Close Polls-Verity Scan

IMPT. Do NOT close polls until after 7:00pm. Polls CANNOT be reopened once closed.

1. Before you begin to close polls, break the wire seal on the back door of the Black Ballot Box (under the Verity Scan) and use the Ballot Box key (key with black ID tag) to unlock the access door to the Emergency Ballot Compartment. Place the broken wire seal in the ziplock bag designated for "**Used Seals.**"

2. **Curbside Ballots**-Remove any Curbside ballots from their Secrecy Envelopes and scan them at this time. Curbside ballots **MUST BE SCANNED** through the Verity Scan prior to closing the polls.

3. **Non-Emergency Hand-Counted Ballots**- Non-Emergency Hand-Counted Ballots are those ballots not accepted by the Verity Scan due to a technical error. (Example: Paper size error.) If you had to hand count non-emergency ballots, please clip them together with one of the three Tally Books and place them in the Voted Ballots Bag. They must be clipped separate from the ballots that were scanned. Please mark your Tally Books as "Non-Emergency Hand-Counted Ballots."

4. **Emergency Ballots**-Emergency Ballots are those ballots found in your Emergency Kit, which is located inside Ballot Box #4-Unused Ballot Box. These ballots are only to be used in an emergency when the Verity Print is unable to print ballots. If you must hand count Emergency Ballots, please use the Tally Books provided and clip one Tally Book to the Emergency Ballots. Please mark your Tally Books as "Emergency Hand-Counted Ballots."

5. If you do not have any Curbside, Non-Emergency, or Emergency Ballots inside the Emergency Ballot Compartment, break the wire seal on the Emergency Ballot Slot (on top of the Black Ballot Box under the Verity Scan). Place the broken wire seal in the ziplock bag designated for "**Used Seals.**"

6. Press the blue Poll Worker button on the back of the Verity Scan unit.

7. Select "**Yes, Close the Polls.**"

8. Enter Close Polls Code provided to you via text or phone call from Election Headquarters and select "**Accept.**"

9. Three copies of the Close Polls Report will print automatically. (If this is a Primary Election, please print 2 more copies of the Tally Report.) Both co-judges must sign all the Tally Reports and file as follows:
   a. **White Return Envelope(s)**-one copy for each party chair, if a Primary Election, or one copy for the County Judge, if a General Election
   b. **Device Reports Envelope**-one copy, which will then be placed in the large, White "**Main Envelope.**"
   c. **Pink Return Envelope(s)**-one copy for each co-judge, if a Primary

10. The polls are now closed. When you have finished printing reports, wait at least 10 seconds, and then press the red power button on the back of the Scan device to power it off.

11. Once the screen is completely black, use the yellow key to unlock and remove the tablet. Stow the tablet, lock it in place with the yellow key, and pull down the blue latch to secure the tablet in its storage position.
12. Unlock the lid brace and close the lid of the of the Scan case. Latch and lock the case and affix the replacement zip seal designated for the Scan Case. (see Locks & Seals Form, page 3)
13. Carefully disconnect the power cable from the port on the back of the Verity Print and remove the cord from the device. If the base of the cord has a sliding collar, be sure to slide the collar back to unlock the connection so the cord may be safely removed.
14. Break the wire seal on the front door of the Black Ballot Box (under the Scan) and use the black key to unlock and open the front door.
15. Pull the white cord hanging from the top of the Ballot Box toward the front of the box to unlock the Scan device and release it from the Ballot Box.
16. Remove the Scan device from the Ballot Box and transport the Verity Scan to Election Headquarters. **DO NOT BRING ANY POWER CORDS WITH YOU!**

Close Polls-Verity Duo

IMPT. Do NOT close polls until after 7:00pm. Polls CANNOT be reopened once closed.

