

Closing the Polls

Close the Ballot Counter

1 Check emergency voting bag for ballots. If necessary, run any remaining ballots through the ballot counter.

Avoid waiting until polls are closed to do this.

2 Press the blue button on the back of the unit.



3 Select **Close Polls** on the display screen and then **Yes, close the polls.**

4 Enter the Close Polls password (same as Poll Worker Code) then select **Accept.**

The polls are now closed and a report will be printing.



5 Tear off the report when printing is finished. All election judges present must sign the report. Place the signed report in the same Ramsey County Summary Statement envelope that contains the zero tape.

6 Complete the Official Certification Form by writing the memory card seal number in the space provided. The form must be signed by two election judges with different major party preferences. Put the signed form in the black folder, and put the black folder in the blue tub.

7 Select **Print Tally** to print an additional report for each of the remaining summary statement envelopes. One may be printed for public display if requested.

8 Place an envelope seal on each envelope, signed by all judges present.

Place the signed and sealed envelopes in the blue tub.

9 Press the red power button to turn off the ballot counter. Wait for the screen to be completely blank. Unplug the power cord and put it back in the canvass bag.

(Continued on next page)

Closing the Polls (continued)

10 Unlock the tablet, carefully remove it from the cradle and place it back in place inside the top lid. Slide the blue handle down and lock the tablet in place.



11 Close the cover of the ballot counter and snap the black latches in place. You do not need to lock the case.

12 Open the front of the ballot box, reach inside and slide the locking mechanism into the unlocked position.

Remove the ballot counter from the ballot box. The head judge will return the ballot counter to the Elections office.

Put Ballots into Ballot Transfer Case and Disassemble the Ballot Box

13 Two judges of different political parties must remove all ballots and place them in the ballot transfer case.

14 Seal the case with 2 blue rattail seals and 2 sticker seals, signed by all judges present.

Extra seals are provided in case you need to open and re-seal the ballot transfer case. You do not need to seal the blue tub or green box.



15 Disassemble the ballot box using the instructions on the side of the box and place it in its bag. The ballot box remains in the polling place and will be picked up after Election Day.

The head judge returns the ballot transfer case to the elections office.

Closing the Polls

Close the Ballot Marking Device

1 Press the blue poll worker button. On the display screen, select **Menu** and then **Close Polls**. Select **Yes** when asked are you sure?

2 Enter the **Close Polls password** (same as the Poll Worker password).

A report will begin printing.

3 When the report is done printing, press the red power button to shut the device off.

You do not need to sign the printout. Tear it off and place it in the black folder.

4 Write the seal number (found on the compartment inside the case) on the official certification form. Place the form in the black folder. (The black folder will later be placed in the blue tub and returned to the elections office.)

5 Unlock the tablet, remove it from its cradle and return it to the inside of the top lid.

Slide the latch down and lock the tablet in place.



6 Remove power cord and return it to the canvass bag. Close the device case.

7 Reach under the device stand, pull the latch forward to unlock the device, and remove it from the stand.

The head judge will return the device to the elections office.

8 Turn off printer, unplug it and place it back in the printer transfer case.

9 Fold up the printer table and disassemble Ballot Marking Device Stand. Place both in the carrying bag, starting with the Ballot Marking Device Stand.

The bag containing the Ballot Marking Device Stand and printer table will be picked up from the polling place after Election Day.

