

DS200 Scanner Replacement | Part 1

Replacement Team: Rover and VLM (or other Official of the opposite party)

Step 1: Empty the Ballot Compartment

- Remove the plastic seal from the **Ballot Compartment Door** and place the seal in the Clear Plastic Envelope.
- Use the **Green** Key to unlock and open the **Ballot Compartment Door**.
- Remove ALL ballots from the **Ballot Compartment** and place them inside the **Orange Ballot Box**.
- DO NOT SEPARATE OR COUNT THE BALLOTS.
- Close and lock the **Ballot Compartment Door** with the **Green** Key.



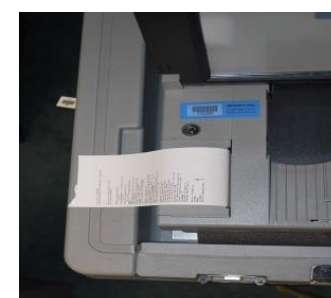
Step 2: Resealing the Ballot Compartments

- Remove one (1) plastic seal from the Clear Plastic Envelope and record the serial numbers in the **Tuesday Morning Recordings** section of the **Replacement DS200 Security Record** in the box labeled:
 - 7. Ballot Compartment Door
- Use the one (1) plastic seal to reseal the **Ballot Compartment Door**.



Step 3: Printing Results Reports

- Retrieve the **Original DS200 Security Record** from the Clear Plastic Envelope.
- Remove the Tamper Tape from the **Memory Stick Cover** and stick it to the back of the **Original DS200 Security Record**.
- Use the **Pink** Key to unlock and open the **Memory Stick Cover**.

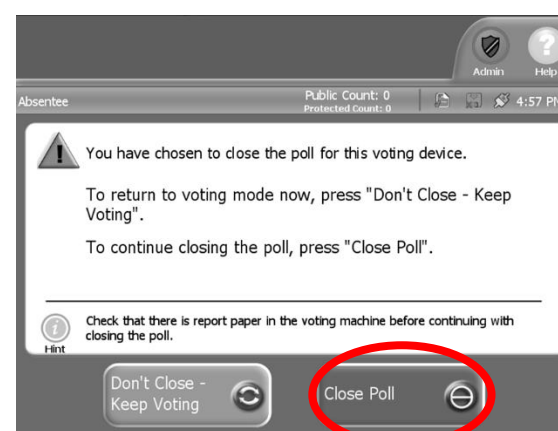


Note: Apply slight pressure to ensure the key has been inserted all the way before turning.

- Press and hold the **CLOSE POLLS** button for three (3) to five (5) seconds and then release.

Note: If the DS200 touchscreen is no longer working and you cannot print reports, skip to **Step 6**.

- The **DS200 Display Screen** will read, "You have chosen to close the poll for this voting device."
- Two (2) options will be displayed.
 - Don't Close – Keep Voting
 - Close Poll
- Press the **Close Poll** button on the touchscreen.
- The DS200 will automatically print the **Ballot Status Accounting Report** and two (2) copies of the **Voting Results Report**.



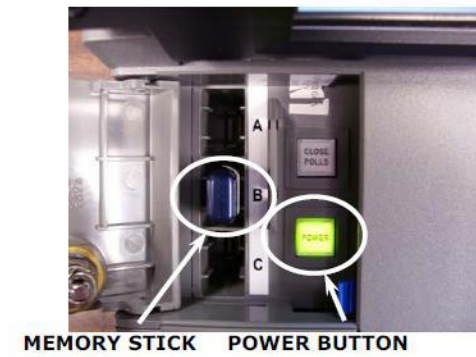
Note: Do not remove the Memory Stick until all reports have finished printing and the unit has powered down completely!

Step 4: Signing and Packing Results Reports

- Remove and separate the **Ballot Status Accounting** report and place it in the **Orange Ballot Box**.
- Remove and separate the two (2) copies of the **Voting Results Report**.
- Two Election Officials of opposite political parties must verify and sign both copies of the report.
- Place a copy of the **Voting Results Report**:
 - At a Check-In Table (to post at the exterior entrance to the Polling Location after the polls close at 7:30 p.m.); and
 - In the **Orange Ballot Box**.

Step 5: Removing the Memory Stick

- Once the reports have finished printing, three (3) options will be displayed on the **DS200 Display Screen**.
 - Re-open Poll
 - Report Options
 - Finished – Turn Off
- Press **Finished – Turn Off** on the touchscreen.
- Wait until the DS200 is **COMPLETELY** shut off and the buttons are no longer illuminated.
- Gently remove the **Memory Stick** and place it in the manila envelope provided by the Rover.
- Place the manila envelope into the **Orange Ballot Box**.



