

Seals – Opening

SEALS:

➔ *Review the pictorial instructions first.*

VERIFY:

- ... the device, device serial number, seal location, seal number ... as shown on the Seal Sheet.
- “Log it” – a check mark on Seal Sheet.

REMOVE:

- Verify ...
- Remove The Seal
 - Cut Off BLUE seals w/ Nippers.
- Stow cut seals in The Envelope.

ADD:

- Add The Seal
- Log it on Seal Sheet – seal number, on the device serial number @ seal location

‘Side’ Seals stay on Scanner / DS200

ORDER OF DEVICES

- **1st** Poll Book : #1, w/ MiFi “Open First”
 - Verify & Remove BLUE seal from case.
- **1st** BMD:
 - Verify & Remove BLUE seal fm black case.
- **1st** Scanner (#1)
 - Rear Access Door: Unlock.
 - Seals: Verify 2 Seals.
 - Yellow @ Side (2): *Stay In Place*.
 - Seals: Verify & Remove 2 Seals:
 - Blue Seals @ Front (2):
 - Verify & Remove.
 - Unlock : front compartments (2).
 - Lid: Unlock. Unlatch. Lift. (Gently.)
 - Screen: Unlock. Raise.
 - Seal: Thumb Drive Lid: Verify.
- BMD #1-B: Thumb Drive Lid:
 - Seal #: Verify; Slice.
 - Unlock Thumb Drive Door (side).
- Scanner #2
 - [same as for #1 above]
 - [Keys and Seals]
- Poll Books #2, 3, 4 ... BLUE seal from case
- Passcodes: for device logins.
- BMDs – remainder; ...
 - BLUE seal @ black cases; Verify & Remove.
 - Seal: Thumb Drive: Verify; Slice; Unlock.
- Lock BMD doors ... after up & running.
- Lock Scanner doors ... after voter check.