

Scanner Team: Two Election Officials from opposite political parties

Step 1: DS200 Inspection

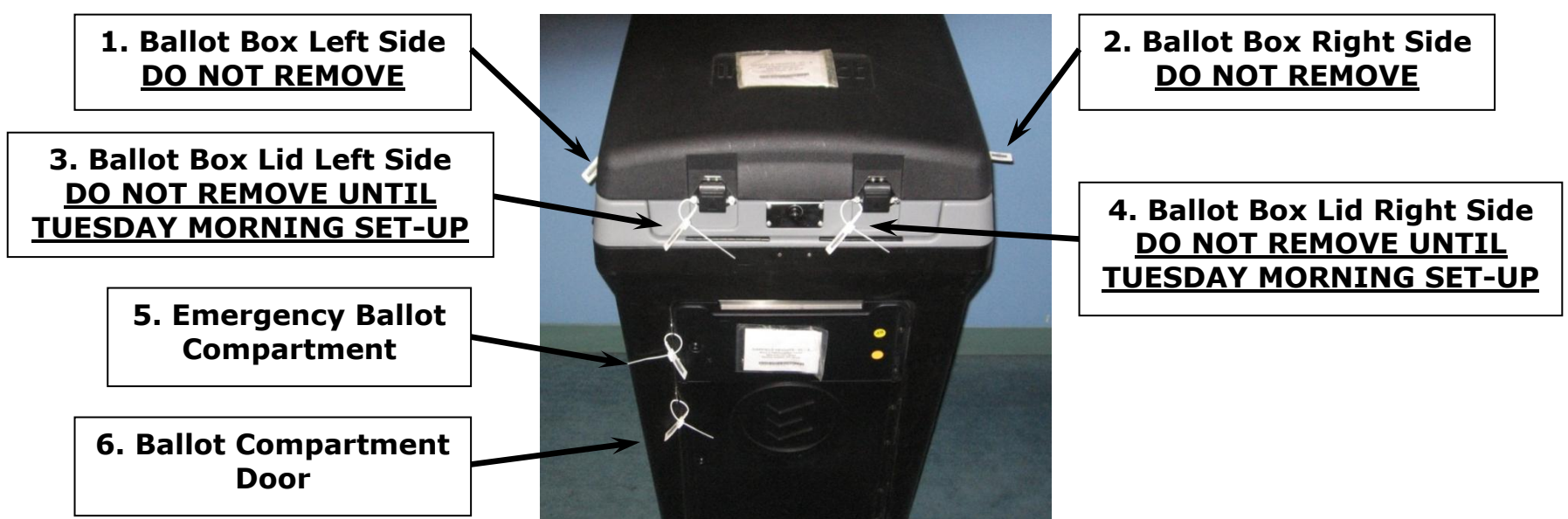
- ❑ Retrieve the **Pink** and **Green** Keys on the Lanyard from the **DS200 Clear Plastic Envelope** from the Supply Team.
- ❑ Retrieve the **DS200 Security Record** and the **Polling Location Setup Diagram** from the **Green Update Folder** in the **Green Supply Bag**.
- ❑ Move the DS200 to the correct location based on the **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 the assigned DS200, notify the VLM immediately and note the issue on your **Pink Memo Sheet** when it is available.

Step 2: DS200 Security Record

- ❑ Record 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**.

- 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"/>



- ❑ 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.

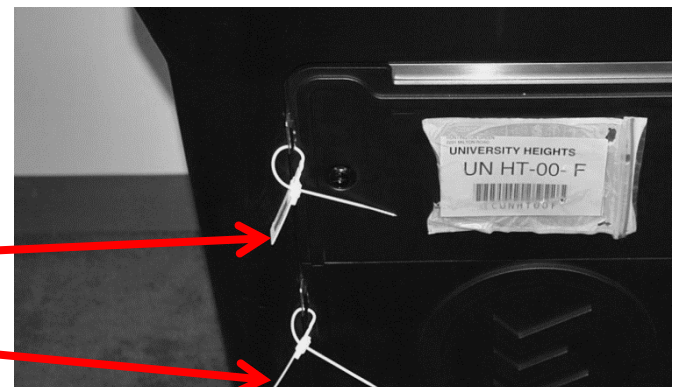
Step 3: Ballot Compartments

- ❑ 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**.
- ❑ One (1) DS200 will contain the **Blue Location Supply Bag** and the surge protector for the DS200. A different DS200 will contain the surge protectors and extension cords to be used with the Electronic Pollbooks. Additional DS200s at your location will have an empty **Ballot Compartment**.
 - ❑ Remove the **Blue Location Supply Bag** from the **Ballot Compartment** in and place it on a table for the Supply Team. Make sure the **Blue Location Supply Bag** is for your Polling Location. If not, notify the VLM immediately.
 - ❑ Remove and keep the surge protectors and extension cords and place on the **Check-in Table** for the Electronic Pollbook Teams.
- ❑ 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 **DS200 Clear Plastic Envelope** and place the envelope in your **Blue Location 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