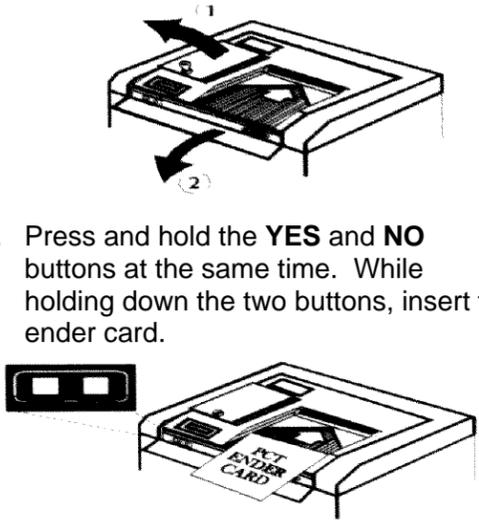
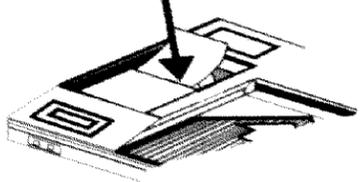
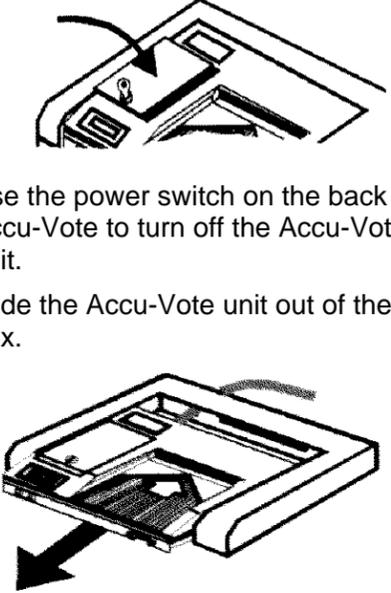
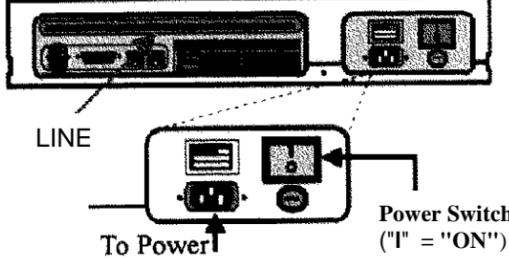
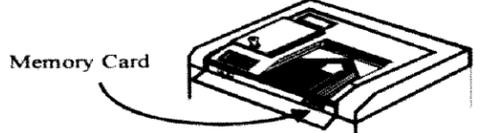
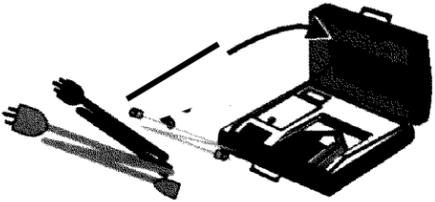
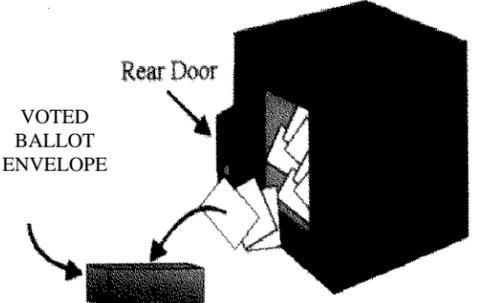


# CLOSING THE POLLS

Accu-Vote Optical Scan Unit Transmitting Results -- Read and complete each step one sentence at a time.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5								
<ol style="list-style-type: none"> <li>1. Use the black key to unlock and open the emergency compartment door on the left side of the ballot box.</li> <li>2. Remove the ballots. Use your hand to check inside the compartment to make sure that the compartment is empty.</li> <li>3. If the emergency compartment was used for questioned and special needs ballot envelopes, separate the regular ballots from the questioned and special needs ballot envelopes.</li> <li>4. Insert the regular ballots into the Accu-Vote unit. If ballots do not scan, place ballots into the uncounted ballot envelope.</li> <li>5. Close and relock the emergency compartment door.</li> </ol> 	<ol style="list-style-type: none"> <li>1. Remove the ender card from the Accu-Vote carrying case.</li> <li>2. Use the plain key to unlock and remove the printer cover.</li> <li>3. Use the black key to unlock and open the top front door of the ballot box.</li> <li>4. Press and hold the <b>YES</b> and <b>NO</b> buttons at the same time. While holding down the two buttons, insert the ender card.</li> </ol> 	<ol style="list-style-type: none"> <li>1. The results tape will print automatically below the zero report tape.</li> <li>2. When the printer is finished, tear off the tape. Have each election board member sign at the bottom of the tape. <i>Tear the tape here.</i></li> <li>3. Place the zero report tape with election results inside the precinct register cover.</li> <li>4. Print a second tape by pressing the <b>YES</b> button. After the second tape has printed, have each election board member sign the bottom of this tape.</li> <li>5. Place the second copy of the results tape in the memory card envelope.</li> </ol> 	<ol style="list-style-type: none"> <li>1. Press the <b>NO</b> button on the front of the Accu-Vote unit to print another copy.</li> <li>2. Replace and lock the printer cover. Remove the key.</li> <li>3. Use the power switch on the back of the Accu-Vote to turn off the Accu-Vote unit.</li> <li>4. Slide the Accu-Vote unit out of the ballot box.</li> </ol> 	<ol style="list-style-type: none"> <li>1. Immediately take the Accu-Vote unit to the designated telephone jack to transmit election results.</li> <li>2. Connect one end of the telephone cord into the port on the back of the Accu-Vote unit marked "line."</li> <li>3. Connect the other end of the telephone cord into the designated telephone jack.</li> <li>4. Plug the power cord into an electrical outlet.</li> <li>5. Use the power switch on the back of the Accu-Vote unit to turn on the Accu-Vote unit.</li> </ol> 								
