

Chapter 11 – Scanning Unit

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11.1 Overview

Each polling place will receive at least one scanning unit. Large precincts may receive more than one scanning unit. Challengers and watchers may observe the opening procedures.



***At least one voting judge must always be stationed at the scanning unit.
Voting judges may rotate positions during the day***

11.2 Required Supplies

- o Scanning unit keys
- o *Scanning Unit Opening Integrity Report*
- o Tamper Tape
- o New seals
- o Clipboard
- o Pens
- o Tool to remove security seals on the outside of the scanning unit

11.3 Setup

1. Remove the scanning unit from the transfer cart. To prevent personal injury or equipment damage, this should be done by at least two election judges.
2. Roll the scanning unit to the location designated on the polling place layout provided by the Carroll County Board of Elections.

Figure 1 - Picture of How to Roll the Scanning Unit



3. Engage both parking brakes of the scanning unit by gently stepping on the metal tabs, snapping them into place. **Caution: The metal tabs are sharp.**

Figure 2 - Picture of How to Engage the Brakes on the Scanning Unit



Caution: The metal tabs are sharp.

4. Make sure the shipping tag on the back of the scanning unit shows the correct polling place. If the polling place is wrong, tell the chief judges right away to contact the Carroll County Board of Elections.

Figure 3 - Picture of the Shipping Tag on the Scanning Unit



5. Use the flat key to unlock the back door of the scanning unit, unwrap the power cord (with the gray surge protector attached) and plug the cord into an electrical outlet. **Leave the power cord compartment door open.**

Figure 4 - Picture of Unlocking the Scanning Unit



Keep the back door of the scanning unit open when it is plugged into an electrical outlet. Failure to do so may result in the unit overheating.

6. Make sure that both the red and green lights on the surge protector are lit.


Figure 5 - Picture of Red and Green Lights on the Surge Protector



11.4 Opening the Polls


1. Check the security seal number on the main ballot box with column A on the *Scanning Unit Opening Integrity Report*.

Figure 6 - Security Seal and Scanning Unit Opening Integrity Report



Main
Ballot
Box

A



Scanning Unit Opening Integrity Report State of Maryland
2024 Presidential Primary Election

County/City: _____ Date: _____
District/Ward/Precinct: _____

1. Put all security seals you remove in the _____.
2. Attach the *Zero Report* and *Configuration Report* from each scanning unit to this report.
3. Post a *Zero Report* from each scanning unit for public viewing.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the *Tamper Tape/Security Seal Removal Report* and explain why the tamper tape or seal was removed.

Scanning Unit #	A.	B.	C.	D.	E.	F.
	Main Ballot Box Security Seal #	New Main Ballot Box Security Seal #	Emergency Ballot Compartment Security Seal #	New Emergency Ballot Compartment Security Seal #	Left Case Seal # (Do Not Remove)	Right Case Seal # (Do Not Remove)
1	Verify <input checked="" type="checkbox"/>	Record	Verify <input checked="" type="checkbox"/>	Record	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
2						

Scanning Unit #	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Security Seal #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (Do Not Remove)	Front Access Door Tamper Tape # (Do Not Remove)	Public Count	Protected Count
1	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
2						

I certify that to the best of our knowledge, the information on this report is true and accurate.
Witnessing Judge(s): _____
Democratic Chief Judge: _____ Republican Chief Judge: _____

Revised 03/21

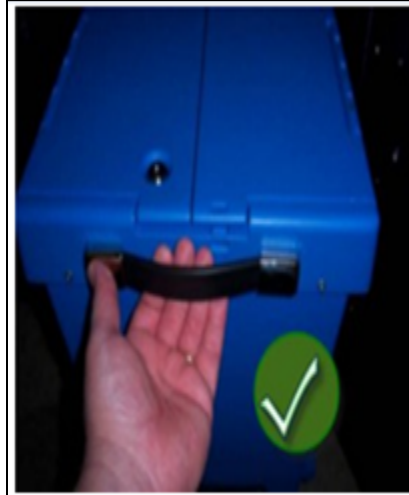
2. Remove the security seal and put it in the purple zipper pouch found in the precinct binder.
3. Unlock and open the main ballot box door using the flat scanning unit key.

Figure 7 - Unlocked and Opened Main Ballot Box



4. Use the strap handle to pull the ballot transfer bin out of the main ballot box.

Figure 8 - Strap Handle of the Ballot Transfer Bin



5. Look inside the main ballot box to check that it is empty. If there are any ballots inside the main ballot box, tell a chief judge right away.

Figure 9 - Empty Main Ballot Box



6. Open the lid of the ballot transfer bin and look inside. If the bin is empty skip to step 7. If the bin has anything in it, extend the roller handle and lift the handle to shift the weight of the ballot transfer bin to the rear wheels. Roll the ballot transfer bin to where its contents will be removed, verified, and counted. Return the empty ballot transfer bin to the scanning unit area.

Figure 10 - Roller Handle of the Ballot Transfer Bin




7. Place the empty ballot transfer bin back inside the main ballot box. Check that both lids of the ballot transfer bin are open and resting on the sides inside the main ballot box and the strap handle is facing out.

Figure 11 - Empty Ballot Transfer Bin in Main Ballot Box of the Scanning Unit




- Close, lock, and reseal the main ballot box door. Record the new seal number in column B of the *Scanning Unit Opening Integrity Report*.

Figure 12 - Locked Main Ballot Box & Scanning Unit Opening Integrity Report



B



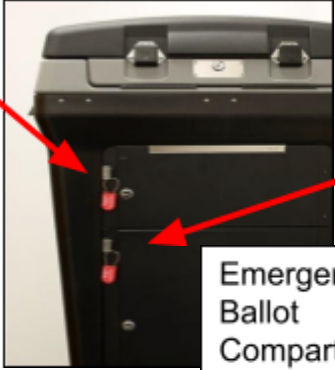
B

Scanning Unit Opening Integrity Report							State of Maryland	
2024 Presidential Primary Election								
County/City: _____							Date: _____	
District/Ward/Precinct: _____								
1. Put all security seals you remove in the _____ 2. Attach the Zero Report and Configuration Report from each scanning unit to this report. 3. Post a Zero Report from each scanning unit for public viewing.							Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.	
Scanning Unit #	A. Main Ballot Box Security Seal	B. New Main Ballot Box Security Seal #	C. Emergency Ballot Compartment Security Seal #	D. New Emergency Ballot Compartment Security Seal #	E. Left Case Seal # (Do Not Remove)	F. Right Case Seal # (Do Not Remove)		
1	Verify <input checked="" type="checkbox"/>	Record <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>		
2								
Scanning Unit #	G. Scanning Unit Lid Security Seal #	H. Scanning Unit Serial #	I. Rear Access Door Tamper Tape # (Do Not Remove)	J. Front Access Door Tamper Tape # (Do Not Remove)	K. Public Count	L. Protected Count		
1	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>		
2								

To the best of our knowledge, the information on this report is true and accurate.
 Assisting Judge(s): _____
 Democratic Chief Judge: _____ Republican Chief Judge: _____


- Check the security seal number on the emergency ballot compartment door with column C on the *Scanning Unit Opening Integrity Report*. Remove the security seal and put it in the purple zipper pouch found in the precinct binder.