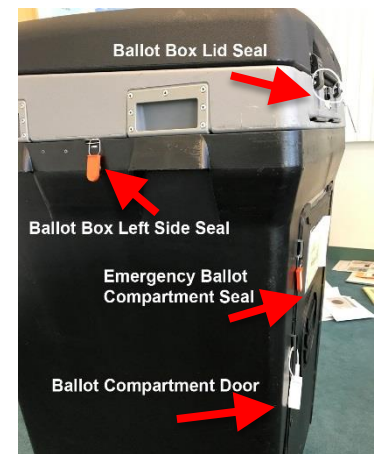
Step 6: Packing up the DS200

- Use the **Pink** Key to close and lock the **Memory Stick Compartment Door**.
- Use the **Pink** Key to close and lock the **DS200 Display Screen**.
- Close the **Ballot Box Lid** and fasten the two black clasps.
- Use the **Green** Key to lock the **Ballot Box Lid**.
- Unplug the DS200 Power Cord from the surge protector. Place the DS200 Power Cord into the **Power Cord Compartment**.
- Pull up on the silver bar and keep it in the locked position (red sticker).
- Use the **Green** Key to close and lock the **Power Cord Compartment**.



Step 7: Sealing the DS200 Ballot Box Lid

- Remove a plastic seal from the Clear Plastic Envelope.
- Record the serial number in the **Tuesday Night Recordings** section of the **Original DS200 Security Record** in the box labeled:
 - 14. Ballot Box Lid.
- Use this seal to reseal the **Ballot Box Lid**.
- Retrieve a plastic seal from the Clear Plastic Envelope.
- Record the serial number in a blank space on the **Original DS200 Security Record**.
- Place the completed **Original DS200 Security Record** inside the **Orange Ballot Box**.
- Seal the **Orange Ballot Box** and place it on the Transport Cart.



Note: The **Orange Ballot Box** must be delivered to the Drop-Off Location with all other election supplies.

- **If the DS200 is NOT being replaced:** Place the surge protector in the Location Supply Bag. Unlock the wheels and return the entire DS200 unit to the Transport Cart area.



If the Original DS200 is not being replaced, STOP HERE! If the unit is replaced, continue with Part 2 of the DS200 Machine Replacement QRG.

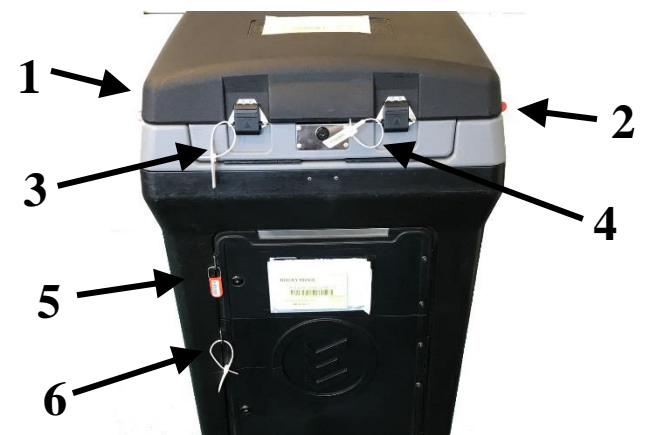
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Step 8: Replacing the DS200

- Break the side seals on the **DS200 Ballot Box**. Place these in the Clear Plastic Envelope.
- Use the **Green** Key to unlock the DS200 unit from the **DS200 Ballot Box**. There is one lock on each side of the **DS200 Ballot Box** directly below the side seals.
- The **Rover** will remove the DS200 unit from the **DS200 Ballot Box** using the side handles.
 - Assist the Rover if needed.
- The **Rover** will lift the Replacement DS200 unit onto the **DS200 Ballot Box** using the side handles.
 - Assist the Rover if needed.
- Use the **Green** Key to unlock and open the **Power Cord Compartment** on the back of the DS200.
- 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 LED light indicating the DS200 is charging.
- Replace the side seals that attached the Replacement DS200 to the **DS200 Ballot Box**.
- Use the **Green** Key to lock the DS200 unit to the **DS200 Ballot Box**. There is one lock on each side of the **DS200 Ballot Box** directly below the side seals.
- Record the seal numbers in the **Monday Night Recordings** section of the **Replacement DS200 Security Record** in the boxes labeled:

1. Ballot Box Left Side;
2. Ballot Box Right Side;
3. Ballot Box Lid Left Side;
4. Ballot Box Lid Right Side;
5. Emergency Ballot Compartment; and
6. Ballot Compartment Door.

Note: Leave Box 7 blank.



- Record the seal numbers in the **Tuesday Morning Recordings** section of the **Replacement DS200 Security Record** in the box labeled:
 8. Ballot Compartment Door (will match Box 6).

