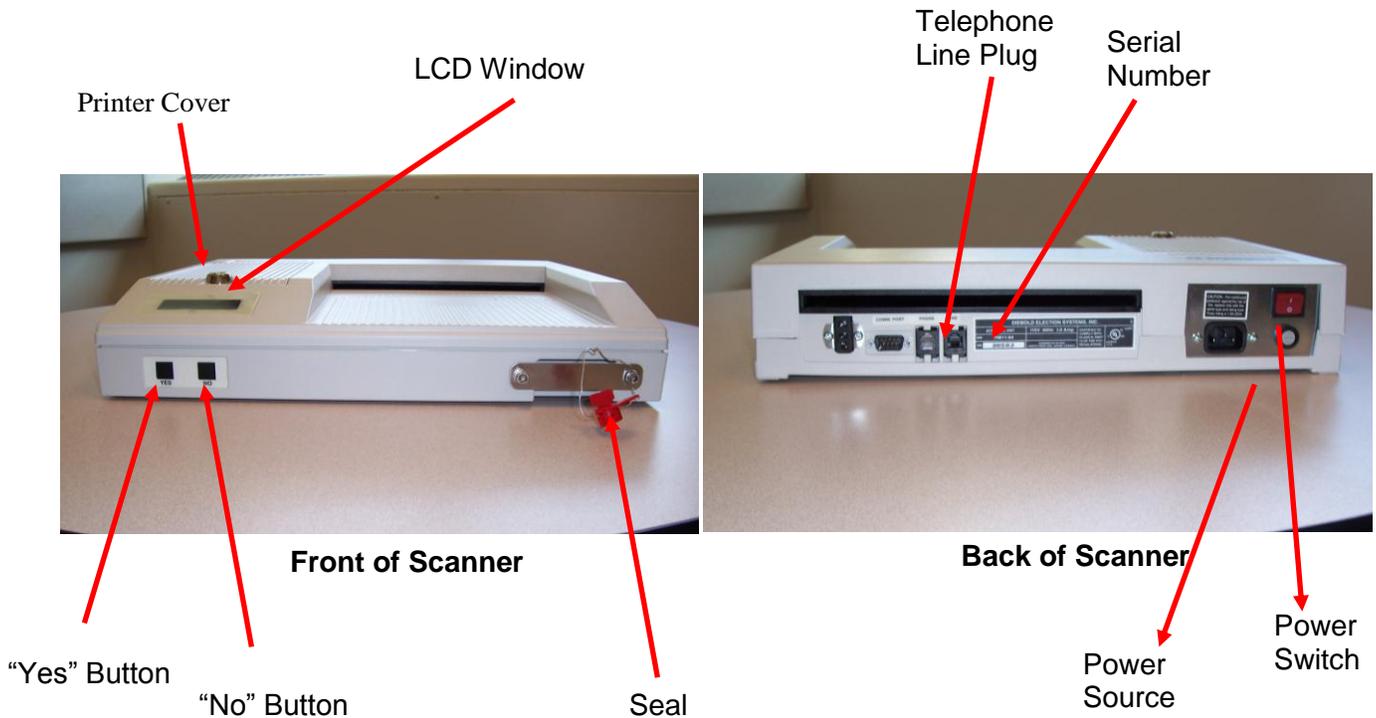


Labeled Ballot Box

## CLOSING THE POLLS – AccuVote OS

**Step 1:** Anyone who is on the premises and waiting to vote at the time for closing the polls is allowed to vote. If possible, move everyone waiting to vote inside the building and separate that group from anyone who may try to enter the building too late to vote. Anyone who is not on the premises at that time shall not be allowed to vote.

**Step 2:** Once voting has ended, open the bottom lock for the emergency ballot box using the black capped key. If any emergency ballots were used during the day, insert the ballots into the scanner. Close and lock the emergency ballot box with the black capped key.



**Step 3:** Using the red capped key unlock and remove the printer cover.

**Step 4:** Write the number of voters shown on the LCD window on the "Zero Tape" that is attached to the printer. This number will be used later when completing the tally book.

**Step 5:** Remove "ENDER" card from the scanner carrying case.

**Step 6:** Unlock the front top lock using the black capped key.

**Step 7:** Press and hold the "Yes" and "No" buttons at the same time, while inserting the "ENDER" card into the scanner. **Do not remove the "Zero Tape" from the printer.** Sending the "ENDER" card through the scanner will end the election and the printer will print the "Final Results Tape."

**Step 8:** While the "Final Results Tape" is printing the Precinct Election Officials can begin removing the voted ballots from the rear of the ballot box using the black capped key. The write-in ballots will be in the right compartment, keep these separate from the other ballots. Verify that no ballots remain in the ballot box.

**Step 9:** After all the ballots are removed, lock the ballot box using the black capped key.

**Step 10:** Return the "ENDER" card to the scanner carrying case.

**Step 11:** **Do not remove the "Final Results Tape."** Using the back of the printer cover, all Precinct Election Officials must sign the "Final Results Tape."

**Step 12:** Tear the "Final Results Tape" which should still have attached a "Zero Tape" off the printer. The "Final Results Tape" should be placed with the Tally Book.

**Step 13:** If you are transmitting results, follow the steps provided by your county auditor to transmit results.

**Step 14:** Replace the printer cover and lock using the red capped key.

**Step 15:** The LCD window will show:  
“Need another copy?”  
Press the “No” button.

**Step 16:** The LCD window will show:  
“Ready to turn unit off?”  
Press the “Yes” button.

**Step 17:** The LCD window prompt will show:  
“Election Finish Turn Off Unit”

**Step 18:** Slide the scanner forward and turn off the red power switch on the back of the scanner.

**Step 19:** Unplug the power cord from the back of the scanner and place the scanner and power code in the scanner carrying case.

**Step 20:** Take the security plate from the security plate holding spot and lock it into position on the ballot box using the black capped key.

**Step 21:** Lock the front top lock of the ballot box using the black capped key.

**Step 22:** Using the black capped key unlock the front bottom lock. Open the ballot box and verify that all the ballots have been removed. If any ballots remain in the ballot box, determine whether the ballot has any write-in votes. If it does have write-in votes, include the ballot with the other write-in ballots. If the ballot does not have any write-in vote, include the ballot with other voted ballots.