

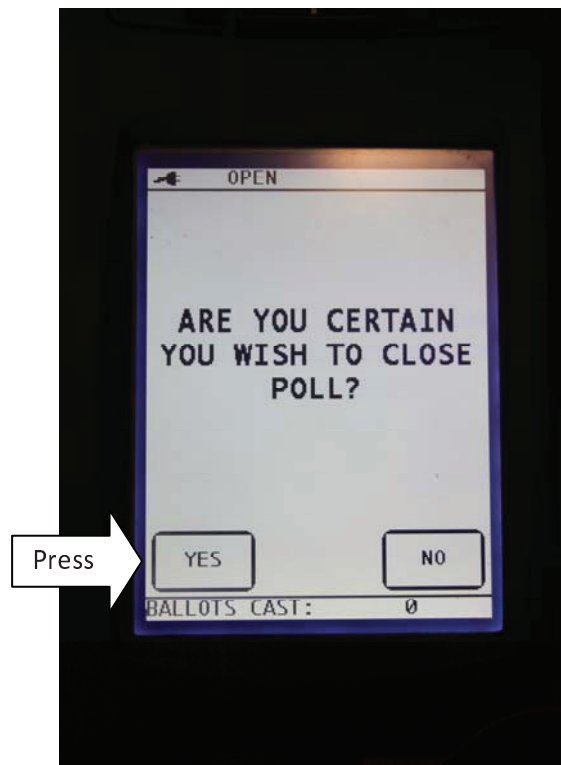
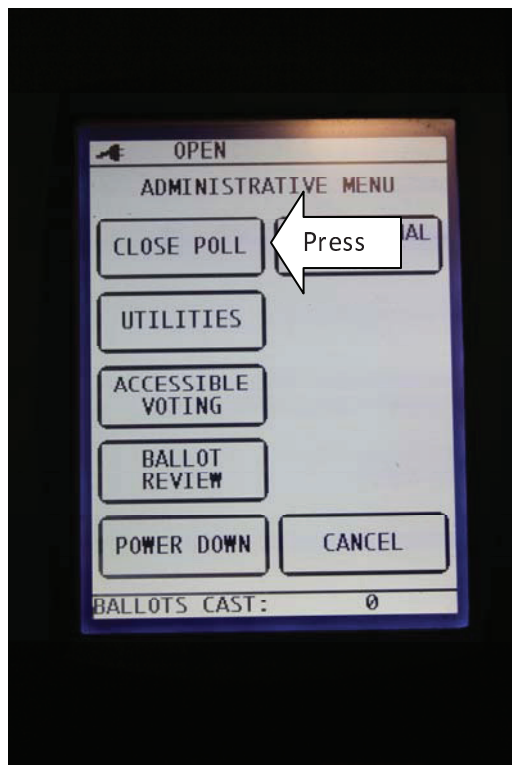
CLOSING THE POLLS

THE POLLS STAY OPEN UNTIL 9:00 P.M.!!!! NO EXCEPTIONS! Begin packing up and getting ready for closing at 8:45, but you have to allow voters up until 9:00 P.M.

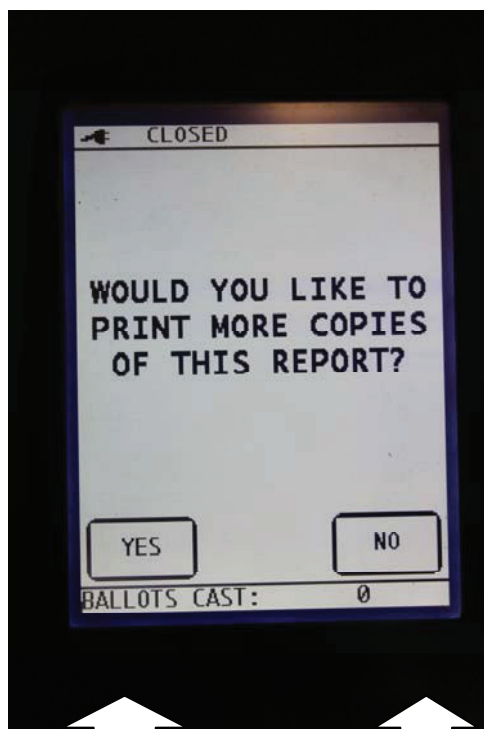
1. Press the ibutton on the security key pad.



