

# AccuVote-OS Closing Quick Reference Guide

**1** Unlock and open the ballot box side compartment door.



**2** Remove all ballots and feed them into the OS unit.



**3** Unlock and open the printer cover.



**4** Unroll the zero report and place the printer cover under the report.



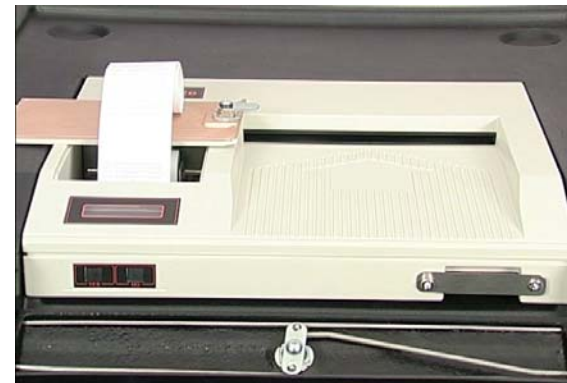
**5** Unlock the retaining door.



**6** Feed the ender card into the OS unit while depressing the YES and NO buttons simultaneously.



**7** The elections total report will print automatically. The designated poll workers will need to sign the report.



**8** When you see the message "NEED ANOTHER COPY?" Press NO and tear off the copy.



**9** Break the security seal. Lift the metal bar and remove the memory card.



**10** Place the memory card and all reports in the envelope.



**11** Power the unit off by flipping the red power switch.



**12** Replace the printer cover. Unlock the retaining door. Slide the OS unit out of the ballot box.



**13** Disconnect the power cord from the back of the OS unit and the power outlet.



**14** Place the OS unit back into its carrying case along with the power cord and keys.



**15** Remove all ballots from the back of the ballot box. Place them in the designated container.



**16** Replace the security plate and lock it into place. Relock the retaining door.