Figure 13 - Security Seal on Emergency Ballot Compartment Door & Scanning Unit Opening Integrity Report



C

Emergency
Ballot
Compartment



C

Scanning Unit Opening Integrity Report							State of Maryland	
2024 Presidential Primary Election								
County/City: _____							Date: _____	
District/Ward/Precinct: _____								
1. Put all security seals you remove in the _____ 2. Attach the Zero Report and Configuration Report from each scanning unit to this report. 3. Post a Zero Report from each scanning unit for public viewing.							Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.	
Scanning Unit #	A. Main Ballot Box Security Seal	B. New Main Ballot Box Security Seal #	C. Emergency Ballot Compartment Security Seal #	D. New Emergency Ballot Compartment Security Seal #	E. Left Case Seal # (Do Not Remove)	F. Right Case Seal # (Do Not Remove)		
1	Verify <input checked="" type="checkbox"/>	Record <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>		
2								
Scanning Unit #	G. Scanning Unit Lid Security Seal #	H. Scanning Unit Serial #	I. Rear Access Door Tamper Tape # (Do Not Remove)	J. Front Access Door Tamper Tape # (Do Not Remove)	K. Public Count	L. Protected Count		
1	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>		
2								

To the best of our knowledge, the information on this report is true and accurate.
 Assisting Judge(s): _____
 Democratic Chief Judge: _____ Republican Chief Judge: _____

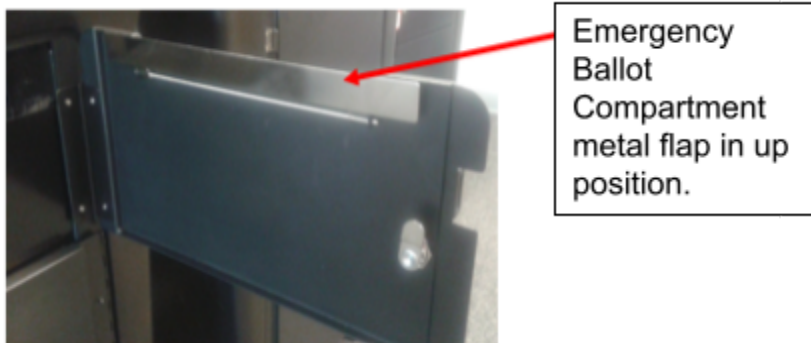
10. Unlock and open the emergency ballot compartment door using the flat scanning unit key. Make sure the compartment is empty. **CAUTION: Beware of sharp edges.** Tell a chief judge right away if any ballots are found inside the emergency ballot compartment.

Figure 14 - Opened Emergency Ballot Compartment Door




11. Make sure that the metal flap on the emergency ballot compartment door is raised.

Figure 15- Raised Metal Flap on the Emergency Ballot



12. Close, lock and reseal the emergency ballot compartment door.

Figure 16- New Security Seal on Emergency Ballot Compartment & Scanning Unit Opening Integrity Report



D

		A.	B.	C.	D.	E.	F.
		Main Ballot Box Security Seal #	New Main Ballot Box Security Seal #	Emergency Ballot Compartment Security Seal #	New Emergency Ballot Compartment Security Seal #	Left Case Seal # (Do Not Remove)	Right Case Seal # (Do Not Remove)
Scanning Unit #		Verify	Record	Verify	Record	Verify	Verify
1							
2							


		G.	H.	I.	J.	K.	L.
		Scanning Unit Lid Security Seal #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (Do Not Remove)	Front Access Door Tamper Tape # (Do Not Remove)	Public Count	Protected Count
Scanning Unit #		Verify	Verify	Verify	Verify	Verify	Verify
1							
2							

To the best of our knowledge, the information on this report is true and accurate.
 Assisting Judge(s): _____
 Democratic Chief Judge: _____ Republican Chief Judge: _____

13. Record the new security seal number in column D of the *Scanning Unit Opening Integrity Report*.

14. Check the left and right side case seals with columns E and F on the *Scanning Unit Opening Integrity Report*. **DO NOT** remove the seals.

Figure 17 - Left & Right Seals on the Scanning Unit & Scanning Unit Opening Integrity Report



E

Right Case Seal on opposite side is not shown here (column F).

		A.	B.	C.	D.	E.	F.
		Main Ballot Box Security Seal #	New Main Ballot Box Security Seal #	Emergency Ballot Compartment Security Seal #	New Emergency Ballot Compartment Security Seal #	Left Case Seal # (Do Not Remove)	Right Case Seal # (Do Not Remove)
Scanning Unit #		Verify	Record	Verify	Record	Verify	Verify
1							
2							

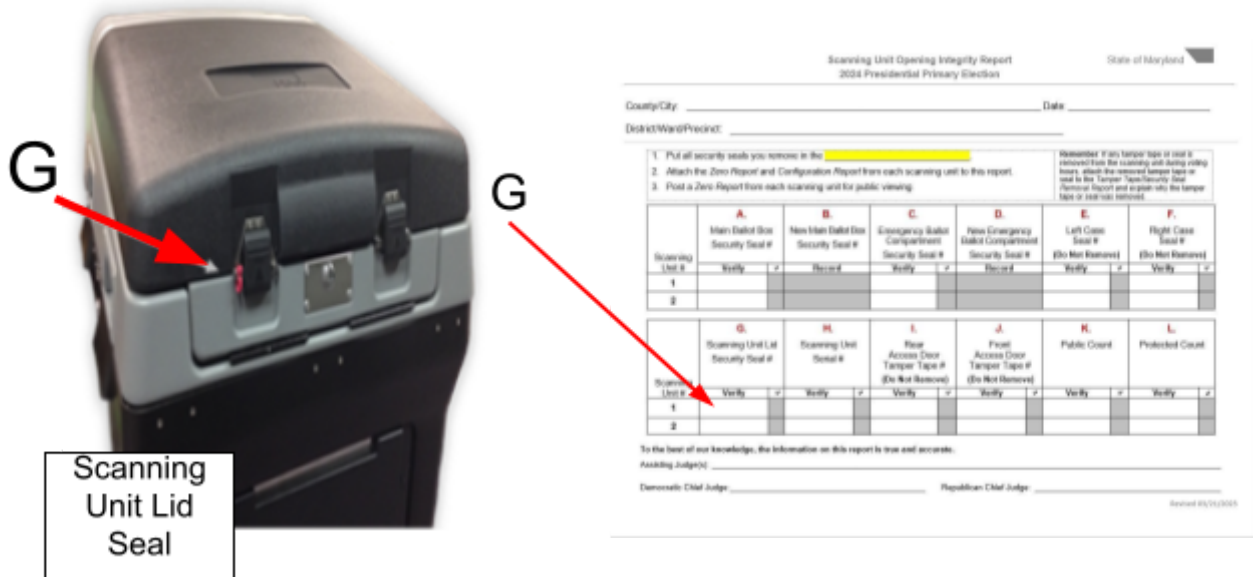
		G.	H.	I.	J.	K.	L.
		Scanning Unit Lid Security Seal #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (Do Not Remove)	Front Access Door Tamper Tape # (Do Not Remove)	Public Count	Protected Count
Scanning Unit #		Verify	Verify	Verify	Verify	Verify	Verify
1							
2							

To the best of our knowledge, the information on this report is true and accurate.
 Assisting Judge(s): _____
 Democratic Chief Judge: _____ Republican Chief Judge: _____

F

- Check the security seal number on the scanning unit lid with column G on the *Scanning Unit Opening Integrity Report*.

Figure 18 - Scanning Unit Lid Seal & Scanning Unit Opening Integrity Report



- Remove the security seal and put it in the purple zipper pouch in the precinct binder. Use the flat scanning unit key to unlock the lid.

Figure 19 - Unlocking the Lid on the Scanning Unit



- Unhook the lid latches. Pull both latches out and flip up. Do not force the lid up. Instead, hold onto the latches as you guide the lid upward. The hydraulic arms will do the lifting.

Figure 20 - Unhooked Latches on Scanning Unit



- Check the serial number on the top of the scanning unit with column H of the *Scanning Unit Opening Integrity Report*.

Figure 21 - Serial Number & Scanning Unit Opening Integrity Report



H

Scanning Unit Opening Integrity Report
2024 Presidential Primary Election

State of Maryland

County/City: _____ Date: _____

District/Ward/Precinct: _____

1. Put all security seals you remove in the _____

2. Attach the Zero Report and Configuration Report from each scanning unit to this report.

3. Post a Zero Report from each scanning unit for public viewing.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the "Tamper Tape/Security Seal Removal Report" and explain why the tamper tape or seal was released.

	A. Main Ballot Box Security Seal #	B. New Main Ballot Box Security Seal #	C. Emergency Ballot Compartment Security Seal #	D. New Emergency Ballot Compartment Security Seal #	E. Left Case Seal # (Do Not Remove)	F. Right Case Seal # (Do Not Remove)
Scanning Unit #	Verify <input type="checkbox"/>	Record <input type="checkbox"/>	Verify <input type="checkbox"/>	Record <input type="checkbox"/>	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>
1						
2						

	G. Scanning Unit Lid Security Seal #	H. Scanning Unit Serial #	I. Rear Access Door Tamper Tape # (Do Not Remove)	J. Front Access Door Tamper Tape # (Do Not Remove)	K. Public Count	L. Protected Count
Scanning Unit #	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>
1						
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____



Democrat Chief Judge: _____ Republican Chief Judge: _____

Revised 03/11/2023

H

- Check the tamper tape number on the rear access door with column I of the *Scanning Unit Opening Integrity Report*. **DO NOT** remove the tamper tape.

