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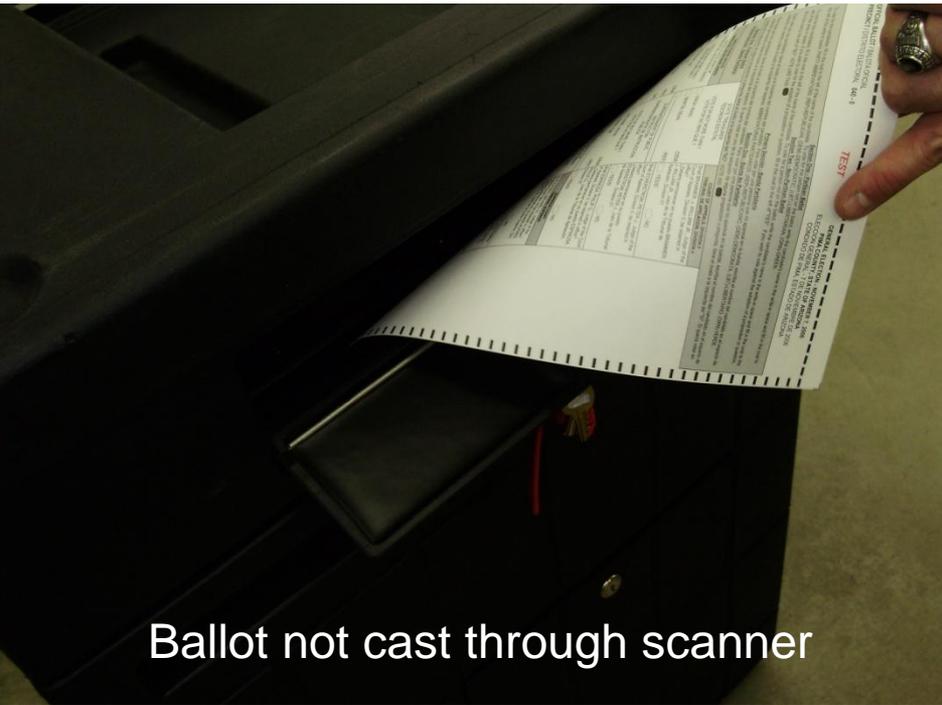
Pima County
Elections Department

