

Quick Guide to Closing the Polls

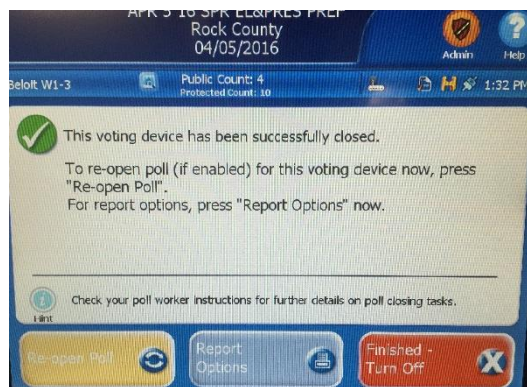
Initial Steps to retrieving election data from Election Machines before powering down for the night.

1. The DS-200

- ✓ Make sure 5 election workers have signed the Zero tape and loosen if taped down on top of machine (first tape should include the zero tape)
- ✓ Remove security Seal from top of the machine and place on incident log



- ✓ Record the voter total for today shown on the screen on the Inspector Statement prior to closing down the machine
- ✓ Use the barrel key from the Chief Keys to open the door
- ✓ When every ballot has been cast into the machine, press the CLOSE POLLS button one time. It won't beep or light up – just let it think awhile as its preparing the data and tapes
- ✓ The machine will automatically print a specified number of tapes, each one needs to be signed by at least three, up to five, Election workers
- ✓ When tapes are complete, the screen will show a message to modem the results.

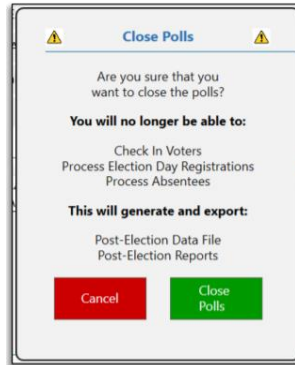


Proceed with modeming the results until the screen says “Successful”

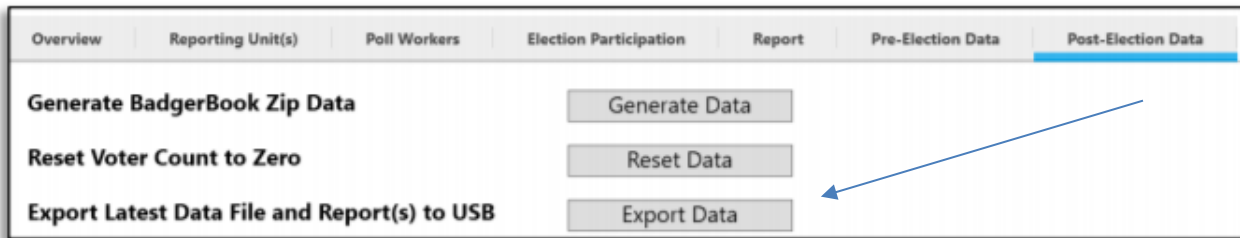
- ✓ It is ok to say “Finished - Turn off”
- ✓ When screen goes black, pull the USB stick and return to red zipper pouch with Chief Inspector.

2. The Badger E-Poll Book:

- ✓ Go to the Admin Menu on the Server device (Administrative Users only)
- ✓ Click the red “Close Polls” button



- ✓ Reenter your username and password, click “Close Polls”
- ✓ Click “Continue” on the Polls Successfully Closed confirmation window
- ✓ Make sure USB Device is plugged in to the Server
- ✓ Select the Post-Election Data tab on the Admin Overview screen



- ✓ Select “Export Data” button next to the Export Latest Data File and Reports to USB option
- ✓ Close the export confirmation window
- ✓ Give USB to chief for return to City Hall
- ✓ Power Down and carefully pack away.

3. The Express Vote

- ✓ Toggle Off (this is a ballot marker only and stores no data)
- ✓ Remove USB Stick and return to red zipper pouch w/Chief inspector
- ✓ Carefully pack away in padded bag

NOTE: These are CRITICAL steps to closing the polls. Pulling the data sticks too soon or shutting the machine off without taking proper steps could result in equipment failure. Please proceed cautiously and carefully.