2. On the menu, press "CLOSE POLL", then press "YES" at the next prompt. The report automatically starts printing.



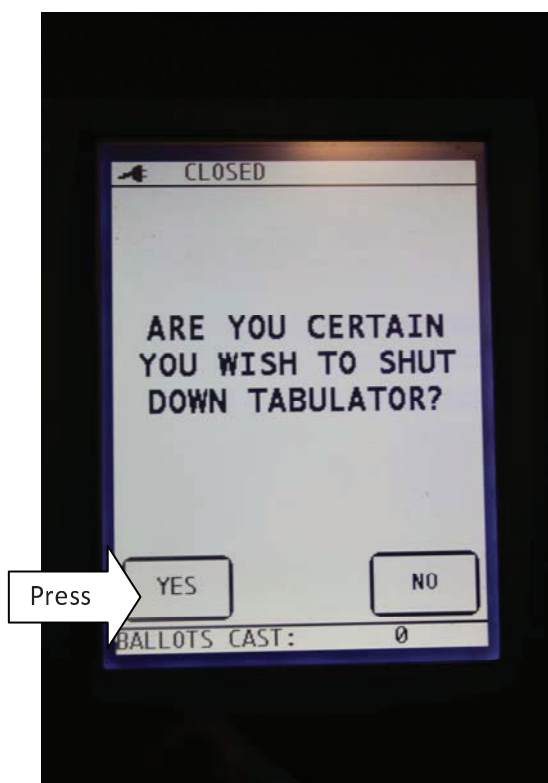
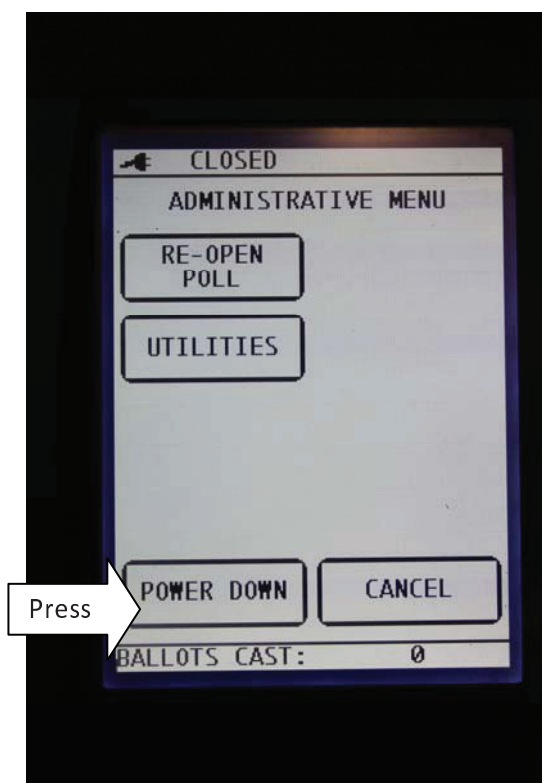
3. At this prompt, press "YES" if you have more than one district (you need one report per district). Press "NO" if you don't.



Press YES if you
have more than
one district

Press NO if
you only have
one district

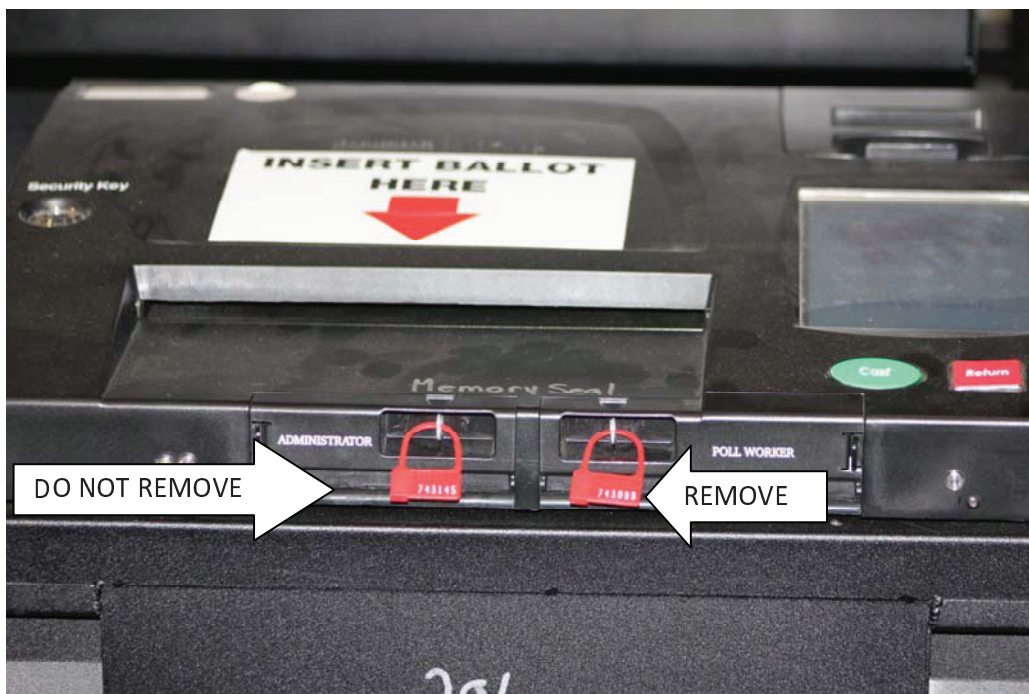
- 3A. Press "POWER DOWN", then at the next prompt press "YES".



