



Election Workers Guide to the Ballot Scanning Device (BSD)



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Equipment Setup

It is important to properly set up the Ballot Scanning Device to ensure that the ballots processed with this method are kept confidential.

Ballot Box Assembly

Each Ballot Box set up for use must be set up properly to ensure that ballots submitted to the scanner are confidential.

1. Place the Ballot Box close to a power outlet and where voters will have easy access to the scanner.
2. Stand Ballot Box upright.
3. Unfasten the Velcro straps from each side, two on the top and two on the bottom.



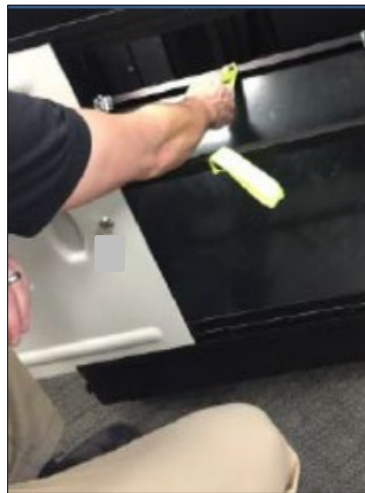
4. Expand the base to create a box structure.



5. Open the main compartment and with another Poll Worker, verify the Ballot Box is empty. If it is not empty, call your Supervisor over.



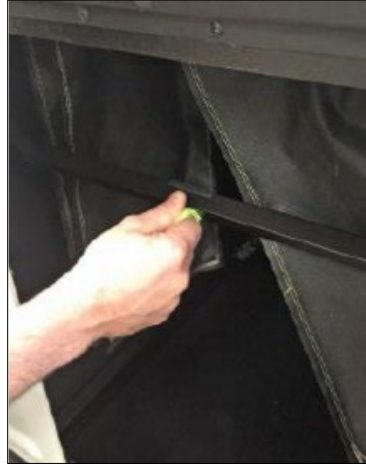
6. Lower the bottom panel of the Ballot Box, if it has not lowered by itself.



7. Lock the two barrel latches in the main compartment located at the farthest corners of the bottom panel.



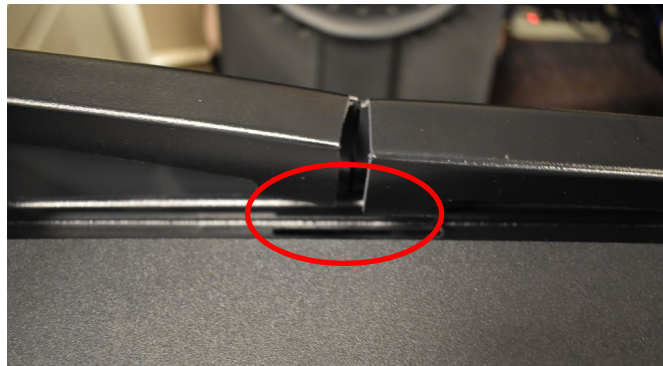
- From the inside of the main compartment, lower the locking arm, if it has not been lowered yet, lift the top panel from the side wall into position and secure it in place using the locking arm by swinging it up and under the lid to lock in position.



- Lift the top panel by grabbing the rectangle opening.



- Make sure the collapsible sides are secure in the slots on the top of the panel.



11. Lift up the locking arm using the yellow strap by swinging it up to lock in place.



12. Press firmly on locking arm to lock into position.

13. Press firmly on top panel to make sure it is secure.

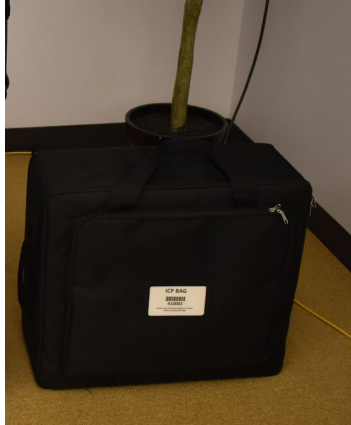
14. Close the main compartment and rip-lock seal the left side of the compartment door.



Set up the Scanner

Each scanner needs to be set up in a way that reassures voters that their ballot will remain anonymous after the scanner has read the ballot.

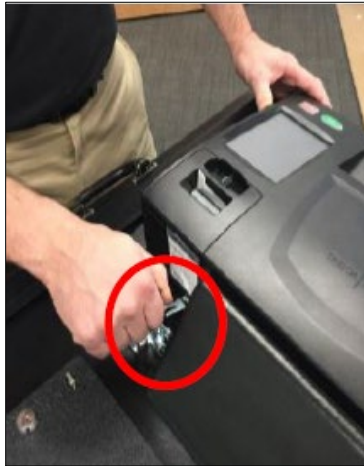
1. Get the BSD scanner bag from the supply cage.