<p style="text-align: center; color: red; font-weight: bold;">STEP 6</p> <ol style="list-style-type: none"> <li>1. Look at the LCD screen. Read the message and press the <b>YES</b> button after each question.</li> <li>2. <table border="1" style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="padding: 5px; text-align: center;">SEND RESULTS BY TELEPHONE?</td> <td style="padding: 5px;">Press <b>YES</b></td> </tr> <tr> <td style="padding: 5px; text-align: center;">PHONE NUMBER OK?</td> <td style="padding: 5px;">Press <b>YES</b></td> </tr> <tr> <td style="padding: 5px; text-align: center;">READY TO SEND RESULTS?</td> <td style="padding: 5px;">Press <b>YES</b></td> </tr> </table> </li> <li>3. You will hear faint squelching sounds while the unit connects. This may take several minutes. If you hear a busy signal, the Accu-Vote will automatically redial. If you are not connected after two redial attempts, turn off the unit, verify you are connected to the correct phone/jack line and repeat Step 6.</li> </ol>	SEND RESULTS BY TELEPHONE?	Press <b>YES</b>	PHONE NUMBER OK?	Press <b>YES</b>	READY TO SEND RESULTS?	Press <b>YES</b>	<p style="text-align: center; color: red; font-weight: bold;">STEP 7</p> <ol style="list-style-type: none"> <li>1. When the results begin transmitting you will see a series of messages flash on the LCD screen beginning with: <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 100px; text-align: center;"> <tr> <td>REQUESTING COMMUNICATIONS</td> </tr> </table> </li> <li>And ending with: <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 100px; text-align: center;"> <tr> <td>RESULTS SENT OK</td> </tr> </table> </li> <li>• If this message appears, the results were successfully transmitted. Turn off Accu-Vote unit and go to Step 8.</li> <li>• If the results have not transmitted after two attempts, follow the instructions provided by the election supervisor.</li> </ol>	REQUESTING COMMUNICATIONS	RESULTS SENT OK	<p style="text-align: center; color: red; font-weight: bold;">STEP 8</p> <ol style="list-style-type: none"> <li>1. Remove the seal from the silver bar covering the memory card.</li> <li>2. Remove the memory card and place it in the memory card envelope.</li> <li>3. Make sure the power switch on the Accu-Vote unit is turned off.</li> <li>4. Put the Accu-Vote unit, telephone cord, power cord, and extension cord into the carrying case. Do not put the keys in the carrying case yet.</li> </ol>  	<p style="text-align: center; color: red; font-weight: bold;">STEP 9</p>  <ol style="list-style-type: none"> <li>1. Open the rear door of the ballot box. Remove ender card from ballot box and place it in the ender card envelope. Put the envelope into the Accu-Vote carrying case.</li> <li>2. Remove the ballots from the ballot box from both compartments and place into the voted ballot envelope.</li> <li>3. Unlock the front bottom lock of the ballot box; lift the lid to show all three compartments are empty.</li> </ol>	<p style="text-align: center; color: red; font-weight: bold;">STEP 10</p> <ol style="list-style-type: none"> <li>1. Seal the voted ballot envelope flap and ask each election worker to sign across the flap. Place voted ballot envelopes in the black ballot transfer bag or mailing envelope. Seal black ballot transfer bag with cable tie.</li> <li>2. Put the silver security bar back into the ballot entry slot and lock it in place.</li> <li>3. Close and lock all the doors on the ballot box.</li> <li>4. Put the keys in the Accu-Vote carrying case.</li> <li>5. Return Accu-Vote unit and other election materials as directed by the election supervisor.</li> </ol> <p style="font-size: small;">For additional information and emergency instructions, please refer to the Accu-Vote Election Board Handbook.</p>
SEND RESULTS BY TELEPHONE?	Press <b>YES</b>											
PHONE NUMBER OK?	Press <b>YES</b>											
READY TO SEND RESULTS?	Press <b>YES</b>											
REQUESTING COMMUNICATIONS												
RESULTS SENT OK												