- Using your machine key, open the Ballot Box door and turn the machine off by pressing the power button. DO NOT SEAL UP YOUR MACHINE YET. Two Inspectors should now be filling out the "AFTER THE POLLS CLOSE" section of the Inspector Ballot and Seal Report (see page 51-60J instruction 16).



- Cut off the red seal that locks the Poll Worker door on the scanner. Leave Administrator seal on.

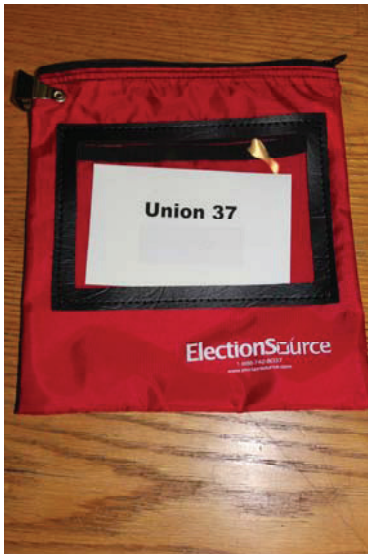


6. **Remove the memory card:** PUSH IN the small black button to the right of the card to release it, then, using a piece of tape (if needed) pull the card from the machine. AFTER YOU REMOVE THE CARD, MAKE SURE YOU SHUT THE DOOR SO IT DOESN'T GET BROKEN OFF WHEN THE FOAM IS REPLACED.

