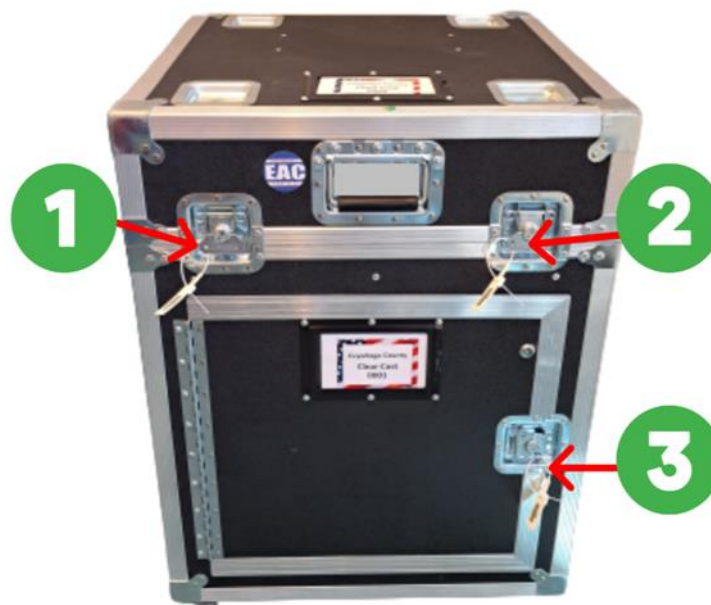


Replacement Team: Rover and VLM (or other Official of the opposite party)

Step 6: Replacing the Ballot Scanner

- Record the seal numbers in the **Monday Night Recordings** section of the **Replacement Ballot Scanner Security Record** in the boxes labeled Replacements (if necessary):
 1. Ballot Box Lid Left Side
 2. Ballot Box Lid Right Side
 3. Ballot Compartment Door

Ballot Scanner Security Record ELECTION DATE	
LOCATION NAME	
ABBREVIATION	
Monday Night Recordings	
Ballot Box Lid Left Side (DO NOT REMOVE)	Ballot Box Lid Right Side (DO NOT REMOVE)
1. <input type="text"/>	2. <input type="text"/>
Ballot Compartment Door Monday Night Beginning Seal	Ballot Compartment Door Monday Night Closing Seal
3. <input type="text"/>	4. <input type="text"/>
Replacements (if necessary)	Replacements (if necessary)
<input type="text"/>	<input type="text"/>

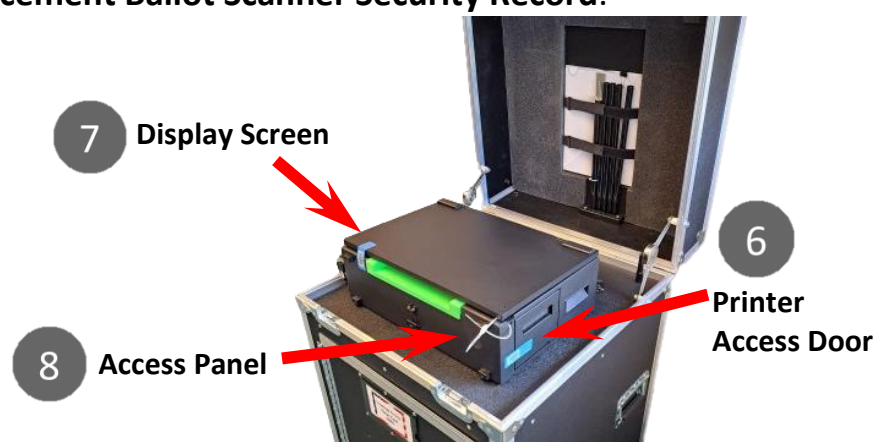


- Remove the three (3) plastic seals on the replacement Ballot Scanner. Place these in the Clear Plastic Envelope.
- Unlatch the two silver latches on the front of the Ballot Scanner Lid

! Lift the lid using the **front handle**. **DO NOT** lift the lid by the corners or by the latches.

- Record the serial numbers from the plastic seal and tamper tapes inside the Ballot Scanner into boxes #6, #7, and #8 under the **Tuesday Morning Recordings** section of the **Replacement Ballot Scanner Security Record**.

Tuesday Morning Recordings	
Ballot Compartment Door	Printer Access Door
5. <input type="text"/>	6. <input type="text"/>
Display Screen	Access Panel
7. <input type="text"/>	8. <input type="text"/>
Replacements (if necessary)	Replacements (if necessary)
<input type="text"/>	<input type="text"/>



- Locate and remove the **Ballot Scanner power cord** from behind the Display Screen.
- Plug the Ballot Scanner power cord into the back side of the Ballot Scanner. The other side of the cord will go into the surge protector plugged into the nearest outlet.
- Once the Ballot Scanner is in place, lock the wheels. Remove the “Scan Ballots Here” sign holder and poles from inside the Ballot Scanner lid. Attach the poles and sign to the Ballot Scanner behind the Display Screen.

