

**Election Day
AutoMARK
Closing Handbook**

Step 1

AFTER THE LAST VOTER LEAVES THE BUILDING:



Using the gold key, turn the key to the left (**OFF**) position.

The light will turn red and the monitor will go black.

Step 2



Fold the Ballot Feed Tray up.

If any accessories, such as headphones are attached, please remove.

Step 3



Lift the lid and gently
put the monitor
down in the machine

Step 4



Lower the lid over the monitor.



Slide the plastic clips towards the center to secure

Step 5



Remove the gold key.
The red light will go off once the unit is unplugged.

Place in the Poll Coordinator Purple Bag.

Step 6



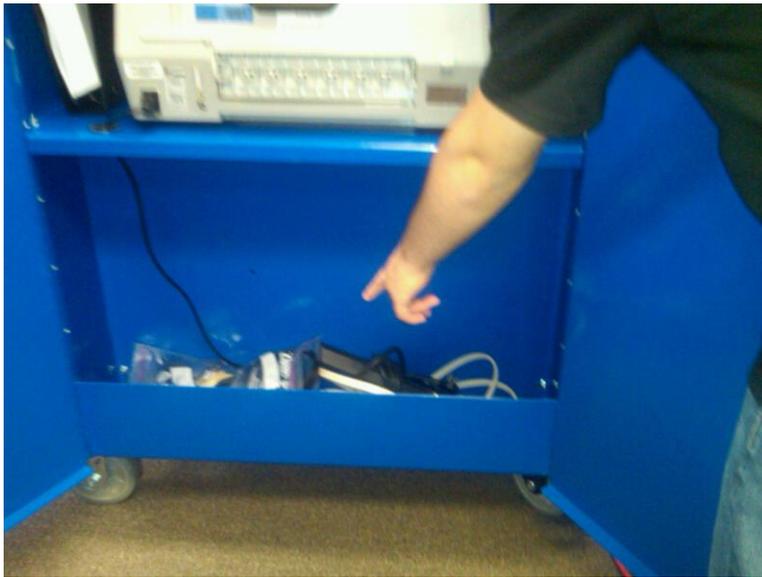
Fold down the top lid of the Auto**MARK** cart.

Step 7



Close and lock the front doors of the cart using the barrel key.

Step 8



Open the back door of the cart with the barrel key.

Gather all the **AutoMARK** accessories and place in the bottom compartment of the cart

Unplug the cord from the outlet.

If an extension cord was used, return it to the **AutoMARK** cart.

Step 9



After disassembling and packing the portable table, place it gently on top of the Auto**MARK** inside the cart.

(Refer to the Table Instructions for assistance)



Place the countywide street List on the side of the Auto**MARK** in the cart.

Step 12



Lock the Auto**MARK** cart with the barrel key.

Return the key to the same Chairperson that gave you the key in the morning.

The key will go in their **Red Data** bag.

Thank you for a job well done!