Step 9: Opening the DS200

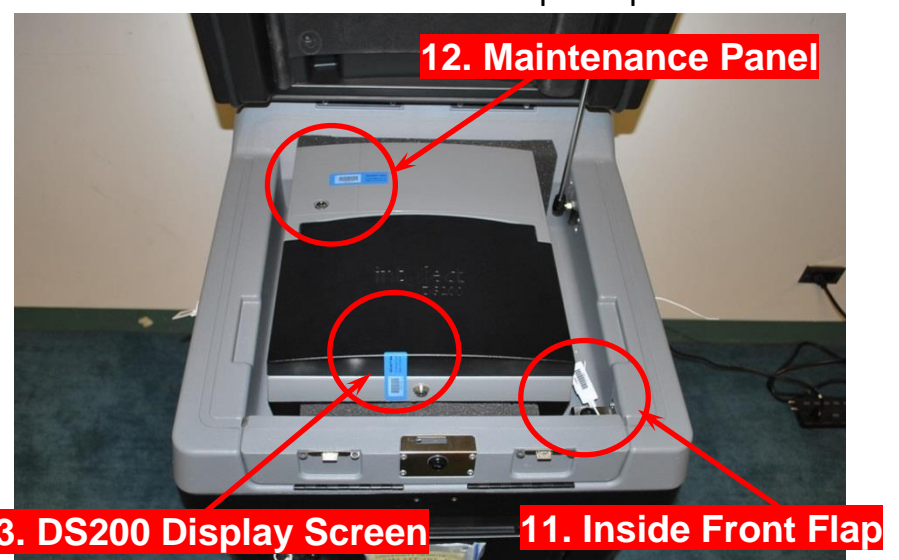
- Use the **Green** Key to unlock the **Ballot Box Lid** of the Replacement DS200.

Note: If the key is difficult to turn, try pushing down on the lid while turning the key.

- Break the seals on the **Ballot Box Lid** (Left and Right) and place them in the Clear Plastic Envelope.
- Unlatch the two black clasps and open the lid.
- On the **Tuesday Morning Recordings** section of the **Replacement 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:

9. Inside Front Flap; and
10. Maintenance Panel Tamper Tape.

- Record the serial number from the **DS200 Display Screen** tamper tape in the box labeled:
 11. DS200 Display Screen.
- Remove the tamper tape from the **DS200 Display Screen** and stick it to the back of the **Replacement 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.

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Step 10: Configuration Report

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

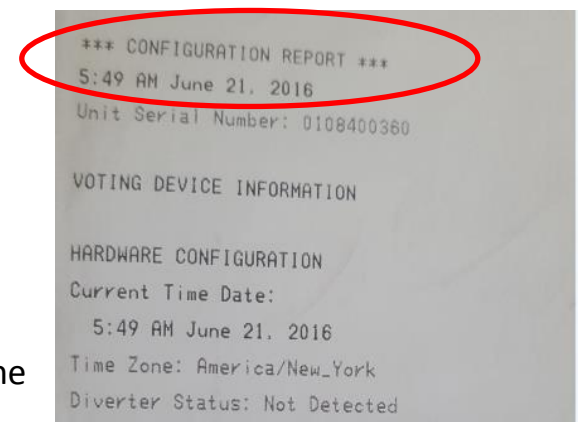
Note: If the DS200 did not automatically power on, it may not be plugged in properly. Close the **DS200 Display Screen**, plug the machine in, and then open the **DS200 Display Screen** again.



- On the **Tuesday Morning Recordings** section of the **Replacement DS200 Security Record**, record (**DO NOT REMOVE**) the **Memory Stick Cover** tamper tape serial number in the box labeled:

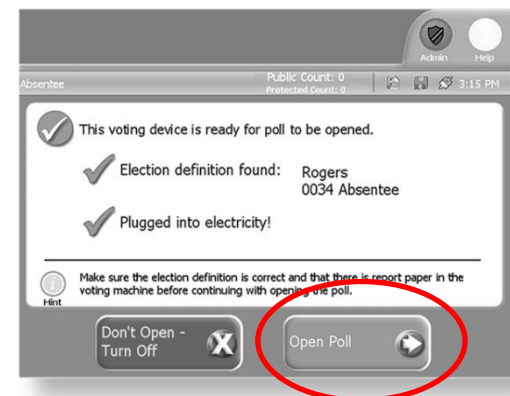
12. Memory Stick Cover Tamper Tape.

- 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 Board of Elections immediately.



Step 11: 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**.
- Once the **Zero Report** has finished printing, two Election Officials of opposite political parties must verify that the report is correct.
- Once the report is verified, the two Election Officials must sign anywhere on the **Zero Report**.
- Remove the **Zero Report** from the DS200 and place it in your assigned **Gray Ballot Box**.



Step 13: Voting Mode

- Once the **Zero Report** has been printed, the **DS200 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 screen reads: **"Please insert your voted ballot one sheet at a time."**