Ballot Scanner power cord

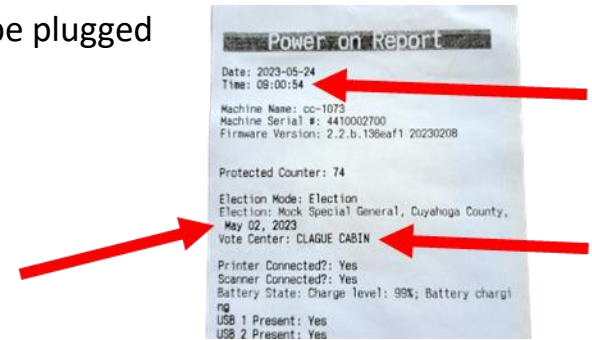


Step 7: Power On Report

- Once the **Ballot Scanner** is plugged in, the Ballot Scanner will power on and print the **Power On Report** automatically. **Do not** tear this report off until after the **Voting Started Report** and the “Start Voting” message is displayed on the screen.

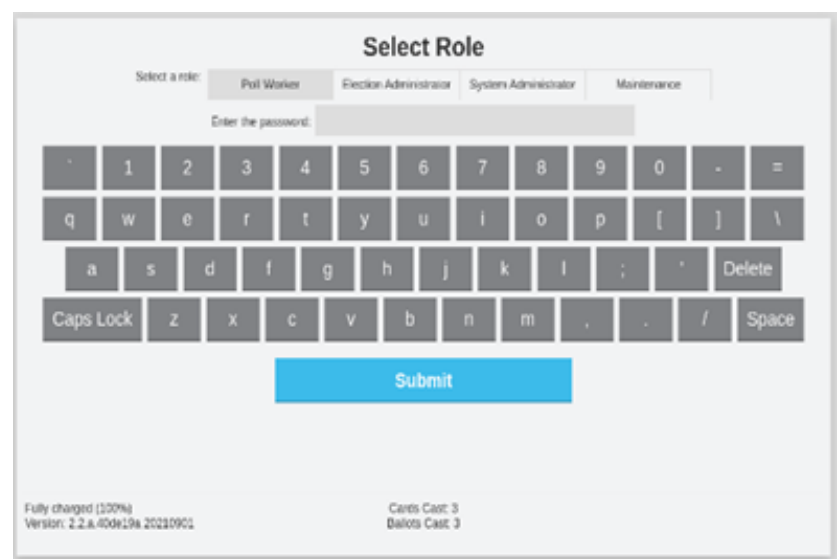
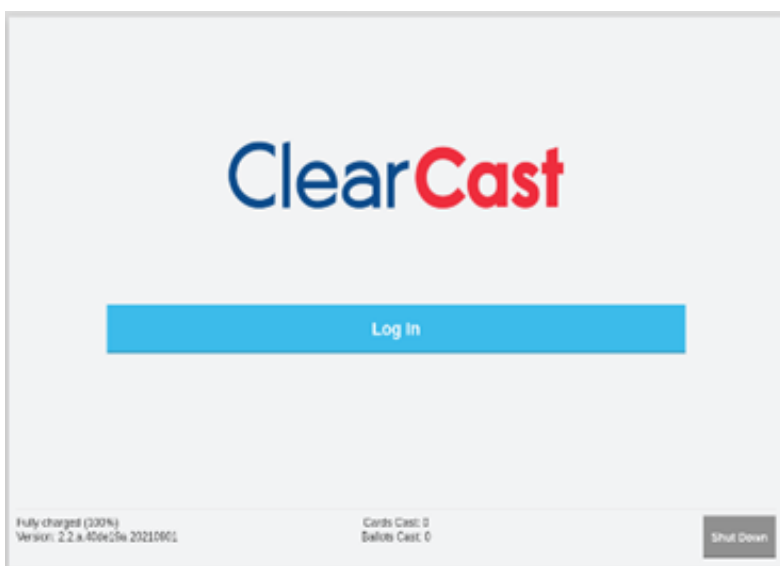
Note: If the Ballot Scanner did not automatically power on, it may not be plugged in properly.

- Inspect the **Power On Report**:
 - Verify the **TIME**, **DATE**, and **VOTE CENTER**.
 - If the **TIME**, **DATE**, or **VOTE CENTER** is incorrect, notify the Board of Elections immediately.



Step 8: Open the Polls

- Lift the Ballot Scanner **Display Screen**. Select **Log In** on the screen.
- Select **Poll Worker**. Enter the password for the election provided in the **GREEN** Supply Bag. The Ballot Scanner will automatically print the **Polls Opened Report**.



- After the **Polls Open Report** is complete, the **Totals Report** will automatically print.



DO NOT touch the screen until the **Totals Report** has finished printing. If the Ballot Scanner does not display the Open Polls button or print the Totals Report, notify the Board of Elections immediately.



- Two members of opposite political parties must verify that the number of **Cards Returned** and the **Public Counter** match the numbers on the defective Ballot Scanner.
- The Display screen will now display the Poll Status screen. Select the **Start Voting** button and a **Voting Started Report** will print.
- After the Voting Started Report has printed, tear all reports off. The two members of opposite political parties will sign the **Totals Report** and place it inside the **BLUE** EPB & Ballot Scanner Reports Envelope.
- The Ballot Scanner is ready for voters when the Display Screen reads: **Insert Ballot**