1. Press blue Poll Worker button on the back of the Verity Duo unit.
2. Select "**Menu**" at the top, right of the tablet screen.
3. Select "**Close Polls.**"
4. Select, "**Yes, Close the Polls.**"
5. Enter Close Polls Code provided to you via text or phone call from Election Headquarters and select "**Accept.**"
6. Three copies of the Close Polls reports will print automatically. (If this is a Primary Election, please print 2 more copies of the Report.) Both co-judges must sign all the Tally Reports and file as follows:
   a. **White Return Envelope**-one copy for each party chair, if a Primary, or one copy for the County Judge
   b. **Device Reports Envelope**-(to be placed in the large, White "**Main Envelope.**"
   c. **Pink Return Envelope(s)**-one copy for each co-judge, if a Primary
7. The polls are now closed. When you have finished printing reports, wait at least 10 seconds, and then press the red power button on the back of the Duo device to power it off.
8. Once the screen is completely black, use the yellow key to unlock and remove the tablet. Stow the tablet, lock it in place with the yellow key, and pull down the blue latch to secure the tablet in its storage position.
9. Unlock the lid brace and close the lid of the of the Duo case. Latch and lock the case and affix the replacement zip seal designated for the Duo Case. (see Locks & Seals Form, page 3)
10. Disconnect the surge protector from the wall outlet.
11. Leave the Verity Duo device in place. You will **NOT** transport this device to Election Headquarters.

Close Polls-Verity Print

IMPT: Do NOT shut down Verity Print until after 7:00pm.

1. On the **"Ready to Issue Ballots"** screen, select **"Print Ballot Count Report."**
2. Place the report tape in the small white envelope titled **"Daily Device Reports Envelope"** that is to be placed inside the large white envelope titled **"Main Envelope."**
3. When you have finished printing the report(s), wait at least 10 seconds, and then press the red power button on the back of the Verity Print device to power it off.
4. Once the screen is completely black, use the yellow key to unlock and remove the tablet. Stow the tablet, lock it in place with the yellow key, and pull down the blue keeper latch to secure the tablet in its storage position.
5. Unlock the lid brace and close the lid of the Verity Print case. Latch lock the case with the green key and affix the replacement zip seal designated for the Print unit.
6. Turn off the Oki printer (power button located at front, right, bottom corner of printer).
7. Disconnect the surge protector from the wall outlet.
8. Leave the Verity Print unit in place. You will NOT transport this device to Election Headquarters.
9. Remove ALL unused Official Ballot Stock from the Oki printer and count it. Please have two other poll workers verify your count.
10. Replace the unused Official Ballot Stock back into the same envelope from which it was originally packaged. This number will be included in your End-of-the-Night count on the Election Day Register of Official Ballots-Section F.
11. Count the unused Thermal Ballot Stock (8 1/2" x 11"). Please have two other poll workers verify your count. This number will be included in your End-of-the-Night count on the Election Day Register of Official Ballots-Section F.
12. Complete all paperwork for the End-of-the-Night and place in the envelopes and boxes as instructed in the **"What Goes Where?"** form.

Prepare Voted Ballot Bag for Transport:

1. Remove the gray, wheeled Voted Ballot Bag #3 from the Verity Black Ballot Box.
2. Insert the completed BLUE copy of the Return Sheet (use Verity Scan results tape for your numbers "for" and "against" each candidate or proposition).
3. Non-Emergency and Emergency Ballots (if any) are hand counted using their respective Tally Lists provided and placed in the Voted Ballot Bag #3, along with one copy of the Tally Books. NOTE: Non-Emergency Hand-Counted Ballots are different from Emergency Hand-Counted Ballots. If you aren't sure how to prepare these types of ballots for transport, please call Election Headquarters.
4. Retrieve replacement zip seal and black Master lock from the ballot bag (see Locks & Seals Form, page 1 for Lock & Seal #s).
5. Zip to close the voted Ballot Bag #3. Lock zipper pulls to the leather fob with the Master Lock and thread the zip seal through the small hole formed when the zippers are pulled together. Also run the zip seal through the leather fob.
6. Transport the Voted Ballot Bag to Election Headquarters.