

# Montgomery County Elections

## Closing the Polling Location on Election Day

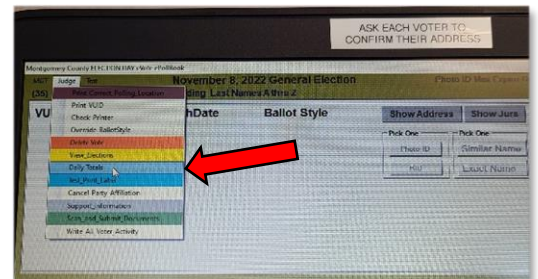
### Close Polls, Equipment Shutdown, Stow Equipment

#### 1. ePollbook – Close Polls and Shutdown

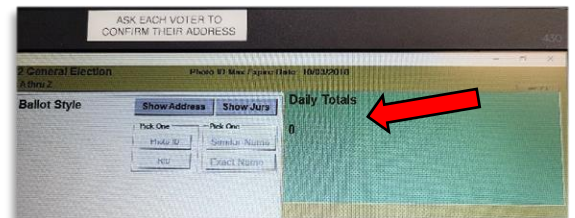
a. When the Controller time clock displays 7 pm, if accurate, close the polls. If there are people still voting, or people were in line to vote before 7 pm, allow them to complete the voting process. Then, begin the ‘Close the Polls’ process.



b. On the eVote laptop, select ‘Judge’ and then ‘Daily Totals’ on the upper left of the screen.



c. The totals are now displayed in the green box on the right of the screen. Once you have the Daily Totals, record them on the ‘Reconciliation’ envelope.



d. Do not remove the USB Encryption Key. It must remain plugged into the eVote laptop.



- e. Power down the eVote laptop and disconnect the cables from the printer. Place the printer, mouse, and scanner gun back in their slots. Place the mouse pad and Quick Start Guide on top of the closed laptop lid. Fold up the palm rest pillow. Disconnect the power cord from the left side of the case. Neatly roll up the cord and place it on top of the pillow.



- f. Place the ePollbook cover over the equipment and latch the five clips.



- g. The ePollbook is now ready for transport back to Election Central by the Election Judge.

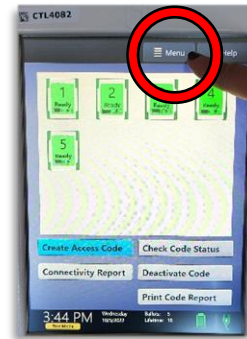


## 2. Controller – Close Polls and Shutdown Duos

- a. When the Controller time clock displays 7 pm, if accurate close the polls. If there are people still voting, or people were in line to vote before 7 pm, allow them to complete the voting process and then close the polls.



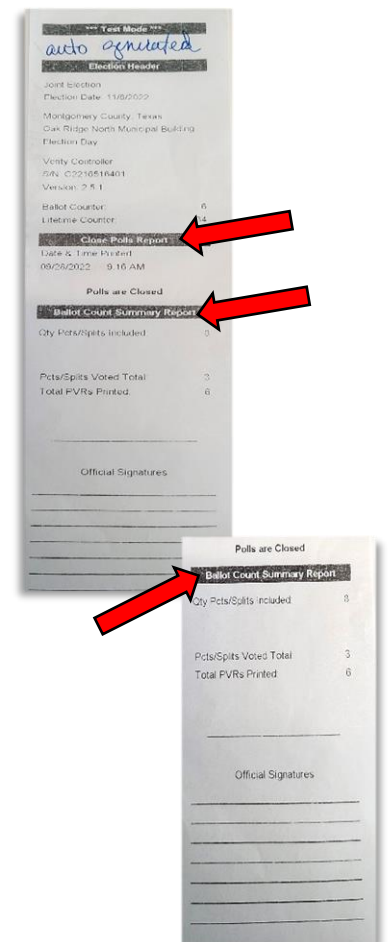
b. To begin, press Menu at the top of the Controller screen.



