# ICP Scanner

*Warren County Board of Elections*
*518 761-6456*

Please return this to the top of the ICP Scanner





Machine Key is in plastic box under the hood of the machine. Scissors inside the pouch on top of hood cover.

# ICP SETUP INSTRUCTIONS

1. Separate into two bipartisan teams. <mark>One coordinator may take an inspector from the opposite party to assist in opening voting machines while the other coordinator will help the other inspectors in setting up On demand printer cart, ePollbooks, inspector table and the rest of the site.</mark> The chairperson should be on the team setting up the inspector table.

## *The team that opens the machine is the same team that will close the machine at the end of the night.*

2. Verify that the correct machine has been delivered to your polling site by checking the label on the front of the machine.

3. Position the machine in your polling location according to the Polling Site Set-Up Diagram. Engage the wheel locks and remove cover from the machine.

4. Remove the **BLUE** string seal from the hood cover and place in the White District Envelope. Prop open the hood cover with privacy flaps. <mark>The machine key & I Button will be in a plastic box located under the hood of the ICP. Scissors are located in pouch on top oh the hood to cut seal.</mark>

5. Use the machine door key to open the emergency slot door on the front of the machine. Verify that the storage is empty.  Close and lock the emergency slot door.
   *If there are any ballots in the storage area: mark them with an X and place them in the BLUE inspector bag to be returned to the BOE. Make a note on your ballot seal report of how many ballots were found.*

6. Unlock and open the ballot compartment. Pull handle out and turn to open. The only thing inside will be the Write-in envelope.  At this point the machine door can be locked.

7. Unwind the power cord and plug in the machine.

8.  After a bit the machine will begin beeping and the LCD screen will prompt the inspector to use their security key (I button) on the security key pad to authenticate the election files. Press the I button on the pad and enter code: <mark>***12345678***</mark>. Press enter.

9.  After the machine finishes validating the election files the screen will display "Is this the correct time?" **Press YES**.
   *Even if the time isn't correct still press YES and make a note on the machine seal report.*

10.  Using the Machine Seal Report located in the document pouch on the top of the machine, verify the machine seal serial #s against the numbers on the "OPENING" side of the report. Verify ballots cast is 0. Write the serial number from the **RED** Door Seal on the Machine Seal Report to the right of where it says "**RED** SEAL # FOR MACHINE DOOR." Place the **RED** Door Seal on the machine door.

11. On the LCD Screen select OPEN POLL.

    *If RE-OPEN POLL instead of OPEN POLL is displayed please call the BOE immediately. 518 761-6456*

12. *Press* ZERO on the next screen to print a zero tape. Only one copy is needed. Both inspectors setting up the machine need to sign the zero tape. Place the signed zero tape in the White District Envelope that is stored in the document pouch on top of the machine.
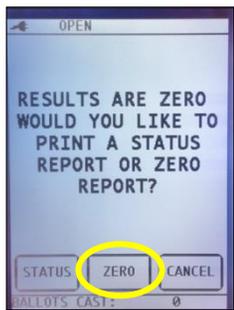


13.       Sign the Machine Seal Report and record the time the machine was opened. Return the Machine Seal Report and the machine key to their pouches on top of the machine.

*The LCD Screen should display "SYSTEM READY"*

# ICP CLOSING INSTRUCTIONS

*All voters in line by 9:00 pm must be allowed to vote and have their ballot cast successfully. Have an inspector go to the end of the line and inform any additional voters that the polls have closed.*

*At least one of the inspectors that opened the machine in the morning will be on the team closing the machine at 9:00pm*

1. Place the I Button on the security key pad and choose "**Close the Polls**" on the LCD screen. Select "**YES**" when prompted "**Are you Certain**" a result tape will print. This automatically will print two copies. Tear tape after the first set of inspector signatures place first signed copy in White District Envelope - second copy must be taped on wall for the public. Blue tape located in totem bag. Record on the Machine Seal Report the number of ballots cast which appears on the bottom of the LCD screen.

2. On the LCD select "**Power Down**." Select "**Yes**" when prompted "Are you certain you wish to shut down the tabulator?"

3. After the LCD screen has gone black cut the **Blue** String Seal from the "**POLLWORKER**" slot and place the broken seal in the White District Envelope.

4. To remove the flash card: press the black square to the right of the scanner door area marked "poll worker" gently to the left to flip down the flash card door. Press the black button to the right of the flash card to release and remove the flash card. Remove the flash card and place it in the silver anti-static bag. Put the anti-static bag in the White District Envelope.

