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

Inspect the Ballot Scanner

	Retrieve the Ballot Scanner Security Record and Ballot Scanner Key from the Clear Plastic Envelope in the **GREEN** Supply Bag.
	Confirm the serial numbers recorded on the Monday Night section of the Ballot Scanner Security Record match the serial numbers on the sealed Ballot Scanners.
	Remove the three plastic seals from the Ballot Scanner and place them inside the Clear Plastic Envelope.
❗	One (1) of the Ballot Scanner Compartments will contain the Electronic Pollbooks secured during the Monday Night Organizational Meeting. Use the Ballot Scanner Key to unlock the Ballot Compartment, then unlatch and open the door. Place all EPBs on the Check-In table for the EPB Team.
	After removing the EPBs, verify that the Ballot Compartment is empty. Then, close, latch, and lock the Ballot Compartment Door with the Ballot Scanner Key.
	Remove a plastic seal from the Clear Plastic Envelope and record the serial number in Box #5 on the <u>Tuesday Morning Recordings</u> section of the Ballot Scanner Security Record. (see image below)
	Seal the Ballot Compartment Door with the plastic seal.

Complete the Ballot Scanner Setup and Security Record

	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 <u>Tuesday Morning Recordings</u> section of the Ballot Scanner Security Record.

Ballot Scanner Security Record — Tuesday Morning Recordings: 5. Ballot Compartment Door, 6. Printer Access Door, 7. Display Screen, 8. Access Panel, Replacements (if necessary). Labeled photo: 7 Display Screen, 6 Printer Access Door, 8 Access Panel.

	Locate and remove the Ballot Scanner power cord from behind the Display Screen.
❗	Install the printer paper roll before plugging the Ballot Scanner into the surge protector.

Plug the Ballot Scanner power cord into the back side of the Ballot Scanner. Plug the other side of the power cord into the surge protector that is plugged into the nearest wall outlet. Once plugged in, the Ballot Scanner will start to print a **Power On Report**.		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 holder to Ballot Scanner behind the Display Screen.	

	Remove the tamper tapes from the Display Screen and the Printer Access Door and stick them onto the back of the Ballot Scanner Security Record. Place the Ballot Scanner Security Record in the Clear Plastic Envelope.

Review the Polls Opened Report

After plugging the Ballot Scanner in, the LED light on the left side will be green, and the **Power On Report** will automatically print. **DO NOT** tear this report off until all morning reports have printed.

Ballot Scanner Reports that print Tuesday morning:

|	
Power On Report	prints when Ballot Scanner is plugged in
Polls Opened Report	prints after selecting "Open Polls" on screen
Totals Report	prints automatically after Polls Opened Report
Voting Started Report	prints after selecting "Start Voting" on screen

⚠️ If the Ballot Scanner did not automatically power on, it may not be plugged in properly. Verify that the plug is secured to both the Ballot Scanner and the Surge Protector, and that the Surge Protector is turned on.

Verify the date, time, and Polling Location name listed on the **Power On Report**.

If any of the information is incorrect, notify the VLM/VLD who will contact the Board of Elections immediately and note the discrepancy on the Pink Memo.
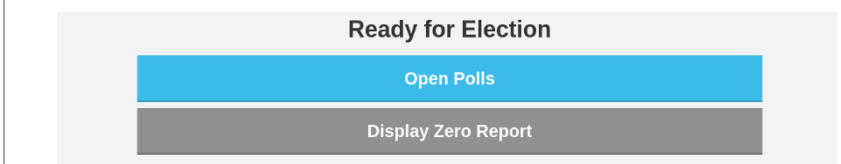
Open the Polls | Print the AM Totals Report

Gently lift the Display Screen. Select Log In on the screen.

On the Select Role screen, make sure the Poll Worker role is selected. Enter the password provided in the **GREEN** Supply Bag.

