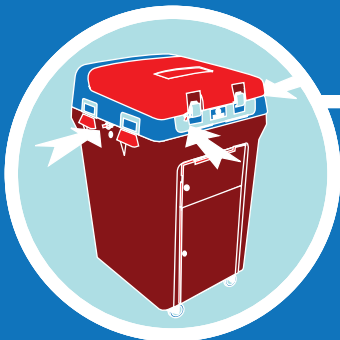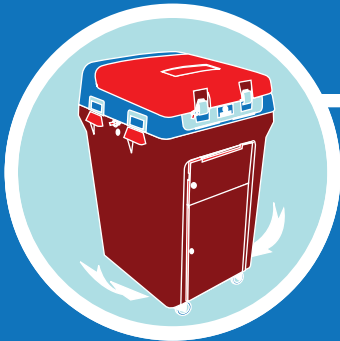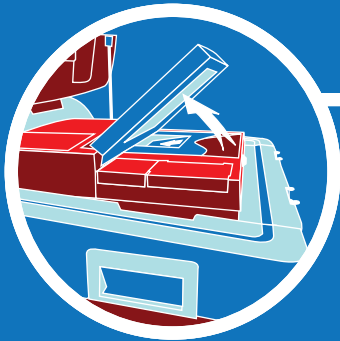# OPENING THE SCANNER

STEP 1
Verify the numbers on the three exterior seals. Remove the FRONT latch seal and place it in the seal envelope. Do NOT remove the side seals.

STEP 2
Unlock the access door on the back of the scanner. Remove the power cord and plug it into a power outlet. Make sure the metal bar is pushed down into the clip. Leave the door open.

STEP 3
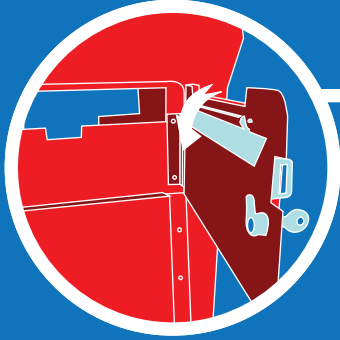Place the scanner in position for voting and lock the wheels.

STEP 4
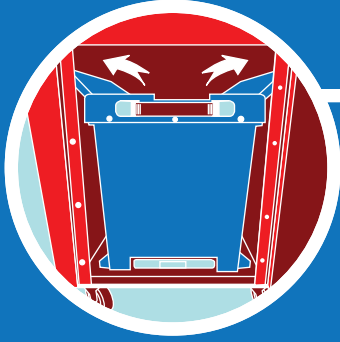Unlock and unlatch the front lid. Gently lift the lid, and it will open on its own.

STEP 5
Unlock and raise the screen, and the scanner will automatically power up.

STEP 6
Verify the number on the thumb drive compartment seal.

STEP 7
Enter the passcode provided by your county office and press ACCEPT. After the election loads, the configuration report will print.

STEP 8
Make sure the screen shows green checkmarks before ELECTION DEFINITION FOUND and PLUGGED INTO ELECTRICITY. Verify the election name, precinct name, date, and time.
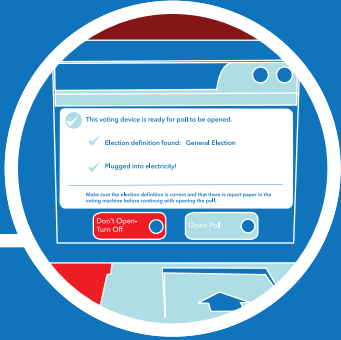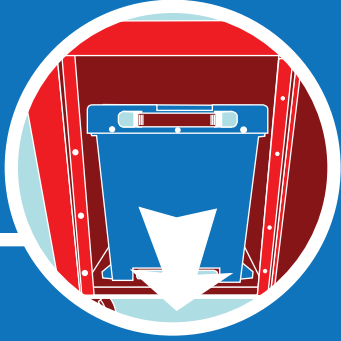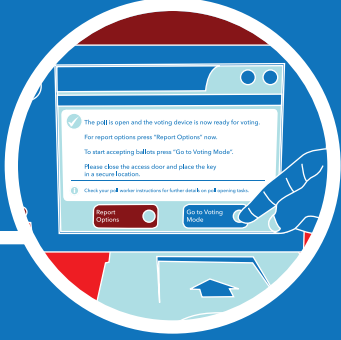
STEP 9
Press OPEN POLL. Two zero tapes will print. Verify that the public count is zero.

STEP 10
Have at least three poll managers sign each copy. Tear off the bottom copy and post for public viewing. Place the remaining tape with the poll manager materials.

STEP 11
Open the emergency/provisional compartment and show it is empty. Flip the ballot slot cover down. Lock and seal the door and record the seal number on the seal envelope.