==The White District Envelope is now ready to be returned to the Board of Elections by the runner and should contain ONLY:==

   - ✓ **The flash Card**
   - ✓ **The signed opening and closing tapes**
   - ✓ **Inspector pay vouchers**
   - ✓ **Any string seals removed from the machine**

   ==*NOW the Runner leaves to return the White District Envelopes and the Absentee Ballot Box to the BOE.*==



## LEAVE ALL BALLOTS INSIDE THE MACHINE AS IS

5. Unplug the machine and wrap the cord.

6. Place key and I Button into the plastic box under the hood of the machine. Record the **Red** string seal number (found attached in a baggie on the back of the seal report) on the Machine Seal Report. Fold the privacy flaps and lower the machine hood cover. Secure cover with **Red** Sting Seal. Return the Machine Seal Report and instructions to the document pouch. Cover machine.

# Machine Seals Locations


Hood Cover


Scanner seal

## WARREN COUNTY BOARD OF ELECTIONS

1340 STATE ROUTE 9
LAKE GEORGE, NY 12845
FAX: (518) 761-6480

WILLIAM VANNESS
REPUBLICAN COMMISSIONER
TEL: (518) 761-6458

BETH MCLAUGHLIN
DEMOCRATIC COMMISSIONER
TEL: (518) 761-6459

### ELECTION DAY SCANNER MACHINE SEAL REPORT

TOWN WARD DISTRICT: Training
DATE OF ELECTION: 00/00/00
MACHINE #: 53

**RETURN THIS COMPLETED SEAL REPORT ON THE TOP OF THE MACHINE**
(ALONG WITH THE INSTRUCTION BOOK)

| OPENING SEALS | CLOSING SEALS |
|---|---|
| Hood Cover (Blue) String Seal # 0509053 | Hood Cover (Red) String Seal # |
| Scanner Seal (Red) 55319247 | **DO NOT REMOVE** |
| Poll Worker Flash Card (Blue) String Seal # 6518070 | REMOVE AT CLOSE |
| Administrator Flash Card (Red) String Seal # 5165475 | **DO NOT REMOVE** |
| LCD Ballot Cast # 0 | LCD Ballot Cast # |
| Red Seal # for Machine Door _____ | Red Seal # for Machine Door _____ |

TECH SIGN KR          TECH SIGN SC

Date: _____

Time machine was opened: _____

Inspector Signatures:   **Print and Sign**

1. _____

   _____

2. _____

   _____

Inspector Signatures:   **Print and Sign**
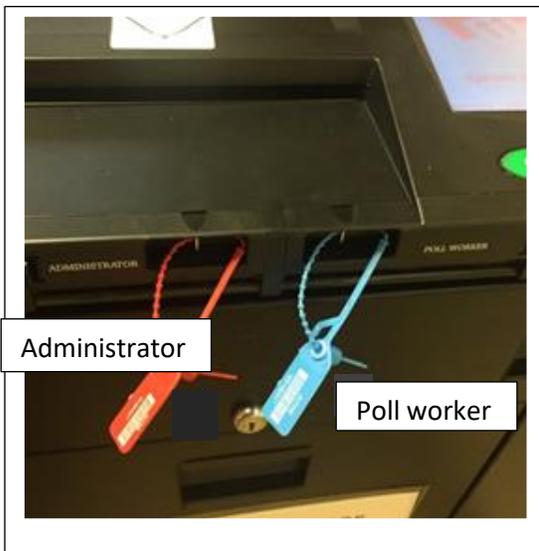
1. _____

   _____

2. _____

   _____

ANY STICKY SEALS REMOVED FROM THE MACHINE PLACE ON THE BACK OF THIS FORM.
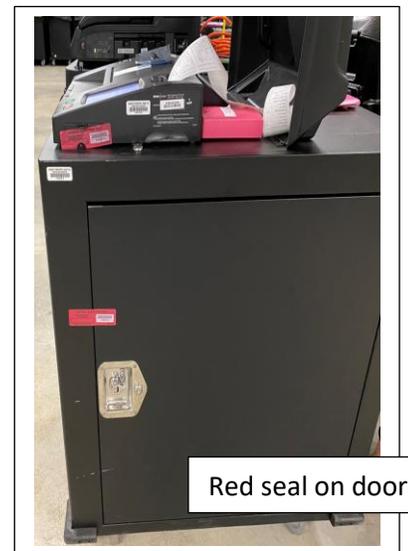ANY STRING SEALS REMOVED FROM THE MACHINE PLACE IN THE WHITE DISTRICT ENVELOPE.
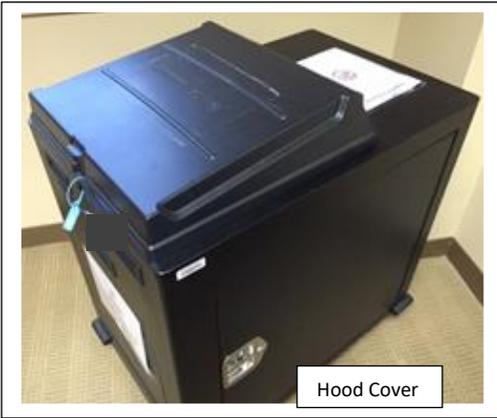

Administrator
Poll worker


LCD ballot cast #


Red seal on door