Figure 22 - Tamper Tape on Rear Access Door & Scanning Unit Opening Integrity Report

Scanning Unit Opening Integrity Report
2024 Presidential Primary Election

County/City _____ Date _____
District/Ward/Precinct: _____

1. Put all security seals you reference in the _____
2. Attach the Zero Report and Configuration Report from each scanning unit to this report.
3. Post a Zero Report from each scanning unit for public viewing.

Remember! If all tamper tape is still in place, check the tamper tape on seal to the Tamper Tape Security Seal (Remove Report and sign into the tamper tape if seal not removed).

	A. Main Ballot Box Security Seal #	B. New Main Ballot Box Security Seal #	C. Emergency Ballot Compartment Security Seal #	D. New Emergency Ballot Compartment Security Seal #	E. Left Case Seal # (Do Not Remove)	F. Right Case Seal # (Do Not Remove)
Scanning Unit #	Verify <input type="checkbox"/>	Record	Verify <input type="checkbox"/>	Record	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>
1						
	G. Scanning Unit Security Seal #	H. Scanning Unit Seal #	I. Rear Access Door Tamper Tape # (Do Not Remove)	J. Front Access Door Tamper Tape # (Do Not Remove)	K. Public Count	L. Protected Count
Scanning Unit #	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>
1						
2						

To the best of our knowledge, the information on this report is true and accurate.
 Attesting Judge(s): _____
 Democratic Chief Judge: _____ Republican Chief Judge: _____

Revised 04/21/2023

- Use the round key to unlock and open the scanning unit.

Figure 23 - Unlocking the Scanning Unit

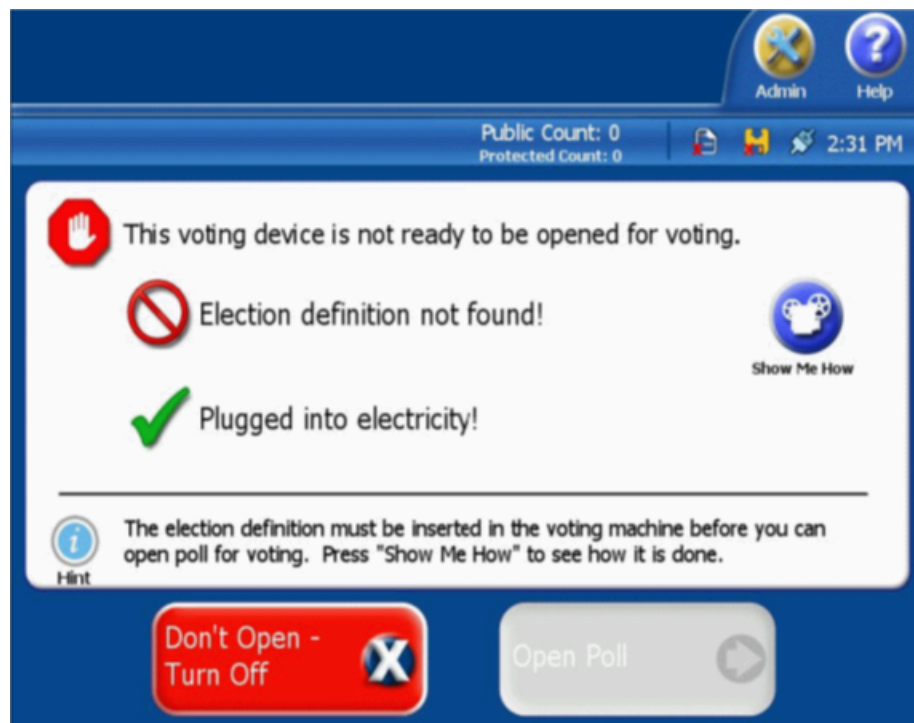


- Gently lift and raise the screen to the upright position. The scanning unit will turn on by itself. If the scanning unit does not turn on, tell a chief judge right away.

Figure 24 - Raising the Screen to the Upright Position



The scanning unit performs an internal self-test. This process may take several minutes. If the following screen appears, or if the scanning unit automatically shuts down, tell the Election Field Support personnel right away. Never turn off the scanning unit or unplug the scanning unit unless instructed by the Carroll County Board of Elections.



22. Check the tamper tape number on the front access door with column J of the *Scanning Unit Opening Integrity Report*. **DO NOT** remove the tamper tape.

Figure 25 - Front Access Door on the Scanning Unit & Scanning Unit Opening Integrity Report

Scanning Unit Opening Integrity Report
2024 Presidential Primary Election

County/City: _____ Date: _____

District/Ward/Precinct: _____

State of Maryland

1. Put all security seals you remove in the _____.

2. Attach the Zero Report and Configuration Report from each scanning unit to this report.

3. Post a Zero Report from each scanning unit for public viewing.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.

Scanning Unit #	A.	B.	C.	D.	E.	F.
	Main Ballot Box Security Seal #	New Main Ballot Box Security Seal #	Emergency Ballot Compartment Security Seal #	New Emergency Ballot Compartment Security Seal #	Left Case Seal # (Do Not Remove)	Right Case Seal # (Do Not Remove)
1	Verify ✓	Record	Verify ✓	Record	Verify ✓	Verify ✓
2						

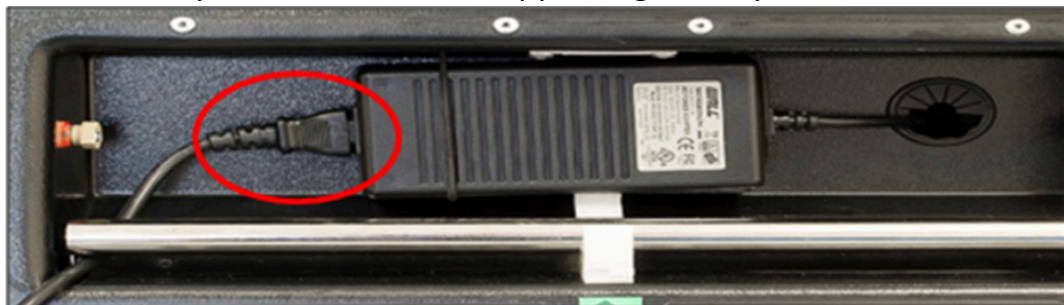
Scanning Unit #	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Security Seal #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (Do Not Remove)	Front Access Door Tamper Tape # (Do Not Remove)	Public Count	Protected Count
1	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Democratic Chief Judge: _____ Republican Chief Judge: _____

23. If the scanning unit does not turn on or if you hear a series of four beeps, check the power supply to the scanning unit. Make sure the power cord is connected firmly in the back of the scanning unit and also into the gray surge protector and power outlet. Make sure the power outlet is “live” (i.e., power is coming through the outlet). If the scanning unit still does not turn on, tell your Election Field Support right away.



24. Check the public count number is zero on the screen with column K on the *Scanning Unit Opening Integrity Report*.

25. Check the protected count number with column L on the *Scanning Unit Opening Integrity Report*.

Figure 26 - Public and Protected Counts on the Scanning Unit & Scanning Unit Opening Integrity Report



Call the Carroll County Board of Elections right away if either number does not match.

K
L
K
&
L

Scanning Unit Opening Integrity Report
2024 Presidential Primary Election

State of Maryland

County/City: _____ Date: _____

District/Ward/Precinct: _____

- Put all security seals you remove in the _____.
- Attach the *Zero Report* and *Configuration Report* from each scanning unit to this report.
- Post a *Zero Report* from each scanning unit for public viewing.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the *Tamper Tape/Security Seal Removal Report* and explain why the tamper tape or seal was removed.

