

## CLOSING THE POLLS – PART 1 - PRINT TAPES AND TRANSMIT RESULTS

### 1. Gather Needed Supplies and Materials

- Voter Statistics Worksheet
- Memory Device Transmittal Envelope
- Scissors (to cut wire seal on memory device)

### 2. Confirm all Ballots Have Been Counted

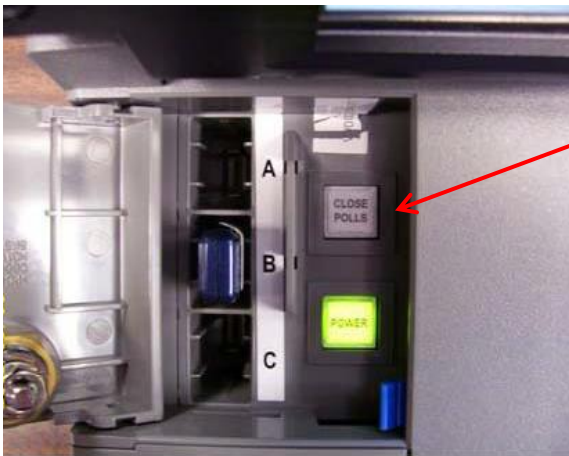
- Verify all voters have finished voting
- Open and remove any uncounted ballots from auxiliary compartment
- Feed uncounted auxiliary compartment ballots through the ballot counter
- Re-Lock auxiliary compartment

### 3. NEW: Record Total Number Ballots Counted on Precinct Statistics Worksheet Line 7

- Record "Public Count" number on Precinct Statistics Worksheet Line 7

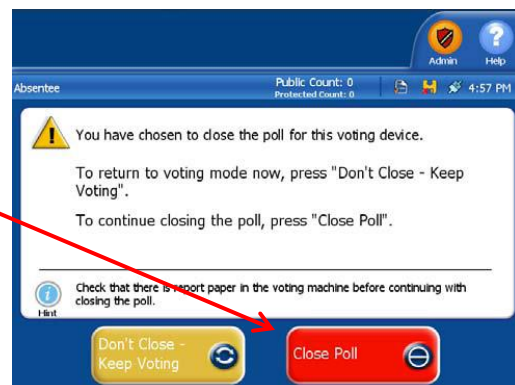
### 4. Print Tapes and Transmit Results

- Unlock Access Door (use "Barrel Key")
- Open printer tape compartment (press blue latch inside Access Door)
- Unfurl "Zero Tape" – let it hang out – do not remove
- Close printer tape compartment (zero tape should be hanging out)
- Press the Close Poll button inside Access Door (will flash and then go dark)



CLOSE POLLS button

- Select "Close Poll"



- All results tapes will automatically print

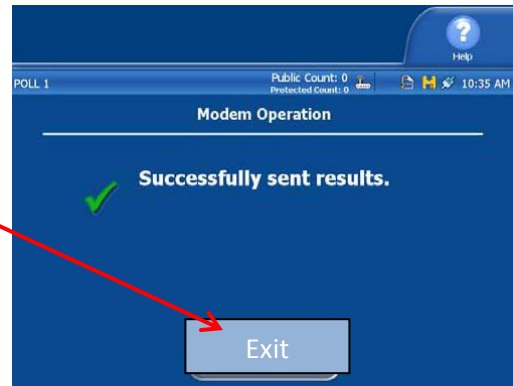
- ❑ Select “Begin Modem Process”
- ❑ **NOTE: Modeming can take from 5 to 30 minutes depending upon size of election**



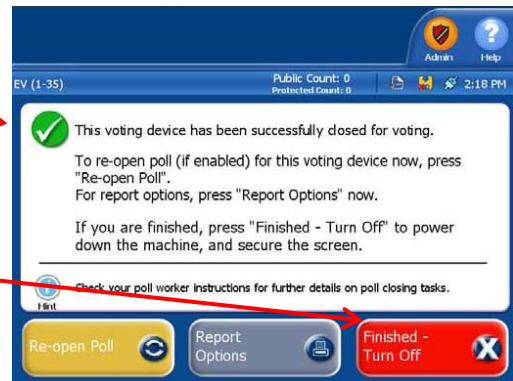
- ❑ If modem process is successful you will see this screen

**HOORAY THAT’S IT! Select Exit!**

**IF SCREEN DISPLAYS ERROR MESSAGE GO TO DS200 TROUBLESHOOTING GUIDE (LOCATED IN EQUIPMENT SUPPLIES AND TROUBLESHOOTING BAG)**



- ❑ After successful modem transmission and after you’ve selected “exit” you will see a “Successfully Closed for Voting” message



- ❑ Select “Finished Turn Off”
- ❑ “Power” button inside Access Door will change from green to red light
- ❑ Wait for red power button light to go off before proceeding to next step

## 5. Remove and package Memory Device

- ❑ Compare Memory Device seal number to seal number on Official Precinct Certification sheet
- ❑ Cut wire seal with scissors – Pull out memory device
- ❑ Place memory device in Memory Device Transmittal Envelope
- ❑ Give Memory Device Transmittal Envelope AND Results Tapes to Head Judge