ACCU-VOTE

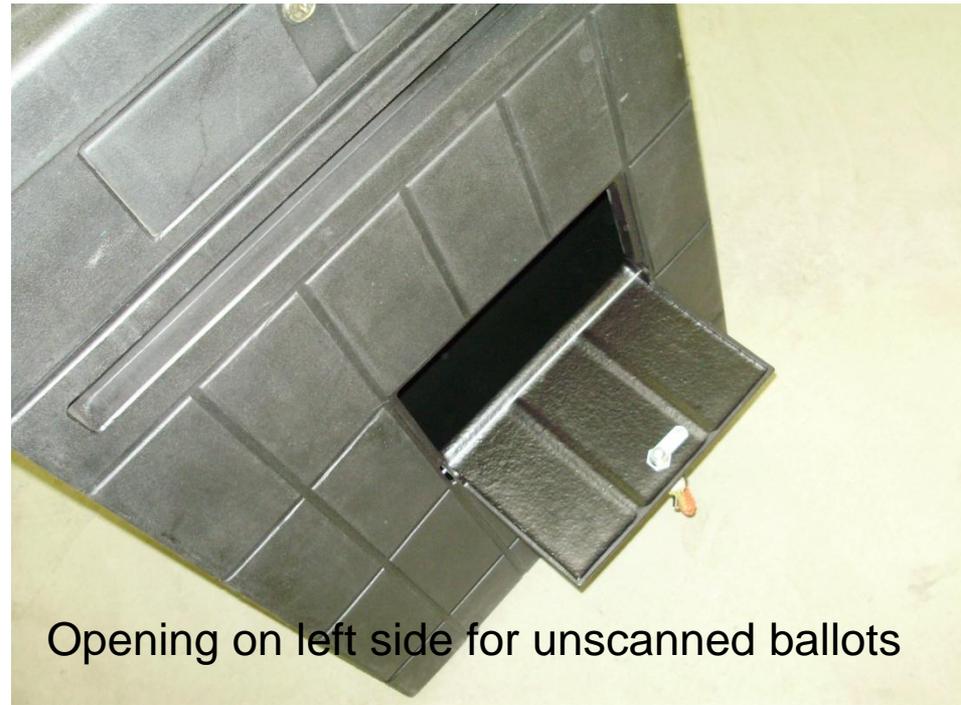


CLOSING THE POLLS

1. Once the last voter has cast their ballot, the Inspector and 2 Judges need to be at the Accu-Vote station. If at any time during Election Day the Inspector had to open the side door on the ballot box to allow voters to cast their ballot due to problems with the optical scanner, these ballots need to be run through the optical scanner prior to the ender card being inserted.



Ballot not cast through scanner



Opening on left side for unscanned ballots

These ballots can be run at any time during the day as long as the optical scanner is working properly. The Inspector and both Judges must be in attendance at that time.