Scanning Unit #	A. Main Ballot Box Security Seal #	B. New Main Ballot Box Security Seal #	C. Emergency Ballot Compartment Security Seal #	D. New Emergency Ballot Compartment Security Seal #	E. Left Case Seal # (Do Not Remove)	F. Right Case Seal # (Do Not Remove)
	Verify <input checked="" type="checkbox"/>	Record <input type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record <input type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
1						
2						

Scanning Unit #	G. Scanning Unit Lid Security Seal #	H. Scanning Unit Serial #	I. Rear Access Door Tamper Tape # (Do Not Remove)	J. Front Access Door Tamper Tape # (Do Not Remove)	K. Public Count	L. Protected Count
	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
1						
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Democratic Chief Judge: _____ Republican Chief Judge: _____

26. A chief judge will enter the election code and will touch "Accept."

Figure 27 - Election Code on the Scanning Unit



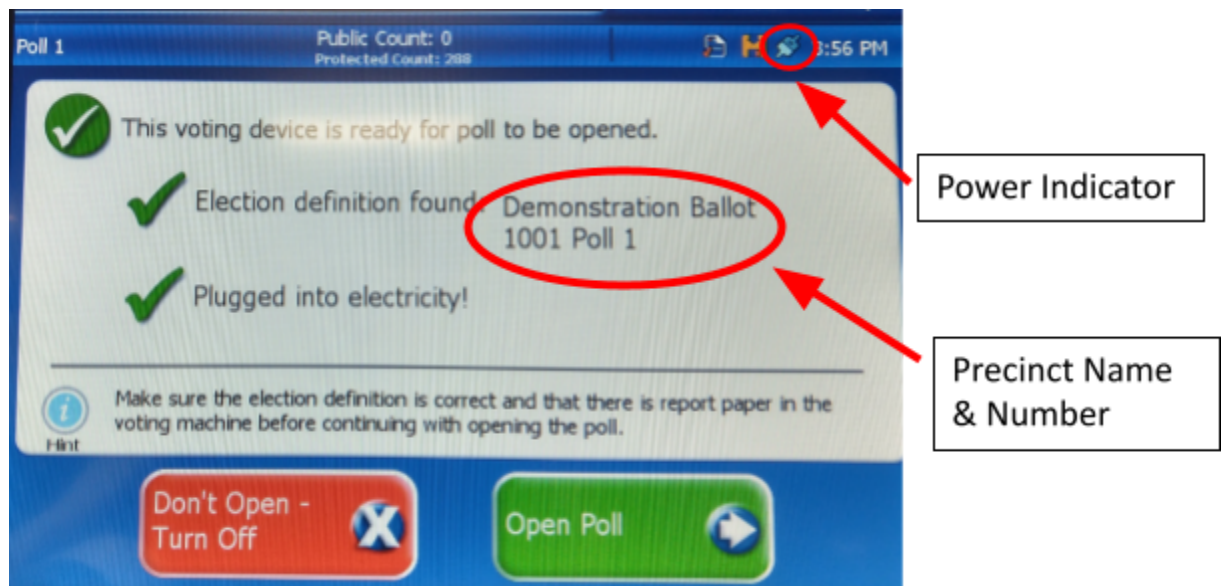
27. A “Configuration Report” will automatically print. **DO NOT** remove the report.

Figure 28 - Printing of the Configuration Report



28. Check the precinct name displayed on the screen is correct and the scanning unit is receiving power. Touch “**Open Poll**” on the screen.

Figure 29 - Precinct Name and Power Indicator on the Scanning Unit



29. Two copies of the “Zero Report” will print. Separate the “Zero Reports” into two reports:
- o Both chief judges sign both “Zero Reports.”
 - o Attach the first copy of the “Zero Report,” along with the “Configuration Report” still attached to the “Zero Report”, to the *Scanning Unit Opening Integrity Report*.
 - o Post the second copy of the “Zero Report” for public viewing.

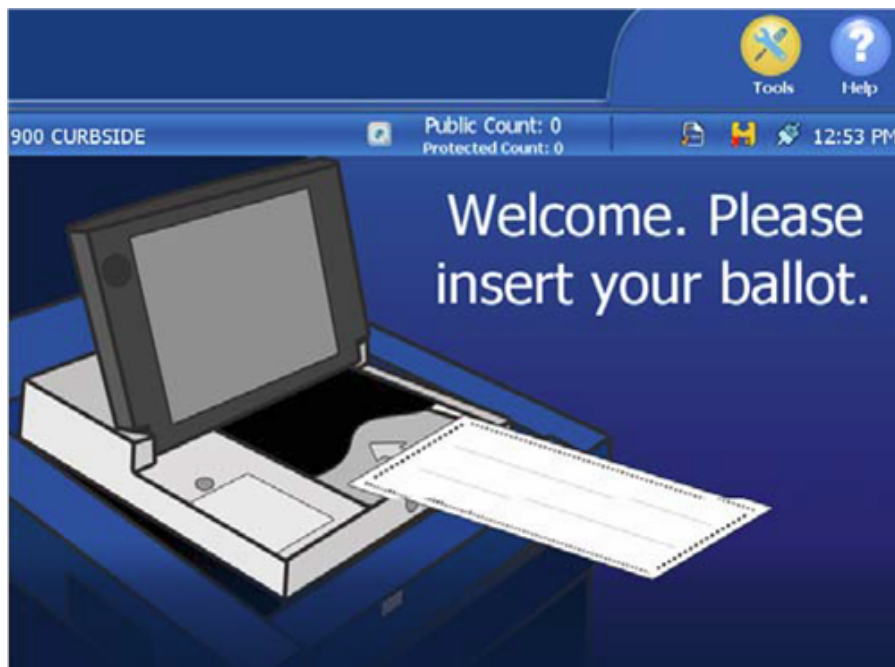
30. Once the self-test is complete and the “Zero Reports” are printed, the following screen appears. Touch “Go To Voting Mode.”

Figure 30 - "Go To Voting Mode" Button on the Scanning Unit



31. When the scanning unit is ready to receive ballots, the following screen appears.

Figure 31 - Welcome Screen on the Scanning Unit



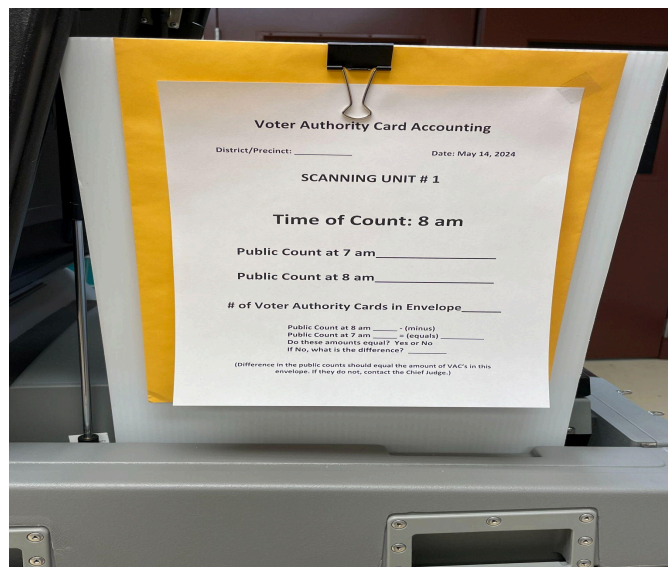
32. Put a privacy screen on each side of the scanning unit as the picture shows below.

Figure 32 - Privacy Screens on the Scanning Unit



33. Use the binder clip to attach the voter authority envelope to one of the side privacy panels. This is where you will put the voter's voter authority card when the voter casts their voted ballot.

Figure 33 - Voter Authority Card Envelope Attached to the Side of the Privacy Panels



11.5 Casting a Ballot



The term “ballot” is used to refer to a regular paper ballot and a ballot activation card printed from a ballot marking device.



A voting judge must be stationed at the scanning unit at all times. The voting judge must not leave the scanning unit until relieved by another voting judge.

At the scanning unit, the voting judge will:

- Ask the voter for the voter authority card only. **DO NOT handle any voted ballots.**
- Verify the voter is not a provisional voter that has an orange privacy sleeve or a provisional voter authority card.
- Review the voter authority card to verify it has been signed by the voter, initialed by other election judges, and is not a provisional voter authority card.
- Ask the voter if they have reviewed their ballot before casting it.
- Hold onto the voter authority card until the voter casts the ballot and the ballot is accepted by the scanning unit.
- Stand at least two feet away from the scanning unit and only approach the voter if the voter requests assistance.



To ensure voter privacy at the scanning unit, a voting judge must either stand or sit at least two feet off to the side of the scanning unit. A voting judge may also stand at the beginning of the line to the scanning unit.

Figure 34 - Standing at Least Two Feet Away from the Scanning Unit



11.6 Inserting a Ballot into the Scanning Unit

The scanning unit has two slots to accept ballots.

- The top slot will only accept the ballot activation card that was marked on the ballot marking device. Instruct the voter to insert a ballot marking device-marked ballot into the top slot.

