

CLOSING THE SCANNER

#: _____

- Get Count: _____
 - Put count on Reconciliation Sheet.
- With 2 poll managers
- Seal: Emerg/Prov'l compartment:
 - Verify #; Log it (checkmark on form)
 - Remove seal; put in seal envelope.
- Provisional door: Unlock.
- Remove all ballots.
- Prov'l Ballot Envelopes: Return to comp't.
- Scan: Unscanned ballot cards & Emerg ballots.
- Seal: Thumb Drive door:
 - Verify #; Log it (checkmark)
 - Remove seal; (put in seal envelope).
 - Unlock thumb drive door. Open door.
- Push CLOSE POLL *button*.
- Touch CLOSE POLL *on screen*.
- Results Tapes print.
- Wait for all of both tapes printing.
- Sign each copy – three (3) poll managers
- Post tapes #1/s for public viewing.
- Stow tapes #2/s : in Yellow CommPack.
- Touch FINISHED -TURN OFF
- Scanner shuts down.
- LEAVE IT -- the thumb drive.
- Seal: main ballot compartment:
 - Verify #; Log it (checkmark)
 - Remove seal; put in seal envelope.
- Unlock door. Open door.
- Blue ballot bin - Close flaps; Remove.
- Loose ballots in main compartment
 - find all; stow in Blue Bin.
- Prov'l Ballot Env/s:
 - *Count # ballot env/s:* _____
 - Envelopes in to *Secure Pack*.
 - Put count on Reconciliation Sheet.
- Stow Secure Pack: in Yellow zip bag.
- Ballot Slot Cover: Flip Up.
- Close Compartment.
- Lock Compartment.

- ◆ *Ballot Reconciliation Worksheet: Complete.*

- UNUSED Ballot Cards: All:
 - Stow inside Main Ballot Compartment.
- Lock & Seal - Main Ballot Compartment;
 - Log Seal # on Seal Form
- Seals:
 - Log 2 seals {*Closing Ballot Box Seal_1 & 2*}
 - Tape seals to outside of Blue Bin.
- Scanner is Off: confirm.
- Remove thumb drive.
 - Stow thumb drive in Yellow CommPack.
- Lock thumb drive compartment closed.
- Screen: Close, Lock.
- Scanner Lid: Close, Latch, & Lock.
- Seal one front latch;
 - Log Seal # on Seal Form
- Unplug power cord.
- Fold up power cord.
- Place cord in rear access door.
- Lock rear access door.