POLLS CLOSE

2. Unlock and open the top front cover of the ballot box.

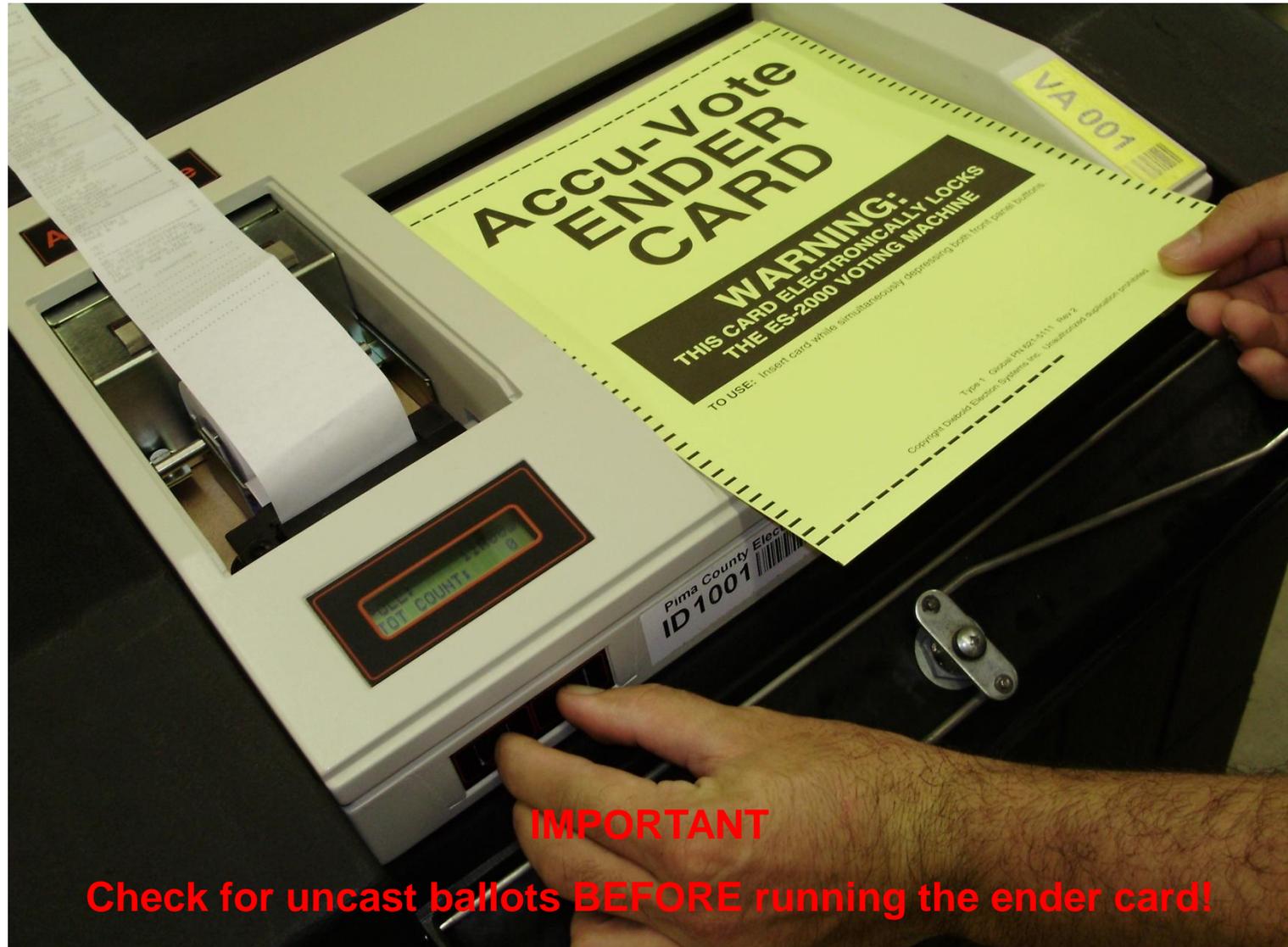


3. Unlock and remove the printer cover.



VERY IMPORTANT

4. Press and hold the YES and NO buttons at the same time. While holding the two buttons, insert the ENDER CARD into the Accu-Vote.

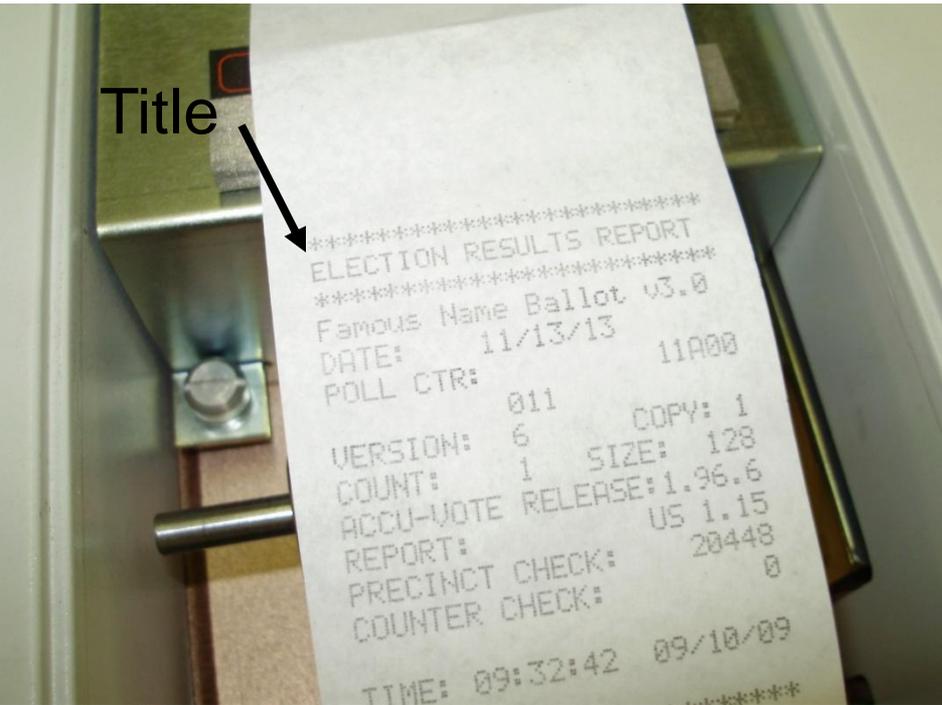


IMPORTANT

Check for uncast ballots BEFORE running the ender card!

5. The *Elections Results Report* will print automatically.

The LCD will show that it is printing your precinct.



