/Totals Report around the memory card and secure in the Black Case.
- Insert another memory card and repeat steps above until all memory cards have been accumulated and are displayed on the “Accumulated Results” screen. When each memory card has been accumulated and removed from the Zero (accumulator) unit, beginning at the signature end, wrap the associated Zero/Totals report around the memory card and secure it in the Black Case.

**Remember to accumulate memory cards from Voting Units that were shut down during the day and Voting Units without any votes.**

- Verify that the number of lines shown in the “Accumulated Results” matches the number of Voting Units in your precinct.

ACCUMULATOR

Gubernatorial Primary  
September 12, 2006, 7 a.m. to 8 p.m.  
Any County, Maryland

001-001 Senior High School

Operation complete; please remove the memory card.

Accumulated Results Mode: PRODUCTION

| Machine ID | Serial   | Version | Copy | FB Count | Ballots C... |
|------------|----------|---------|------|----------|--------------|
| TS 2       | 00000001 | 3       | 1    | 1        | 143          |
| TS 3       | 00000002 | 3       | 1    | 2        | 135          |
| TS 0       | 00000003 | 3       | 1    | 1        | 122          |
| TS 4       | 00000004 | 3       | 1    | 1        | 156          |
| TS 1       | 00000005 | 3       | 2    | 2        | 133          |

Upload Results Print Results Export Results Audit Log

Clear Clear All Clear Exports Close

SN: 0000001 MID: 2 Ballots: 00143 Tot: 0025047 9 00000000%

- When all memory cards have been accumulated, press the “Print Results” button and follow steps below to print the 1st copy of the Accumulated Totals Report (which is to be posted at the polling place).

ACCUMULATOR

Gubernatorial Primary  
September 12, 2006, 7 a.m. to 8 p.m.  
Any County, Maryland

001-001 Senior High School

Operation complete; please remove the memory card.

Accumulated Results Mode: PRODUCTION

| Machine ID | Serial   | Version | Copy | FB Count | Ballots C... |
|------------|----------|---------|------|----------|--------------|
| TS 2       | 00000001 | 3       | 1    | 1        | 143          |
| TS 3       | 00000002 | 3       | 1    | 2        | 135          |
| TS 0       | 00000003 | 3       | 1    | 1        | 122          |
| TS 4       | 00000004 | 3       | 1    | 1        | 156          |
| TS 1       | 00000005 | 3       | 2    | 2        | 133          |

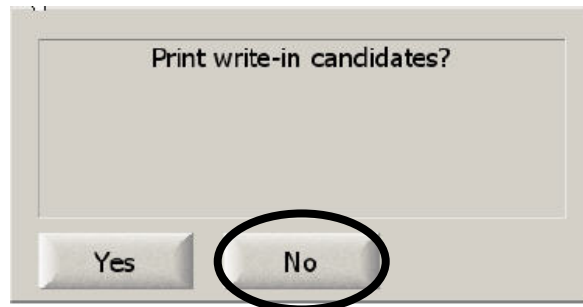
Upload Results Print Results Export Results Audit Log

Clear Clear All Clear Exports Close

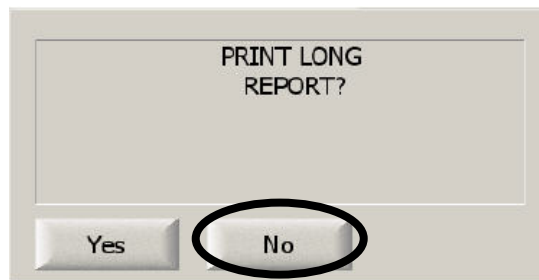
SN: 0000001 MID: 2 Ballots: 00143 Tot: 0025047 9 00000000%

## Ending the Election and Closing the Voting Units

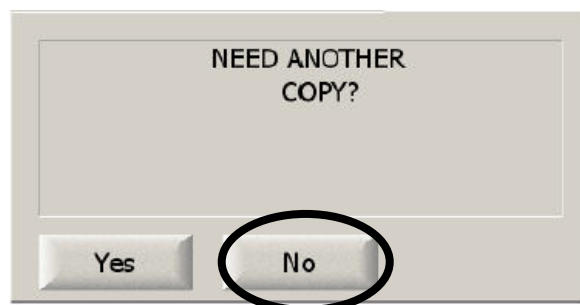
- (For General Election only) If Write-In votes were cast on any Voting Unit, the “Print Write-In candidates?” prompt will appear. Press “No.” (If there were no Write-In votes cast, the prompt will not appear.)



