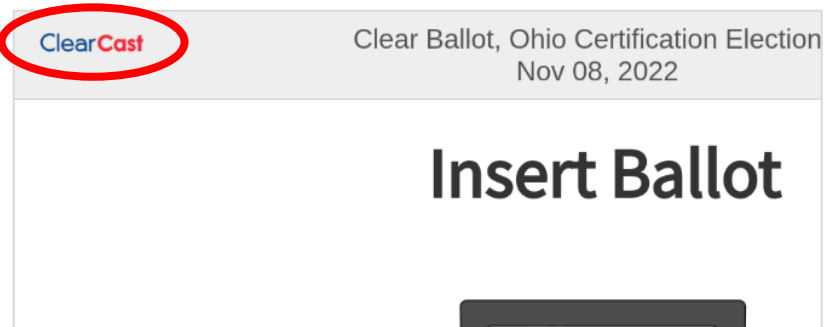
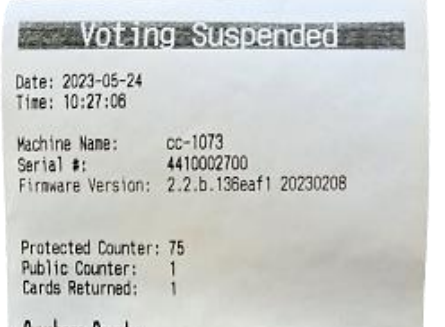
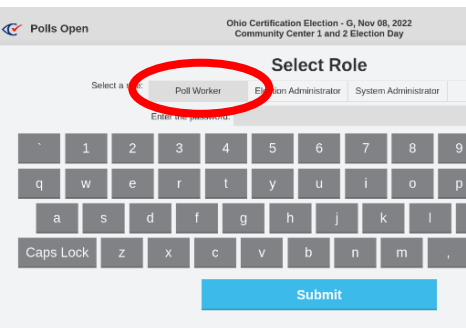
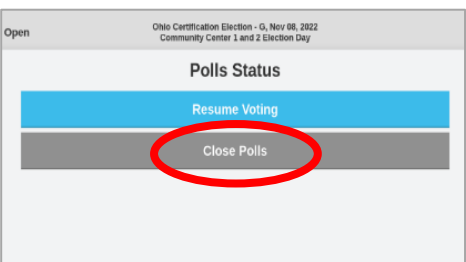


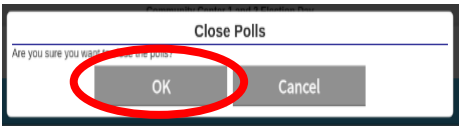
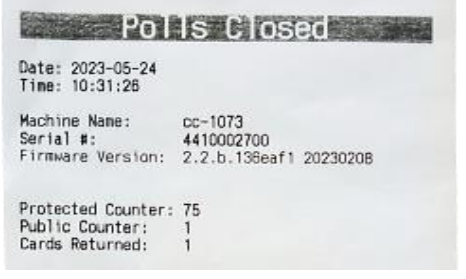
Scanner Team: Two Election Officials from opposite political parties. The following steps must be completed on ALL Ballot Scanners in your location. **NO EXCEPTIONS!**

Printing the Ballot Scanner Reports


Ballot Scanner Reports that print Tuesday after Polls are closed:	
Voting Suspended Report	prints when the ClearCast logo is selected
Polls Closed Report	prints after selecting "Close Polls" on screen
Totals Report	prints automatically after Polls Closed report

<p>On the top left corner of the screen, select the ClearCast logo.</p> <p>A Voting Suspended report will print. Wait until all reports have printed to tear off the paper.</p>		
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<p>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.</p>		<p>On the Polls Status screen, select Close Polls.</p>	
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<p>On the Close Polls screen, select OK.</p>		<p>A Polls Closed report will print.</p>	
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! **WAIT** for two (2) copies of the **Totals Report** to print. This process could take up to five (5) minutes. **DO NOT** touch the Display Screen while this is processing, as this could delay printing the **Totals Report**.

<p>Two Election Officials of opposite political party must verify and sign both copies of the Totals Report.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post one copy of the Totals Report at the exterior entrance to the Polling Location in public view. <input type="checkbox"/> Give the second copy of the Totals Report to the Ballot Accounting Team. This copy will be packed Inside the EPB & Ballot Scanner Reports Envelope after Ballot Accounting is completed. 	
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! **DO NOT** remove the USB Memory Stick until all reports have finished printing.

Empty the Ballot Compartments

While waiting for the **Totals Reports** to print, remove the plastic seal from the Ballot Compartment Door and place the used seal in the Clear Plastic Envelope.

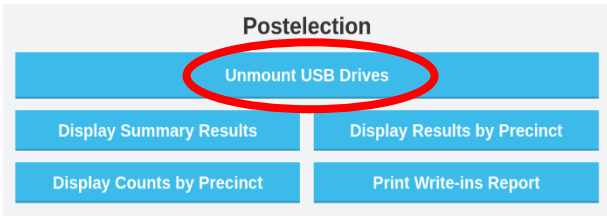
Use the Ballot Scanner Key to unlock Ballot Compartment, then unlatch and open the door.

