Removal Team: VLM (and other Official of the opposite party)

Step 1: Verify the Ballot Compartment is COMPLETELY empty!

☐ Remove the plastic seal from the **Ballot Compartment Door** and place the seal in the Clear Plastic Envelope.

☐ Use the Ballot Scanner Key to unlock and open the **Ballot Compartment Door.**

☐ Verify there are no ballots in the **Ballot Compartment**.

🛑 **If there are voted ballots in the Ballot Compartment, STOP HERE. A Rover is required and the QRG for "Removing Scanner from Service (WITH ballots cast)" must be followed.**

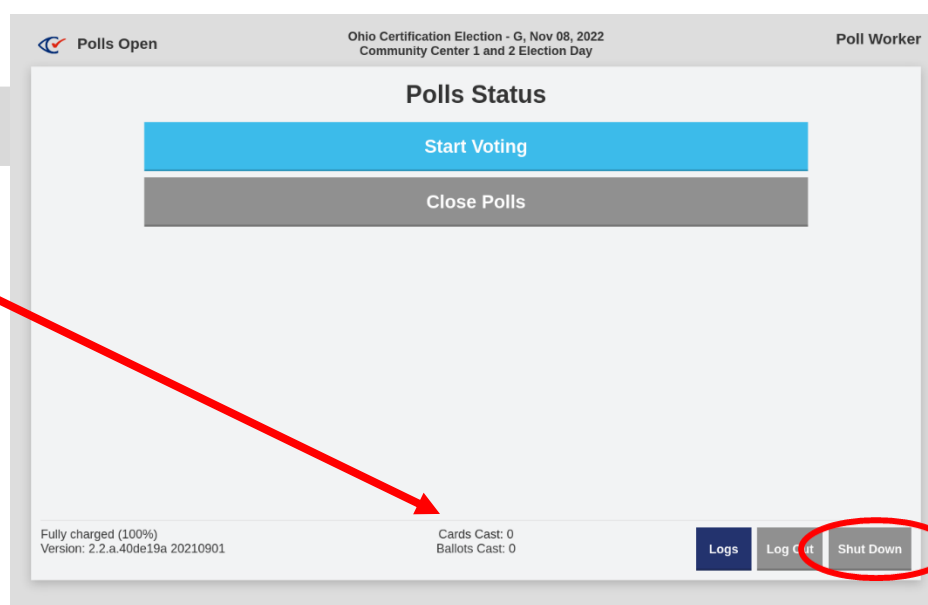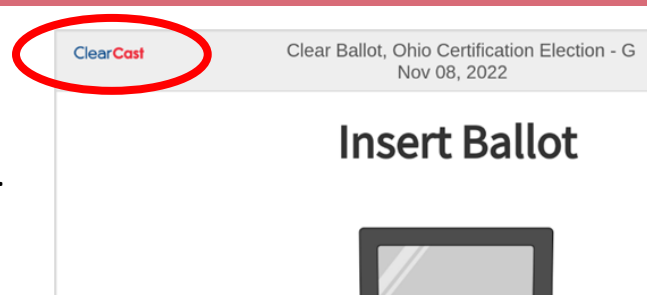☐ Close and lock the **Ballot Compartment Door** with the Ballot Scanner Key.

Step 2: Resealing the Ballot Compartment

☐ Remove two (2) plastic seals from the Clear Plastic Envelope and record the serial numbers in the **#10 and #11** section of the **Ballot Scanner Security Record**.

☐ Use one (1) plastic seal to reseal the **Ballot Compartment Door**.

❗ **If the ClearCast will not turn on or the screen is inoperable, skip to Step 4: Removing the Memory Stick.**

Step 3: Ballot Scanner Shut Down

☐ Tap the **ClearCast logo** at the top left corner of the screen. The **Voting Suspended Report** will print automatically.

☐ On the **Select Role** screen, confirm the **Poll Worker** role is selected.

☐ Enter the password provided in the **GREEN** supply bag. Press the submit button.