STEP 12
Open the main ballot compartment and remove the ballot bin. Show that the bin is empty, and return it to the compartment.

STEP 13
Open the flaps on the ballot bin. Lock and seal the compartment door and record the seal number on the seal envelope.

STEP 14
Press GO TO VOTING MODE on the screen. The scanner is now ready for voting.

every vote matters.
every vote counts.
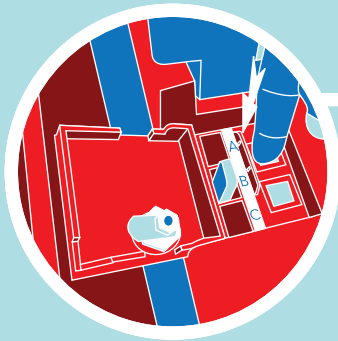
CLOSING THE SCANNER

STEP 1
With at least two poll managers, verify the seal number on the emergency/provisional compartment. Remove the seal and place it in the seal envelope.

STEP 2
Unlock and open the door, and remove all ballots. Separate any provisional ballot envelopes and return them to the compartment.

STEP 3
Feed any unscanned ballot cards and emergency ballots through the scanner.

STEP 4
Verify the number on the thumb drive compartment seal. Remove the seal and place it in the seal envelope. Unlock and open the thumb drive compartment.

STEP 5
Push the CLOSE POLL button. Touch CLOSE POLL on the screen. Two copies of the results tape will print. Wait for the tapes to print.

STEP 6
Have at least three poll managers sign each copy. Place one copy with the poll manager materials. Post the other tape for public viewing.

STEP 7
Touch FINISHED - TURN OFF and the scanner will shut down. Do NOT remove the thumb drive at this time.

STEP 8
Verify the seal number on the main ballot compartment, remove the seal and place it in the seal envelope. Unlock and open the door.
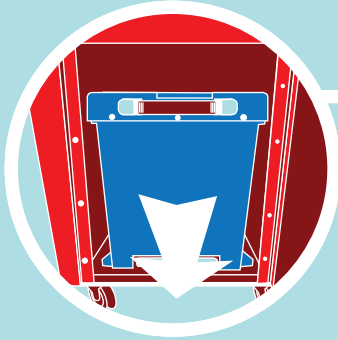
STEP 9
Close the flaps on the ballot bin and remove the bin. Make sure any ballots in the compartment are placed in the bin. Close the compartment and lock it.
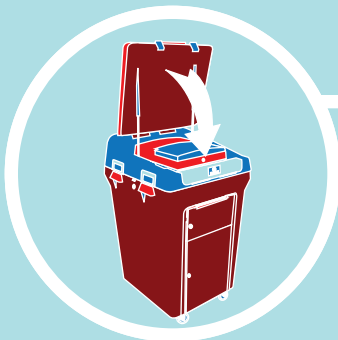
STEP 10
Remove any provisional ballot envelopes from the emergency/provisional compartment and place them in the bin. Flip the ballot slot cover up, close the compartment, and lock it.

STEP 11
Close the flaps and lock both locks on the ballot bin. Place a seal on one side of the ballot bin and record the seal number on the seal envelope.
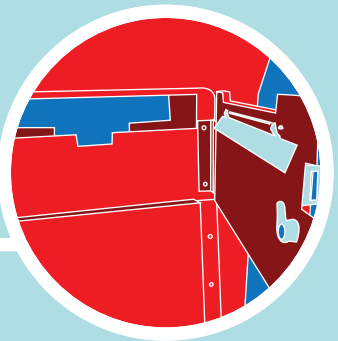
STEP 12
With the scanner turned off, carefully remove the thumb drive and place it in the thumb drive pouch connected to the clerk's key lanyard. Close the thumb drive compartment and lock it.

STEP 13
Close the screen and lock it. Close, latch, and lock the scanner lid. Seal one of the front latches and record the number on the seal envelope.

STEP 14
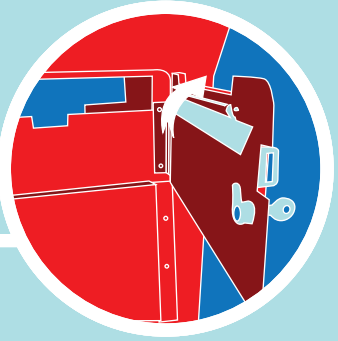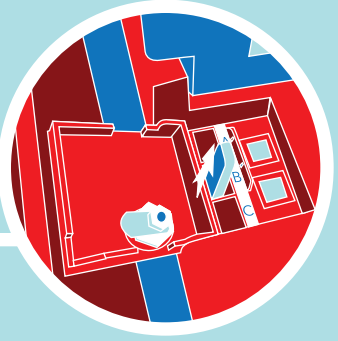Unplug and fold up the power cord. Place it in the access door on the back of the scanner and lock the door.

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