

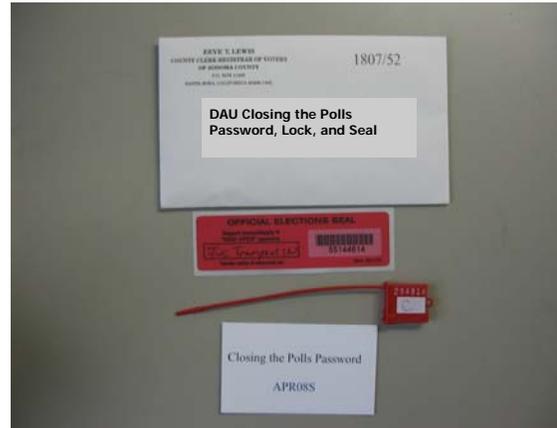
**DAU eSLATE**

**EQUIPMENT DISASSEMBLY  
&  
CLOSE POLL INSTRUCTIONS**

# DAU eSLATE EQUIPMENT DISASSEMBLY & CLOSE POLL INSTRUCTIONS

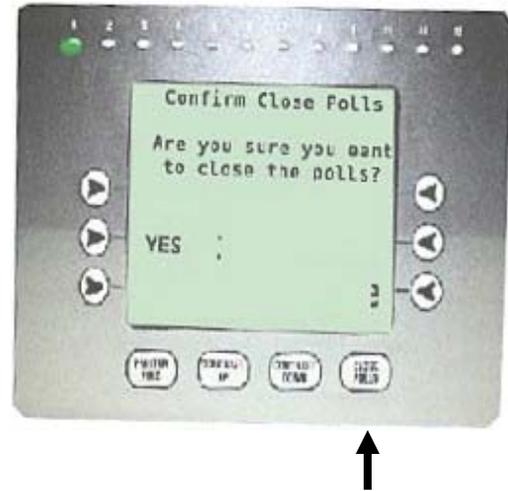
## PART I: SECURITY CHECK

1. Remove all contents of sealed **Close Polls Envelope** (in **DAU Main Envelope**).
2. Locate the lock and seal enclosed. Verify the serial numbers of the lock and seal; sign the **Reconciliation Log** where indicated. Have a different poll worker verify the lock and seal serial numbers provided and sign the **Reconciliation Log** where indicated. Return the lock and seal to the **Close Polls Envelope** and set aside (for use after DAU booth and JBC are disassembled and ready for transport).
3. IF EITHER THE CLOSING LOCK OR SEAL IS BROKEN OR MISSING, NOTIFY ROV IMMEDIATELY AND WAIT FOR FURTHER INSTRUCTION. Record details of the missing lock/seal incident on the **Polling Place Problem Log** in the **Main Envelope**. If you replace a lock, document the lock issue on the **Polling Place DAU Problem Log** in the **Main Envelope**. DO NOT throw away broken locks; put them in the **Main Envelope**.
4. BEFORE closing polls, verify the lock on the VBO (inside DAU booth) and MBB (side of JBC) are still in place; verify the serial number and sign the **Reconciliation Log** where indicated. Ask a different poll worker to verify the serial numbers and sign the **Reconciliation Log** where indicated. DO NOT REMOVE THESE LOCKS.



## PART II: CLOSE POLLS

5. Wait until all voters in line at 8 p.m. have voted.
6. Press the CLOSE POLLS button on JBC.
7. Press the ► next to YES (confirm you want to close polls).



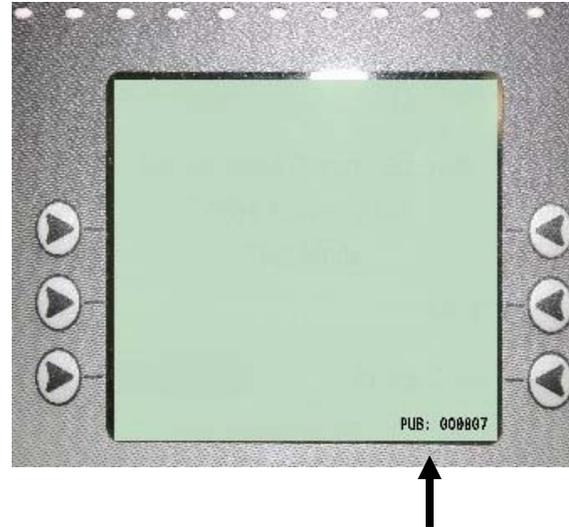
8. Using the JBC keypad, enter the Close Polls **Password** (in **Close Polls Envelope**).
9. Press the ► next to ACCEPT. The "Polls Closed" report will print. Do not tear off this tape.



10. Press the ► next to ACCESS CODE REPORT. Copy information onto **Reconciliation Log** (#15-18).
11. Tear off entire tape and place in JBC/DAU **Main Envelope**.