c. Press 'Close Polls' and confirm 'Yes.' Enter the 'Close Polls' password found in the Controller and select 'Accept.' (All Duo tablets will now read 'Closed.') The Controller printer will automatically generate the 'Close Polls Report.'



d. With the 'Close Polls Report' still attached to the printer, select 'Ballot Count' to print the 'Ballot Count Summary Report.' Judge, Alternate and 2 poll watchers, if present, sign the tape. Use both totals for the 'Reconciliation Report.' Tear off the 'Close Polls Report / Ballot Count Summary Report' and place in the 'Controller / Scan Reports' envelope. The Judge and Alternate may print copies of the 'Ballot Count Summary Report' as desired and sign. Those will be placed in the Judge's envelope.

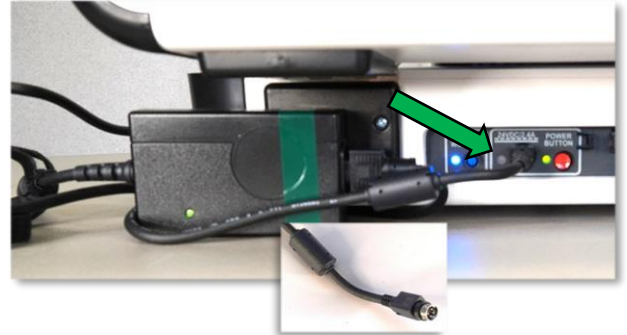


e. Finally, press 'Ballot Count' to print the 'Ballot Count Summary Report.' Leave it attached to the Controller. The Judge and Alternate Judge and poll watchers, if present, must sign all tapes.

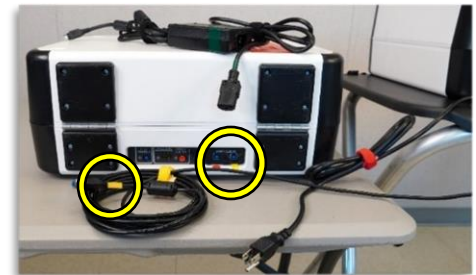
- f. On the back of each device, starting with the Controller, depress the red Power button and wait 15 seconds while the unit powers down. All lights on the back of each device should be off.



- g. Now, disconnect the round connector to the left of the red Power button. The connector is spring-loaded, so grasp it firmly with your thumb on the flat part and your index finger underneath on the round part and pull it free from the unit.



- h. Disconnect the Verity Data Cable from the yellow USB port on the back of the Controller. Disconnect the six-foot power cord from the power brick, wrap up the power cables, and secure them with the Velcro ties.



- i. Disconnect the Auto Ballot Scanner (scanner gun) USB cable from the white cover above the printer. Wrap up the cable and secure it with the Velcro tie. Place the Auto Ballot Scanner in the blue Critical Bag.



- j. Unlock the tablet by turning the yellow key counter-clockwise. Pull the tablet forward from the top, lift it up, and release it from the cradle. Place the tablet in the storage compartment in the lid. Lock the tablet in place by turning the yellow key clockwise. Turn the lever in the upper left-hand corner clockwise to secure the tablet.



- k. Remove the blue panel on the inside of the lid by depressing the latches above and below the lock. Remove the two white return seals and any blue or other unused seals from the compartment. Insert the power brick and power cord. Replace the blue panel and secure the latches.



- l. Release the lid brace, close the lid, and secure both latches. Attach the white Controller return seal around the handles. The Controller is now ready for transport by the Election Judge.



### 3. Privacy Screens

- a. Slide the metal hooks out of the slots on both sides of the Ballot Box and each Booth Stand.



- b. Place all sets of the Privacy Screens in the black cloth bag. The bag is ready to be placed on the Caddy.



