

Scanner Team: Two 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 **DS200 Clear Plastic Envelope** found in the **Blue Location 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.



Emergency Ballot

! WARNING: DO NOT REMOVE the Side Seals from the DS200 !

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.

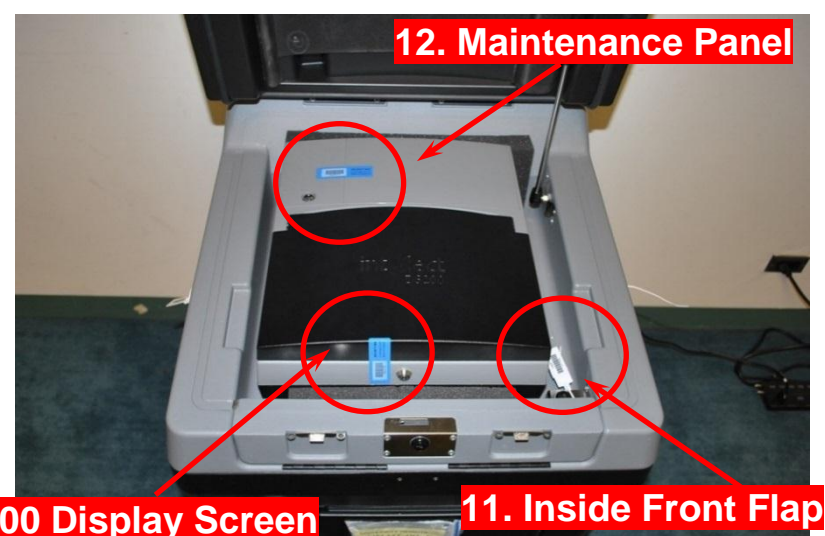


Reseal Emergency and Ballot Compartment Doors

- ❑ 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**.

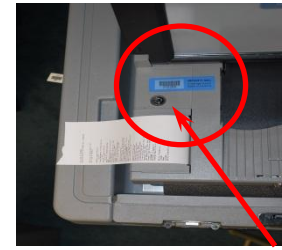


- Use the **Pink** Key to unlock and open the DS200 Display Screen. **Note:** If the key is difficult to turn, try pressing down on the screen gently while turning the key.

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.



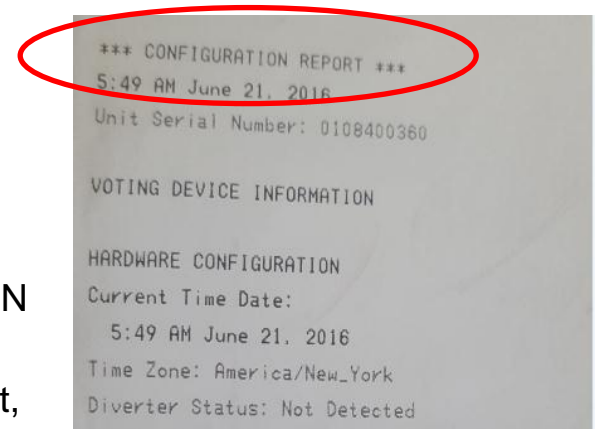
14. Memory Stick Cover

- 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 Voting Location Manager. He/She will contact the Board of Elections immediately.



Step 4: Zero Report

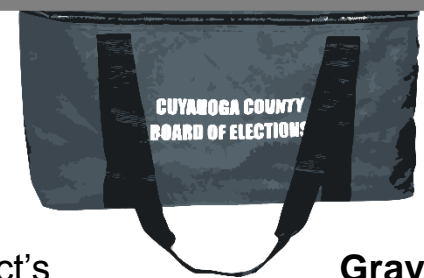
- The DS200 Display Screen will read, "This voting device is ready for poll to be opened. **Election definition found: Plugged into electricity!**"
- Two (2) options will be displayed:
 - Don't Open – Turn Off
 - Open Poll
- Press the **Open Poll** button on the touchscreen.
- The DS200 will print a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



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



- Once the **Zero Report** has finished printing, two Election Officials of opposite political party 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 inside your precinct's **Ballot Box**.



Gray

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."**