- The “Print Long Report?” prompt will appear. Press the “No” Button.



- Tear off the 1<sup>st</sup> copy of the Accumulated Totals Report.
- 
- The Chief Judges must sign the Accumulated Totals Report.
- Post the 1<sup>st</sup> copy of the Accumulated Totals Report near the other posted reports.
- The “Need Another Copy?” prompt will appear. Press the “No” button.



- Press the “Print Results” button and follow the steps below to print the 2<sup>nd</sup> copy of the Accumulated Totals Report.

**ACCUMULATOR**

Gubernatorial Primary  
September 12, 2006, 7 a.m. to 8 p.m.  
Any County, Maryland

001-001 Senior High School

Operation complete; please remove the memory card.

Accumulated Results Mode: PRODUCTION

| Machine ID | Serial   | Version | Copy | FB Count | Ballots C... |
|------------|----------|---------|------|----------|--------------|
| TS 2       | 00000001 | 3       | 1    | 1        | 143          |
| TS 3       | 00000002 | 3       | 1    | 2        | 135          |
| TS 0       | 00000003 | 3       | 1    | 1        | 122          |
| TS 4       | 00000004 | 3       | 1    | 1        | 156          |
| TS 1       | 00000005 | 3       | 2    | 2        | 133          |

Upload Results **Print Results** Export Results Audit Log

Clear Clear All Clear Exports Close

SN: 0000001 MID: 2 Ballots: 00143 Tot: 0025047

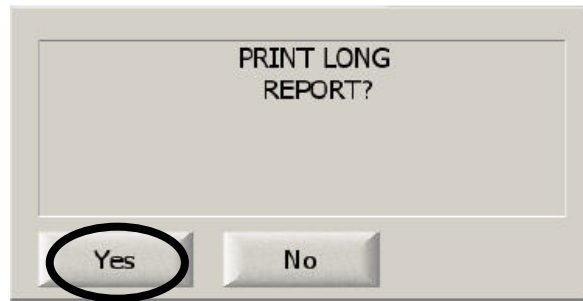
- (For General Election only) If Write-In votes were cast on any Voting Unit, the “Print Write-In candidates?” prompt will appear. Press “Yes.” (If there were no Write-In votes cast, the prompt will not appear.)

Print write-in candidates?

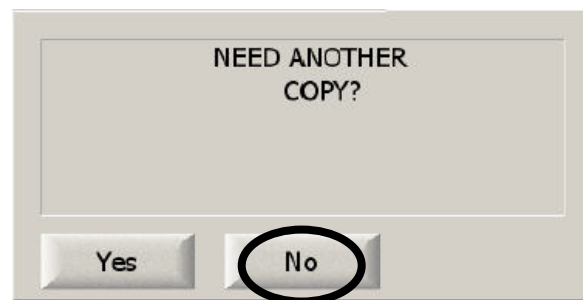
**Yes** No

## Ending the Election and Closing the Voting Units

- The “Print Long Report?” prompt will appear. Press the “Yes” button.



- Tear off the 2nd copy of the Accumulated Totals Report.
- Both Chief Judges must sign the Accumulated Totals Report.
- Secure the Accumulated Totals Report in its designated pocket in the Black Case.
- The “Need Another Copy?” prompt will appear. Press the “No” button.



- If there is a modem card in the second card slot, you are transmitting election results by modem. Leave the last memory card in the accumulator unit and do **NOT** shut it down or put tamper tape on the power compartment door. Proceed to the section below on Transmitting Results.
- **IF** there is **No** modem card in the second card slot, you are not transmitting election results. Press the “Close” button at the bottom of the “Accumulator” screen to return to the “Post-Election Mode” screen and follow steps from the previous section, “Ending the Election”. Ensure that all the memory cards, with their associated Zero/Totals Reports are secured in the Black Case.



### IMPORTANT REMINDER

If you need to move the accumulator unit to reach the designated telephone line for transmitting, just unplug the unit, but **DO NOT** turn the unit off. The unit will have enough battery power to transmit.