#### 4. Scan – Close Polls and Shutdown

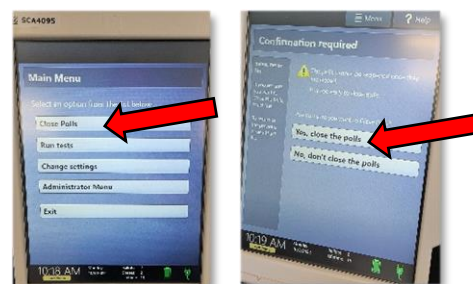
- a. When the Controller time clock displays 7 pm, if accurate, close the polls on the Scan. If there are people still voting, or people were in line to vote before 7 pm, allow them to complete the voting process and then close the polls.



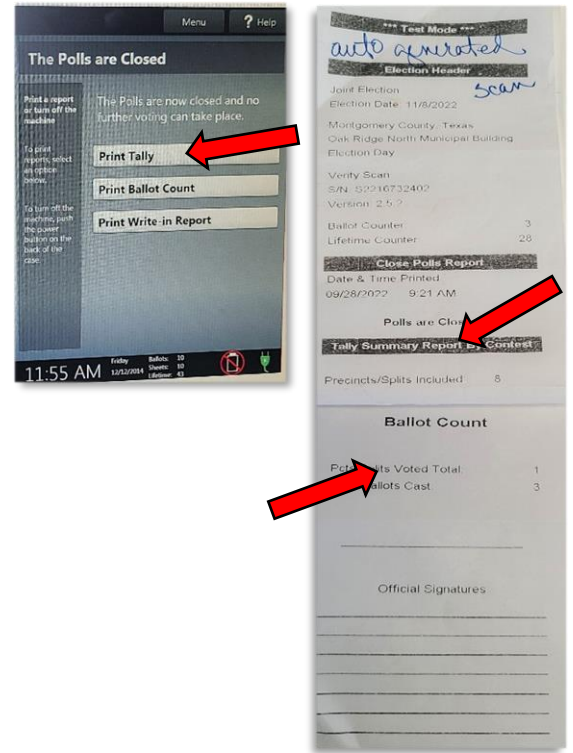
- b. Press the blue Pollworker button on the back of the Scan.



- c. A menu with 'Close Polls' will appear on the tablet. Select 'Close Polls' and then select 'Yes.' Enter the 'Close Polls' password found inside the Controller and select 'Accept.'

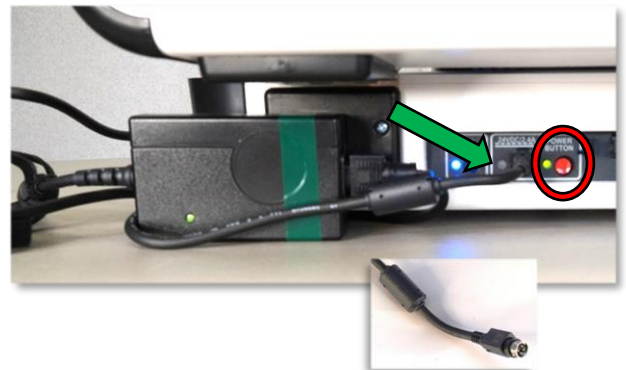


d. The ‘Close Polls Report / Tally Summary Report’ will automatically print. The Judge, Alternate Judge and up to 2 poll watchers, if present, will sign this tape. Tear off the report and place in the ‘Reconciliation’ Envelope. The Judge and Alternate Judge print copies of the ‘Tally Summary Report’ as desired, sign and then place a copy in the Judge’s Envelope.



e. Press ‘Print Tally’ to print the ‘Tally Summary Report’ and leave it attached to the Scan. The Judge, Alternate Judge and up to 2 poll watchers, if present, both sign this tape.

f. Depress the red Power button and wait 15 seconds while the unit powers down. Then, disconnect the round connector to the left of the red Power button. The connector is spring-loaded, so grasp it firmly with your thumb on the flat part and your index finger underneath on the round part and pull it free from the unit. Disconnect the six-foot power cord from the power brick, wrap up the cables, and secure them with the Velcro ties.



g. Unlock the tablet by turning the yellow key counter-clockwise. Pull the tablet forward from the top, lift it up, and release it from the cradle. Place the tablet in the storage compartment in the lid. Lock the tablet in place by turning the yellow key clockwise. Turn the lever in the upper left-hand corner clockwise to secure the tablet.