6. The Inspector and 2 Judges sign at the bottom of the tape.



7. Tear off the printed tape. This copy of the tape goes into the UNOFFICIAL RETURNS ENVELOPE.

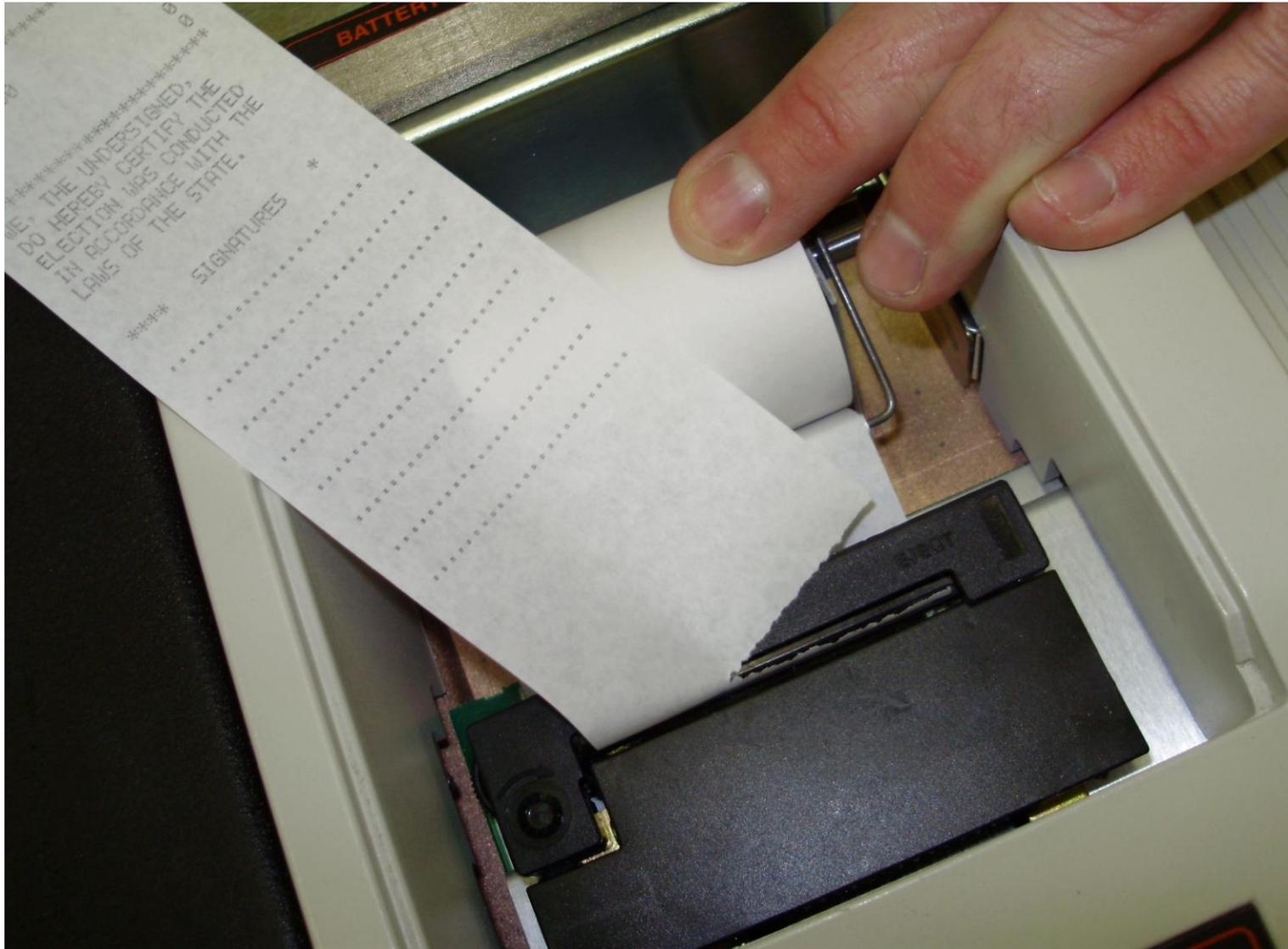
8. The LCD will ask if you want to print another copy.



