

TEAM #3 - PRECINCT CLOSING – OPTICAL SCAN AND PAPER BALLOTS

____ Unlock the Auxiliary Compartment on the side of the Ballot Box.

- Using the black banded key, unlock the Auxiliary Ballot door on the left side of the Ballot Box.
- Remove all ballots stored there during the day. Relock its door.
- For Provisional Ballots - **DO NOT** open the green envelopes. Place the Provisional Ballots in Envelope #1A (or #1B) with the green Provisional Ballot Log.
- Enter the number of Provisional Ballots on Line A7 of the SOR.
- For voted paper ballots – ballots that were stored in the auxiliary compartment during a time when the AccuVote was down. Feed the ballots into the reader for tallying. If, after several tries, a ballot is rejected by the scanner, set the rejected ballot aside for hand counting.

____ Hand count paper ballots that could not be scanned (if any).

- Have two officers tally ballots that could not be scanned.
- Record the total number of hand-counted ballots cast on Line **B14** of the SOR.
- Record the results of the hand count on Line **D3** of the SOR.
- Record any write-ins on Page 3 of the SOR.
- Put all hand-counted paper ballots in one of the cardboard boxes labeled with a goldenrod **#3 Counted Ballots** label.

____ Certify the Public Counter (TOT COUNT)

- Enter the Public Counter number (TOT COUNT on the LCD display) on the back of **Envelope #7C** and on **Line B11** of the SOR.

____ Tally and Print the OS Results.

- Using the black banded key, unlock the Retaining Door on the front of the Ballot Box in order to access the **YES** and **NO** buttons on the front of the machine.
- Using the yellow banded key, unlock and remove the printer cover from the top of the OS machine.
- Pull the opening tape out of the way of the printer, but do not detach.
- Remove ONE of the **Ender Cards** from the Smart Card Envelope.
- Push both the **YES** and **NO** buttons and feed an **Ender Card** into the OS machine at the same time to close the polls.
- The election results (short report) will print automatically.
- The display will read: *Need another copy?* No response is required.

____ Print three copies of the long report.

- Slide the machine forward and turn the machine **OFF** (red switch on back.)
- Turn the machine back **ON**.
- After the machine re-boots, follow the prompts on the LCD display. Answer the following questions using the YES and NO buttons on the front of the machine:
 - *Send Results by Telephone?* Press **NO**.
 - *Send Results by Direct Mode?* Press **NO**.
 - *Print Election Totals Report?* Press **YES**.
 - *Print Long Report?* Press **YES**. Machine will print long report.
 - *Need Another Copy?* Press **YES**. Machine will print second copy.
 - *Need Another Copy?* Press **YES**. Machine will print third copy.

(CONTINUED ON BACK)

- Pull out printer paper a few inches, then tear off and remove the tape
- Have two officers sign each section/copy of the tape.
- Set aside the tape for processing with SOR.

Troubleshooting...

If you have trouble with the YES and NO sequence, turn the machine off and then back on and start over following the prompts above.

_____ **Remove the Memory Card from the OS machine.**

- After removing the tape, turn off the OS machine using the red switch on the back.
- Carefully cut or twist to remove the plastic seal that secures the metal strip covering the memory card slot. Place the removed seal in Envelope #7C.
- Rotate the metal strip off its post and pull the Memory Card from its slot.
- Place the Memory Card in **Envelope #7C**.
- Reposition the metal strip onto its post. No new seal is required.

_____ **Remove ballots and segregate the ballots that contain write-in votes.**

- Using the black banded key, open the ballot access door at the lower back of the ballot box.
- Remove the **ENDER** card and place it in Envelope # 7A.
- Remove and set aside the **VOTED ballots with Write-Ins**.
- **Assign two officers to record the Write-Ins on page 3 of the SOR and the SOR copy.**
- Remove and place the **VOTED ballots** in the cardboard boxes provided.
- Relock the access door.
- Unlock the top of the Ballot Box and lift the lid.
- Two officers should ascertain that there are no ballots remaining in any of the storage bins.
- Relock the Ballot Box lid and all other compartments.

_____ **Seal and label the cardboard ballot boxes for return to the Clerk**

Do not mix voted and unvoted ballots in the return boxes!

The return box labels are in the brown smart card envelope.

After the hand-counts and write-ins are completed...

- Place all **VOTED** ballots, including those that were hand-counted and those that had write-in votes, into the cardboard boxes.
- Seal the boxes with the red “tamper” tape.
- Using the clear tape, label one side and one end of each box with the **goldenrod #3 Counted Ballots** box labels.
- Place seals across the box top flaps – all officers must sign.

_____ **Put away the OS machine.**

- Replace and relock the printer cover on the OS Machine.
- Unplug the AC power cord from its power source and from the back of the machine; carefully pull it out through the plastic tube on the Ballot Box.
- Ensure that the OS Machines is turned off, then put the machine into its padded bag and return it to the cart.
- Put the power cord into the canvas tote bag with the other cords.
- Relock the Retaining Door at the front edge of the Ballot Box.
- Reinsert the metal Security Plate in the Ballot Entry Slot in the back of the lid and lock it in place.