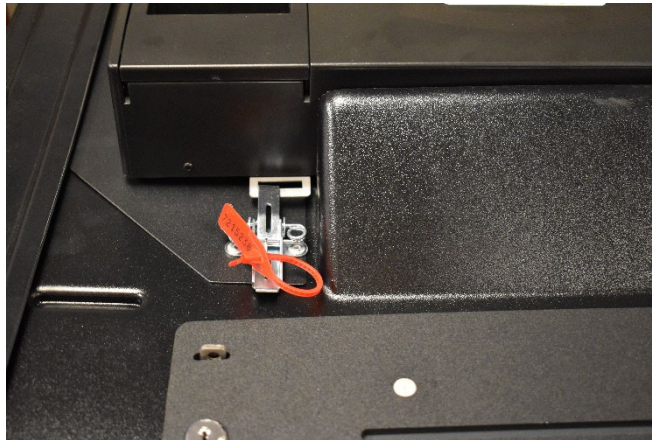
2. Lay it onto a flat surface and remove the power cord, adapter, and (1) security key from the BSD scanner bag.
3. Place (1) security key lanyard around your neck.
4. Remove the BSD scanner and place on the top panel of the ballot box.
5. Align the metal tabs on the left side and gently slide the scanner backwards until it is even with the ballot exit guide.



6. Locate the silver latch on the back right side of the scanner, slide the latch into place and lock it.



7. Once the Device is on, place rip-lock seal on the silver latch.



8. Ensure the scanner is positioned on top of the ballot box with one end of the power adapter connected to the power port on the back left of the unit.

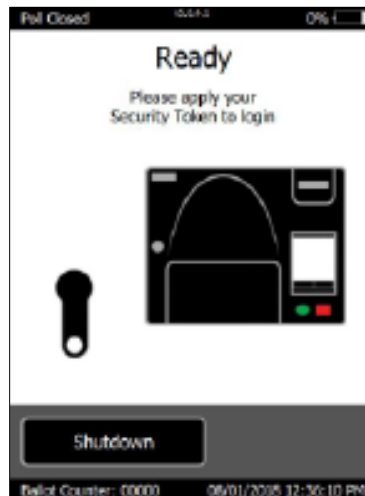


9. Plug the power cord into the surge protector.
Note: Ensure the chord does not present a tripping hazard.

10. The orange power light will turn on if done correctly. If the orange light is not flashing, check the power cord and make sure it is plugged in correctly.



11. To the left of the orange power light, next to the Administrator port door, using a pen, press in the reset button and hold until the device powers on. A few beeps will play and the LCD screen will display if done correctly. Once the scanner is powered on, check the top status banner of the LCD screen and make sure the internal battery is fully charged. If it is not, continue with the setup process. It will charge.

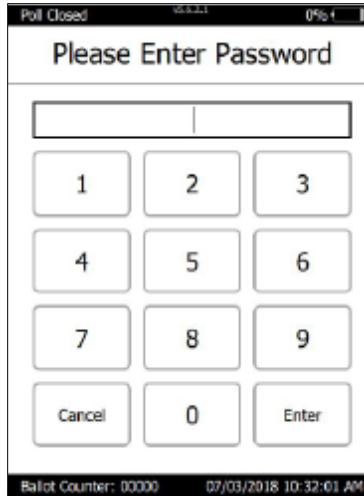


Open the Polls on the Scanner

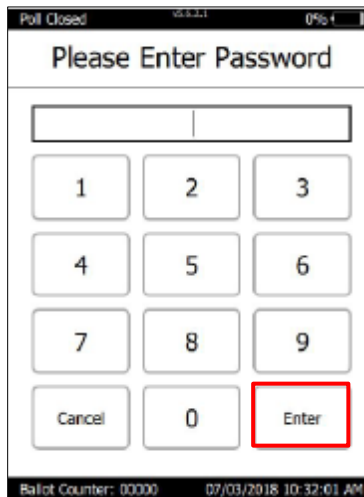
The polls need to be opened to ensure that ballots submitted by the voter will be read for the correct election. The Security Key will be found in the scanner bag.