- Check the End-of-day Public Count ("PUB"). Copy this number onto **Reconciliation Log (#14)**.



- Record the number of cast ballots on Line 8 of the **Ballot Statement** (cover of Roster).

CONSOLIDATED GENERAL ELECTION  
NOVEMBER 7, 2006

**ROSTER OF VOTERS**  
COUNTY OF SONOMA  
STATE OF CALIFORNIA

**BEFORE YOU OPEN POLLS, YOU MUST:**

- Enter the number of ballots received on line 1 of the **BALLOT STATEMENT** (below)
- Complete **DECLARATION OF ELECTION OFFICERS and REIMBURSEMENT FORM** (inside front cover)

**BEFORE YOU CLOSE POLLS, YOU MUST:**

- Complete the **BALLOT STATEMENT** (below)
- Complete **CERTIFICATE OF COMPLETION** (on back cover)

**BALLOT STATEMENT**  
E.C. Section 14402

1.	Number of ballots RECEIVED (from ballot receipt) .....	<input style="width: 80%;" type="text"/>
2.	Number of ballots UNUSED .....	<input style="width: 80%;" type="text"/>
3.	Number of ballots SPOILED .....	<input style="width: 80%;" type="text"/>
4.	Number of PROVISIONAL ballots .....	<input style="width: 80%;" type="text"/>

- Put all tapes produced by JBC into **Main Envelope**. Sign the **Reconciliation Log (#19)** and put into the **Main Envelope**.

CLOSE POLLS

Important: if the integrity or serial numbers of locks can not be verified or do not match the number provided, DO NOT proceed to Close Polls. Notify ROV immediately and wait for instructions.

THE INTEGRITY AND SERIAL NUMBERS OF ALL LOCKS/SEALS MUST BE VERIFIED BY AT LEAST TWO POLL WORKERS

10. VBO lock #:	12345678	verified by: _____	verified by: _____
11. MBB lock #:	12345678	verified by: _____	verified by: _____
12. DAU Handle lock #:	12345678	verified by: _____	verified by: _____
13. JBC Box ("IN") seal #:	12345678	verified by: _____	verified by: _____
14. End of Day PUB Count:	_____ (from JBC screen)		
15. # of Access Codes Issued:	_____ (from Access Code Summary Report)		
16. # of Access Codes Voted:	_____ (from Access Code Summary Report)		
17. # of Access Codes Expired:	_____ (from Access Code Summary Report)		
18. # of Access Codes Canceled:	_____ (from Access Code summary Report)		
19. Signature of Poll Worker (who completed #15-18):	_____		

iv. 4/08

- Seal the **Main Envelope** and place in the JBC Box.

### PART III: DISASSEMBLE and PACK DAU & JBC

16. Disconnect all power cords from power outlet/power strip.



17. Remove black **JBC power cord** from back of JBC.

18. Loosen thumbscrews on gray **JBC cable** and gently disconnect from ports on back of JBC and booth.



19. Place the JBC in "Hart" **cardboard box**.



20. Coil the **JBC cable** and **power cord**; place to one side of JBC inside box.



21. After packing **JBC Box**, close **Box lid** and set aside.

22. Lift storage **compartment lid**.  
Disconnect **VBO power cord** from **power port** (above VBO unit).



23. Place **VBO power cord** inside storage compartment.



24. Unhook **privacy screen loops** from **posts** on booth.



25. Fold **privacy screen** flat, and place against booth lid.



26. Secure **privacy screen** with plastic **clip**.

27. Remove **headphones** from booth handle and place in storage compartment.



28. Using two people, turn booth over onto flat surface (e.g. floor).



29. Push **foot extenders** in all the way on both sets of legs. Note: Press button to unlock **extender**.



30. Remove **feet** from **legs**. Place in correct location outside of case.

31. Remove straight **leg tubes** from each leg. Place in a row on outside of case.



32. Grasp **FRONT leg** while pressing button to release lock; fold down until flat against case. Repeat for other **FRONT Leg**.



33. Disconnect **BACK leg brace** by pushing **button** from hole on center tab.



34. Grasp **RIGHT back leg** while pressing button to release lock, and fold flat.

35. Grasp **LEFT back leg** while pressing button to release lock, and fold flat.



36. Re-attach **three Velcro tabs** to secure legs.



37. Place red lock (in **Close Polls Envelope**) around **DAU booth handle** to prevent opening.



38. Place seal (in **Close Polls Envelope**) across **JBC box lid** to prevent opening.



39. Put DAU booth and JBC with other polling place equipment/supplies for transport to **assigned Receiving Center**.

40. Continue with **PRECINCT OFFICER CHECKLIST & INSTRUCTIONS** (in binder) for closing polling place and transporting equipment.