

CLOSING PROCEDURES

DS200 SCANNER



1. Check the auxiliary compartment

- ☐ Use flat silver key to unlock and open the auxiliary compartment.
- ☐ Two officers check for unscanned ballots. If any ballots are present, notify Chief before proceeding.
- ☐ Two officers remove ballots and insert them into scanner. If ballots cannot be scanned, set them aside for hand counting with the **Hand Count Report** form.
- ☐ Close and re-lock auxiliary compartment. Leave silver metal flap in the upright position.



2. Certify Public Count and Protected Count

- ☐ Enter the Public Count number and the Protected Count number (from the top of the DS200 screen) on the **Machine Certification Form** for each machine opened.
- ☐ Remove red barcoded sticker seal. Affix it to **Machine Certification Form**.



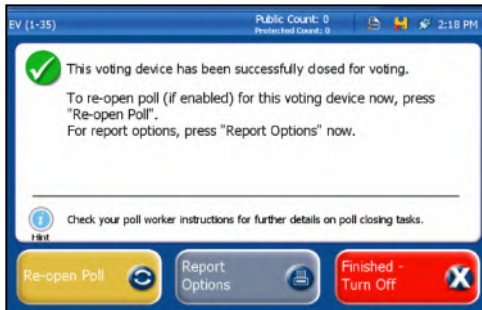
3. Close polls and print reports

- ☐ Use black barrel key to unlock printer access door. Press and hold down physical **Close Poll** button for 3 seconds.
- ☐ Screen will display "You have chosen to close polls". Tap **Close Poll** to confirm.
- ☐ One copy of **Ballot Status Report** and four (4) copies of **Voting Results Report** will print automatically.
- ☐ Tear off *entire* results tape. (Do not cut individual tapes!)
- ☐ Two officers sign at bottom of each of the four **Voting Results Reports**.
- ☐ Give the results tapes to the Chief.
- ☐ Leave the printer access door open for now.



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4. Power down DS200

- ☐ Screen will read “this device has been successfully closed for voting.” Tap on-screen red **Finished – Turn Off** button
- ☐ Wait for the screen to turn completely dark and the red power light to go off.
- ☐ Unplug power cord. Re-wrap cord and place it inside the power compartment.
- ☐ Use the flat silver key to close and lock the power compartment.

5. Remove USB flash drives from printer and battery compartments of both DS200s



- ☐ Remove the first USB flash drive from the compartment in front of the screen.
- ☐ Use black barrel key to re-lock printer access door. Lower screen half-way.
- ☐ Use black barrel key to open battery compartment directly behind the screen. Remove 2nd USB flash drive.
- ☐ Re-lock battery compartment door.
- ☐ **Follow entire closing procedure for each opened machine, before removing flash drives.**
- ☐ Give four (4) USB flash drives to Chief to secure in purple pouch.



6. Close the DS200

- ☐ Lower screen. Use black barrel key to re-lock screen.
- ☐ Close the black machine lid and hook the latches.
- ☐ Use the flat silver key to re-lock the front of the black machine lid.
- ☐ You do not need to re-seal the black machine lid.