## Transmitting Results

The transmitting process encrypts and transfers unofficial election results to the Board of Elections. The results are transferred over a designated telephone line and are **not** transmitted over the Internet.

If the designated accumulator unit with modem was shut down during the day, call the Board of Elections.

Any accredited Challenger and Watcher can observe the transfer of election results by modem, even if you have to move the accumulator unit to another room to transmit the results.

### IMPORTANT REMINDERS

The State Board of Elections' policy allows a Voting Unit to be moved within the same building for the purpose of transmitting election results as long as the following conditions are met:

Accredited Challengers and Watchers may fully observe the process;  
a Chief Judge or Closing Judge from different parties, working together, transmit the results; and

After transmitting is completed and the unit is returned to the polling room, another Totals Report must be printed from the unit and posted with the first Totals Report (to show no changes occurred).

**Only Chief Judges or Closing Judges transmit the results.**

## Ending the Election and Closing the Voting Units

- Verify that there is a memory card in the **bottom** PC card slot. If there is not a memory card in the slot, insert any memory card into the slot.
- Confirm that the modem card is in the **top** PC card slot.
- Plug telephone line into modem card and plug other end of modem cable into the designated phone jack. See floor plan in the Quick-Start Toolkit for location of designated phone jack.
- Press the “Upload Results” button at the bottom of the “Accumulator” screen.

ACCUMULATOR

Gubernatorial Primary  
September 12, 2006, 7 a.m. to 8 p.m.  
Any County, Maryland

001-001 Senior High School

Operation complete; please remove the memory card.

Accumulated Results Mode: PRODUCTION

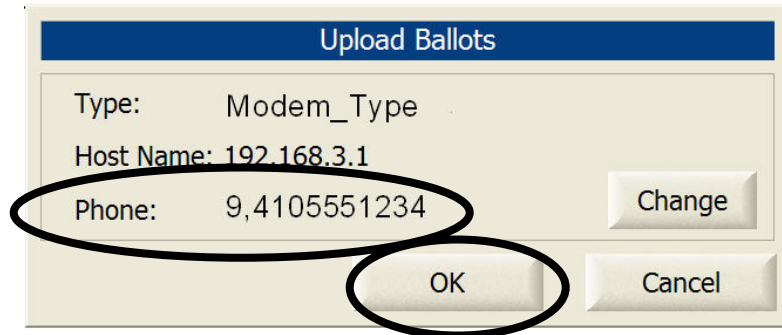
| Machine ID | Serial   | Version | Copy | FB Count | Ballots C... |
|------------|----------|---------|------|----------|--------------|
| TS 2       | 00000001 | 3       | 1    | 1        | 143          |
| TS 3       | 00000002 | 3       | 1    | 2        | 135          |
| TS 0       | 00000003 | 3       | 1    | 1        | 122          |
| TS 4       | 00000004 | 3       | 1    | 1        | 156          |
| TS 1       | 00000005 | 3       | 2    | 2        | 133          |

Upload Results Print Results Export Results Audit Log

Clear Clear All Clear Exports Close

SN: 0000001 MID: 2 Ballots: 00143 Tot: 0025047 Charging 99%

- The “Upload Ballots” screen will appear. The telephone number should already be entered. (If phone number does not appear on screen, call the Board of Elections.) Press the “OK” button.