Figure 35 - Top Slot of the Scanning Unit and Ballot Activation Card



Trying to insert a ballot activation card into the bottom slot may cause a paper jam.

- The bottom slot will only accept hand-marked regular ballots. Ballots can be fed into the scanning unit in any direction, either face up or face

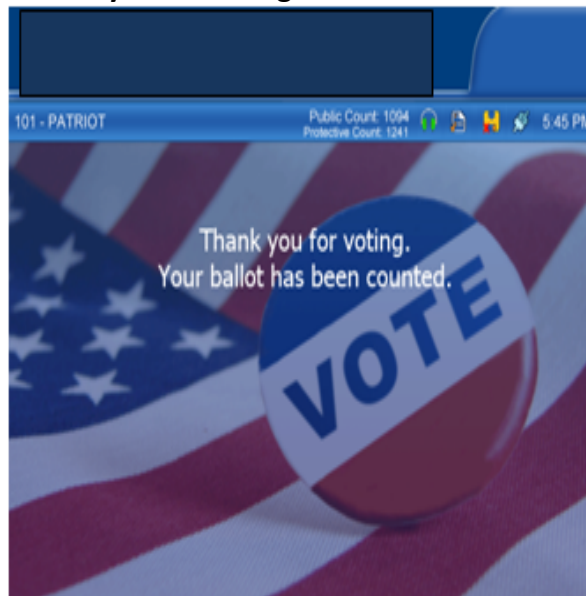
down, top first or bottom first. **DO NOT** fold the ballot. **DO NOT** force the ballot into the scanning unit.

Figure 36 - Bottom Slot of the Scanning Unit and Regular Paper Ballot



- When a ballot is accepted by the scanning unit, the display will read, **“Thank you for voting. Your ballot has been counted.”**

Figure 37 - "Thank you for voting" Screen on the Scanning Unit



- After the ballot is accepted by the scanning unit, put the voter authority card into the envelope attached to the privacy screen.
- Get the empty privacy sleeve from the voter.
- Thank the voter for voting, give the voter an “I Voted” sticker, and direct the voter to the exit.

- Persons (under age 18) that are accompanying a voter may be given a “Future Voter” sticker.



Do not put paper clips or “I Voted” stickers on the scanning unit. These may cause a jam in the scanning unit.



If a voter appears to be having difficulty, you may offer assistance. DO NOT look at or handle a voter’s ballot unless the voter requests help.



Do not allow a voter to leave the polling place with a voter authority card, ballot, ballot activation card, or privacy sleeve.

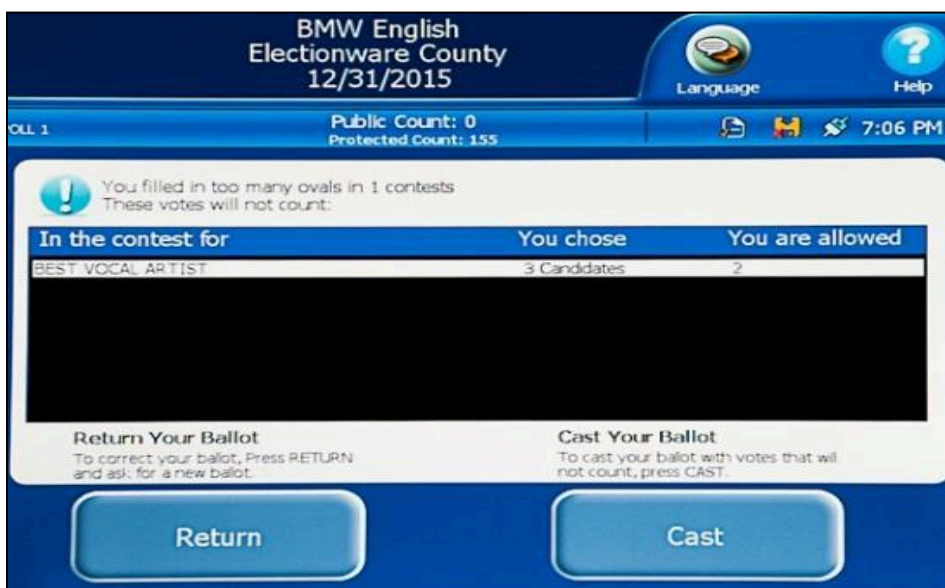
11.7 Overvoted Contests

The ballot marking device will let a voter know that a contest was overvoted. It will not print the ballot with an overvoted contest.

The scanning unit will let a voter know that a contest was overvoted for voters who mark their ballot by hand. The scanning unit display will show which contest(s) is overvoted.

An overvoted ballot will cause the display screen to prompt the voter either to “Return” or “Cast” the ballot.

Figure 38 - Overvote Message on the Scanning Unit



If a voter overvoted one or more of the contests on the ballot, tell the voter:

- You selected more candidates than allowed for one or more contests.
- You can cast the ballot with an overvoted contest. If you choose to cast the ballot, no vote will be recorded in the contest that has an overvote. All other contests that are not blank or overvoted will be counted. Touch “Cast” to cast the ballot.
- You can get a replacement ballot. If you choose to get a replacement ballot, touch “Return.”



If the voter accidentally touches “Cast” instead of “Return,” the voter is not eligible to vote again. When a voter’s ballot is accepted by the scanning unit, there is no way to get that voter’s ballot back. The voter may only be issued a provisional ballot.

11.8 Undervoted Contests

The scanning unit will accept ballots that contain undervoted contests and will not let the voter know on the scanning unit.

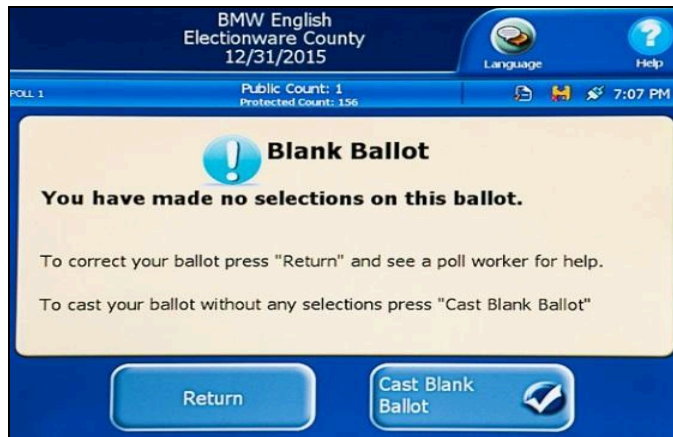
In a contest where a voter may vote for more than one candidate but has made fewer selections than the total number permitted, the marked selections will be counted by the scanning unit.

In a contest where a voter may vote for only one candidate, no selections will be counted if nothing is marked on the ballot.

11.9 Blank Ballots

A blank ballot will cause the display screen to prompt the voter either to “Return” or “Cast Blank Ballot.”

Figure 39- Blank Ballot Message on the Scanning Unit



If a voter wants the ballot back to mark it by hand:

- o Tell the voter to touch “Return.”
- o Give the voter authority card back to the voter. Tell the voter to put the voter authority card in the clear pouch on the front of the privacy sleeve.
- o Tell a voting judge that the voter needs to mark the ballot. The voting judge will direct the voter to an available voting booth. **It is not necessary to reissue a replacement ballot.**
- o If a voter does not want the ballot back to mark it by hand and wants to cast the blank ballot, tell the voter to touch “Cast Blank Ballot.”



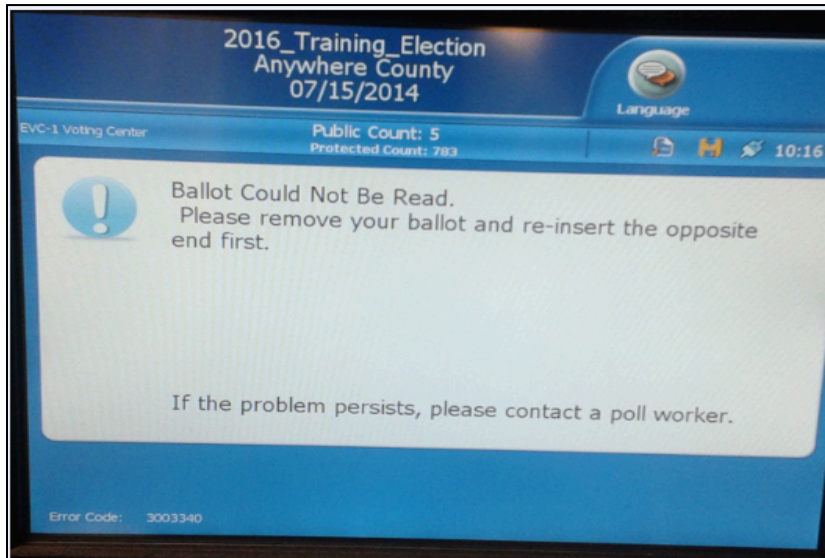
If the voter accidentally touches “Cast” instead of “Return,” the voter is not eligible to vote again. When a voter’s ballot is accepted by the scanning unit, there is no way to get that voter’s ballot back. The voter may only be issued a provisional ballot.