Press the Submit button.
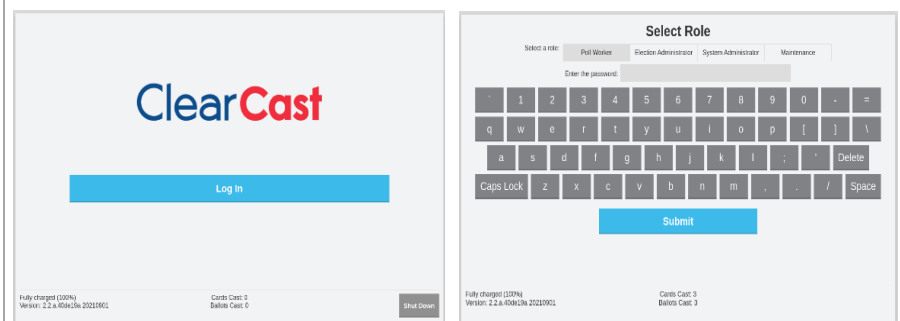
On the Ready for Election screen, select the Open Polls button. A **Polls Opened** report will print.

⚠️ A second report titled the **Totals Report** will automatically print after the **Polls Opened** report is printed. The **Totals Report** could take up to five (5) minutes to process.

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 a **Totals Report**, notify the VLM immediately.
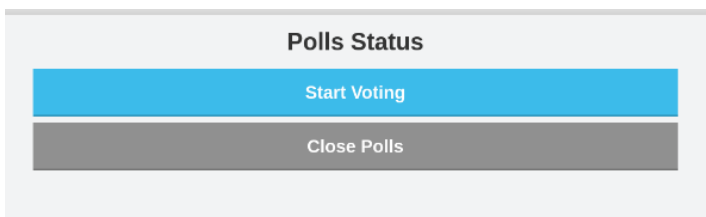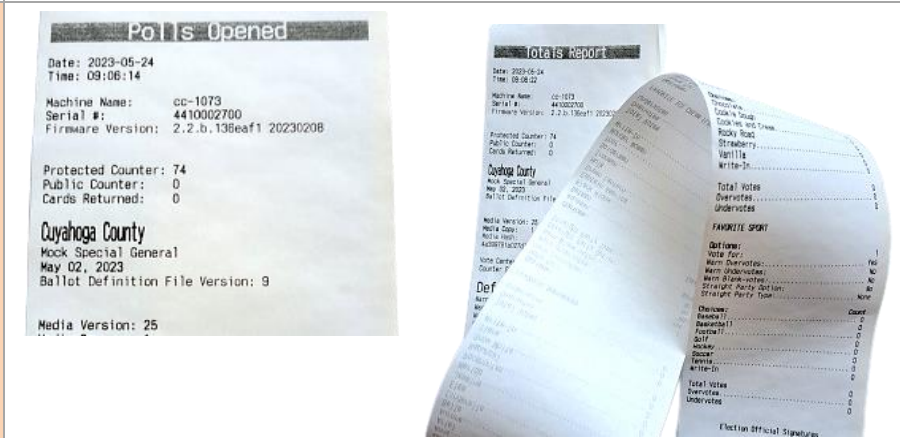
The Display Screen will now display two (2) options:
- Start Voting
- Close Polls

Select the Start Voting button and a **Voting Started Report** will print.

After the **Voting Started Report** has finished printing, tear all reports off. Two Election Officials of opposite political parties must verify that the Public Counter line on the **Totals Report** shows "0" votes. Then, the two Election Officials will sign the report and place it inside the **BLUE** EPB & Ballot Scanner Reports Envelope.
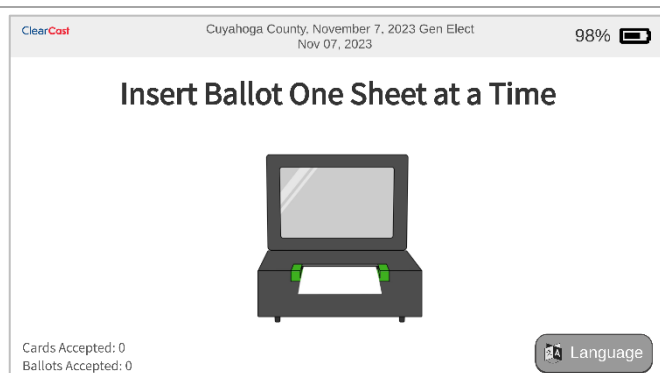
The Ballot Scanner is ready for the first voter when the Display Screen reads:

Insert Ballot One Sheet at a Time