Upload Ballots

Type: Modem\_Type

Host Name: 192.168.3.1

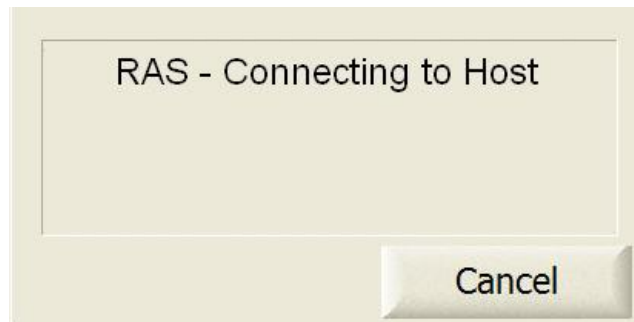
Phone: 9,4105551234

Change

OK

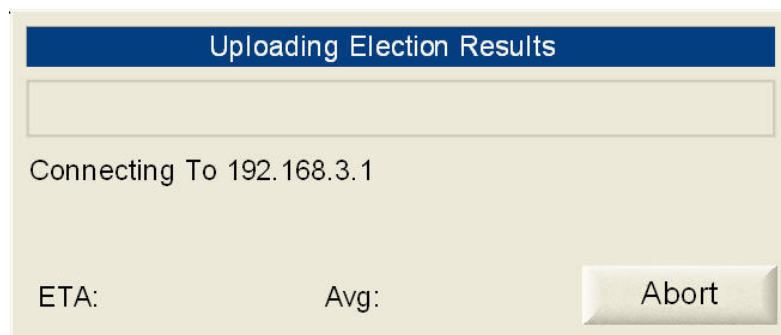
Cancel

The “RAS-Connecting to Host” message will appear while the modem is dialing the host. The “Uploading Election Results” will then appear. Do **NOT** press any buttons. Uploading process can take from 10-20 minutes.



RAS - Connecting to Host

Cancel



Uploading Election Results

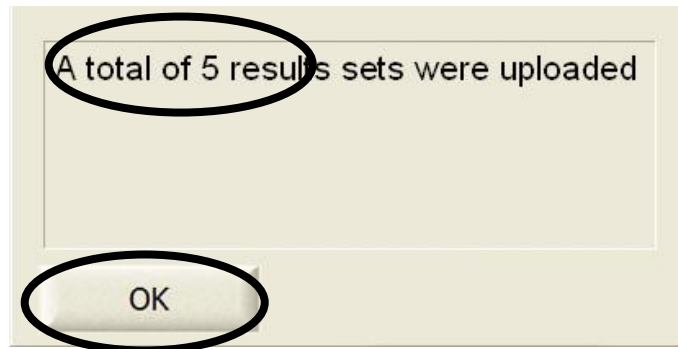
Connecting To 192.168.3.1

ETA: Avg:

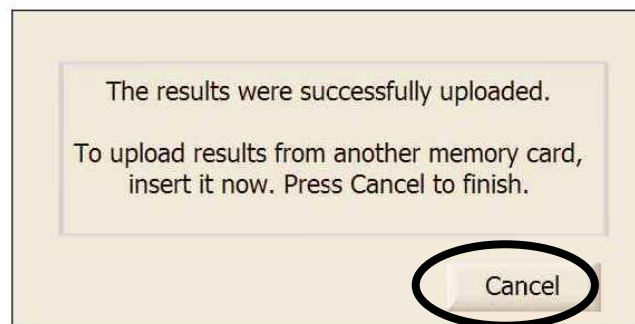
Abort

## Ending the Election and Closing the Voting Units

- After the results have been uploaded, a message stating the number of result sets uploaded will appear. The number should be the same as the number of memory cards accumulated. Press the “OK” button.



- An “Upload Status” receipt will automatically print.
- Tear off the “Upload Status” receipt and secure it in the Black Case.
- “The results were successfully uploaded” message will appear. Press the “Cancel” button.



- The “Accumulator” screen will appear. Press the “Close” button at the bottom of the screen to return to the “Post-Election Mode” screen.

**ACCUMULATOR**

Gubernatorial Primary  
September 12, 2006, 7 a.m. to 8 p.m.  
Any County, Maryland

001-001 Senior High School

Operation complete; please remove the memory card.

| Accumulated Results |          |         |      | Mode: PRODUCTION |              |
|---------------------|----------|---------|------|------------------|--------------|
| Machine ID          | Serial   | Version | Copy | FB Count         | Ballots C... |
| TS 2                | 00000001 | 3       | 1    | 1                | 143          |
| TS 3                | 00000002 | 3       | 1    | 2                | 135          |
| TS 0                | 00000003 | 3       | 1    | 1                | 122          |
| TS 4                | 00000004 | 3       | 1    | 1                | 156          |
| TS 1                | 00000005 | 3       | 2    | 2                | 133          |

Upload Results   Print Results   Export Results   Audit Log

Clear   Clear All   Clear Export   **Close**

SN: 0000001 MID: 2 Ballots: 00143 Tot: 0025047

If you did **not** move the accumulator unit to a different room to transmit results, proceed to **Shutdown**

- If you **did** move the accumulator unit to another room to transfer the results, follow steps below:
  - Return the Voting Unit to the polling room.
  - Press the “Accumulator” button.