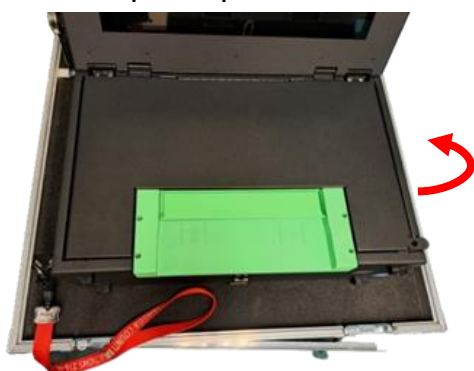☐ The **Polls Status** screen will now appear.

❗ **Do NOT select the Close the polls.**

☐ Confirm the Cards Cast and the Ballots Cast at the bottom of the screen are at 0.

☐ Select **Shut Down** in the bottom right corner of the screen.

☐ Remove the **Voting Suspended Report**. Two Election Officials of opposite political parties must verify and sign the report.

☐ Place the Voting Suspending Report in the **Memory Stick Bag**.

Step 4: Removing the Memory Stick

☐ Remove the plastic seal from the Access Panel and place it in the Clear Plastic Envelope.

☐ Using the Ballot Scanner Key, unlock the top of the Access Panel.

☐ Record the serial number of the USB Memory Stick Door tamper in **Box #9** of Ballot Scanner Security Record. Remove the tamper tape and stick it onto the back side of the Security Record.

☐ Open the USB Memory Stick Door. Remove the Memory Stick with the **BLACK** tag and place it inside the clear Memory Stick Bag attached to the **RED** Ballot Box.
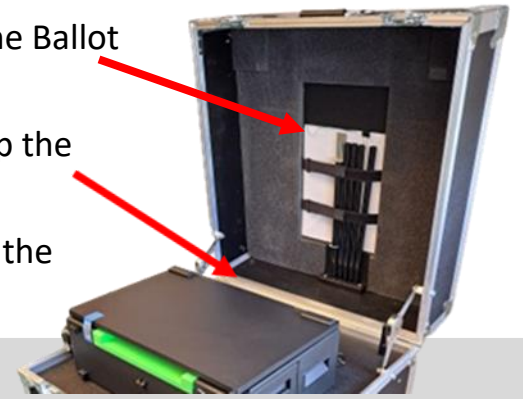
❗ **DO NOT REMOVE the USB Memory Stick with the RED tag.**

- ☐ Close the USB Memory Stick Door, then close the Access Panel.
- ☐ Close and lock the top of the Access Panel, then close the Display Screen.

Step 5: Closing and Locking the Ballot Scanner

- ☐ Disassemble the "Scan Ballot Here" sign and poles. Pack them inside the top of the Ballot Scanner Lid.
- ☐ Unplug the Power Cord from the Ballot Scanner and the Surge Protector. Wrap up the Power Cord and strap it to the handle behind the Ballot Scanner Display Screen.
- ☐ Close and latch the Ballot Compartment Door. Use the Ballot Scanner Key to lock the Ballot Compartment Door.

❗ Use the middle handle on the Ballot Box to pull the lid down to close it. **DO NOT** pull the lid down by the corners. Secure the latches on the left and right sides of the Ballot Box lid.

- ☐ Remove two (2) plastic seals from the Clear Plastic Envelope and record the serial numbers in box **#10** and **#11** of the **Original Ballot Scanner Security Record**.
- ☐ Seal the Ballot Compartment Doors and one (1) of the latches on the Ballot Scanner Lid.
- ☐ Remove a **YELLOW** Maintenance Tag from the **GREEN** Supply Bag.
- ☐ Record a brief description of the problem on the Yellow Maintenance Tag and attach to the lid of the Ballot Scanner.
- ☐ Place the completed **Original Ballot Scanner Security Record** inside the **GRAY** Ballot Box.
- ☐ Pack the Ballot Scanner Key in the Clear Plastic Envelope. Pack the Clear Plastic Envelope in the **GREEN** Supply Bag.
- ☐ Unlock the wheels and return the Ballot Scanner to the Transport Cart area.

🛑 **STOP**

If the ClearCast is not being replaced, STOP HERE.

If the unit is being replaced, a rover is required to continue with the ClearCast | Scanner Replacement QRG.