1. Hold the Security Key to the Security Key pad on the scanner to prompt the 'Please Enter Password' screen.



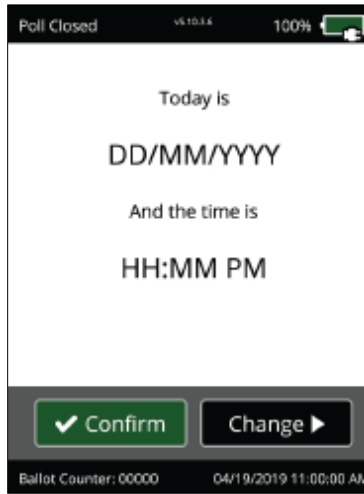


2. Remove the Security Key from the pad, enter the provided password, and tap “Enter.”

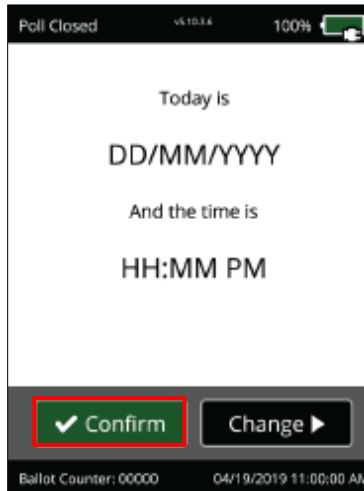


3. The ‘Correct!’ screen should appear, and the ‘Verifying Election Files’ screen will start updating the system.

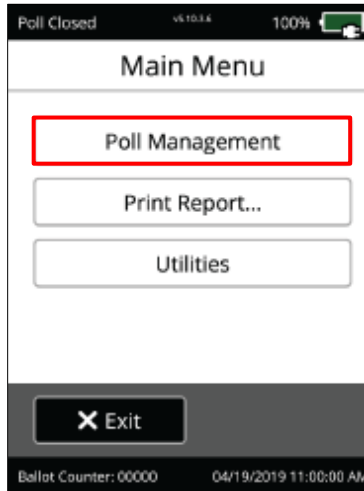
4. The 'Date and Time' verification screen only appears the first time the Scanner is logged into after being powered on. On the 'Date and Time' verification screen, review the date and time displayed on the screen.



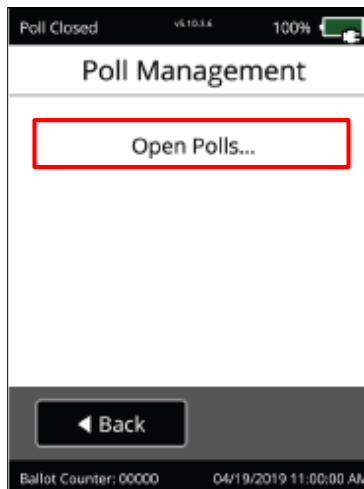
5. If the date and time are correct, tap "Confirm" and then continue to the next step. If the date and time are incorrect, call over your Supervisor.



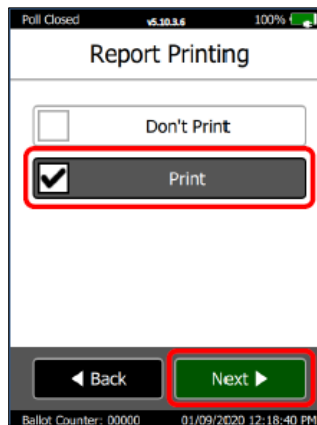
6. From the 'Main Menu' screen, tap "Poll Management."



7. From the 'Poll Management' screen, tap "Open Polls..."

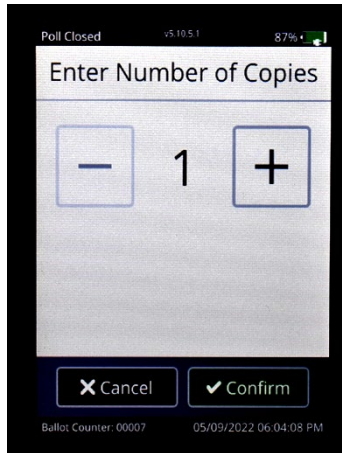


8. On the 'Report Printing' screen, tap "Print," and then "Next" to print out a report receipt.



Note: Report receipt should be at zero. If not, please call your Supervisor.

9. Verify the number of copies is set to (1), then tap “Next.”



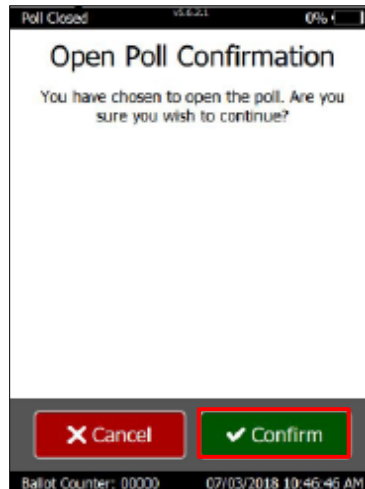
10. Review the top of the Zero Report and make sure the following are correct:

- Election Name – If incorrect then contact your Supervisor.
- Election Date – If incorrect then contact your Supervisor.
- Verify Tabulator Name on the report matches the Asset Tag on the top middle of the scanner and check mark the box if they match. If they do not match, contact your Supervisor.