Remove **ALL** ballots from the Ballot Compartment and place them inside the **RED** Ballot Box. Confirm that no ballots have been left in the Ballot Compartment.

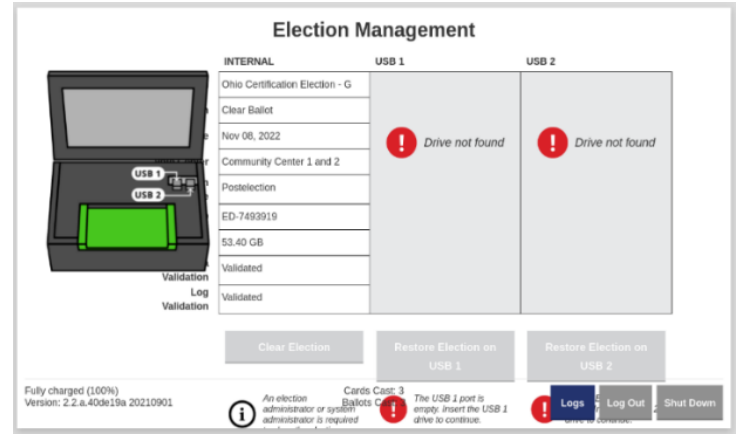
! All voted ballots from **ALL** Ballot Scanner Compartments must be packed inside the **RED Ballot Box**. Unused ballots/ballot packs must be packed in the **GRAY Ballot Boxes**. See the **Post-Election Pack-Up List** for details on how to pack-up all election materials.

Remove the USB Memory Stick

On the Display Screen, select Unmount USB Drives.

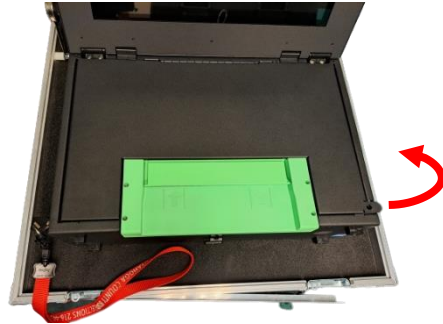


When the USB Memory Sticks have been unmounted, the screen will display that the drives are not found. This indicates that it is safe to remove the Memory Stick.

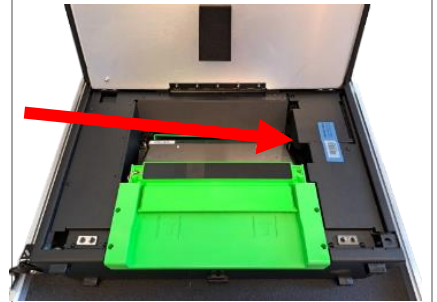


Remove the plastic seal from the Access Panel and place it in the Clear Plastic Envelope.

Using the Ballot Scanner Key, unlock and open the top of the Access Panel. The key must remain in the lock when the door is open.



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

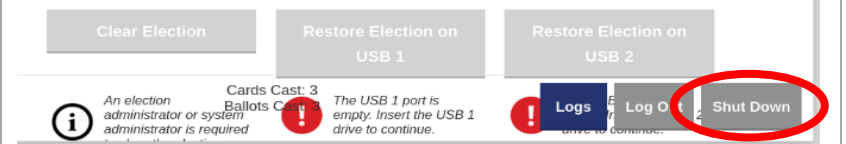


Open the USB Memory Stick Door. Gently remove the Memory Stick with the **BLACK** tag and place it inside the Memory Stick Bag which is attached to the **RED** Ballot Box.

DO NOT REMOVE the USB Memory Stick with the **RED** tag. This second Memory Stick **MUST remain inside the Ballot Scanner.**



Close the USB Memory Stick Door, then close and lock the Access Panel. Press the Shut Down button in the bottom right corner of the screen. Press OK on the next screen.

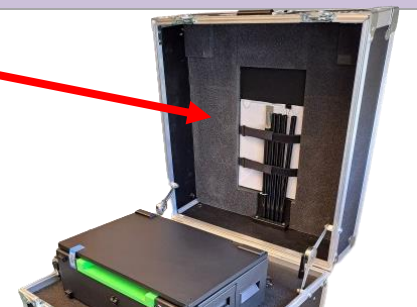


Close and lock the top of the Access Panel, then close the Display Screen.

Close and Lock 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. Pack the power cord inside the gray plastic bin.



Place **ALL** Surge Protector(s) and extension cords from the Polling Location inside the gray plastic bin. Pack the gray plastic bin inside one (1) of the Ballot Scanner Compartments.

Close and latch the Ballot Compartment Door. Use the Ballot Scanner Key to lock the Ballot Compartment Door.

DO NOT pull the lid down by the corners. Use the middle handle on the Ballot Box Lid to pull the lid down to close it. 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 numbers **#10** and **#11** of the Ballot Scanner Security Record.

Seal the Ballot Compartment Door and **ONE (1)** of the latches on the Ballot Scanner Lid.

Place the completed Ballot Scanner Security Record inside any **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.