

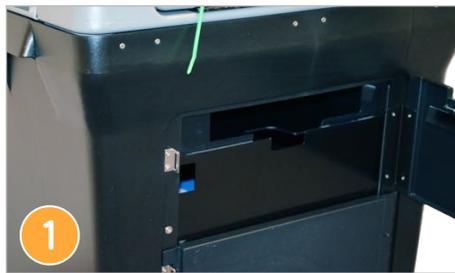
# BE IN THE KNOW. ENSURE ACCURACY. FOLLOW THESE PROCEDURES WHEN OPENING THE POLLS.

## PROCESS OVERVIEW

The Chief or Assistant Chief Officer and one Election Officer are responsible for setting up the DS200 and Ballot Box. Once the setup process begins, one officer should remain stationed with the DS200 for the remainder of Election Day. If Poll Watchers are present, invite them to observe the opening procedures, as they are performed.

## PREPARING BALLOT BOX

Open Auxiliary Compartment (top door on front of Ballot Box) with silver key. Two officers of differing political parties ensure interior of compartment is empty, then close and relock compartment.



Open Ballot Compartment (bottom door on front of Ballot Box) with silver key. Remove blue Ballot Security Case from compartment. Two officers of differing political parties verify case and interior of compartment are empty.



Place blue Ballot Security Case back inside Ballot Compartment. Verify both lids are open and resting on inside of compartment to expose inside of case and allow for scanned ballots to fall into case. Close and relock compartment.



## OPENING DS200

Open Power Cord Compartment (door on back of Ballot Box) with silver key. Unwrap power cord and plug into power strip, then into AC outlet. Verify silver metal bar is in down position. Leave door open for the remainder of election day.



Verify green seal securing Ballot Box lid matches number on Envelope # 7C. Cut seal and place in envelope. Open lid with silver key, then unhook both latches and flip up to lift lid.



Open DS200 with black barrel key. Lift and raise screen until it rests in an upright position. DS200 powers on and boots up automatically. Verify red barcoded seal securing the Access Door matches number on Envelope # 7C.



## PREPARING DS200 FOR VOTING

After the scanner initializes, enter Election Security Code. Work as a team: one officer enters code as other officer watches screen to avoid inadvertent entries. Touch **Accept** to print the Configuration Report.



Verify precinct number and name on screen is correct and unit is receiving power. Touch **Open Poll** to print the Zero Totals Report. Two officers of differing political parties inspect and sign tape, then tear off and attach to SOR.



Verify Public Count number is zero and Protective Count number matches Envelope # 7C. At 6:00 a.m., touch **Go to Voting Mode**. DS200 is ready to receive ballots.



# BE IN THE KNOW. ENSURE ACCURACY. FOLLOW THESE PROCEDURES WHEN CLOSING THE POLLS.

## PROCESS OVERVIEW

The Chief or Assistant Chief Officer and one Election Officer are responsible for shutting down the DS200 and securing the Ballot Box. Once the closing process begins, one officer should remain stationed with the DS200 until it is secured. If Poll Watchers are present, invite them to observe the closing procedures, as they are performed.

## CLOSING DS200

If Auxiliary Compartment was used during election day, open with silver key. Remove any un-scanned ballots and insert into DS200. If a ballot cannot be scanned, set it aside for hand counting on SOR. Close and relock compartment.



Enter Public Count and Protective Count numbers on Envelope # 7C and SOR. Touch **Summary** icon (square to left of Public Count) and record number of ballots scanned on SOR. Remove red tamper seal and place on back of Envelope # 7C.



Open Access Door with black barrel key and press **Close Poll** button. Screen reads "you have chosen to close polls..." Touch **Close Poll** to print three copies of the Voting Results Report. Two officers of differing political parties inspect and sign tapes.



## SECURING VOTED BALLOTS

Use machine tapes to enter write-in names on SOR (General Elections). Tear off reports and set aside for SOR. Touch **Finished Turn Off**. Once DS200 fully powers off, remove memory device and place in Envelope # 7C. Close and relock Access Door.



Open Ballot Compartment with silver key. Close blue Ballot Security Case by closing right lid first, then left, so lids interlock. Use handle to remove case. Two officers of differing political parties verify compartment is empty. Close and relock.



Lock top front and back of blue Ballot Security Case with silver key. Secure case with red seal and record number on Envelope # 7C. Place yellow # 3 Counted Ballots label on top of case. All officers date and sign label.



## SECURING DS200 AND BALLOT BOX

Unplug power cord from power strip, then from AC outlet. Return power strip to canvas bag. Rewrap cord and place inside Power Cord Compartment. Close and relock compartment with silver key.



Close and relock DS200 screen with black barrel key. Close and relock Ballot Box lid with silver key and re-hook lid latches. Secure lid with red seal and record number on Envelope # 7C. DS200 and Ballot Box are now closed and secure.