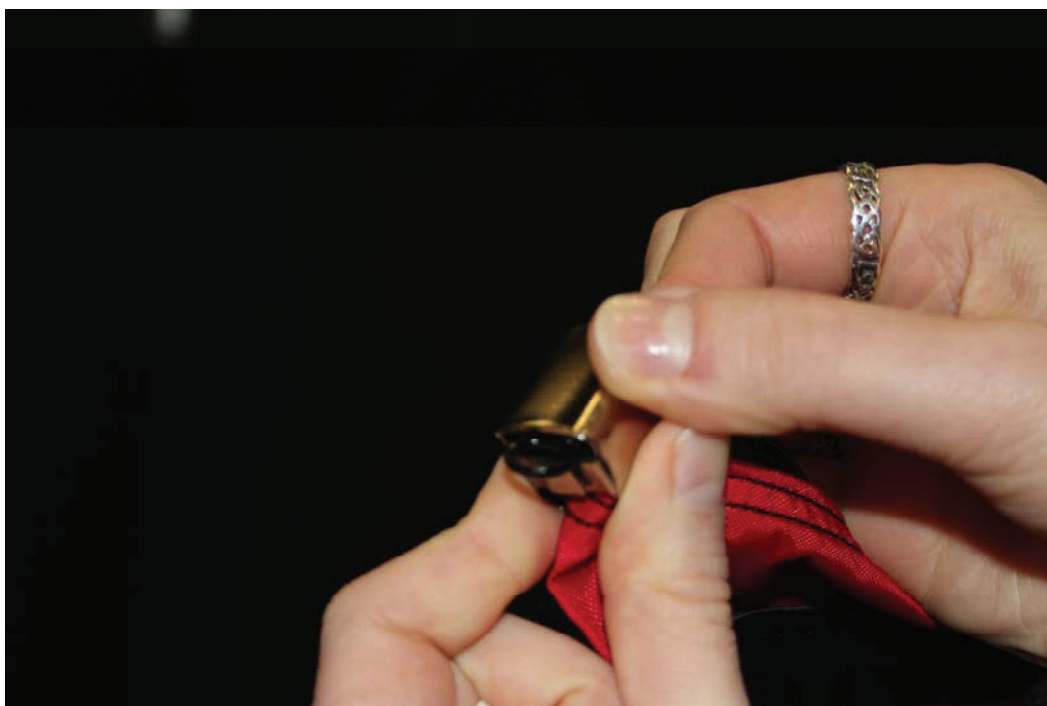


SHUT THE DOOR

8. Place the memory card in the small red Memory Card Return Bag. You will find this bag inside of your supply bag.

MEMORY CARD RETURN BAG

9. Lock and seal the red Memory Card Return Bag.





10. One of the inspectors will now deliver the Memory Card Bag to their designated drop-off location. Make sure the Chairperson signs the results tape BEFORE leaving to deliver the bag. The remaining three inspectors will finish the closing of the machine and paperwork.

11. Unplug the machine from the wall outlet.
12. Take headphones out of ATI (remote control).



13. Take ATI cord out of machine and ATI.

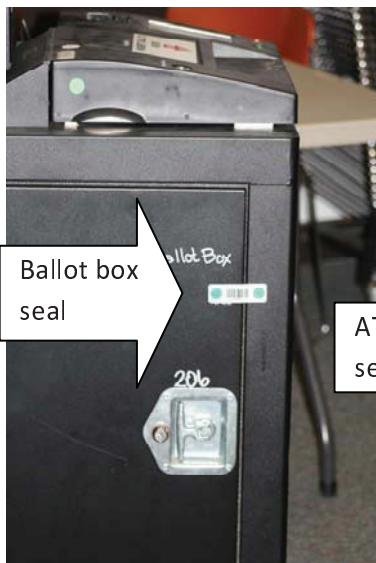


14. Replace ATI, ATI cord and headphones back into plastic folder and place in the EMERGENCY BALLOT SLOT (where you found them in the morning).





15. Replace the seal on the ATI port with one of the blue seals provided in the clear plastic Security Bag that your keys and ibutton came in. **DO NOT SEAL THE BALLOT BOX DOOR** until all the paper work is completed (the Inspector Ballot and Seal Report), and both your Purple Ballot Bag and Supply Bags are locked, sealed and placed **INSIDE** the voting machine.



AFTER THE POLLS CLOSE

Ballot Transmittal

| | |
|--|------|
| Number of whole booklets used _____ | ← 1 |
| Booklet sequence of numbers used _____ to _____ | ← 2 |
| Number of whole booklets UNUSED _____ | ← 3 |
| Booklet sequence of numbers UNUSED _____ to _____ | ← 4 |
| Number of VOIDED ballots _____ | ← 5 |
| Number of voters using the BMD _____ | ← 6 |
| TOTAL NUMBER OF SCANNED BALLOTS _____ | ← 7 |
| Number of Affidavit ballots issued (should match your challenge report) _____ | ← 8 |
| Number of Emergency ballot voters _____ | ← 9 |
| Purple bag sealed with seal number _____ | ← 10 |

ICP Serial number _____

Protective Counter Number _____

Ballot Box Seal _____

ATI Seal _____

Printer Seal _____

FLASH Seal _____

Admin Memory Card Seal _____

Pollworker Memory Card Seal _____

Inspector signatures _____

16. Fill out the "After The Polls Close" section of the Ballot Transmittal on the Inspector Ballot and Seal Report:
- 1 – number of whole booklets used: record the number of stubs you have left
 - 2 – booklet sequence of numbers used: fill in number 1 to last number ballot you used
 - 3 – number of whole booklets unused: record the number of booklets you have left in your Purple Ballot Bag
 - 4 – booklet sequence of number unused: fill in number of first ballot in unused booklet to the last number in the last booklet unused
 - 5 – number of VOIDED ballots: count the number of ballots in your VOIDED BALLOT envelope and record here
 - 6 – number of voters using the BMD: record how many voters used the "back" of the machine and had the machine print their ballot
 - 7 – TOTAL NUMBER OF SCANNED BALLOTS: from your Close of Polls Report Tape, fill in the number of total scanned ballots
 - 8 – number of Affidavit Ballots issued: fill in how many Affidavit Ballots you have in your large Affidavit Envelope
 - 9 – number of Emergency Ballot voters: if your machine broke down, and you had to use the Emergency Ballot Slot, record the number of voters here
 - 10 – Purple Bag sealed with seal number: record the little "red devil" seal number here that you are sealing the Purple Ballot Bag with.