11.10 Rejected Ballots

There may be a time when the scanning unit cannot read a ballot. That is called a rejected ballot.

A rejected ballot will cause the display screen to tell the voter to “remove and re-insert the opposite end first.” If the ballot is still rejected, it must be spoiled by the voter. The voter will receive a replacement ballot. Tell a chief judge right away to assist the voter.

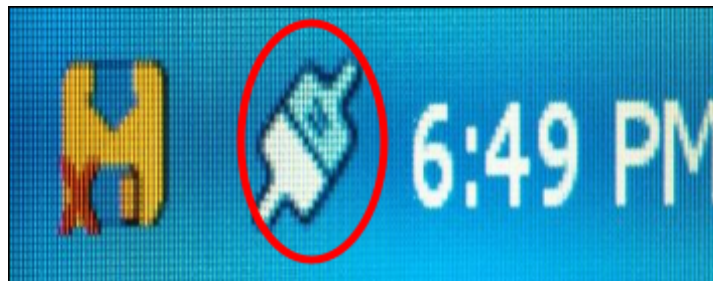
Figure 40 - "Ballot Could Not Be Read" Message on the Scanning Unit



11.11 During Voting Hours

1. Check that the scanning unit is plugged into power by checking the connected plugs icon next to the time throughout the day.

Figure 41 - Connected Plugs Icon on the Scanning Unit



2. If the battery icon is showing, the scanning unit is operating on battery power. Check the power connection to the scanning unit.

Figure 42 - Battery Icon on the Scanning Unit



11.12 Ending the Election



All voters who are in line at 8:00 p.m. are permitted to vote.

- ***If possible, close the door to the polling room or building behind the last voter in line.***
- ***If the line extends beyond the outside entrance, try to gather the eligible voters inside the building.***
- ***Ask an election judge to stand at the end of the line. Let voters who are trying to get in the line know that voting has ended.***
- ***Chief judges may delegate tasks to other election judges unless instructions specifically assign the tasks to the chief judges.***

11.12.1 Required Supplies

- o Scanning unit keys
- o *Scanning Unit Closing Integrity Report*
- o New tamper tape and seals
- o Clipboard
- o Pens
- o Tool to remove security seals or key to lock the outside of the scanning unit



Two chief judges must fill out and sign the *Scanning Unit Closing Integrity Report*. If any challengers and watchers are in the polling place when the scanning unit is being closed, speak loudly enough for them to hear as you verify the information being recorded on the *Scanning Unit Closing Integrity Report*.

11.12.2 Closing the Emergency Ballot Compartment

At the direction of the chief judges, the following procedures are only to be completed when the last eligible voter in the polling place has completed the voting process.




Ballots that are placed in the emergency ballot compartment should not be removed until the last voter in line has voted at the end of the day. A

bipartisan team of two election judges should remove the ballots from the compartment and insert them into the scanning unit. If the scanning unit cannot read a ballot, contact the Carroll County Board of Elections for instructions.

1. Record the security seal number of the emergency ballot compartment in column A of the *Scanning Unit Closing Integrity Report*.

Figure 43 - Security Seal on the Emergency Ballot Compartment & Scanning Unit Closing Integrity Report



A

A

Scanning Unit Closing Integrity Report							State of Maryland
2022 Gubernatorial Primary							
County/City: Carroll		Date: June 28, 2022					
District/Ward/Precinct: _____							
<input type="checkbox"/> Put all security seals you remove in the zipper pouch "Broken Scanning Unit Seals". <input type="checkbox"/> Complete all gray areas as needed for each table.							
	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Rear Access Tamper	
Scanning Unit #	Record	Record	Record	Record	Record	Record	Record
1							
2							
3							
	G. Memory Stick Serial #	H. New Scanning Unit Lid Seal #	I. Security Seal on Front of Ballot Transfer Bin	J. Number of VACs			
Scanning Unit #	Verify	Record	Record	Record			
1							
2							
3							

To the best of our knowledge, the information on this report is true and accurate.

Democratic Chief Judge: _____ Republican Chief Judge: _____

2. Remove the security seal on the emergency ballot compartment and put it in the purple zipper pouch found in the precinct binder.
3. Unlock the emergency ballot compartment using the flat scanning unit key.
4. Open the emergency ballot compartment door. Confirm that the emergency ballot compartment is empty. **CAUTION: Beware of sharp edges.**

Figure 44 - Opening the Emergency Ballot Compartment Door



Tell a chief judge right away if there are ballots inside the emergency ballot compartment. If there are ballots, a bipartisan team of two election judges should remove the ballots from the compartment and put them into the scanning unit to be counted. If the scanning unit cannot read a ballot, contact the Carroll County Board of Elections for instructions.

5. Close and lock the emergency ballot compartment. A new security seal **does not** have to be applied.

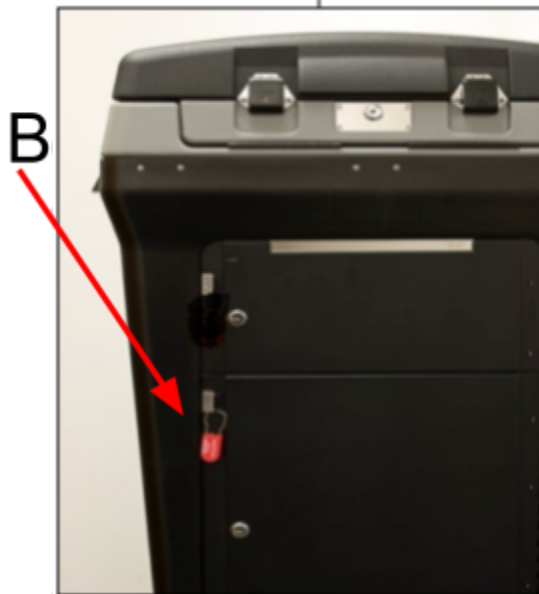
Figure 45 - Closed Emergency Ballot Compartment



11.12.3 Closing the Main Ballot Box

1. Record the security seal number of the main ballot box in column B of the *Scanning Unit Closing Integrity Report*.

Figure 46 - Security Seal on the Main Ballot Box & Scanning Unit Closing Integrity Report



Scanning Unit Closing Integrity Report
2024 Presidential Primary Election

County/City: _____ Date: _____

State/Board/Precinct: _____

Put all security seals you remove in the _____
Complete all gray areas as needed for each table.

	A. <input type="checkbox"/> Removal of Completed Ballot Containers Remains On	B. <input type="checkbox"/> Removal Main Ballot Box Security Seal #	C. <input type="checkbox"/> Public Count	D. <input type="checkbox"/> Private Count	E. <input type="checkbox"/> Ball Access Door Tamper Tape # (If Not Removed)	F. <input type="checkbox"/> Removal Front Access Door Tamper Tape #
Reporting Unit #	Record	Record	Record	Record	Record	Record
1						
2						

	G. <input type="checkbox"/> Memory Stick Serial #	H. <input type="checkbox"/> New Scanning Unit Lot Seal #	I. <input type="checkbox"/> Tamper Tape on Front of Ballot Transfer Bin	J. <input type="checkbox"/> Tamper Tape on Floor of Ballot Transfer Bin	K. <input type="checkbox"/> Number of VACs
Reporting Unit #	Record	Record	Record	Record	Record
1					
2					

To the best of our knowledge, the information on this report is true and accurate.

Reporting Judge: _____

District Chief Judge: _____ Precinct Chief Judge: _____

Revised 10/16/2023

2. Remove the security seal and put it in the purple zipper pouch found in the precinct binder.
3. Unlock and open the main ballot box using the flat key.
4. Reach inside the main ballot box to close the lids loosely on the ballot transfer bin.

