

OPENING THE SCANNER : Scanner #: _____

- Positioned: Near Voter Exit.
- Power: Ready (Outlet /Ext. Cord).

- Rear Access Door: Unlock. SEALS & KEYS
- Power Cord: Out; Connect it.
- Metal Bar: Down, Fully.
- Seals: Verify & Log Seals on Exterior.
 - Seals: Yellow @ Side (2): *Remain In Place*.
 - Seals: Blue @ Front (2): *Remove*.
- Unlock : front Compartments (2).
- Lid: Unlock. Unlatch. Lift. (Gently.)
- Screen: Unlock. Raise.
- [Scanner begins power-up.]
- Seal: Thumb Drive Lid: Verify & Log it.

- Position Machine For Voting.
- Wheels: Locked.
- Ballot Cards: Retrieve; Stow (Count 'em).
- **Log In**: Enter the <Passcode>. ACCEPT. KEYS
- [Election Loads.]
- Configuration Report Prints. [Stow].
- Screen: verify :
 - 'ELECTION DEFINITION FOUND'
 - 'PLUGGED INTO ELECTRICITY'
 - Election Name, Precinct, Date, Time.

- Button on screen: **OPEN POLL**.
- Zero Tapes Print (2). *Wait for all of both*.
- [Start Scanner #2]

- Screen: Verify: Public Count= Zero.
- Sign Zero Tapes. >= 3 Poll Managers.
- Tape 1 - Post for Public Viewing.
- Tape 2 - Stow: Yellow CommPack.
- Place pc. of tape on blue bin lid outside.
- Screen: [button] GO TO VOTING MODE.

Scanner is ready for voting.

- **GET THE FIRST VOTER.** [wait for it]
 - Emerg./Prov'l Comp't: Show Empty.
 - Prov'l Comp't: Ballot slot cover: Down.
 - Provisional Compartment:
 - Lock. Seal. Log it. SEALS & KEYS
 - Main Ballot Compartment: Open.
 - Main Comp't: Remove Blue Ballot Bin.
 - Blue Bin: Show Empty – to Voter.
 - Blue Bin: Into Compartment.
 - Blue Bin: Open Flaps.
 - Main Ballot Compartment:
 - Lock. Seal. Log it. SEALS & KEYS

OPENING THE SCANNER :

Teamwork Required

- The scanner opening & closing team is:
 - two (2) people,
 - working together (shoulder-to-shoulder,
 - on the *same* machine -- not separately.

- *The Team Must :*

- Use *separate* checklist for each scanner.

- Record scanner serial # on checklist.

- One person
 - continually holds the checklist
 - (on clipboard, with a pen)
 - strictly checks off each step,
 - on the printed checklist,
 - as each step is completed.

- Second person
 - performs each step
 - as called out from checklist.

Purpose: not skip any step, nor take any step out of order.