9. Press YES and wait for the second copy to print.



10. Tear off the tape and the Inspector and 2 Judges sign at the bottom. This copy goes into the BLUE BALLOT TRANSFER BAG with the ballots.

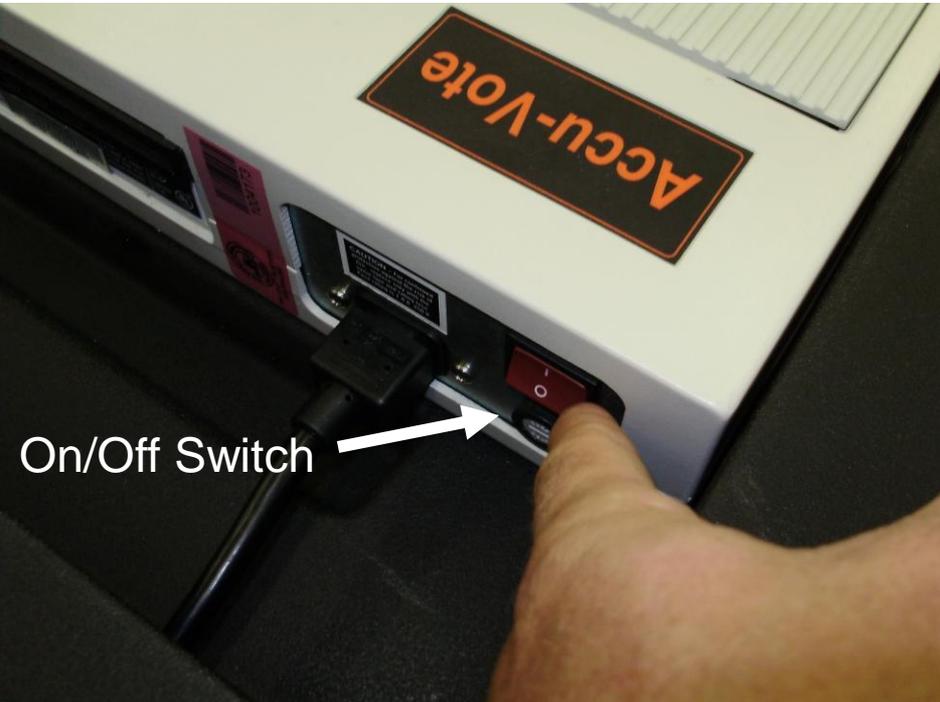


(If the report is NOT legible, print a third time. A total of 2 legible copies are needed.)

11. Replace the printer cover and lock it.



12. Turn off the Accu-Vote optical scanner and remove the plug from the back of the unit.



LEAVE THE MEMORY CARD IN THE ACCU-VOTE UNIT.

DO NOT BREAK THE MEMORY CARD SEAL UNDER ANY CIRCUMSTANCES.

13. Secure the Accu-Vote optical scanner in the black Accu-Vote carrying case. The power cord and adapter plug insert (if used) all go into the outer pocket after collecting the ballots from the Black Ballot Box.



(Keep the keys with you; you will need them for the Touch Screen)

14. Unlock the door on the rear of the ballot box and remove the Write-In ballots from one of the two compartments (the Write-In ballots are usually the smaller of the two piles) and place them in the envelope marked WRITE-IN BALLOTS.



15. Remove the remaining ballots with no Write-In votes (normally the larger of the two piles) in the open rear door. Place these ballots in the BLUE BALLOT TRANSFER BAG.



Final Checks

1. Lock all doors on the Black Ballot Box.
2. Ensure that all poll workers have signed all the forms in appropriate places.
- 3. Leave the memory card in the Accu-Vote unit (DO NOT break the memory card seal).**
4. Place the unit in the carrying case with the power cord and plug adapter placed in the outer pocket.
5. Return the equipment as directed by Pima County Elections Department (refer to your Poll Workers Guide Book).