Opening Procedures

General Reminders

Setup the DS200 as a team

A team of two election officers should work together to setup the DS200 on election morning. This includes inspecting each Ballot Box compartment, as well as verifying the scanner's seals, reports and counters.

Precincts with multiple DS200s

Each precinct receives at least 1 DS200, irrespective of the election type or number of registered voters. **If the precinct receives additional scanners, perform steps 1-8 for each device**.

Auxiliary Compartment

Verify the Auxiliary Compartment is empty

The Auxiliary Compartment is accessed from the top door located on the front of the Ballot Box. Before setting up the DS200, election officers should unlock and open the compartment and verify it is empty.

Quick Tips & Actions

Blue Ballot Security Case is used to store scanned ballots. **Make sure both lids are open once it is placed in the Ballot Box**.

Leave the Power Cord Compartment open while the DS200 is powered on. Doing so helps ventilate the scanner.

Onscreen steps require a firm touch. Have one election officer perform all onscreen entries as another watches.

Two election officers should **confirm the totals for each contest/candidate are zero** before signing the Zero Totals Report.

Troubleshooting

Election security code was entered incorrectly

When a precinct enters the wrong Election Security Code 3 times, the DS200 automatically powers off. If this occurs, remove the red barcoded seal, then open the **Access Door** and press the **Power** button.

> Once the scanner successfully restarts, contact the office for instructions on how to reseal the door.

1 Unlock and open the Ballot Compartment. Once opened, remove the blue Ballot Security Case and confirm that both the interior of the case and the compartment are empty.

2 Place the blue Ballot Security Case back inside of the Ballot Compartment. Open both case lids and rest them against the inside of the Ballot Box, then close and relock the compartment.

OPEN THE AUXILIARY COMPARTMENT 1ST

3 Unlock and open the Power Cord Compartment. Once opened, unwrap the Power Cord and plug it into an outlet, then verify the metal bar is firmly positioned and secured by a white plastic clip.

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

5 Unlock and open the Ballot Box lid, followed by the DS200. Lift and raise the DS200 screen to power on the scanner, then verify the red barcoded seal matches the **Machine Certification Form**.

6 After the DS200 powers on and initializes, enter the **Election Security Code**, then touch **Accept** to print the Configuration Report.
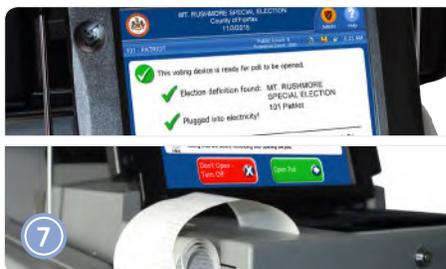
7 Verify **(1)** the election and precinct number/name are correct and **(2)** the DS200 is charging. Once verified, touch **Open Poll** to print the Zero Totals Report, then sign the tape and attach it to the **SOR**.
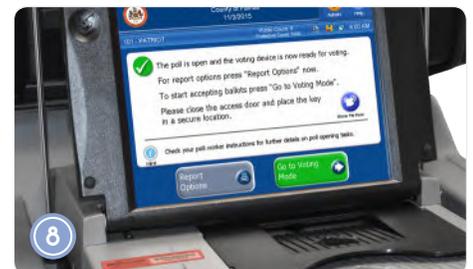
8 Verify the Public Counter is zero and the Protective Counter matches the **Machine Certification Form**.

AT 6:00 AM, TOUCH "GO TO VOTING MODE"

Closing Procedures

Secure Voted Ballots

Check the Auxiliary Compartment

The Auxiliary Compartment is used to store ballots that **(1)** cannot be scanned or **(2)** were voted when the DS200 was not operational (while the polls were open). If the compartment was used during the day, **remove any un-scanned ballots and insert them into the scanner**. Once the ballots have been processed, close and relock the compartment.

Hand count ballots that cannot be scanned

If a ballot cannot be scanned, set it aside for hand counting. **Record the results of these ballots on the SOR, then store them in the blue Ballot Security Case**.
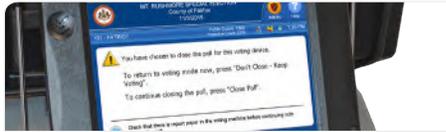
Attach the Counted Ballots label

After all voted ballots have been secured in the blue Ballot Security Case, **attach the yellow #3 Counted Ballots label to the side of the case and have each election officer sign the label**.

Quick Tips & Actions

DS200 is designed to automatically print the Write-In Images Report. Because of this, **the report is blank for primary elections**.

DS200 has completely shutdown once the **light on the power button goes out and the scanner screen turns black**.

Verify the DS200 is completely powered off before removing the Power Cord from the outlet. If not, the scanner will beep.

After removing the blue Ballot Security Case from the Ballot Compartment, **inspect the compartment to make sure it is empty**.

Troubleshooting

Voting Results Report does not print

If the Voting Results Report does not print, verify the paper roll is properly positioned. After opening the Access Door, **press the blue latch to open the Paper Compartment**. Remove the paper roll and tighten it, as needed, then place the roll in the compartment. Touch **Report Options** to reprint the results report.

1 Enter the Public and Protective Counter numbers on the **Machine Certification Form**, then enter the Public Counter number on the **SOR**.

2 Remove the red barcoded seal and place it on the **Machine Certification Form**. Unlock and open the Access Door, then press the **Close Poll** button.

3 Touch **Close Poll** to print 3 copies of the Voting Results Report and 1 copy of the Write-In Images Report. Inspect and sign each copy, then set the tapes aside and use them to complete the **SOR**.

4 Touch **Finished Turn Off**. After the DS200 shuts down, remove the memory stick (USB flash drive) and place it in the **#7 Orange Pouch**, then close and relock the Access Door.

5 Unplug the Power Cord, then re-wrap the cord and place it back inside the Power Cord Compartment. Once the cord is firmly secured, close and relock the compartment.

6 Close and relock the DS200 screen, followed by the Ballot Box lid. After re-hooking the lid latches, secure the Ballot Box with a red seal, then record the seal number on the **Machine Certification Form**.

7 Unlock and open the Ballot Compartment. Once opened, arrange the ballots so that they fit inside the blue Ballot Security Case, then close the case lids and remove the case from the compartment.

8 Close and relock the Ballot Compartment, followed by the blue Ballot Security Case. Secure the case with a red seal, then record the seal number on the **Machine Certification Form**.