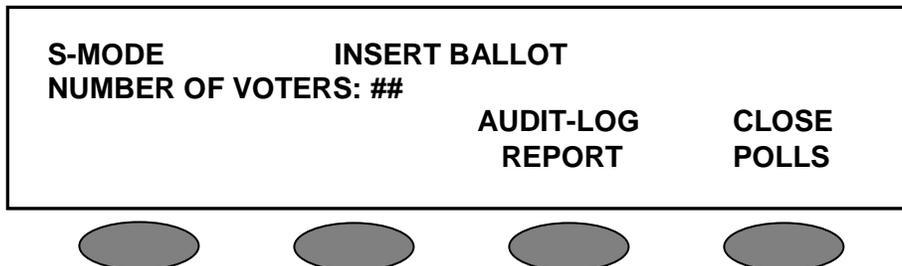


CLOSING THE POLLS – M-100

Step 1: Make sure that anyone who is on the premises at the time for closing the polls and who is waiting to vote is moved inside the building, if possible, and separated from other persons, and that they are allowed to vote. Anyone who is not on the premises at that time shall not be allowed to vote.

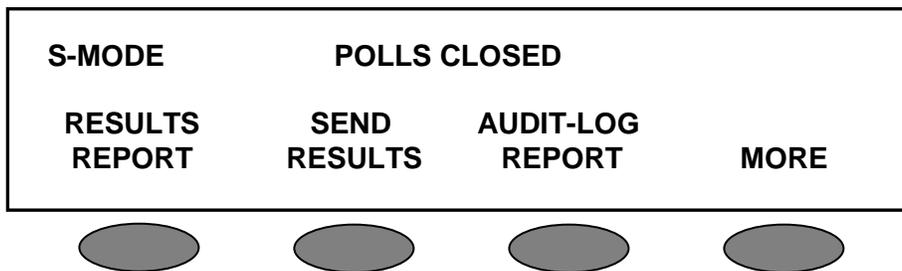
Step 2: Unlock and open door C on the front of the ballot box. This compartment is the emergency storage bin that is used in the event that the ballot scanner does not work on Election Day. If there are any voted ballots inside, remove them and insert them in the ballot scanner now. Close door C and lock it, making sure that the flap on the door is in place so that nothing can be inserted.

Step 3: Inside the key access panel (D), **carefully** insert the red-ring key and turn it to the **OPEN/CLOSE POLL** position. The display will show the following message:



Step 4: Write the number of voters shown on the display on the outside of the Tally List Envelope after "Total Ballots Cast" and in the Ballot Certification box inside the Tally List.

Step 5: Press the button under the display on the ballot scanner under **CLOSE POLLS**. Two copies of the Status Report and Voting Results Report will print, along with one copy of the Audit Log Report. This will take a few minutes. After the two reports are finished printing, the display will show the following message:



Step 6: Remove the Zero Totals Report from the first copy of the reports that was printed. Place it inside the Tally List. Close the key access panel (D).

Step 7: If you will be transmitting results to the county auditor by telephone modem, skip to step 16 on the next page. If you will not be using the telephone modem, continue on to step 8.

Step 8: Inside the key access panel (D), **carefully** turn the red-ring key to the **OFF** position. Carefully pull the red-ring key straight up and out of the lock, leaving the lock in the **OFF** position. Gently tear the reports off the ballot scanner. At the end of each copy will be the results certification. Each precinct official will need to sign both certifications. Cut the two copies of the Voting Results Reports apart. Fold the two copies, and place one inside the Tally List, and the other inside the white envelope taped to the outside of the Tally List Envelope.

Step 9: Unlock and open door A on the left side of the ballot box. Remove the voted ballots and close and lock door A. Put the voted ballots in the light-gray shirt boxes inside the supply box (about 200 ballots will fit per box). Look **closely** inside the compartment to make sure that there are no ballots hung-up between the two compartments.

Step 10: Unlock and open door B on the right side of the ballot box. This compartment contains ballots with write-in votes. Remove the ballots and close and lock door B. Tally **all** of the write-in votes in the Tally List using the Recording Write-in Votes instructions. Put the write-in ballots into the light-gray shirt boxes with the other voted and counted ballots. Wrap clear tape completely around each shirt box (two different directions) so that the box is securely sealed. Using the permanent marker in the supply box, have each precinct official sign his/her name across the seal on each shirt box containing voted ballots.

Step 11: Unlock flap E on the front of the ballot scanner and drop the flap down. (If you followed the telephone modem procedures, flap E will already be unlocked and down.)

Step 12: Break the red seal on the front of the ballot scanner (separate the two red legs and twist it to break) and put the broken seal in the supply box. Gently lift the door to the PC Card Slot Access Panel (see diagram at the top of the first page). Push the eject button to pop out the PC card, and remove it. Close and lock flap E on the front of the ballot scanner.

Step 13: Place the PC card and the keys inside the white business envelope in the supply box (this white envelope is labeled "PC Card & Keys Envelope"). Seal the white envelope and have each precinct official sign his/her name across the seal.

