Checklist for Closing Polls on Scanner

IMPORTANT: Once the polls have been closed, they cannot be reopened on that device. Please ensure all voters are finished voting before following these steps.

☐ Press the blue poll worker button on the back of the Verity Scan device

☐ Select **Close Polls**

☐ Select **Yes, close the polls**

☐ Enter your Close Polls Code and select **Accept**

☐ Wait while the *Close Polls Report* prints

☐ Select **Print Ballot Count** to print an additional report, wait for report to print, then repeat until you have a total of six (6) *Ballot Count Reports*

☐ Select **Print Write-in Report**, wait for report to print, then repeat until you have a total of six (6) *Write-in Reports*

☐ File copies of EACH REPORT in the following places:

  ▶ Two (2) copies: Clear bag (along with the device's V Drive, enclosed in clear box)

  ▶ One (1) copy: Envelope B for Minority Inspector

  ▶ One (1) copy: Attach to ballot posted at precinct

  ▶ One (1) copy: Goes with Republican representative

  ▶ One (1) copy: Goes with Democrat representative

☐ Press the red power button on the back of the device to power it down

Checklist for Closing Polls on Touch Writer

> **IMPORTANT: Once the polls have been closed, they cannot be reopened on that device. Please ensure all voters are finished voting before following these steps.**

☐ Press the blue poll worker button on the back of the Verity Touch Writer device

☐ Select **Menu**

☐ Select **Close Polls**

☐ Select **Yes, close the polls**

☐ Enter your Close Polls Code and select **Accept**

☐ Wait while the *Close Polls Report* prints

☐ File the *Close Polls Report* in the clear bag

☐ Press the red power button on the back of the device to power it down

Checklist for Packing Up Equipment and Supplies

☐ When devices are completely powered down and showing black screens, close and lock them as you saw in the warehouse video

☐ **IMPORTANT: Remember to remove the V drives from the devices and place the V drives in the special clear box that will be returned to the Board of Elections**

☐ Apply closing seals as appropriate and record all seal numbers

☐ Pack equipment back into the cage the same way it arrived (refer to the laminated card on the cage door if you need help)

☐ Ensure designated person(s) have all the required envelopes and bags they need to return to election headquarters