

# DS200 BALLOT SCANNER

## OPENING PROCEDURES



Unlock and open the auxiliary and ballot compartments. Verify that they are empty, then re-lock them (ensure the metal flap is in the up and locked position). Seal the ballot compartment with a zip-tie seal and record its number on the **Machine Certification Form**.



On the back of the machine, unlock and open the power cord compartment. Use a surge protector to connect the power cord to an outlet. Verify the metal bar is firmly in the down position and is secured by the white plastic clip. Leave the compartment open for ventilation.



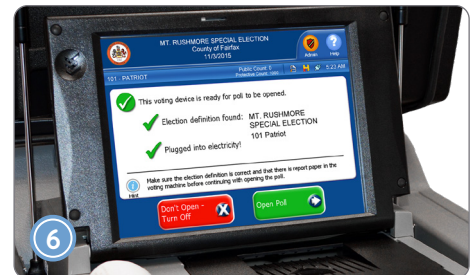
Verify the green seal number securing the black DS200 lid matches the **Machine Certification Form**. Once verified, cut the seal and place it inside of the **#7 Orange Pouch**.



Unlock and open the black DS200 lid. Next, unlock and raise the screen to power on the scanner. Verify the red barcoded sticker seal matches the **Machine Certification Form**.



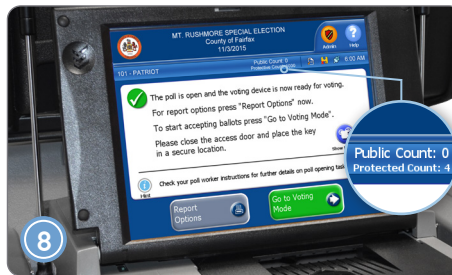
Once the DS200 powers on, work as a team to carefully enter the **Election Security Code** (case-sensitive), then tap **Accept** to print the Configuration Report. Do not tear off this report yet.



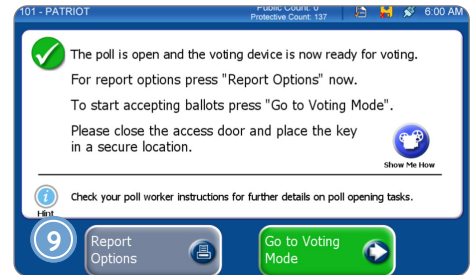
On the screen, verify that the election and precinct number/name are correct and that the DS200 is receiving power.



Tap **Open Poll** to print the Status and Zero Totals Reports. Confirm that all candidates/contests have "zero" votes. Then sign the tape and give it to the Chief.



On the screen, verify that the Public Count is zero and the Protected Count matches the **Machine Certification Form**.



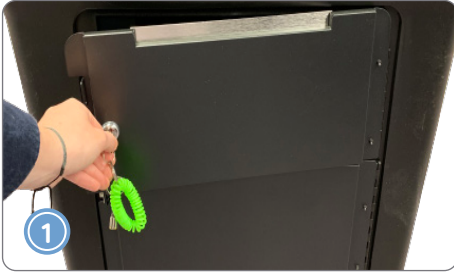
Place a privacy booth around the DS200 screen. Then, at **exactly 6:00 AM**, tap **"Go to Voting Mode."** The DS200 is now ready to accept ballots.

### Signature Stop:

- Did **two** officers sign the **"Opening Tape"** (Configuration, Status, and Zero Totals Reports) and give it to the Chief to attach to the SOR?

# DS200 BALLOT SCANNER

## CLOSING PROCEDURES



Unlock and open the auxiliary compartment. If there are any ballots, contact the Chief. Once you have verified the compartment is empty, close and re-lock it. Ensure the metal flap is in the up and locked position.



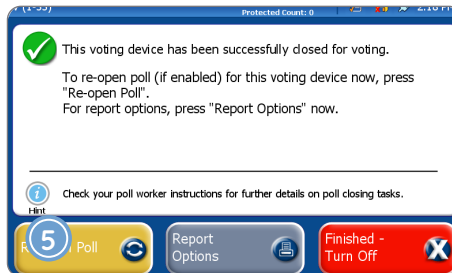
From the DS200 screen, enter the Public and Protected Count numbers on the **Machine Certification Form** (from each machine). This form will later be used to complete the **Statement of Results (SOR)**.



Remove the red barcoded sticker seal and affix it to the **Machine Certification Form**. Unlock and open the access door, then press and hold down the physical **Close Poll** button for 3 seconds.



Tap the on-screen **Close Poll** button. The Ballot Status Report and 3 copies of the Voting Results Report will print. Do not separate them yet. Inspect and sign each copy of the Voting Results Report and give them to the Chief. The Chief will use them later to complete the **SOR**.



Tap **Finished - Turn Off** and wait for the DS200 to power off.



Unplug the power cord, then re-wrap the cord and place it back inside the power cord compartment. Close and lock the compartment.



Remove the USB flash drives from the printer compartment (in front of screen) and the battery compartment (behind screen). Give both (2) to the Chief, then close and re-lock both access doors. Remember to remove flash drives from all DS200 scanners.



Close and re-lock the DS200 screen, then close and relock the black machine lid. Repeat steps 1-8 for each DS200 scanner.



Cut the seal, unlock, and open the ballot compartment of each DS200 used. With multiple officers present, carefully move all voted ballots into the voted ballot boxes and seal them. (Secure ballots from each machine in separate boxes.)

### Signature Stop:

- Did two officers sign the **Machine Certification Form** after recording all required information and attaching the red barcoded sticker seals?
- Did two officers sign each copy (3) of the **Voting Results Report** and provide the tapes to the Chief to attach to the SOR?
- Remember that once the **SOR, original and copy**, are completed, all officers staying for closing procedures must sign!