**POST-ELECTION MODE**

Gubernatorial Primary  
September 12, 2006, 7 a.m. to 8 p.m.  
Any County, Maryland

001-001 Senior High School

Please touch one of the buttons below to select an option.

**Pollworker Options**

**Accumulator**   Upload Results

Print Election Results   View Audit Log

View Voted Ballots   Provisional Ballots

**System Options**

Shutdown

| Election Information |                | System Information              |  |
|----------------------|----------------|---------------------------------|--|
| Date: Jan-09-2006    | Machine ID: 00 | Firmware: 4.6.4                 |  |
| Vote Center: 33      | Copy: 00       | Main Storage: 100% (15% free)   |  |
| Version: 23          |                | Backup Storage: 100% (40% free) |  |
| Ballots Count: 0     |                |                                 |  |

## Ending the Election and Closing the Voting Units

- Press the “Print Results” button to print a 3<sup>rd</sup> copy of the Accumulated Totals Report.

ACCUMULATOR

Gubernatorial Primary  
September 12, 2006, 7 a.m. to 8 p.m.  
Any County, Maryland

Senior High School

Operation complete; please remove the memory card.

Accumulated Results Mode: PRODUCTION

| Machine ID | Serial   | Version | Copy | FB Count | Ballots C... |
|------------|----------|---------|------|----------|--------------|
| TS 2       | 00000001 | 3       | 1    | 1        | 135          |
| TS 3       | 00000002 | 3       | 1    | 2        | 143          |
| TS 0       | 00000003 | 3       | 1    | 1        | 122          |
| TS 4       | 00000004 | 3       | 1    | 1        | 156          |
| TS 1       | 00000005 | 3       | 2    | 2        | 133          |

Buttons: Upload Results, **Print Results**, Export Results, Audit Log, Clear, Clear All, Clear Exports, Close

SN: 0000001 MID: 2 Ballots: 00135 Tot: 0024904

- (For General Election only) If Write-In votes were cast on any Voting Unit, the “Print Write-In candidates?” prompt will appear. Press “No.” (If there were no Write-In votes cast, the prompt will not appear.)

Print write-in candidates?

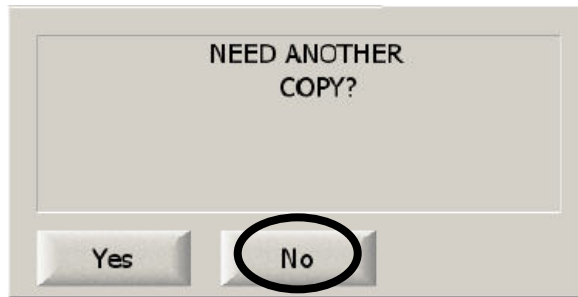
Buttons: Yes, **No**

- The “Print Long Report?” prompt will appear. Press the “No” button.

PRINT LONG REPORT?

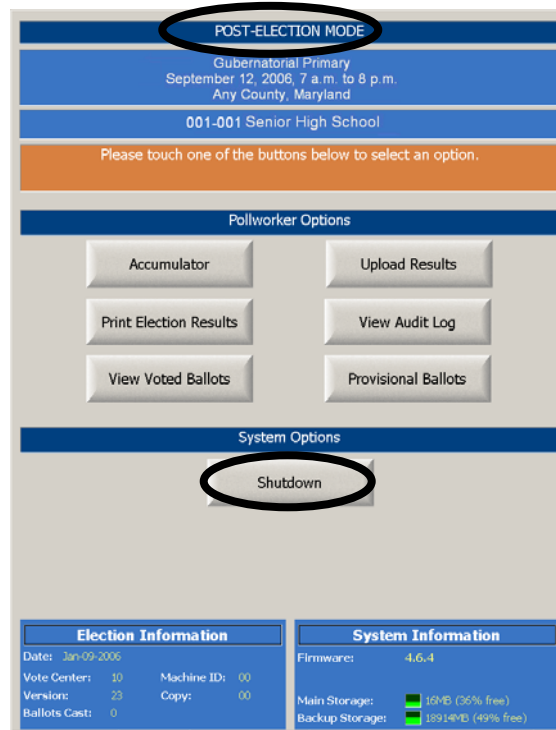
Buttons: Yes, **No**

- Tear off the 3<sup>rd</sup> copy of the Accumulated Totals Report. **Both** Chief Judges must sign the report and post next to the 2<sup>nd</sup> copy of the report posted before moving the unit.
- The “Need Another Copy?” prompt will appear. Press the “No” button.