Figure 47 - Closing the Lids on the Ballot Transfer Bin



5. Use the strap handle to remove the ballot transfer bin.

Figure 48 - Strap Handles on the Ballot Transfer Bin



6. Make sure that all ballots are inside the ballot transfer bin.
7. Check inside the main ballot box for any loose ballots. Put any loose ballots found inside the main ballot box into the ballot transfer bin.
8. Tightly close the lid on the ballot transfer bin. Note that the lid has a “tongue-in-groove” fit. Make sure the right side of the lid is inserted into

the metal bracket in the middle of the left side of the lid. The lid sits flat when closed properly.

Figure 49 - "Tongue-in-groove" Fit on the Ballot Transfer Bin



9. Close and lock the main ballot box using the flat key. **A new security seal does not have to be applied.**

Figure 50 – Closing and Locking the Main Ballot Box



10. Use the flat key to lock both locks on the ballot transfer bin.

Figure 51 – Locking Both Locks on the Ballot Transfer Bin



11.12.4 Closing the Scanning Unit

1. Record the final Public Count and Protected Count numbers in columns C and D on the *Scanning Unit Closing Integrity Report*.

Figure 52 - Public Count and Protected on the Scanning Unit & Scanning Unit Closing Integrity Report

BMW English
Electionware County
12/31/2015

Public Count: 14
Protected Count: 169

C

D

Scanning Unit Closing Integrity Report
2022 Gubernatorial Primary

County: Carroll Date: June 28, 2022
District/Ward/Precount

Put all security seals you remove in the zipper pouch "Broken Scanning Unit Seals".
 Complete all gray areas as needed for each table.

	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)
Scanning Unit #	Record	Record	Record	Record	Record
1					
2					
3					


	G. Memory Stick Serial #	H. New Scanning Unit Lid Seal #	I. Security Seal on Front of Ballot Transfer Bin	J. Number of VACs
Scanning Unit #	Verify	Record	Record	Record
1				
2				
3				

To the best of our knowledge, the information on this report is true and accurate.

Democratic Chief Judge: _____ Republican Chief Judge: _____

2. Record or verify the rear access door tamper tape number in column E on the *Scanning Unit Closing Integrity Report*. **DO NOT** remove the tamper tape.

Figure 53 - Rear Access Door Tamper Tape & Scanning Unit Closing Integrity Report



E


Scanning Unit Closing Integrity Report							State of Maryland
2022 Gubernatorial Primary							
County/City: Carroll				Date: June 28, 2022			
District/Ward/Precinct:							
<input type="checkbox"/> Put all security seals you remove in the zipper pouch "Broken Scanning Unit Seals". <input type="checkbox"/> Complete all gray areas as needed for each table.							
	A.	B.	C.	D.	E.	F.	
	Removed Emergency Ballot Compartment Security Seal #	Removed Main Ballot Box Security Seal #	Public Count	Protected Count	Rear Access Door Tamper Tape # (Do Not Remove)	Removed Front Access Door Tamper Tape #	
Scanning Unit #	Record	Record	Record	Record	Record	Record	
1							
2							
3							
	G.	H.	I.	J.			
	Memory Stick Serial #	New Scanning Unit Lid Seal #	Security Seal on Front of Ballot Transfer Bin	Number of VACs			
Scanning Unit #	Verify	Record	Record	Record			
1							
2							
3							

To the best of our knowledge, the information on this report is true and accurate.

Democratic Chief Judge _____ Republican Chief Judge _____

- Record the tamper tape number located on the front access door in column F of the *Scanning Unit Closing Integrity Report*. Remove the tamper tape and place it on the back of the report.

Figure 54- Front Access Door Tamper Tape & Scanning Unit Closing Integrity Report



F

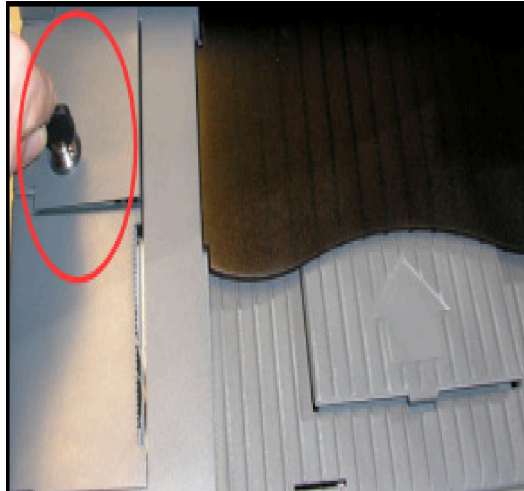
Scanning Unit Closing Integrity Report							State of Maryland
2022 Gubernatorial Primary							
County/City: Carroll				Date: June 28, 2022			
District/Ward/Precinct:							
<input type="checkbox"/> Put all security seals you remove in the zipper pouch "Broken Scanning Unit Seals". <input type="checkbox"/> Complete all gray areas as needed for each table.							
	A.	B.	C.	D.	E.	F.	
	Removed Emergency Ballot Compartment Security Seal #	Removed Main Ballot Box Security Seal #	Public Count	Protected Count	Rear Access Door Tamper Tape # (Do Not Remove)	Removed Front Access Door Tamper Tape #	
Scanning Unit #	Record	Record	Record	Record	Record	Record	
1							
2							
3							
	G.	H.	I.	J.			
	Memory Stick Serial #	New Scanning Unit Lid Seal #	Security Seal on Front of Ballot Transfer Bin	Number of VACs			
Scanning Unit #	Verify	Record	Record	Record			
1							
2							
3							

To the best of our knowledge, the information on this report is true and accurate.

Democratic Chief Judge _____ Republican Chief Judge _____

4. Unlock and open the front access door using the round key.

Figure 5 - Unlocking the Front Access Door



5. Push and hold down the “Close Poll” button for a second or two and release. The button will turn red.

Figure 56 - "Close Poll" Button in the Front Access Door



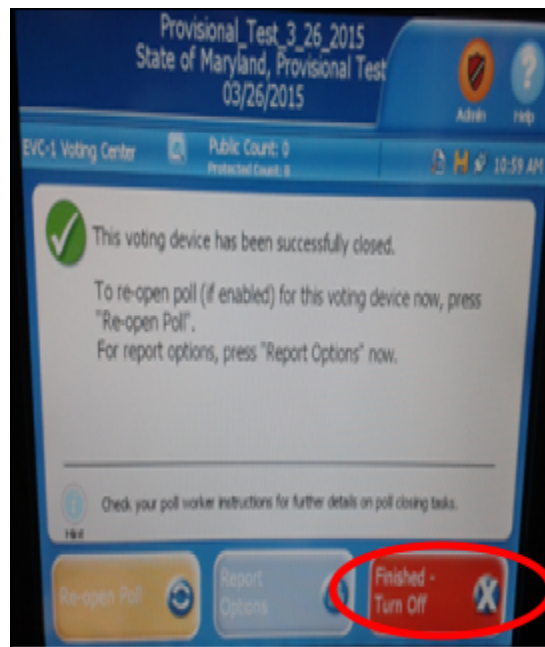
6. Touch the “Close Poll” button on the screen when the scanning unit display reads “You have chosen to close the poll for this voting device.” Two “Results Reports” will print.

Figure 57 - "Close Poll" Button on the Scanning Unit



7. After the "Results Reports" have finished printing, the display screen reads "This voting device has been successfully closed." Touch "**Finished – Turn Off**" button on the screen. Scanning unit powers off and **WAIT!**

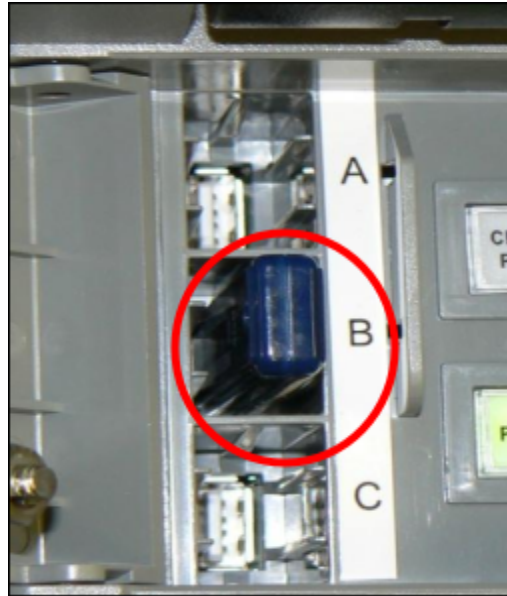
Figure 58 - "This voting device has been successfully closed" Message on the Scanning Unit



Make sure all lights in the front access door compartment and on the display screen to go completely dark. This process could take several minutes to complete.

