

**Scanner Team:** Two Precinct Election Officials from opposite political parties  
The following steps must be completed on ALL DS200s in your location. **NO EXCEPTIONS!**

## Step 1: Inspect Your DS200

- ❑ Remove the **DS200 Security Record** and the **Pink** and **Green** Keys from the Clear Plastic Envelope found in the **Red/Blue** Precinct Supply Bag.
- ❑ Compare all seal numbers on the DS200 with the serial numbers verified Monday night on the **DS200 Security Record**.
- ❑ Remove the plastic seals from the **Ballot Box Lid**, the **Emergency Ballot Compartment**, and the **Ballot Compartment Door**. Place the plastic seals in the Clear Plastic Envelope.



**⚠ WARNING: DO NOT REMOVE the Side Seals from the DS200 ⚠**

### Emergency Ballot Compartment

- ❑ Use the **Green** Key to unlock and open the **Emergency Ballot Compartment**.
- ❑ Verify that the **Emergency Ballot Compartment** is still empty.
- ❑ Verify that the **Emergency Ballot Compartment** metal flap is in the upright position.
- ❑ Close and lock the **Emergency Ballot Compartment** with the **Green** Key.



### Ballot Compartment Door

- ❑ Use the **Green** Key to unlock and open the **Ballot Compartment Door**.
- ❑ Verify the **Ballot Compartment** is still empty.
- ❑ Close and lock the **Ballot Compartment Door** with the **Green** Key.

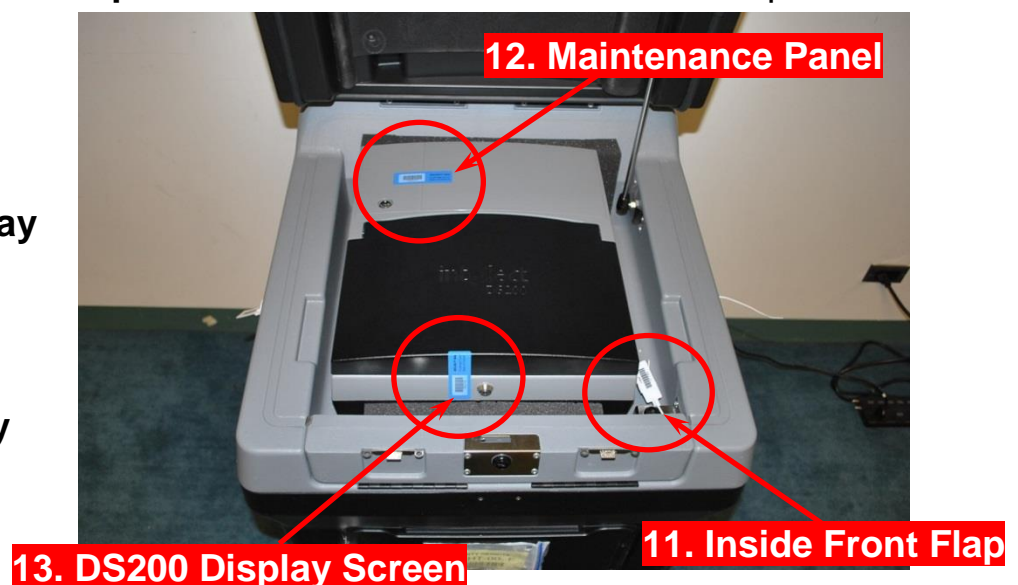


### Reseal Emergency and Ballot Compartment Doors

- ❑ Remove two (2) plastic seals from the Clear Plastic Envelope.
- ❑ Record the serial numbers on the **Tuesday Morning Recordings** section of the **DS200 Security Record** in the boxes labeled:
  - 9. Emergency Ballot Compartment; and
  - 10. Ballot Compartment Door.
- ❑ Seal the **Emergency Ballot Compartment** and the **Ballot Compartment Door** with the plastic seals.