17. Record all seal numbers, ICP serial number and the Protective Counter number (this WILL change from your Zero Report Tape) on your "AFTER THE POLLS CLOSED" section of the Inspector Ballot and Seal Report. Make sure all four Inspectors sign (the chairperson will have signed prior to leaving to deliver the Memory Card Bag). Put the completed Inspector Ballot and Seal Report in the Original Inspectors Return envelope. (see below)

AFTER THE POLLS CLOSE

Number of whole booklets used _____

Booklet sequence of numbers used _____ to _____

Number of whole booklets UNUSED _____

Booklet sequence of numbers UNUSED _____ to _____

Number of VOIDED ballots _____

Number of voters using the BMD _____

TOTAL NUMBER OF SCANNED BALLOTS _____

Number of Affidavit ballots issued
(should match your challenge report) _____

Number of Emergency ballot voters _____

Purple bag sealed with seal number _____

ICP Serial number _____

Protective Counter Number _____

Ballot Box Seal _____

ATI Seal _____

Printer Seal _____

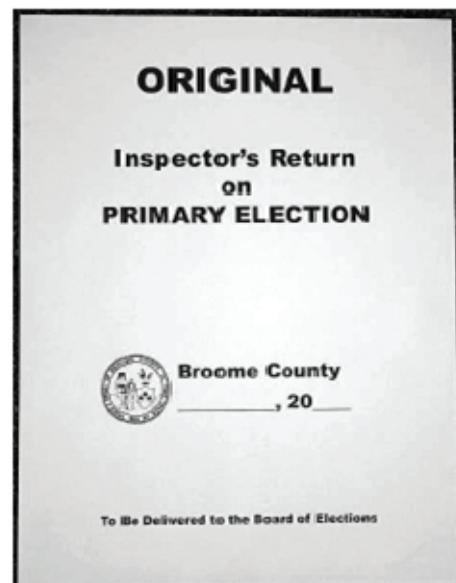
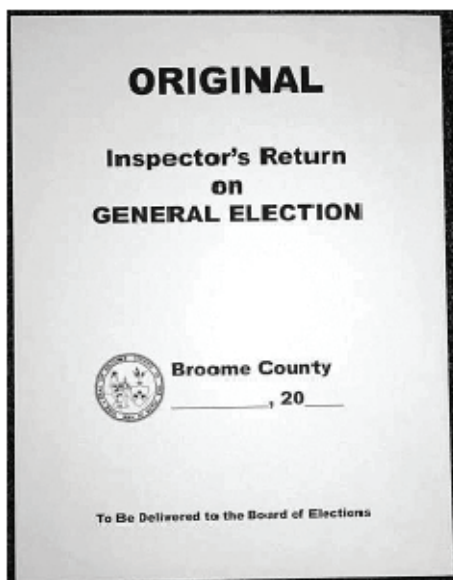
FLASH Seal _____

Admin Memory Card Seal _____

Pollworker Memory Card Seal _____

Inspector signatures _____

Record numbers here



18. Your Supply Bag should be packed as neatly as it came to you, or at least reasonably the same. Lock the Supply Bag, the key is on your voting machine key ring.



19. After the Inspector Ballot and Seal Report is completed, the Purple Ballot Bag is sealed and the Supply Bag locked, place BOTH bags inside the voting machine on top of the voted ballots. **DO NOT TOUCH ANY VOTED BALLOTS IN YOUR MACHINE!!!**



20. Replace the two foam pieces back on the voting machine, then replace cover.



21. Place the ibutton, the voting machine & Supply Bag keys (and if applicable the poll site key) along with your “ZERO TAPE” and “RESULTS TAPE” in the small clear Security Bag.



22. Zip and lock the Clear Security Bag, seal it with the “RED DEVIL SEAL”.



23. The small clear Security Bag goes in the blue Affidavit Bag with the Large Affidavit Envelope containing all Affidavit ballots used. **NOTE – If you have the key to lock your pollsite, DO NOT SEAL THE SECURITY & AFFIDAVIT BAGS UNTIL YOU HAVE LEFT THE POLLS AND HAVE LOCKED THE FACILITY.** Your Coordinator will be in charge of returning this bag to the Election Office. Please contact them directly for further instruction after you have finished closing the polls and have everything ready for them.