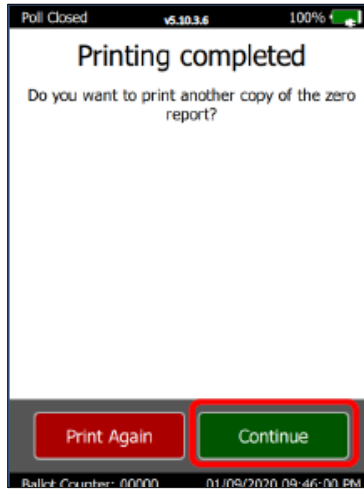
11. Each Technical Clerk, or person acting as the Technical Clerk, will sign the report receipt above Inspector signature. Then roll up receipt and place it in the front pocket of the scanner bag.

12. Place the security key into the BSD scanner bag.

13. From the ‘Open Poll Confirmation screen, tap “Confirm.”



14. The 'Printing Completed' screen will appear when the report receipt finishes printing. Select "Continue" to proceed and open the polls.



15. The polls are now open and the Scanner is now ready for the election.
16. Place the scanner bag into the cage.

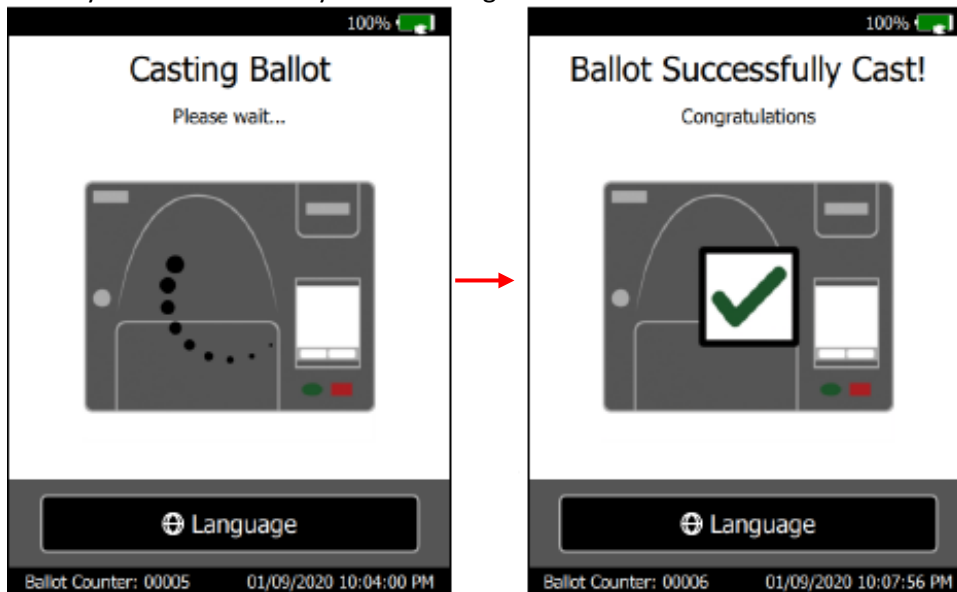
Scanning A Ballot

Ballots will be read regardless of how the voter places it into the scanner, unless it's folded over itself. **Ballots can only be scanned one at a time. Make sure to take off any receipts from the ballot before feeding into the scanner.**

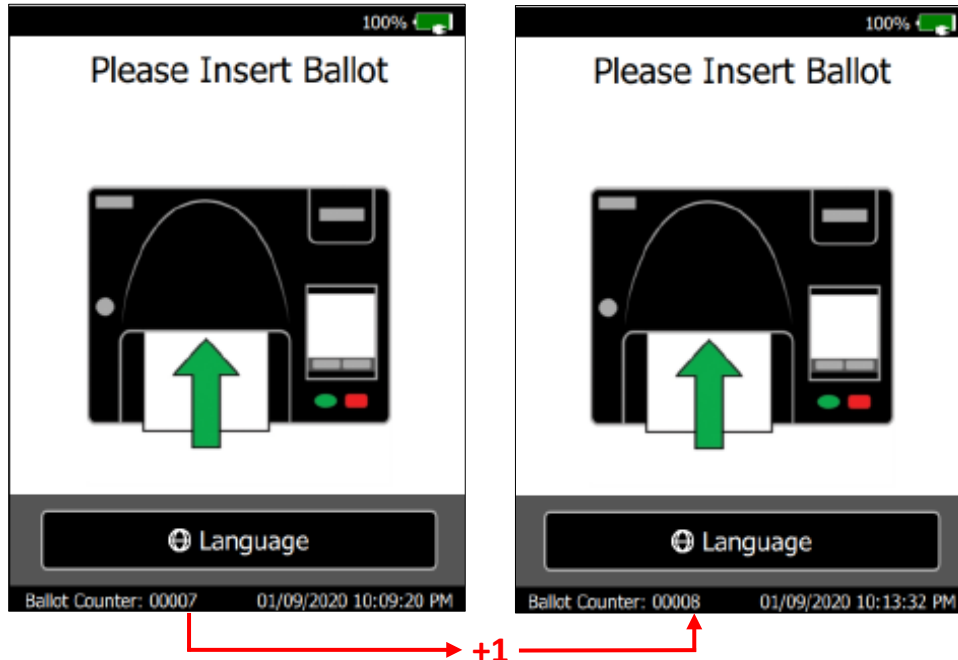
1. Feed the ballot into the Scanner entry slot.