8. Unplug the scanning unit from the power outlet.
9. Make sure all the lights have gone dark. Make sure the scanning unit has been unplugged from the power outlet. Gently pull the memory stick straight out to remove it from the front access door compartment.

Figure 59 - Memory Stick in the Front Access Door Compartment



10. Verify the memory stick serial number with column G of the *Scanning Unit Closing Integrity Report*.

Figure 60 - Memory Stick Serial Number & Scanning Unit Closing Integrity Report

G

Scanning Unit Closing Integrity Report
2022 Gubernatorial Primary

State of Maryland

County/City: Carroll _____ Date: June 28, 2022 _____

District/Ward/Precinct: _____

Put all security seals you remove in the zipper pouch "Broken Scanning Unit Seals".
 Complete all gray areas as needed for each table.

	A.	B.	C.	D.	E.	F.
	Removed Emergency Ballot Compartment Security Seal #	Removed Main Ballot Box Security Seal #	Public Count	Protected Count	Rear Access Door Tamper Tape # (Do Not Remove)	Removed Front Access Door Tamper Tape #
Scanning Unit #	Record	Record	Record	Record	Record	Record
1						
2						
3						

	G.	H.	I.	J.
	Memory Stick Serial #	New Scanning Unit Lid Seal #	Security Seal on Front of Ballot Transfer Bin	Number of VACs
Scanning Unit #	Record	Record	Record	Record
1				
2				
3				

To the best of our knowledge, the information on this report is true and accurate.

Democratic Chief Judge: _____ Republican Chief Judge: _____

11. Immediately secure the memory sticks for transport to the Carroll County Board of Elections office. Memory sticks will be put in the purple zipper pouch and will be hand delivered by Election Field Support personnel to the Carroll County Board of Elections office.

Figure 61 - Sealing the Purple Zipper Pouch for Memory Sticks



12. Election Field Support must complete the “USB Sticks Security Seal #” section of the *Election Field Support Chain of Custody* form.

Figure 62 – “USB Sticks Security Seal #” Section of the *Election Field Support Chain of Custody* Form

**ELECTION FIELD SUPPORT
CHAIN OF CUSTODY**

DATE: May 14, 2024 **DEPARTING TIME:**

DISTRICT/PRECINCT/POLLING PLACE

CF CARDS SECURITY SEAL # <small>(used on black zipper pouch)</small>	USB STICKS SECURITY SEAL # <small>(used on purple zipper pouch)</small>
RECORD	RECORD
<input type="text"/>	<input type="text"/>

HAND-DELIVERED TO CARROLL COUNTY BOARD OF ELECTIONS OFFICE

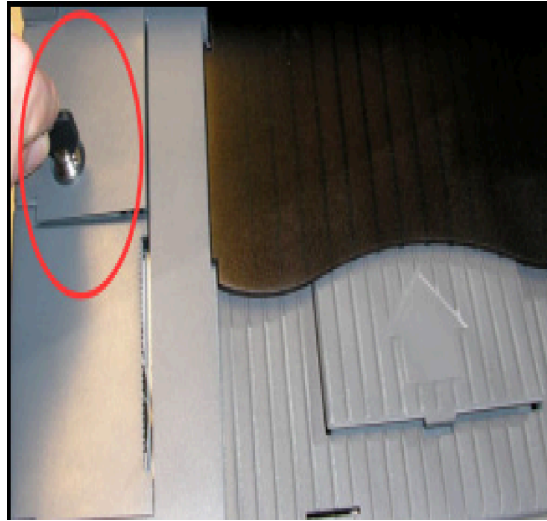
SIGNATURE OF EFS:

PRINT NAME:

Office use only:
TIME: **Received by CCBOE STAFF**
Receiver's Signature:

13. Close and use the round key to lock the front access door. **DO NOT** apply tamper tape.

Figure 63 - Locking the Front Access Door on the Scanning Unit



14. Gently lower the display screen and lock the screen into place.

Figure 64 - Locking the Screen on the Scanning Unit



15. Carefully lower the lid while holding the latches and use the flat key to lock the lid.

Figure 65 - Locking the Lid of the Scanning Unit



16. Attach a new security seal to the scanning unit lid. Record the new seal number in column H of the *Scanning Unit Closing Integrity Report*.

Figure 66 - New Security Seal on the Lid & Scanning Unit Closing Integrity Report

H

Scanning Unit Closing Integrity Report 51
2022 gubernatorial Primary

County/City: Carroll Date: June 28, 2022

District/Ward/Precinct: _____

Put all security seals you remove in the zipper pouch "Broken Scanning Unit Seals".
 Complete all gray areas as needed for each table.

	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # <small>(Do Not Remove)</small>
Scanning Unit #	Record	Record	Record	Record	Record
1					
2					
3					

	G. Memory Stick Serial #	H. New Scanning Unit Lid Seal #	I. Security Seal on Front of Ballot Transfer Bin	J. Number of VACs
Scanning Unit #	Verify	Record	Record	Record
1				
2				
3				

To the best of our knowledge, the information on this report is true and accurate.

Democratic Chief Judge: _____ Republican Chief Judge: _____

17. Separate the "Results Reports" into two individual reports.
 - o Both chief judges sign both copies of the "Results Reports."
 - o Attach the first copy of the "Results Report" to the *Scanning Unit Closing Integrity Report*.

- o Post the second “Results Report” to an outside door or wall for public viewing.
 - o Repeat steps 1 through 17 for each scanning unit.
18. Apply a security seal on the front side of the ballot transfer bin lid. Record the seal numbers in columns I of the *Scanning Unit Closing Integrity Report*.
 19. Extend the roller handle and lift the handle to shift the weight of the ballot transfer bin to the rear wheels. Roll the ballot transfer bin to a secure location in the polling place. The ballot transfer bin will remain sealed and will be transported to the Carroll County Board of Elections. As a bipartisan team, the chief judges must return voted ballots and required supplies to the Carroll County Board of Elections office.

Figure 67 - Roller Handle on the Ballot Transfer Bin



20. Count the total number of voter authority cards from the scanning unit Voter Authority Card envelopes.
21. Record the number of voter authority cards in column J of the *Scanning Unit Closing Integrity Report*.
22. Put the voter authority cards back into the envelopes and give the envelopes to the chief judges.

Figure 68 - Scanning Unit Closing Integrity Report

Scanning Unit Closing Integrity Report
2022 Gubernatorial Primary

State of Maryland

County/City: Carroll _____ Date: June 28, 2022 _____

District/Ward/Precinct: _____

Put all security seals you remove in the zipper pouch "Broken Scanning Unit Seals".
 Complete all gray areas as needed for each table.

	A.	B.	C.	D.	E.	F.
	Removed Emergency Ballot Compartment Security Seal #	Removed Main Ballot Box Security Seal #	Public Count	Protected Count	Rear Access Door Tamper Tape # (Do Not Remove)	Removed Front Access Door Tamper Tape #
Scanning Unit #	Record	Record	Record	Record	Record	Record
1						
2						
3						

	G.	H.	I.	J.
	Memory Stick Serial #	New Scanning Unit Lid Seal #	Security Seal on Front of Ballot Transfer Bin	Number of VACs
Scanning Unit #	Verify	Record	Record	Record
1				
2				
3				

To the best of our knowledge, the information on this report is true and accurate.

Democratic Chief Judge _____ Republican Chief Judge _____

J

11.13 Packing the Scanning Unit

1. Pack the power cord with the gray surge protector into the back compartment of the scanning unit.

Figure 69 - Back Compartment of the Scanning Unit



2. Close and lock the back compartment door using the flat key.

Figure 70 - Locking the Back Compartment Door on the Scanning Unit



3. Release the parking brakes by tapping the vertical metal tabs forward with toe. **CAUTION: The metal tabs are sharp.**

Figure 71 - Releasing the Brakes on the Scanning Unit



4. Two election judges roll the scanning unit to the transfer cart to be loaded for return to the Carroll County Board of Elections .