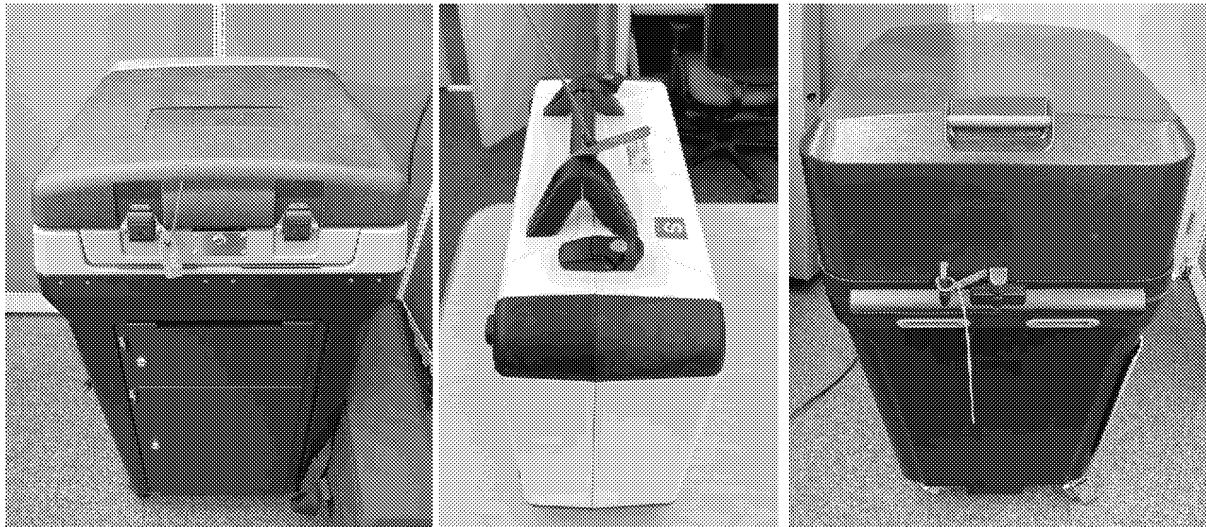# EV Quick Guide for Early Voting equipment

- Tabulators – or precinct scanner is a precinct-based optical scan ballot tabulator that is used in conjunction with external ballot boxes.
    - Tabulators should be securely stored in a locked room or area where access can be restricted when not being used for Early Voting.
    - If location does not have a locked room, equipment should be sealed on the outside to restrict access. (See Images Below)

- Tabulators should be powered down and stored at the close of each EV Day after the necessary reports have been produced and inserted into the paper pollbook.
    - Only authorized personnel (Vendor, VSTL or State/County Election Official) should ever have access to voting equipment.
    - Tabulators should have tamper-evident seals applied and maintained (Logging seal numbers and verifying seals before and after each day of Early Voting.

- Voter Assist Terminals (VATs) – means the accessible ballot marking device that is used by the voter to mark a ballot.
    - VATs should be securely stored in a locked room or area where access can be restricted when not being used for Early Voting.
    - Only authorized personnel (Vendor, VSTL or State/County Election Official) should ever have access to voting equipment.

- Ballot on Demand (BOD) - on-demand ballot production device for unmarked paper ballots for use at EV locations.
    - BODs should be securely stored in a locked room or area where access can be restricted when not being used for Early Voting.

INSTRUCTIONS PROVIDED BY THE MICHIGAN BUREAU OF ELECTIONS
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- Only authorized personnel (Vendor, VSTL or State/County Election Official) should ever have access to voting equipment.
- BOD printers should only be used for ballot printing and not used for other purposes.

- EV Electronic Pollbooks (EV EPB) – The Electronic Pollbook is a digital representation of the traditional paper pollbook used for Early Voting.
  - EPB Laptop should be stored in accordance with storage of other voting equipment for each day of Early Voting in a secure location with restricted access when not being used for Early Voting.
  - Laptops should be configured to the security specified in the EV EPB Security document.

Equipment – Tabulator (ICP/ICP2/Verity Scan/DS200)

Powering Down the tabulator after each night of Early Voting and printing required reports. See vendor documentation for exact steps in the closing process.

- Verify with the clerk that the last voter has voted and left the building.
- Print the required report from the tabulator (Interrupt Report, Suspend Polls Report or Configuration Report) and place in paper pollbook.
  - Dominion ICP2 – Interrupt Report
  - Dominion ICP – Election Report
  - Hart Verity Scan – Suspend Polls Report
  - ES&S DS200 – Daily Ballot Status Accounting Report
- Power Down the tabulator and unplug
- Store the tabulator following the guidance provided above.

VAT Equipment – All vendors

- Power Down the VAT after every night of Early Voting. Store equipment in secure are following guidance provided above
- No reports are required for the VAT.

Ballot on Demand (BOD) Equipment - All vendors

This pertains to the Dominion Mobile Ballot Printing (MBP), Hart Verity Print and ES&S Ballot-on-Demand systems.

- Verify with the clerk that the last voter has voted and left the building.
- Print the required report from the BOD showing what was printed that day.
- Power Down the device and printer.
- Store the equipment following the guidance provided above.