2. When a ballot is inserted into the scanner, the screen will display the message 'Casting Ballot' followed by 'Ballot Successfully Cast.' Casting a ballot means the voter has submitted a ballot.



3. The 'Please Insert Ballot' screen will appear and the 'Ballot Counter' at the bottom of the Scanner screen will increase by one (1).

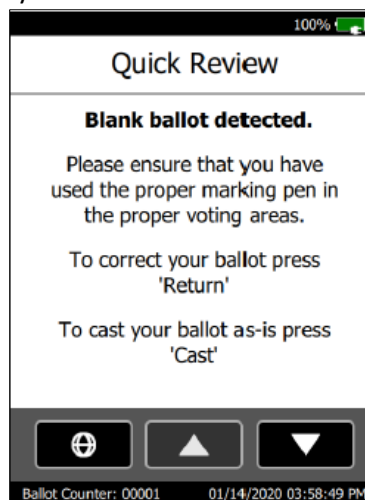


Invalid Ballots

Scanning an invalid ballot will display a few different options:

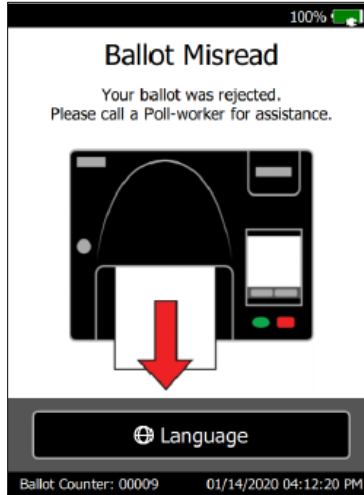
Blank Ballot

A **Blank Ballot** will display a 'Quick Review' screen giving a choice to 'Cast' or 'Return'. This means all selections are marked outside the voting target or no marks are present. If the voter is ok with this, they can press the 'Cast' button on the machine to cast the ballot, but there will be no vote counted. The voter also has the opportunity to press the 'Return' button to return the ballot and revise their ballot to ensure selections are marked correctly.



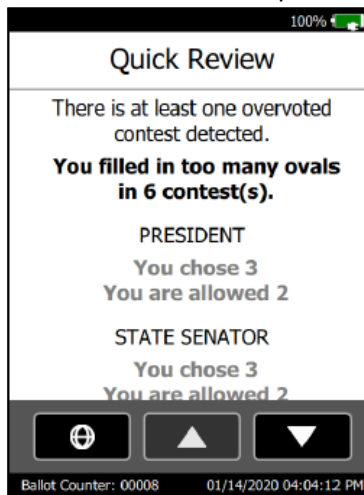
Misread Ballot

A **Misread Ballot** will display the message ‘Your ballot was rejected. Please call a Poll-worker for assistance’. This means there is an issue mark on the ballot. There will not be an option to ‘Cast’ or ‘Return’ the ballot. A new ballot will be required to revise choices. If a new ballot is requested, raise the flag for a Supervisor.



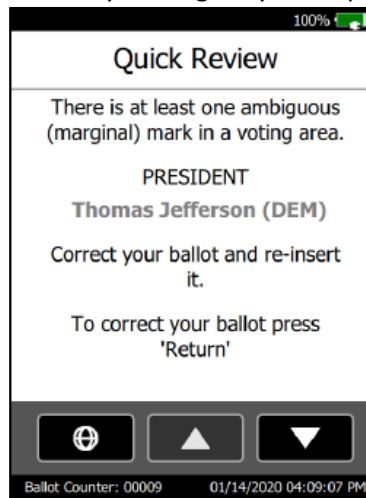
Over-Vote

An **Over-Vote** will display a Quick Review screen showing the contest that were over voted. This will give the option to ‘Cast’, which cast the ballot, but no votes will count for that contest, or ‘Return’ which will require a new ballot to reverse choices. If a new ballot is requested, raise the flag for a Supervisor.



Ambiguous Mark

An **Ambiguous Mark** will display a quick review screen advising the contest(s) that the scanner detects marks on the ballot but the selection is unclear. This message will not give an option to 'Cast' or 'Return'. This will require a new ballot. Raise your flag for your Supervisor's assistance.