## Step 2: Opening Your DS200

- ❑ Use the **Green** Key to unlock the lid of the DS200. Note: If the key is difficult to turn, try pushing down on the lid while turning the key.
- ❑ Unlatch the two black clasps and open the lid.
- ❑ On the **Tuesday Morning Recordings** section of the **DS200 Security Record**, record (**DO NOT REMOVE**) the serial numbers from the **Inside Front Flap** seal and the **Maintenance Panel** tamper tape in the boxes labeled:
  - 11. Inside Front Flap; and
  - 12. Maintenance Panel Tamper Tape.
- ❑ Record the serial numbers from the **DS200 Display Screen** tamper tape in the boxes labeled:
  - 13. DS200 Display Screen.
- ❑ Remove the tamper tape from the **DS200 Display Screen** and stick it to the back of the **DS200 Security Record**.

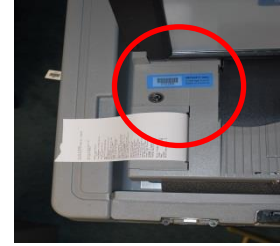


- Use the **Pink** Key to unlock and open the DS200 Display Screen. **Note:** If the key is difficult to turn, try pressing down on the screen gently while turning the key.

### Step 3: Configuration Report

- Once the Display Screen is opened, the DS200 will automatically power on and run a **Configuration Report**. (**Do NOT tear the report off at this time.**)

**Note:** If the DS200 did not automatically power on, it may not be plugged in properly. Close the Display Screen, plug the machine in then open the Display Screen again.

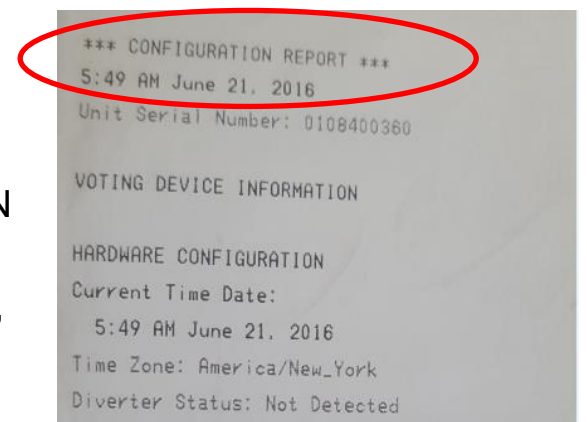


- Record but **DO NOT REMOVE**, the **Memory Stick Cover** tamper tape serial number in the box labeled:

**14. Memory Stick Cover Tamper Tape.**

- Inspect the **Configuration Report**:

- Verify the TIME, DATE, and POLLING LOCATION NAME. **\*\*Polling Location Name is listed under the heading: ELECTION INFORMATION\*\***
- If the TIME, DATE, or POLLING LOCATION NAME is incorrect, notify the Polling Location Coordinator. He/She will contact the Board of Elections immediately.



### Step 4: Zero Report

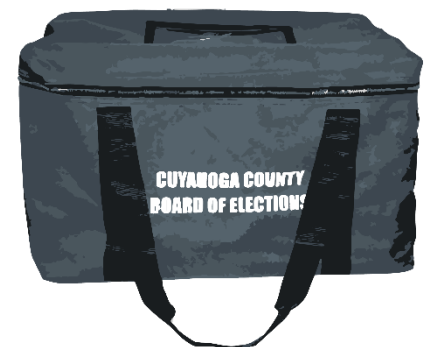
- The DS200 Display Screen will read, "This voting device is ready for poll to be opened. **Election definition found: Plugged into electricity!**"
- Two (2) options will be displayed:
  - Don't Open – Turn Off
  - Open Poll
- Press the **Open Poll** button on the touchscreen.
- The DS200 will print a **Zero Report**.



**NOTE:** If the DS200 does not display the **Open Poll** button or print a **Zero Report**, notify the Polling Location Coordinator (PLC) immediately.



- Once the **Zero Report** has finished printing, two (2) Precinct Election Officials of opposite political party must verify that the report is correct.
- Once the report is verified, the two Precinct Election Officials must sign anywhere on the **Zero Report**.
- Remove the **Zero Report** from the DS200 and place it inside your precinct's **Gray Ballot Box**.



### Step 5: Voting Mode

- Once the **Zero Report** has been printed, the Display Screen will now display two (2) options:
  - Report Options
  - Go to Voting Mode
- Press **Go to Voting Mode** on the touchscreen.

The DS200 is ready for the first voter when the Display Screen reads: **"Please insert your ballot one sheet at a time."**