**CLOSING THE POLLS CHECKLIST – PART 2 PREPARE ELECTION RETURNS**

**1. Gather Needed Supplies and Materials**

- Precinct Statistics Worksheet
- Official Precinct Certification
- Pollpad Display (**Reminder:** leave Pollpads ON until after tapes are signed)
- Spoiled and Duplicate Ballot Envelopes
- Voter Receipt Envelope
- Signed Voter Certifications in Envelopes Provided (2)
- Incident Logs
- Ballot Tracking Form
- Summary Statement Envelopes (multiple - labeled with A, B, C, etc.)
- Empty Transfer Cases & Certification Labels (sticker seals)

**2. Complete Precinct Statistics Worksheet – Follow instructions on worksheet**

**3. Transfer Statistics to Results Tapes (Required for ALL Tapes)**

- Cut long results tape after each set of signature lines - KEEP ZERO TAPE ATTACHED TO FIRST TAPE
- Record statistics listed below on ALL copies of machine tapes
- All judges present at closing MUST sign signature lines on ALL Results Tapes

<b>MEMORY DEVICE SEAL NUMBER</b> (Official Precinct Certification)	<b>Statistics Worksheet Line 1</b>
<b>NUMBER OF ELECTION JUDGES ASSIGNED TO PRECINCT</b> (Official Precinct Certification)	<b>Statistics Worksheet Line 2</b>
<b>NUMBER OF VOTING STATIONS SET UP IN PRECINCT</b> (Count Voting Booths plus 1 AutoMARK)	<b>Statistics Worksheet Line 3</b>
<b>REGISTERED @ 7 AM</b> (Pollpad display – “Precinct Records” Upper Center of Home Screen)	<b>Statistics Worksheet Line 4</b>
<b>NUMBER OF ELECTION DAY REGISTRATIONS</b> (Pollpad Summary Report – “Registrations”)	<b>Statistics Worksheet Line 5</b>
<b>TOTAL NUMBER OF VOTERS IN THE PRECINCT</b> (Pollpad Summary Report “Check-ins”)	<b>Statistics Worksheet Line 6</b>
<b>TOTAL NUMBER BALLOTS COUNTED</b> (Ballot Counter Display – “Public Count” OR Results Tape – “Total Paper Sheets”)	<b>Statistics Worksheet Line 7</b>
<b>SPOILED BALLOTS</b> (Count Ballots in Spoiled Ballot Envelope)	<b>Statistics Worksheet Line 8</b>
<b>DUPLICATED BALLOTS</b> (Count Ballots in Duplicate Ballot Envelope)	<b>Statistics Worksheet Line 9</b>

**4. Place COMPLETED AND SIGNED Machine Tapes and Other Materials in Results Tape Envelopes**

- Place signed results tapes in Summary Statement Envelopes (extras go in Envelope A “County”)
- Place other materials in Summary Statement Envelopes as specified on each envelope
- Seal Summary Statement Envelopes and at least 2 judges sign across sealed flap

## 5. Secure Ballots

- Unlock ballot box and remove voted ballots from compartment
- Place USED ballots together in transfer case(s)
  - Voted Ballots
  - Spoiled Ballot Envelope
  - Duplicate Ballot Envelope
- Complete Transfer Case Certification (sticker seal) for each box
- Number the Transfer Cases “1 of 3,” “2 of 3” and “3 of 3” etc.
- Seal Transfer Cases – all judges present in precinct sign seal
- Lock UNUSED ballots (shrink-wrapped/not issued) in ballot box compartment

## 6. Pack up Supplies, Equipment and Materials

<b>RETURN TO CLERK – Items below MUST be returned to City Hall</b>	
Item	Detail/Contents
Summary Statement Envelopes	Labeled A, B, etc., include contents specified on each envelope
Signed Voter Certificates	In envelopes provided (2)
Voter Receipts	In envelopes labeled “Voter Receipts”
Completed Forms Envelope	Completed complaints, challenger forms, voter correspondence, etc.
Transfer Cases	Sealed and containing voted, spoiled and duplicated ballots
Memory Device Envelope	With Memory Device enclosed
Keys	Machine keys and polling place keys

<b>LEAVE IN PRECINCT – Unless provided alternate instructions by your City Clerk</b>	
Item	Detail/Contents
Judge Station Supplies	Pack into plastic bags in which they came – place in Blue Supply Bin
Blue Supply Bins	With unused supplies and forms packed inside
Voting Booths	Take down and pack back into their cases
Vote Here signs and flags	Bring inside and set next to booths
Unused Ballots	Lock in main ballot box compartment
AutoMark	Secured in carrying case
Ballot Counter/Ballot Box	Close and lock all compartments
Pollbooks Secured in Cases	With all cords, stand, stylus, packed in each case

**TWO JUDGES RETURN MATERIALS**  
**FOLLOW INSTRUCTIONS PROVIDED BY CITY CLERK**