

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

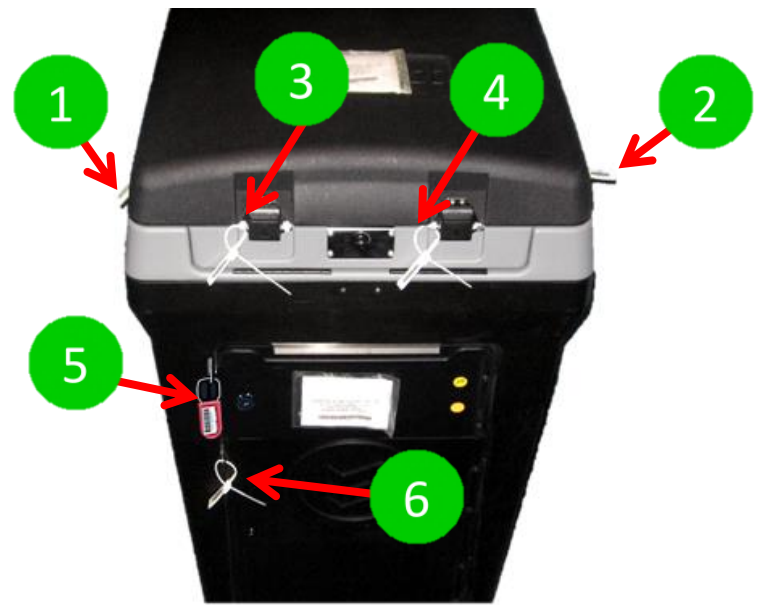
## Inspect the DS200

Retrieve the <b>PINK</b> and <b>GREEN</b> Keys on the lanyard from the Clear Plastic Envelope in the <b>GREEN</b> Supply Bag.
Retrieve the DS200 Security Record and the Location Setup Diagram from the <b>GREEN</b> Update Folder in the Green Supply Bag.
Move the DS200 to the correct location based on the Location Setup Diagram.
Use your foot to lock the DS200 wheels.
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.

## Complete the DS200 Security Record

Record the serial numbers from the six (6) plastic seals located on the DS200 in the designated boxes labeled under the <u>Monday Night Recordings</u> section of the DS200 Security Record.
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Monday Night Recordings	
Ballot Box Left Side (DO NOT REMOVE)	Ballot Box Right Side (DO NOT REMOVE)
1. <input type="text"/>	2. <input type="text"/>
Ballot Box Lid Left Side (DO NOT REMOVE)	Ballot Box Lid Right Side (DO NOT REMOVE)
3. <input type="text"/>	4. <input type="text"/>
Emergency Ballot Compartment (DO NOT REMOVE)	
5. <input type="text"/>	
Ballot Compartment Door Monday Night Beginning Seal	Ballot Compartment Door Monday Night Closing Seal
6. <input type="text"/>	7. <input type="text"/>
Replacements (if necessary)	
<input type="text"/>	<input type="text"/>



**!** **DO NOT REMOVE** the Ballot Box Side Seals (#1 and #2), Ballot Box Lid Seals (#3 and #4) or the Emergency Ballot Compartment Seal (#5).

## Remove Supplies from Ballot Compartment

Remove the Ballot Compartment Seal (#6). Use the <b>GREEN</b> Key to unlock and open the Ballot Compartment Door.
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**!** One (1) DS200 will contain the **BLUE** Location Supply Bag. A different DS200 will contain the DS200 signs, surge protectors and extension cords to be used with the Electronic Pollbooks and the AutoMARK. Additional DS200s at your location will have an empty Ballot Compartment.

Remove the **BLUE** Location Supply Bag from the Ballot Compartment 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 post the DS200 signs. Place the white surge protector(s) with USB ports and the black extension cord on the Check-In Table. Place the remaining white surge protector on the AutoMARK Table.

## Plug in the DS200 and Leave to Charge Overnight



**WARNING: DO NOT OPEN THE DS200 LID OR TURN ON THE DS200 UNTIL TUESDAY MORNING.**

Use the **GREEN** Key to unlock and open the Power Cord Compartment on the back of the DS200.



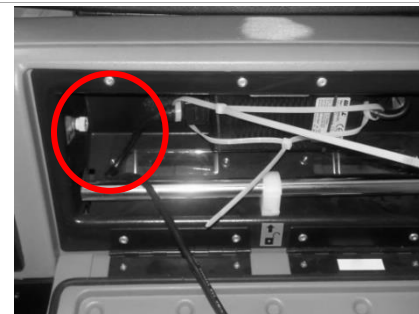
Locate the surge protector that was previously removed from the DS200 Ballot Compartment and plug it into the nearest wall outlet.



Flip the switch on the surge protector to the "ON" position and make sure the LED lights glow 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 remains plugged in until the polls close on Election Night.

## Secure Ballot Compartment

**!** Once the Electronic Pollbook (EPB) Team has completed their Monday Night set up process, they will place the EPBs in the Ballot Compartment of one DS200 to be securely stored overnight. Make sure all EPBs are secure before sealing the Ballot Compartment.

Verify that the Ballot Compartment is now empty (except for the Electronic Pollbooks).

Use the **GREEN** Key to close and lock the Ballot Compartment Door.

Remove a plastic seal from the Clear Plastic Envelope and record the serial numbers on the Monday Night Recordings section of the DS200 Security Record in box #7.

Use the plastic seal to reseal the Ballot Compartment Door.

Place the DS200 Security Record and keys into the Clear Plastic Envelope and place the envelope in your **GREEN** Supply Bag.

Set up the sign for the DS200 per the instructions found attached to the DS200 lid.

