

Scanner Team: Two Election Officials from opposite political parties. The following steps must be completed on ALL Ballot Scanners in your location. **NO EXCEPTIONS!**

Inspect the Ballot Scanner

Retrieve the Ballot Scanner Security Record and Location Setup Diagram from the **GREEN** Supply Bag.

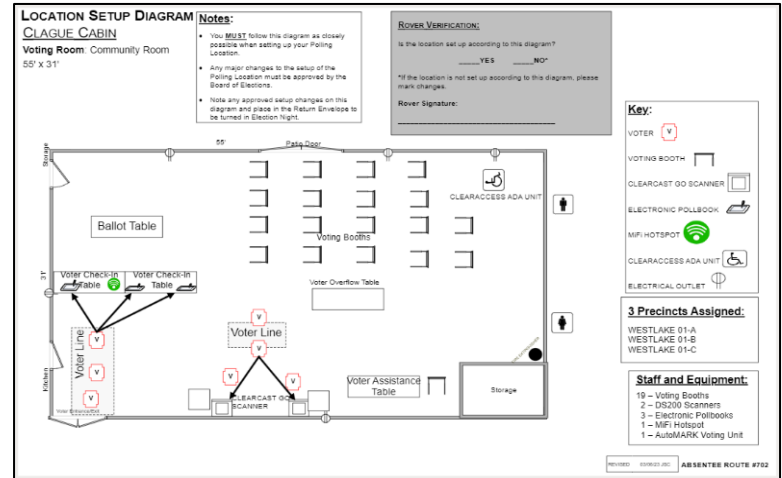
Ballot Scanner Security Record | ELECTION DATE
LOCATION NAME
ABBREVIATION

Monday Night Recordings

Ballot Box Lid Left Side (DO NOT REMOVE)	Ballot Box Lid Right Side (DO NOT REMOVE)
1.	2.
Ballot Compartment Door Monday Night Beginning Seal	Ballot Compartment Door Monday Night Closing Seal
3.	4.
Replacements (if necessary)	Replacements (if necessary)

Tuesday Morning Recordings

Ballot Compartment Door	Printer Access Door
5.	6.
Display Screen	Access Panel



Retrieve the Ballot Scanner Key on the lanyard from the Clear Plastic Envelope in the **GREEN** Supply Bag.



Move the Ballot Scanner to the correct spot in the location based on the Location Setup Diagram.

Inspect the Ballot Scanner and ensure that it is properly sealed with three seals and with no signs of tampering.

If you notice any broken seals while inspecting the Ballot Scanners, notify the VLM and VLD immediately and note the issue on the Pink Memo.



WARNING: DO NOT open the Lid, plug in, or turn on the Ballot Scanner until **Tuesday Morning**.

Complete the Ballot Scanner Security Record

Record the serial numbers from the three (3) plastic seals on the Ballot Scanner in the designated boxes labeled on the Ballot Scanner Security Record.

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.	2.
Ballot Compartment Door Monday Night Beginning Seal	Ballot Compartment Door Monday Night Closing Seal
3.	4.
Replacements (if necessary)	Replacements (if necessary)




! **DO NOT REMOVE** the Ballot Box Lid seals (#1 and #2) until Tuesday Morning.

Remove Supplies from Ballot Compartment

	<p>Remove the seal #3 on the Ballot Compartment Door and place it inside the Clear Plastic Envelope.</p>	
	<p>Use the Ballot Scanner Key to unlock the Ballot Compartment, then unlatch and open the door. Verify that the inside of the Ballot Compartment is empty.</p>	
	<p>One (1) Ballot Scanner Compartment will contain a gray plastic bin that holds surge protectors and extension cords to be used with the Ballot Scanners, Electronic Pollbooks, and the ADA Ballot Marking Device. All other Ballot Scanners at your location will be empty.</p>	
	<p>Remove the surge protectors and extension cords from the gray plastic bin. Place the empty gray plastic bin with the transport cart or cage until polls close Tuesday night.</p>	
	<p>Plug one of the black surge protectors into the wall behind the Ballot Scanners. Flip the switch on the surge protector to the "ON" position and make sure the LED light glows, indicating that the power is on.</p>	
<p>! DO NOT plug the Ballot Scanners into the surge protector until Tuesday Morning.</p>		
	<p>Place the surge protector(s) with USB ports and the black extension cord on the Check-In Table. Place the remaining surge protector on the ADA Ballot Marking Device.</p>	

Secure Ballot Compartment

<p>!</p>	<p>Once the Electronic Pollbook (EPB) Team has completed their Monday Night set up process, they will place the EPBs in the Ballot Compartment of one of the Ballot Scanners to be securely stored overnight. Make sure all EPBs are secure before sealing the Ballot Compartment.</p>	
	<p>Verify that the Ballot Compartment is now empty (except for the EPBs).</p>	
	<p>Close, latch, and lock the Ballot Compartment Door.</p>	
	<p>Remove a plastic seal from the Clear Plastic Envelope and record the serial number in box #4 on the Ballot Scanner Security Record.</p>	
	<p>Use the plastic seal to reseal the Ballot Compartment Door.</p>	
	<p>Place the Ballot Scanner Security Record and Ballot Scanner Key into the Clear Plastic Envelope and place the envelope in the GREEN Supply Bag.</p>	