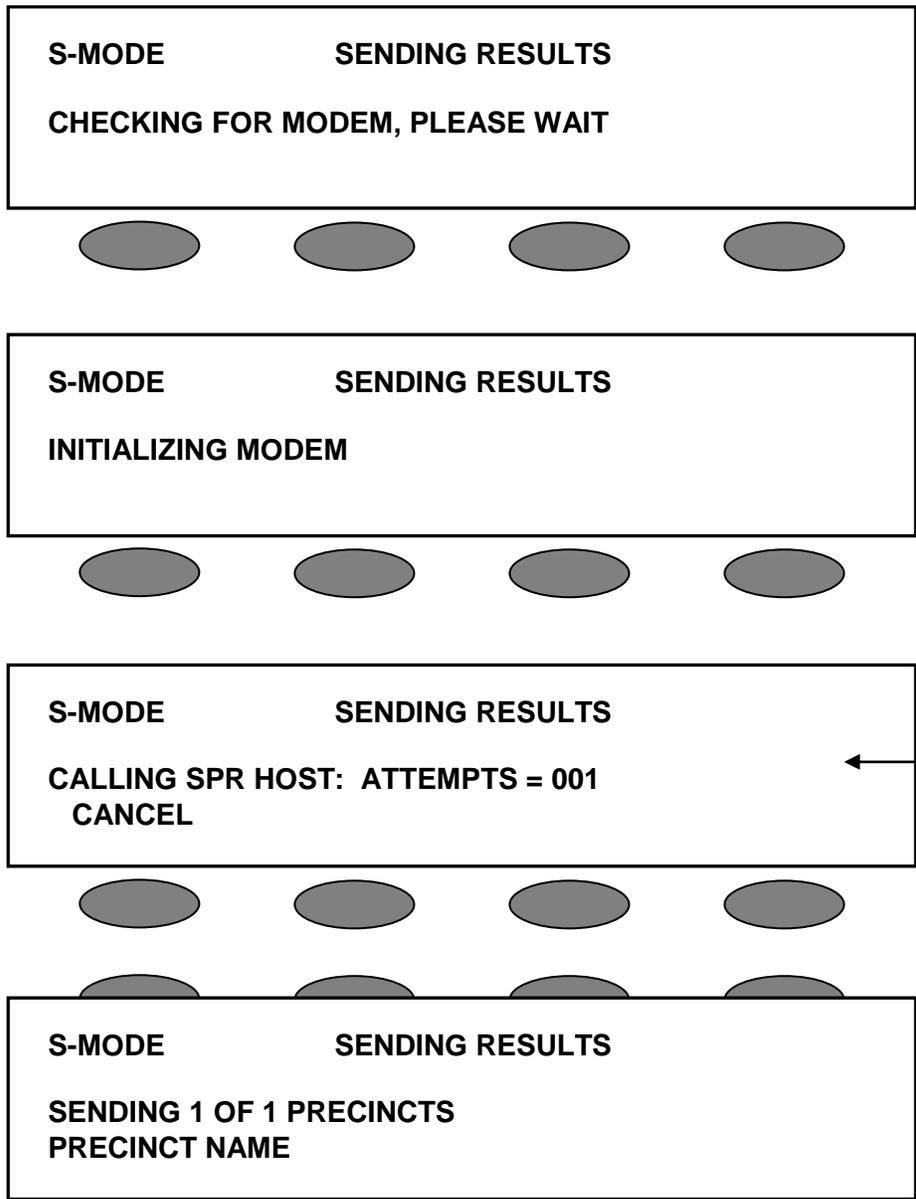
Step 14: Call the county auditor's office if you will arrive late.

Telephone Modem Transmission Procedures

Step 16: Inside the key access panel (D), **carefully** pull the red-ring key straight up and out of the lock, leaving the lock in the **OPEN/CLOSE POLL** position.

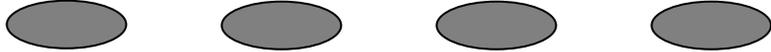
Step 17: Unlock flap E on the front of the ballot scanner and drop the flap down. Lift the door to the Parallel/Serial Port Access Panel (see diagram at the top of the first page) and insert the modem telephone cord. (Some precincts will use the black telephone cord in the scanner case.)

Step 18: On the display, press the button under **SEND RESULTS**. The ballot scanner will automatically dial the phone number to the courthouse and send the election results. This will take a few minutes, and the following screens will appear as it progresses.



If the display shows two or more attempts to transmit election results, see the "Important" message box on the next page.

S-MODE SENDING RESULTS
SENT 1 OF 1 PRECINCTS
MODEM OPERATION COMPLETED
OK



Step 19: When you see the above display, press the button under **OK**. The display will show the following message.

S-MODE POLLS CLOSED
RESULTS SEND AUDIT-LOG
REPORT RESULTS REPORT MORE



Step 20: The election results have now been successfully transmitted to the courthouse. Return to Step 7 in these instructions and continue with the Closing the Polls procedures.

Important!

If you have been waiting more than three minutes for the telephone modem to transmit the election results, you may see the following message (or a similar message in which the number of attempts is more than one):

S-MODE POLLS CLOSED
CALLING SPR HOST: ATTEMPTS = 002
CANCEL



This message means that the transmission has been unsuccessful, and will not work. Push the button under **CANCEL** to cancel the telephone modem transmission. Return to Step 7 in these instructions and continue with the Closing the Polls procedures.