

# OPENING PROCEDURES

## DS200 BALLOT SCANNER



### 1. Front of the DS200 scanner

- ☐ Verify that green seal number on the black DS200 lid matches the number on the **Machine Certification Form**.
- ☐ Cut the green seal and place it in the **#7 Orange Pouch**.
- ☐ Use the flat silver key to unlock and open the auxiliary compartment.
- ☐ Two officers confirm that the auxiliary compartment is empty.
- ☐ Keep the silver metal flap in the upright position. Close and re-lock the compartment.
- ☐ Use the flat silver key to unlock and open the ballot compartment.
- ☐ Two officers verify that the ballot compartment is empty.
- ☐ Close and re-lock the ballot compartment.



### 2. Back of the DS200 Scanner

- ☐ Use the flat silver key to unlock the power cord compartment.
- ☐ Unwrap the power cord and plug it into a power strip or surge protector. Plug the surge protector into an AC wall outlet.
- ☐ Verify that the round silver bar is in the down position, firmly secured by the white plastic clip.
- ☐ Leave the power cord compartment open for ventilation while the voting machine is being used.



### 3. Top of the DS200 Digital Scanner

- ☐ Use the flat silver key to unlock the black DS200 lid.
- ☐ Open both latches and flip them out, then lift the black DS200 lid.
- ☐ Use black barrel key to unlock the scanner screen.



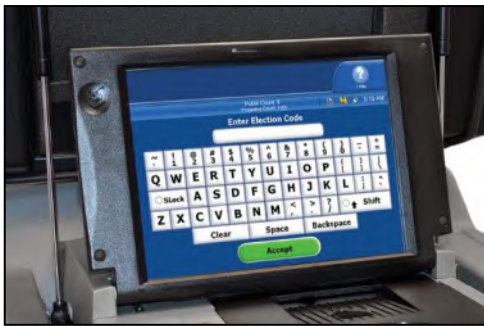
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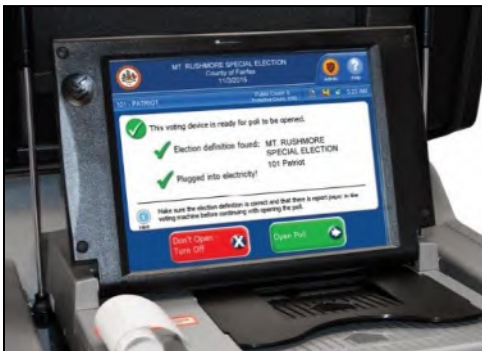
### 4. Boot up the scanner

- ☐ Lift the screen. The DS200 scanner will power on automatically. It can take 2-3 minutes until it is ready for the next step.
- ☐ Verify that the red barcoded sticker seal is securely attached across the printer access door and that the seal number matches the number on **Machine Certification Form**.



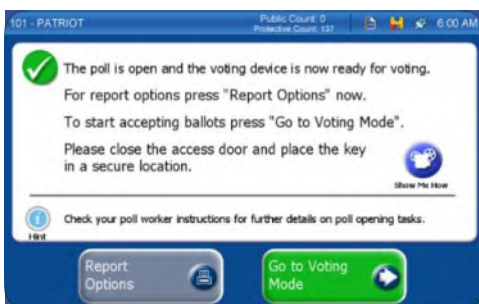
### 5. Enter election security code; verify election and power

- ☐ Enter the election security code (password) after the system has finished powering on. Password is case-sensitive. Tap **Accept**.
- ☐ The DS200 digital scanner will print a **Configuration Report**, but **DO NOT** tear off the tape yet.
- ☐ Verify on screen that the date, the election, and the precinct name & number are correct.
- ☐ Verify on screen that DS200 is receiving power.



### 6. Prepare DS200 for voting

- ☐ Tap the on-screen green **Open Poll** button. The **Ballot Status Accounting Report** and four (4) **Zero Totals Reports** will print.
- ☐ Tear off the entire tape.
- ☐ Two officers sign all four (4) copies of the **Zero Totals Report** and give the tape to the Chief. Notify Chief if any numbers are not zero.
- ☐ Verify that Public Count is zero and that Protected Count (top of screen) matches the **Machine Certification Form**. Notify Chief if counts do not match form.
- ☐ Place a privacy screen around the DS200 screen.



### 7. Ready to go!

**STOP! Do not tap "Go to Voting Mode" before 6:00 AM.**

- ☐ At 6:00 AM exactly (not earlier!), tap **Go to Voting Mode**.
- ☐ The DS200 is now ready to accept ballots.