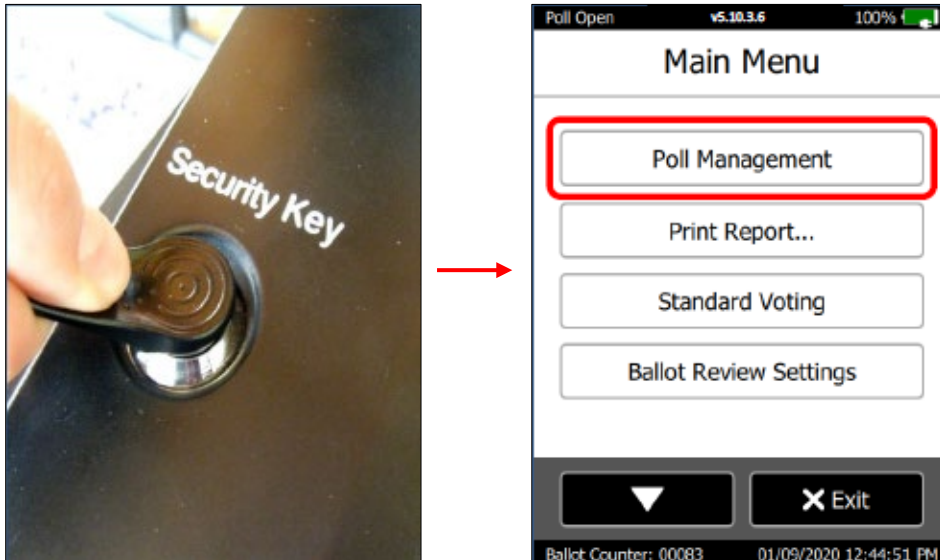
End of Election Day

When the polls close at 8pm, or when the last voter leaves, the BSD must be closed as well. Once the BSD is powered off, all equipment needs to be packed and put away to await pick up by the Registrar of Voters Office. Sanitize all equipment before you pack it away. Do not remove the SD card before closing the polls and powering down the scanner because that causes it to auto shutdown.

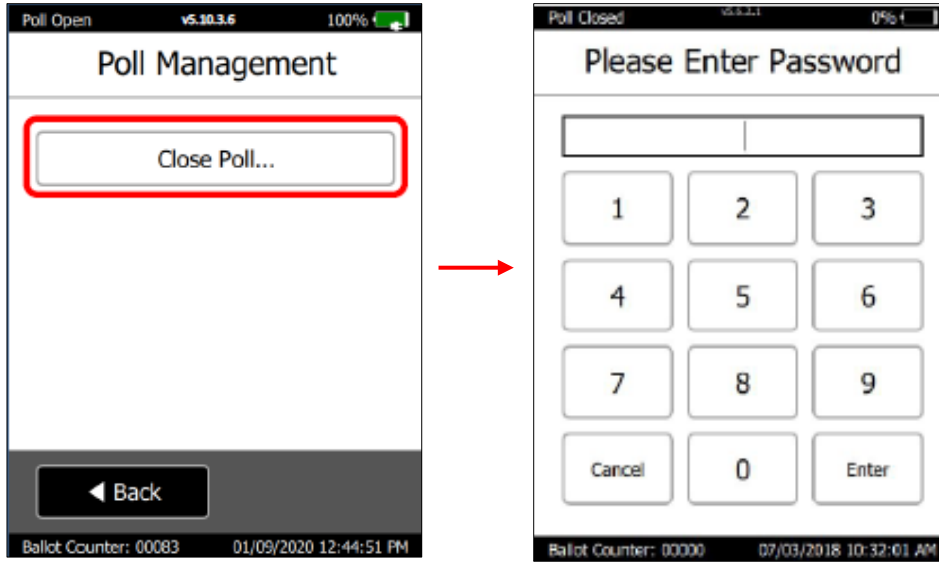
Closing the Polls

The poll on the scanner will need to be closed and the report receipt printed and placed into the front pocket of the scanner bag.

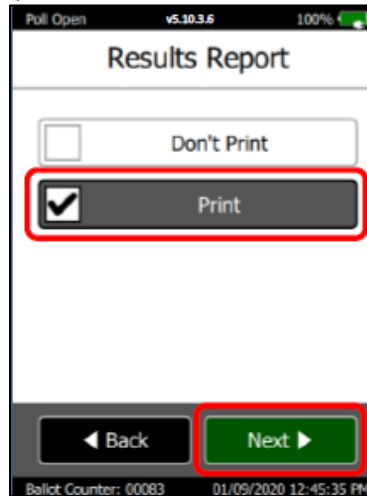
1. Get the scanner bag from the supply cage.
2. Remove the security key from the BSD scanner bag.
3. Press the security key firmly on the security key pad and hold it in place until the password request screen appears, enter password then remove the key and place it into the bag.
4. Access the 'Main Menu,' and select "Poll Management."