- h. Remove the blue panel on the inside of the lid by depressing the latches above and below the lock. Insert the power brick and power cord. Replace the blue panel and secure the latches.



- i. Release the lid brace, close the lid, and secure both latches.



- j. The Election Judge and Alternate Judge will unlock, confirm seal, unseal, and open the door of the Ballot Box. Place seal in Reconciliation Envelope. The Judge will grasp the handle of the Ballot Bag and pull it through the open door of the Ballot Box. Place any ballots from the Emergency Ballot Bin in the Envelope for Emergency Ballots and place in the Ballot Transport Bag. File the Register of Spoiled Ballots with the Reconciliation Log. Place the Spoiled Ballot Envelope and the Envelope for Blank Ballots signed or stamped by the Judge in the Ballot Transfer Bag. Zip the top of the Ballot Bag closed. Run the shackle of the lock hasp through the zipper pulls of the Bag. Attach the blue seal and the blue lock to the hasp. Record seal on the Reconciliation Envelope. The Ballot Bag is now ready for transport by the Election Judge.



- k. While the Ballot Box door is open, reach under the front of the lid. Gently pull the white string down and toward you to release the three locking pins holding the Scan unit to the Ballot Box.





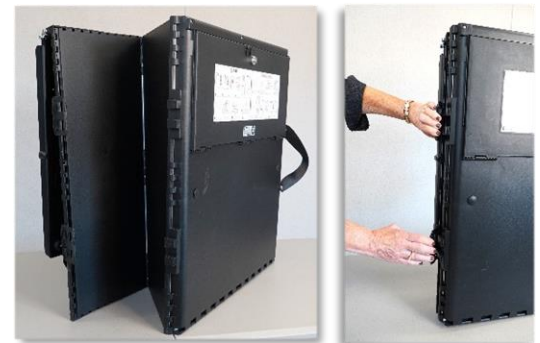
1. Lift the handle of the Scan unit until it is free of the locking pins. Lift the Scan unit off the Ballot Box lid and set it aside. Attach the white Scan return seal around the handles. Record the seal on the back of the Reconciliation Envelope. It is now ready for transport by the Election Judge.



- m. Confirm the seal on the Ballot Box Emergency Slot and the Emergency Back Door. Remove the seals and place in the Reconciliation Envelope. While the door is open, raise the floor up. Then, close the door and lift the lid up and over until it covers the door.



- n. Push the sides in toward each other. The hinged walls will collapse inward. Hook the four latches. There are two on each side of the Ballot Box.



- o. At the bottom of the lid, hook the three elastic bands to the three pins to secure the lid. The Ballot Box is ready to be placed on the bottom shelf in the Caddy.

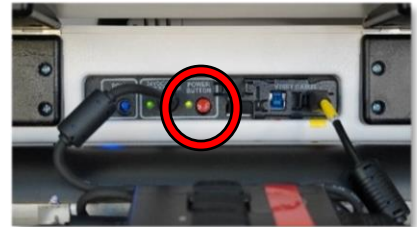


## 5. Duos - Shutdown

- a. Place the empty blue Critical Bag (pink tag) on a table. When finished, there should be one Auto Ballot Scanner (Scanner Gun) from the Controller, one ATI Controller from the Duo DAU, four Verity (USB) Data Cables, four Y-Power Cords, and one six-foot Power Cord in the bag. When all components are returned to the Critical Bag, zip the bag closed and place it on the Caddy. The second blue Critical Bag (white tag) will have the same equipment, less an Auto Ballot Scanner and an ATI Controller.



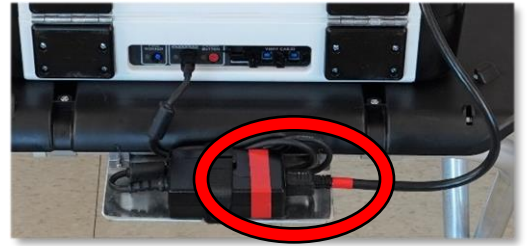
- c. After the polls have been closed on the Controller and starting with the first Duo in the string nearest to the Controller, depress the red Power button and wait 15 seconds while the unit powers down. The lights in the back must be off before any tablet is unlocked.



