#### **End of Night Procedures**



- At 8 p.m. commissioners must announce that voting is **OVER**
- If anyone is in line at 8:00 p.m. a commissioner should stand behind the last person in line

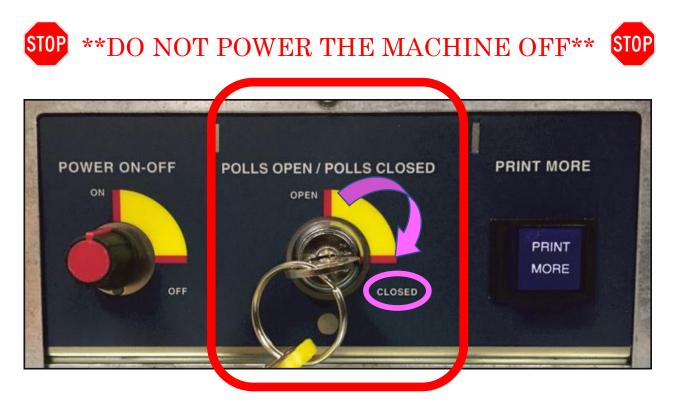
Pg. 55

<text>

 Open the back door of the voting machine using the "YELLOW CAPPED key"

Pg. 55-56

Using the "SILVER key", put key into poll switch and turn the key ¼ turn to the right to the "CLOSED" position, then remove the key (DO NOT TURN THE KEY BACK TO OPEN!)



\*\*Repeat this step for each machine at your precinct\*\*

#### Pg. 56

#### The AVC will automatically begin printing 4 Official Election Results Reports on the printer inside the machine

Date 05/03/2003	Time 21:45
Serial Number	14821
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ublic Counter	75
Precinct/District TEST PRECINCT	
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LIEUTENANT GOVE	RNOR (D
EI LOUISE E ANNA 14 MARTY GRAW ES JIM BALAYA	10 10 5
+ TREASURER	(1)
F3 DEAMOND JIM DADDY WARBUCK F5 JOHN DOUGH	s 10 10 5
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Election Officers Please Complete After Clo We the undersigned Elec certify that en the hi of each sumber, Closed voting, obtained this prime this machimed and that a Protective Counter read Counter read 3 and the	tion Officers do hered day s board under the scruti l the pells from furth of record of votes cast of fler the polls closed, if 75 and the Publ

09/03/02 21:45

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OFFICIAL TRAINING RESULTS REPORT

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E.4	MARTY	YGRAW	10
E5	JIM BA	LAYA	5
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Write In Votes No Write in Votes In Memory

Election Officers Please Complete After Closing The Polls

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ued 14830 v5.00d 09/03/02 21:45

While the 4 Official Election Results Reports are printing, start closing the front of the machine by removing the privacy curtain. Roll them up neatly, place in the curtain storage tube, and replace the lid.



Pg. 57

Unlatch the top privacy panel from both sides and lower it to the voter panel. Fold the side privacy panels in place and lock using the "YELLOW CAPPED key." Remove the key.





Pg. 57

Lower the voter panel to the DOWN position. Do this by pulling the **maroon** latch release. DO NOT FORCE THE VOTER PANEL DOWN!



Pg. 57

**BE SURE THAT THE PRINTER HAS PRINTED 4 RESULTS REPORTS**. When the printer stops, tear off the tape. The Commissioners must sign and date the bottom on the lines provided.

\*\*\*Do not include the machine seal number, as the machine is not sealed after voting\*\*\*

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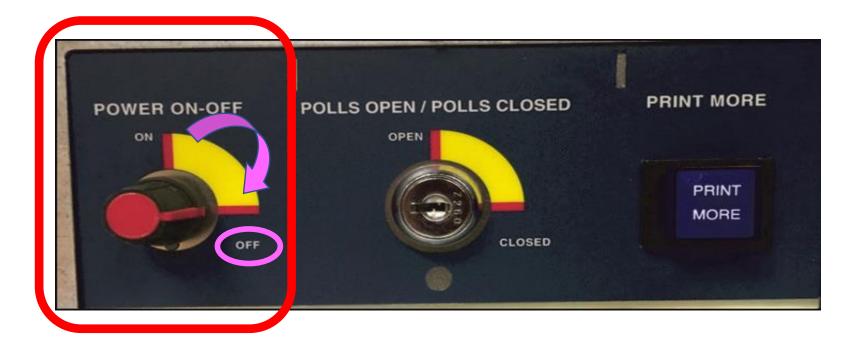


- Important! Be sure that 4 copies of your results reports are completely printed before removing the results cartridge. If not, your cartridges will not read & your results will need to be manually entered by election staff...VERY BAD!!!!
- It is imperative that a copy of the election results & the results cartridge from each machine are brought in election night. If you forget an election results report, you will need to wait until your cartridge is read. If you forget a results cartridge, you'll have to go back to the precinct to retrieve it.





Turn the **RED** POWER SWITCH  $\frac{1}{4}$  turn to the right to the "**OFF**" position



**Pg. 58** 

Break the seal attached to the results cartridge lid cover. Place the results cartridge and the broken seal in the clear COC bag

#### \*\*\*NEVER TRY AND PUT THE CARTRIDGE BACK IN THE MACHINE AFTER IT IS REMOVED\*\*\*



- Place the operator panel in its storage location in the back of the machine. Put the black audio equipment bag in the storage location.
- Unplug the AC power cord and walk it into the machine. DO NOT UNPLUG THE POWER CORD AND LET IT GO. IT COULD CAUSE INJURY!





Distribute all 4 Official Election Results reports as follows:

- One in the Gold S-19 Secretary of State Envelope
- One in the Pink ROV envelope
- One in the Clear Plastic Bag
- One posted on the outside wall or inside on glass so that they public may view from the outside of the location

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- Lock the rear door using the "YELLOW CAPPED key"
- Place the keys in the "C" key envelope

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