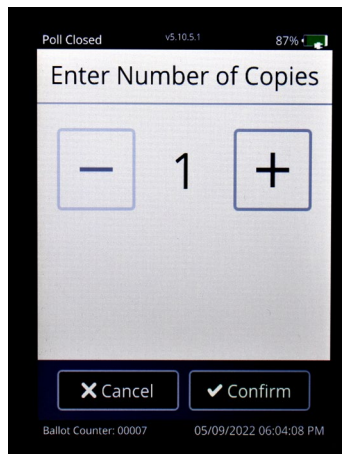
5. Select "Close Poll..." from the menu and enter the password given.



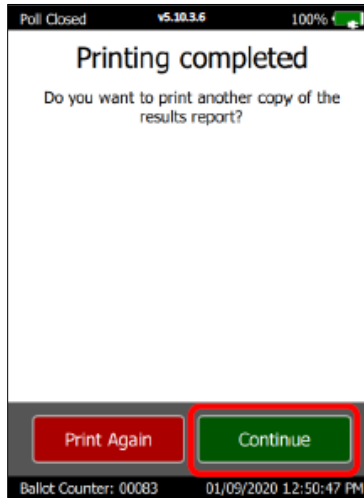
6. Select the "Print" option and press "Next."



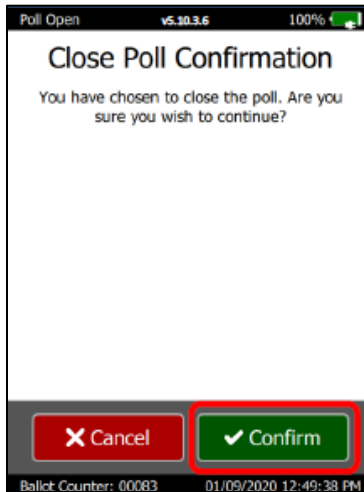
7. Set the number of copies to (1), then press "Next."



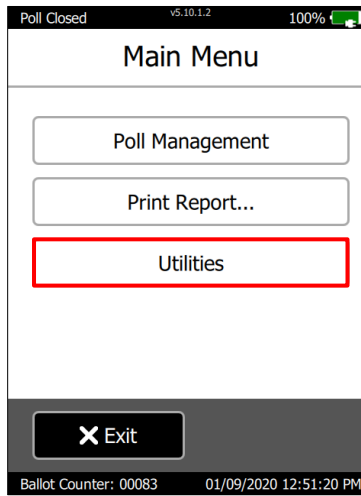
8. If no additional copies are needed, select "Continue."



9. Once printing starts, verify the total cast on the top of the Report Receipt matches the Ballot Count on the bottom of the screen and make a record on checklist.
10. Roll up the report receipt as it is printing out.
11. When printing is complete, select 'Continue' and remove the report by pulling it forward.
12. Each Technical Clerk, or persons acting as the Technical Clerk, will sign the report receipt above the Inspector Signature and place the report in the front pocket of the scanner bag.
13. Select "Confirm" to continue.



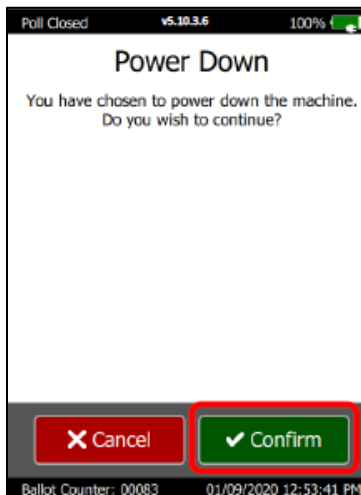
14. Select "Utilities" from the 'Main Menu.'



15. Select "Power Options" and "Power Down."



16. Select "Confirm" to power down the device.



17. Verify the seal on the "Poll Worker Access" door before removing.

18. Take off the rip-lock seal on the Poll Worker access door in the front of the scanner. To open this door, gently press the lever to the left and pull down the panel.
19. Press the SD Card in so that it releases itself, and place the SD Card into the provided plastic bag. Give this bag to the Assistant Supervisor after collecting the SD Cards from all the Scanners.

Packing the Scanner

The scanner, charger chord, and security key(s) should all fit in the main body of the scanner bag.

1. Turn off surge protector.
2. Unplug the power cord from the surge protector then unplug from scanner.
3. Remove power cord from the BSD and place to the side.
4. Take off the rip-lock seal from the silver latch from the back right of the scanner and unlatch the scanner from the Ballot Box.
5. Gently slide the scanner forward to release it from the Ballot Box.
6. Remove the power cord from the power adapter, then place the power cord, power adapter, and security key(s) into the bag.
7. Zip up the bag and give it to the Assistant Supervisor.
8. Repeat the above steps for any BSD Scanners you have set up.

Transfer Ballots

You will need to place the ballots from the BSD ballot box into a blue ballot box for transfer to the Registrar of Voters.