- d. Then, disconnect the round connector to the left of the red Power button. The connector is spring-loaded, so grasp it firmly with your thumb on the flat part and your index finger underneath on the round part and pull it free from the unit. Then, move to the second Duo in the string, power it down, wait 15 seconds, and disconnect the round connector. Continue down the string, powering off all the Duos in the same way.



- e. Return to the first Duo in the string nearest to the Controller, disconnect the red-taped connector from the red-taped power brick. The red-taped connector is one of the legs of the Y-Power Cord. Continue down the string, disconnecting the red-taped connector from each power brick.



- f. Return to the first Duo in the string, disconnect the remaining two yellow-taped connectors of each Y-Power Cord. Continue down the string, disconnecting the yellow-taped connectors as you go.



- g. Take each Y-Power Cord, fold the cable into a figure-eight, and secure with the Velcro tie. Place four Y-Power Cords into the blue Critical Bag.



- h. The six-foot Power Cord that was connected to the Y-Power Cord and the power strip should be folded together and secured with the Velcro tie. Place the Power Cord into the blue Critical Bag.



- i. Return to the first Duo in the string, disconnect the Verity Data Cables from the back of each Duo. The yellow-taped cable that was previously connected to the Controller should be loose already. The other end of that cable has red tape and can be disconnected from the first Duo. Then, disconnect the yellow-taped cable that is connected to the back of the first Duo. Continue disconnecting the Verity Data Cables from each of the Duos in the string. Coil each cable and secure it with the Velcro tie. Place four Verity Data Cables in the blue Critical Bag.



- j. After disconnecting the final red-taped Verity Data Cable at the Duo DAU, disconnect the blue USB cable from the back of the Duo. The cable is connected to the ATI Controller. Lift the ATI Controller from the cradle on the Duo DAU Booth Stand. Then, fold the cable and secure it with the Velcro tie. Place the ATI Controller in the blue Critical Bag.



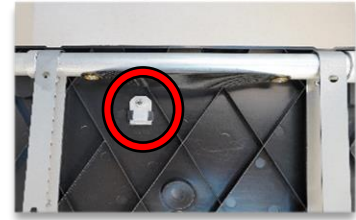
- k. Unlock each Duo tablet by turning the key counter-clockwise. Pull the tablet forward from the top, lift it up, and release it from the cradle. Place the tablet in the storage compartment in the lid. Lock the tablet in place by turning the key clockwise. Turn the lever in the upper left-hand corner clockwise to secure the tablet.



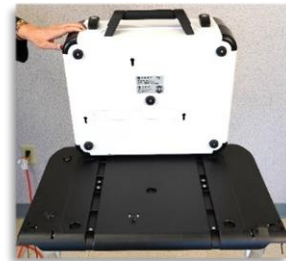
- l. Release the lid brace, close the lid, secure the two latches on the front of each Duo and lock with the square key.



- m. Reach under the front of each Booth Stand and pull the silver latch toward the front to release the Duo from the locking pin.



- n. Lift the handle of the Duo until it is free of the locking pin. Lift the Duo off the Ballot Stand and set it aside. Duos are now ready to be placed on the Caddy.



## 6. Duo Booth Stands - Shutdown

- a. **DO NOT DISASSEMBLE REGULAR BOOTH STANDS.** Place Booth Stand face down on a flat surface. Pull the black cloth strap toward the power brick.



- b. The back leg brace will travel along a track allowing the legs to fold in and lie flat.



- c. Hook the elastic bands to the plastic tabs. This will secure the legs for transport. The Booth Stands are ready to be placed on the Caddy with the power brick down and the legs pointing up.



## 7. Duo DAU Booth Stand - Shutdown

- a. **THIS IS THE ONLY BOOTH STAND THAT NEEDS TO BE DISASSEMBLED.** Place the Duo DAU Booth Stand upside down on a flat surface, such as a table.



