



Closing the Polls with Verity Scan



Welcome to the *Closing the Polls with Verity Scan* learning module. This module focuses on the important steps that must be followed to close the polls on Election Day.

You'll also see some tips about disconnecting the device and closing it up at the end of the day. For more detail on these steps, be sure to view the *Breaking Down and Packing Up* voting machine warehouse video.

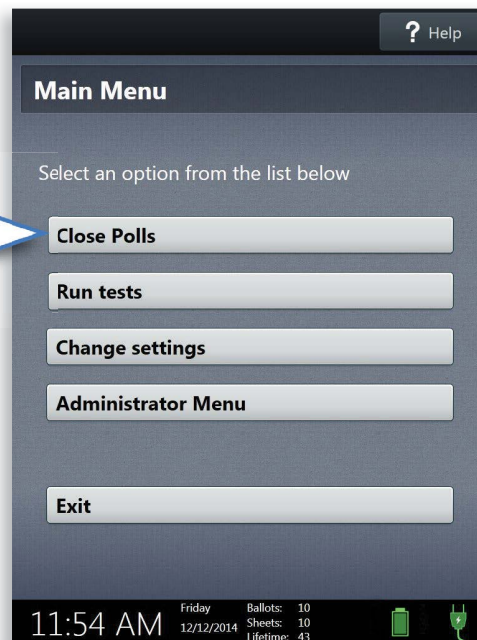
Closing the Polls with Verity Scan

! IMPORTANT: Wait until the close polls time to close polls. Once polls are closed they cannot be reopened on that device.

1 Press the **blue** poll worker button on the back of the Verity Scan. ▶



2 Select **Close Polls**. ▶

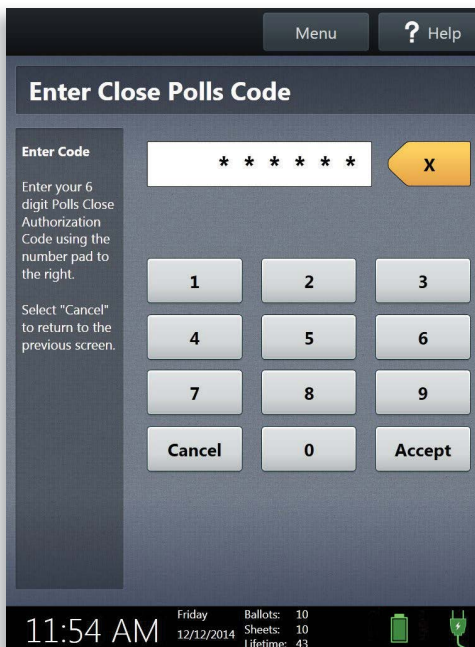
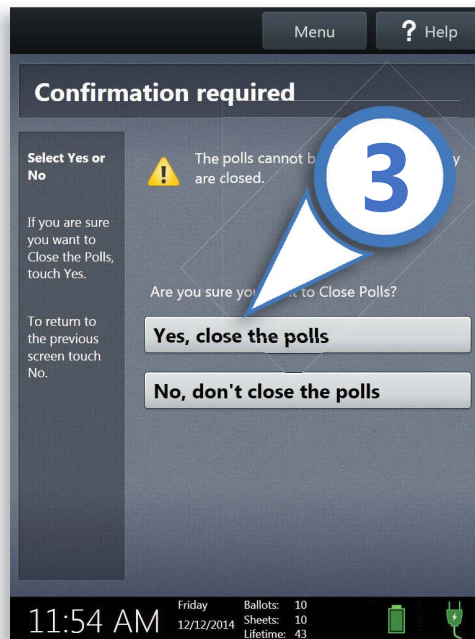


Closing the Polls with Verity Scan, *continued*

3 Select **Yes**, close the polls. ▶

IMPORTANT: Once polls have been closed, they cannot be reopened on that device.

4 Enter your Close Polls Code and select **Accept**. ▶

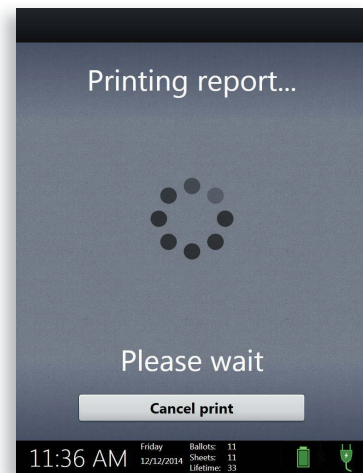


TIP:

Some models of Verity power cord have a connector that locks into place. If you have this type of power cord, the connector will make a small “click” when connecting. To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects to the Verity device, and slide back the sleeve. This will unlock the connection so that the cord may be removed.

Closing the Polls with Verity Scan, *continued*

5 Wait while the Close Polls report prints. ▶



6 The polls are now closed. Print and file available reports as required.



Closing the Polls with Verity Scan, *continued*

7 Press the *red* power button on the back of the Verity Scan to power it down.

- ▶ Wait for the Verity Scan to be completely powered down and showing a black screen before unlocking the tablet and removing it from the cradle.
- ▶ After stowing the tablet, make sure to lock it in with the key and pull the blue latch down to secure it in place.

8 Follow your local jurisdiction's guidelines, including chain-of-custody procedures, when transferring voting devices, vDrives, and/or ballots to your central counting location. If you are leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door.