1. With one other person, build BSD Ballot Box for each BSD collapsible box containing ballots, verify the box is empty and then place to the side.
Note: Each BSD ballot box needs its own blue ballot box for the ballots to go into. Do not mix the ballots between BSD ballot boxes.
2. Record the asset tag number on the BSD Ballot Box.
3. Verify the number on the seal of the ballot box door.
4. Break the rip-lock seal on the main compartment of the BSD ballot box.



5. Collect ballots from the collapsible ballot box and place ballots into the BSD Ballot Box.
6. Retrieve an *Official Ballot Box Seal* from your supervisor and, along with a second poll worker, sign and seal the BSD Ballot Box.

Note: Repeat steps for each collapsible ballot box containing ballots. **DO NOT** mix ballots from one collapsible ballot box with another.

7. Give all BSD Ballot boxes to the Assistant Supervisor.

Ballot Box Disassembly

Make sure the main compartment is empty before starting the disassembly.

1. From the top panel place one hand in the rectangle opening, reach in and grab yellow strap and pull down to release the locking arm.
2. Lower the top panel from the top position to the side wall.
3. Raise the locking arm with the yellow strap back to its original position.
4. Unlock the two barrel latches at the corners of the bottom panel.
5. Lift the lower bottom panel to the main compartment door, using the strap.
6. Release yellow strap and collapse the ballot box.
7. Close the main access door.
8. With one hand, hold the two sides together. With the other hand, fasten the Velcro straps on each side of the ballot box, the top straps first, then the bottom straps.
9. Place the collapsed ballot box near the supply cage when done.

Troubleshooting

The Ballot Scanning Device (BSD) Does Not Power On

1. Ensure the wall outlet or surge protector is a working and providing power.
2. Check the LED indicators on the left side of the BSD. They should be illuminated if there is power.
3. If the BSD does not power on, replace the power adapter.
4. If the new power adapter does not work, replace the BSD. Be sure to remove the SD Memory Cards from the Administrative and Poll worker access doors.

There is a Thermal Printer Error

1. Open the Thermal Printer door by pushing the tab forward and away from you.
2. Remove the silver pressure roller from the Thermal Printer mechanism by pulling up on it gently.
3. Ensure the thermal paper is unrolling underneath the Thermal Roll and towards the front of the front of the roll.
4. Place the silver pressure roller on top of the paper and lock it into the printer mechanism. It can only be inserted one way and will click into place.
5. Feed the paper through the slot of the Thermal Printer door and close the door. Tear the excess paper down and towards you against the serrated teeth on the Thermal Printer door.
6. Press 'Reprint' on the BSD LCD screen to reprint the necessary report tape.

The Thermal Paper Roll is Finished and Needs to be Replaced

1. Open the Thermal Printer door by pushing the tab forward and away from you.
2. Remove the silver pressure roller from the Thermal Printer mechanism by pulling on it gently.
3. Remove the Thermal Roll spindle from the empty Thermal Paper Roll.
4. Retrieve a new Thermal Paper Roll and tear away roughly a foot's length of paper to remove any glue residue on the paper.
5. Place the Thermal Roll spindle into the new Thermal Paper Roll and place the paper into the printer with the paper unrolling underneath the Thermal Roll and towards the front of the front of the roll.
6. Place the silver pressure roller on top of the paper and lock it into the printer mechanism.
7. Feed it through the slot of the Thermal Printer door and close the door. Tear the excess paper down and towards you against the serrated teeth on the Thermal Printer door.

The Thermal Printer does not Print Any Characters

1. Open the Thermal Printer door by pushing the tab forward and away from you.
2. Remove the silver pressure roller from the Thermal Printer mechanism by pulling on it gently.
3. Ensure the Thermal Paper Roll is stalled correctly, with the paper unrolling underneath and up towards the front of the roll.
4. Place the silver pressure roller on top of the paper and lock it into the printer mechanism.
5. Feed it through the slot of the Thermal Printer door and close the door. Tear the excess paper down and towards you against the serrated teeth on the Thermal Printer door.

BSD Paper Jam – Front Slot

In the event that a ballot being scanned by the BSD is fed into the scanner incorrectly, it may cause a paper jam. These steps outline the procedure to recover from this scenario:

1. **Read the LCD Touchscreen!** The BSD will tell you whether the results have been recorded or not. It will then instruct you on how to proceed.
2. If the ballot is visible, gently pull out the ballot from the entry slot by pulling from both sides of the ballot evenly.
3. On the LCD Touchscreen, press the 'Cleared' button to have the BSD conduct a sensor check to return to normal operation.
4. If the ballot is not damaged, you may scan the ballot through the BSD again, paying close attention to how the ballot is inserted.
5. If the ballot was damaged in any way, please advise the voter that they will need to spoil their ballot and obtain a new one.
6. If the ballot is not visible, or it is torn and left in the machine, contact technical support for further assistance.