

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

## 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 your precinct's **Gray Ballot Box**.
- DO NOT SEPARATE OR HAND COUNT THE BALLOTS.
- Close and lock the **Ballot Compartment Door** with the **Green** Key.



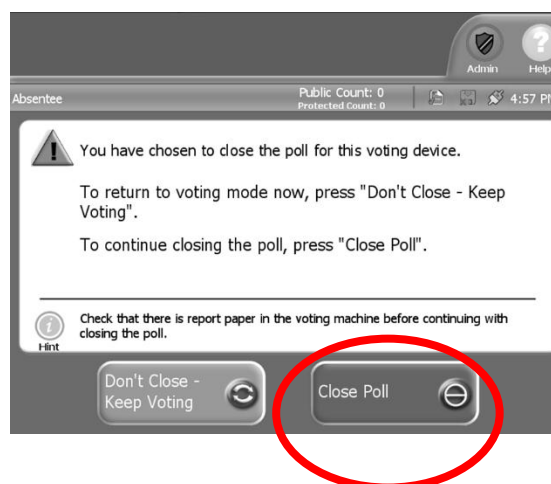
## Step 2: Printing Results Reports

- Retrieve the **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 **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.
- The DS200 Display Screen will read, "You have 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**.



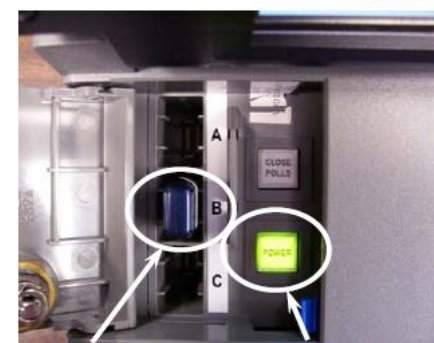
chosen to

**NOTE:** Do not remove the memory stick until all reports have finished printing and the unit has powered down completely!

- Remove and separate the **Ballot Status Accounting** report and give it to the VLM.
- Remove and separate the two (2) copies of the **Voting Results Report**.
- Two Election Officials of opposite political party must verify and sign both copies of the report.
- Place a copy of the **Voting Results Report**:
  - At the exterior entrance to the polling location in public view; and**
  - In the Gray Ballot Box.**

## Step 4: Removing the Memory Stick

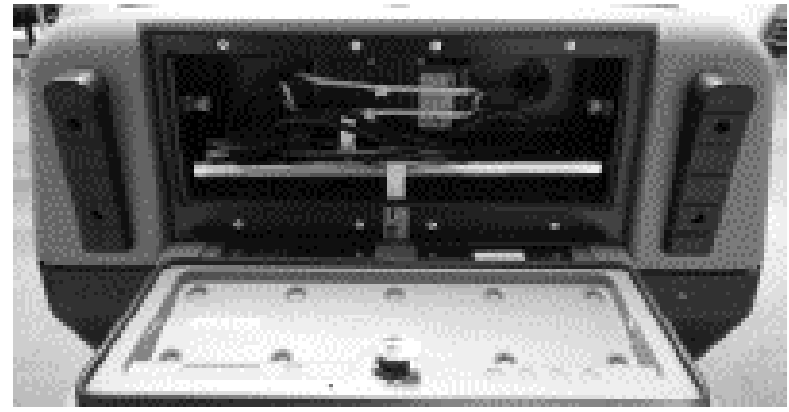
- Once the reports have finished printing, the DS200 will display the following options:
  - Re-open Poll
  - Report Options
  - Finished – Turn Off
- Press **Finished – Turn Off** on the touchscreen.
- Wait until the DS200 is **COMPLETELY** shut off and the buttons are no longer illuminated.
- Gently remove the **Memory Stick** and place it in the **Memory Stick Bag** (attached to the **Alpha Precinct's Gray Ballot Box**).



MEMORY STICK POWER BUTTON

## Step 5: 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 **Display Screen**.



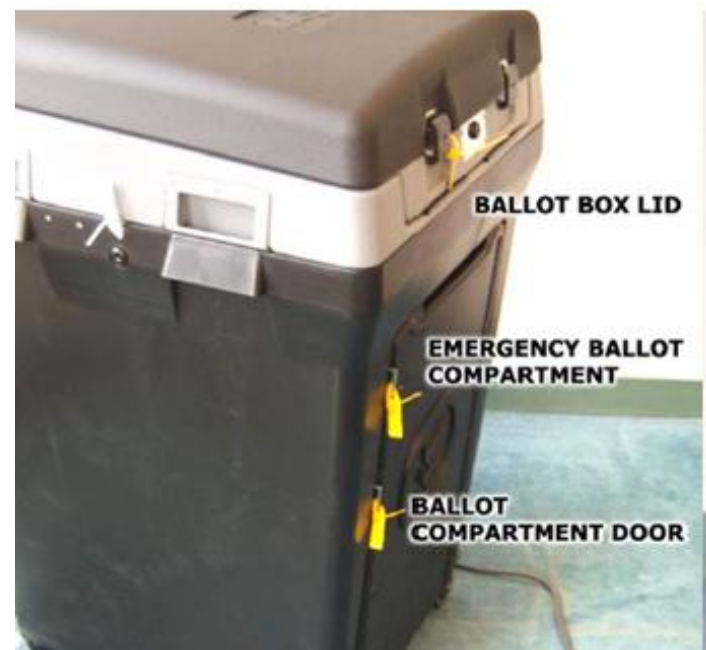
- Close the **Ballot Box Lid** and fasten the two black clasps.

### POWER CORD COMPARTMENT

- Use the **Green** Key to lock the **Ballot Box Lid**.
- Unplug the Power Cord from the Surge Protector. Place the Surge Protector in the **Ballot Compartment** and Return the Power Cord to the **Power Cord Compartment**.
- Use the **Green** Key to close and lock the following:
  - Power Cord Compartment; and
  - Emergency Ballot Compartment.

## Step 6: Sealing the DS200

- Remove three plastic seals from the **Clear Plastic Envelope**.
- Record the serial number from the seals in the section labeled **Tuesday Night Recordings on the DS200 Security Record**:
  - 15. Emergency Ballot Compartment
  - 16. Ballot Compartment Door
  - 17. Ballot Box Lid



Tuesday Night Recordings	
Emergency Ballot Compartment	15.
Ballot Compartment Door	16.
Ballot Box Lid	17.
Replacements (If Necessary)	

**NOTE:** You only need to seal **ONE** of the clasps on the **Ballot Box Lid**.

- Unlock the wheels and return the DS200 to the Transport Cart area.
- Place the **Pink** and **Green** Keys back in the **Clear Plastic Envelope**.
- Place the **Clear Plastic Envelope** in the **Blue Location Supply Bag**.
- Place the completed **DS200 Security Record** inside the **Gray Ballot Box**.