## Shutdown

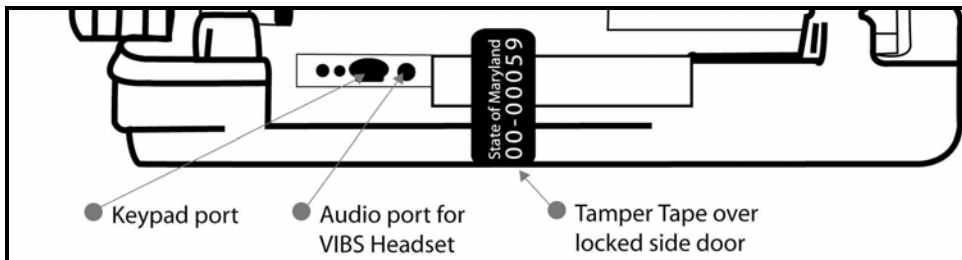
- When the “Post-Election Mode” screen appears, press the “Shutdown” button on the screen. A message will appear instructing you to press the power button in the power compartment to turn off the Voting Unit.



- Press the red power button in the power compartment.
- Remove the memory card, re-wrap its Zero/Totals report around it and pack with the other memory cards.

## Ending the Election and Closing the Voting Units

- Remove the modem card, and secure it in the Black Case. Ensure that the Black Case contains a memory card for **EVERY** Voting Unit.
- Close and lock the power compartment door.
- Record the new tamper tape number on the *Voting System Integrity Report – Part 3*.
- Put the tamper tape over the keyhole for the power compartment. Remember to extend the tamper tape above the door.



## Taking Down the Voting Units

Once the tamper tape has been placed over the locked power compartment door, the Voting Unit may be taken down. Repeat steps below for each Voting Unit.

1. Verify that the top printer compartment is locked and tamper tape has been placed over the locked side power compartment door.
2. Unplug the power cord. Place it in the plastic bag (attached to the blue cart).
3. Disconnect headphones, keypad and mobility brace from the accessible Voting Unit. Place them in the Green Bag.
4. Lower screen to the flat position by pressing the black button on the top of the screen and folding the adjustable metal bar. Make sure that the screen is locked in place.
5. Fold the right privacy screen into the Voting Unit lid. Repeat with left screen. Do not force screens.
6. Close the top of the case, and make sure it locks into place.
7. Make sure the Voting Unit tag is still attached to the Voting Unit.
8. Seal the Voting Unit case with a red lock (found in the Black Case).
9. Record the number of the red lock on the *Voting System Integrity Report - Part 3* for that Voting Unit.



10. Using two people, place the Voting Unit upside down on the floor or table.
11. Open the black securing latch in the middle of each leg.
12. Push in the silver button to lower the leg, and close the black securing latch. Repeat for each leg.
13. Open the black latch at the base of the legs, and fold legs into case. If the legs are not flat, unfold and fold the other set of legs first. DO NOT force!
14. Close the black latches at the base of the legs.
15. Place the Voting Unit on its side so that you can extend the retractable.

## Packing the Voting Units

- Working in teams of two, stack the Voting Units on the blue cart(s). **Please note the following guidelines:**
  - The side of the Voting Unit case with the briefcase style handle and the Voting Unit tag should face out, that is, away from the upright blue bar.
  - The legs should be on the bottom.
  - The opening for the legs on the bottom of each Voting Unit should engage the lip in the top of the Voting Unit below it, to prevent the Voting Units from sliding off of the cart.
  - Do not attempt to stack more than ten (10) Voting Units on a cart. There may be up to two Voting Units that will not fit on the cart provided.
- Thread the red security cable through each of the Voting Unit handles and through the brackets on the cart. Secure the red security cable with the nylon zip tie (taped to the top of the cart).
- Roll the Voting Unit carts into the secure closet or room for storage, and verify that the room is locked.