- b. Remove the two aluminum leg extensions and the U-shaped aluminum leg brace by depressing the spring-loaded pins.



- c. With one hand, pull the black cloth strap toward the power brick until the legs are flat. Hook the elastic bands to the plastic tabs. This will secure the legs for transport.



- d. Gather the Booth Stand and individual legs on the table.



- e. Place the Booth Stand and legs (power brick first) inside the black cloth bag with red handles and zip the bag shut. The Duo DAU Booth Stand is ready to be placed on the Caddy standing up with the red handles facing the front of the Caddy. See photo of Caddy in step 9 for proper placement



## 8. Duo Go - Shutdown

- f. Unplug the charger power cord from the power strip. Unplug the charger cable from the back of the Duo Go. Fold the cables and secure them with the Velcro ties. Store the charging cables in the top pocket of the Duo Go carry bag.



- g. Unzip the main compartment of the carry bag, open the flap, and place the Duo Go inside. Close the flap and zip the main compartment shut.



- h. The Duo Go is now ready to be placed on the Caddy. With the handles facing the front, secure the carry bag to the top of the Caddy with the provided elastic cords. Secure each hook into the slot on the shelf.

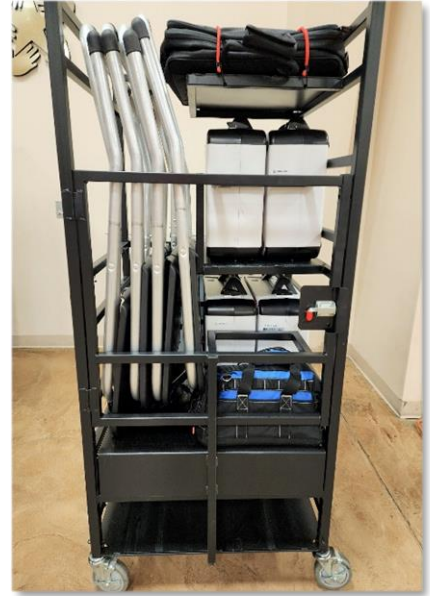


## 9. Caddy – Stow Equipment

- a. Return the following equipment to the Caddy:  
Four Duos, Three Duo Booth Stands, One blue Critical Bag, Blank UNSTAMPED loose Ballot Paper, Shrink wrapped Ballot Paper, Privacy Screens in carry bag, One Duo Go in carry bag, One Duo DAU Booth Stand in carry bag, One Ballot Box, and One Ballot Bag,
- b. The Duos are heavy, weighing as much as 35 pounds each. Use caution when lifting them into the Caddy. Place them on the right side of the Caddy with handles facing up.
- c. Secure the Duo Go bag to the top of the Caddy using the provided elastic straps. Secure each hook into the slot on the shelf. The black handles will face the front.



- d. Place the Duo DAU Booth Stand carry bag on the left side of the Caddy with the red handles facing the front.
- e. Place Duo Booth Stands on the left side of the Caddy with the legs facing up.
- f. Place the blue Critical Bag in the Caddy in front of the Duos.
- g. Place the Ballot Box flat on the bottom of the Caddy with handles facing the front.
- h. Unused, unstamped Ballot Paper is placed in the compartment above the Ballot Box.
- i. Stow the black Privacy Screen bag with the Booth Stands.



**Caddy 1:** Four Duos, Three Duo Booth Stands, One blue Critical Bag, Ballot Paper, Privacy Screens in carry bag, One Duo Go in carry bag, One Duo DAU Booth Stand in carry bag, One Ballot Box, and One Ballot Bag.

**Caddy 2:** Four Duos, Four Duo Booth Stands, One blue Critical Bag, Ballot Paper, Privacy Screens in carry bag, and One Duo Go in carry bag.

**Caddy 3:** Four Duos, Four Duo Booth Stands, One blue Critical Bag, and Privacy Screens in carry bag.