

**Scanner Team:** Two Precinct Election Officials from opposite political parties

## Step 1: DS200 Inspection

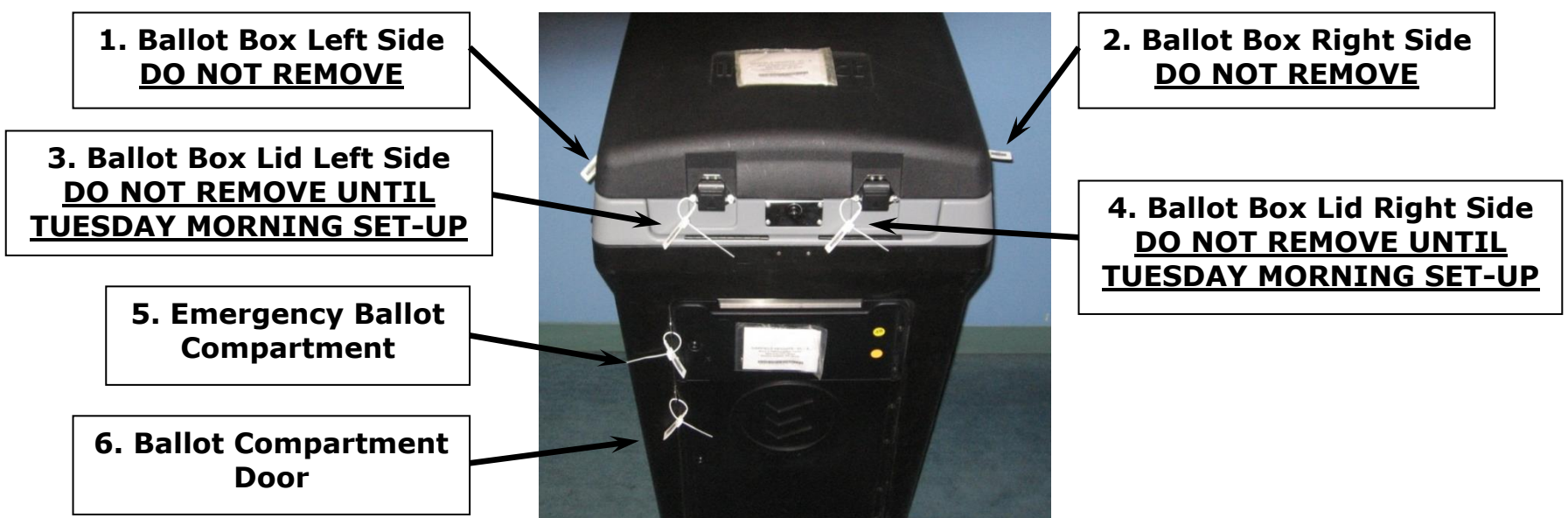
- Retrieve the **Pink** and **Green** Keys on the Lanyard from the **Clear Plastic Envelope** found inside the **Gray Ballot Box**.
- Retrieve the **DS200 Security Record** from the **PLC's Green Update Folder**.
- Move the DS200 to the correct location based on the PLC's **Polling Location Setup Diagram**.
- Perform an inspection of the DS200 and ensure that it is properly sealed and that tampering has not occurred.
- If you notice any broken seals while inspecting your precinct's assigned DS200, notify the PLC immediately and note the issue on your **Pink Memo Sheet** when it is available.

## Step 2: DS200 Security Record

- Verify the serial numbers from the six (6) plastic seals located on the DS200 in the designated boxes labeled under the **Monday Night Recordings** section of the **DS200 Security Record**. If the numbers do not match, record this information on the Pink Memo for your precinct.

- Ballot Box Left Side (**do not remove**)
- Ballot Box Right Side (**do not remove**)
- Ballot Box Lid Left Side (**do not remove**)
- Ballot Box Lid Right Side (**do not remove**)
- Emergency Ballot Compartment
- Ballot Compartment Door

Monday Night Recordings	
Ballot Box Left Side (DO NOT REMOVE) 1. <input type="text"/>	Ballot Box Right Side (DO NOT REMOVE) 2. <input type="text"/>
Ballot Box Lid Left Side (DO NOT REMOVE) 3. <input type="text"/>	Ballot Box Lid Right Side (DO NOT REMOVE) 4. <input type="text"/>
Emergency Ballot Compartment Monday Night Beginning Seal 5. <input type="text"/>	Ballot Compartment Door Monday Night Beginning Seal 6. <input type="text"/>
Emergency Ballot Compartment Monday Night Closing Seal 7. <input type="text"/>	Ballot Compartment Door Monday Night Closing Seal 8. <input type="text"/>
Replacements (If Necessary) <input type="text"/> <input type="text"/> <input type="text"/>	



- Remove the plastic seals from the **Emergency Ballot Compartment** and **Ballot Compartment Door**.
- Place these seals in the Clear Plastic Envelope. **DO NOT REMOVE** the Side Seals or Ballot Box Lid Seals.



**WARNING: DO NOT OPEN OR TURN ON THE DS200 UNTIL TUESDAY MORNING.**

## Step 3: Ballot Compartments

- ❑ Use the **Green** Key to unlock and open the **Emergency Ballot Compartment Door**.
- ❑ Ensure the **Emergency Ballot Compartment** is empty and the metal flap is in the upright position (covering the Emergency Slot).
- ❑ Use the **Green** Key to close and lock the **Emergency Ballot Compartment Door**.
- ❑ Use the **Green** Key to unlock and open the **Ballot Compartment Door**.
- ❑ Remove the **Red/Blue Precinct Supply Bag** from the **Ballot Compartment** and place it on your Precinct Table for the Supply Team. Make sure the **Precinct Supply Bag** is for your precinct. If not, give the bag to the correct Precinct Table.
- ❑ Remove and keep the surge protector.
- ❑ Verify that the **Ballot Compartment** is now empty. Use the **Green** Key to close and lock the **Ballot Compartment Door**.



## Step 4: Resealing the Ballot Compartments

- ❑ Remove two (2) plastic seals from the **Clear Plastic Envelope** and record the serial numbers on the **Monday Night Recordings** section of the **DS200 Security Record** in the boxes labeled:
  1. Emergency Ballot Compartment 2; and
  2. Ballot Compartment Door 2.
- ❑ Use the two (2) plastic seals to reseal the **Emergency Ballot Compartment** and the **Ballot Compartment Door**.



## Step 5: Plug in the DS200 and Leave to Charge Overnight

- ❑ Use the **Green** Key to unlock and open the **Power Cord Compartment** on the back of the DS200.
- ❑ Locate the surge protector that was removed from the **Ballot Compartment** earlier and plug it into the nearest wall outlet.
- ❑ Turn on the switch and make sure the LED light glows indicating that the power is on.
- ❑ Plug the DS200 Power Cord into the surge protector.
- ❑ Look through the plastic window in the back of the DS200. Make sure there is an amber or green light indicating the DS200 is charging.
- ❑ The **Power Cord Compartment** stays open and the DS200 plugged in until the election is over on Tuesday Night.
- ❑ Place the **DS200 Security Record** and keys back into **the Clear Plastic Envelope** and place the envelope in your **Precinct Supply Bag**.
- ❑ Set up the sign for the DS200 per the instructions found in the **Brown Expandable Folder**.



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## Quick Reference Guide