

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

## Print Results Reports

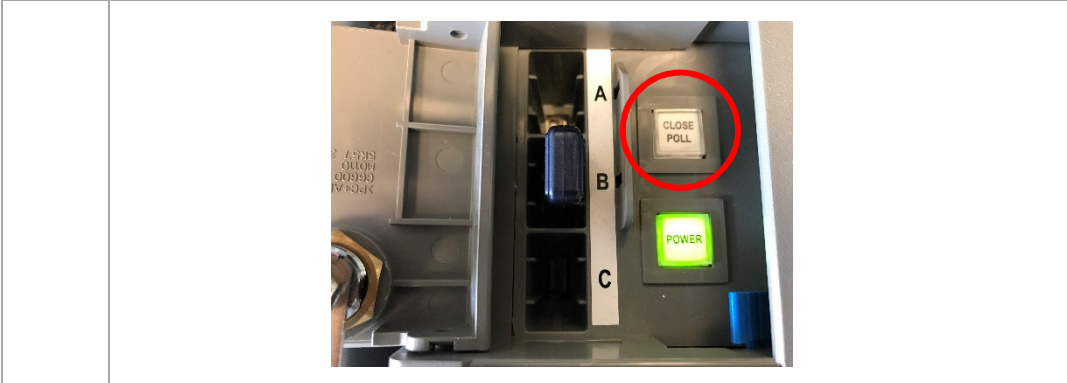
Retrieve the DS200 Security Record from the Clear Plastic Envelope.

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.



**!** Apply slight pressure to ensure the key has been inserted all the way before turning.

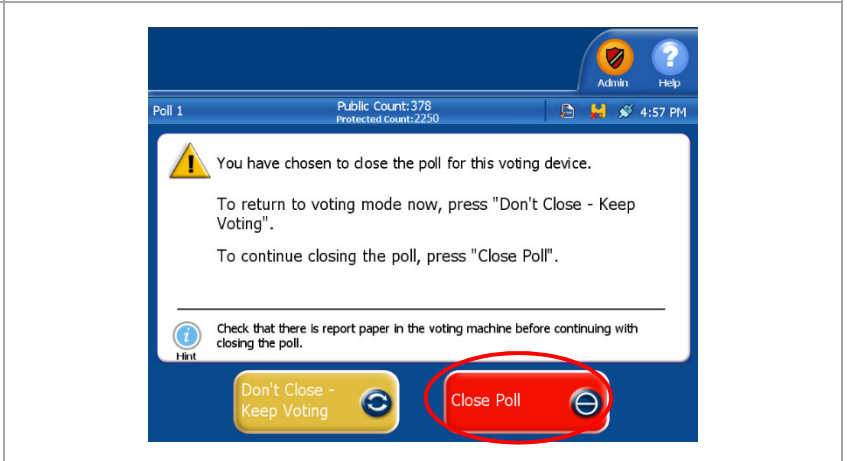


Press and hold the **CLOSE POLLS** button for three (3) to five (5) seconds and then release.

The DS200 Display Screen will read, “You have 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.



**!** **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 to complete the Ballot Accounting process on the EPBs.

Two Election Officials of opposite political party must verify and sign both copies of the Voting Results Report.

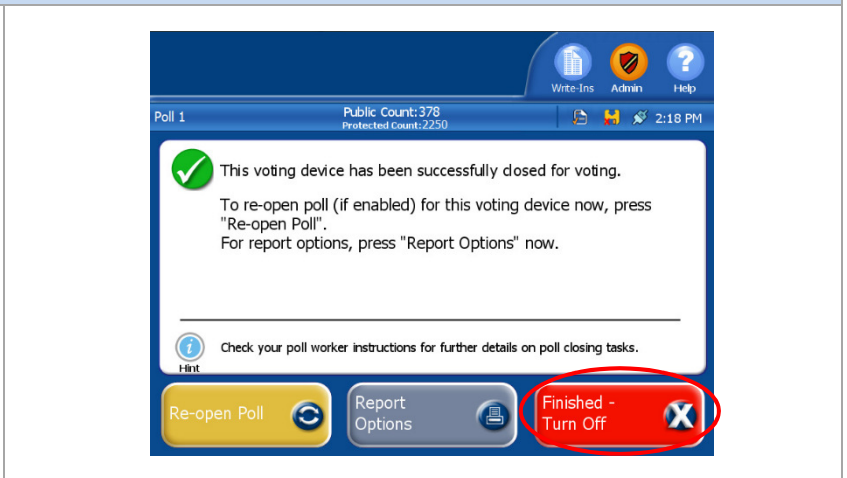
Place a copy of the Voting Results Report:  
At the exterior entrance to the Polling Location in public view; and  
In a **GRAY** Ballot Box.

## Remove the Memory Sticks



Once the reports have finished printing, the DS200 will display the following options:

- Re-open Poll
- Report Options
- Finished – Turn Off

Press the **Finished – Turn Off** button on the touchscreen.



Wait until the DS200 is **COMPLETELY** powered down and the buttons are no longer illuminated. Gently remove the Memory Stick and place it in the Memory Stick Bag (attached to the **RED** Ballot Box).

Empty the Ballot Compartments		
	Remove the plastic seal from the Ballot Compartment Door and place the seal in the Clear Plastic Envelope.	
	Use the <b>GREEN</b> Key to unlock and open the Ballot Compartment Door.	
	Remove <b>ALL</b> ballots from the Ballot Compartment and place them inside the <b>RED</b> Ballot Box.	
!	<p><b>Voted ballots from <u>ALL</u> DS200 Ballot Compartments will be packed in the <b>RED</b> Ballot Box for return to the Board of Elections. Do not place any unused ballots/ballot packs in the <b>RED</b> Ballot Box. Unused ballots/ballot packs must be packed in the <b>GRAY</b> Ballot Boxes.</b></p> <p><b>See the Post-Election Pack-Up List for details on how to pack-up all election materials.</b></p>	
	<p><b>RED</b> Ballot Box (Alpha Precinct) with Memory Stick Bag Attached</p> 	<p><b>GRAY</b> Ballot Box (one per additional precinct)</p> 
	<ul style="list-style-type: none"> <li>• Voted Ballots from all DS200 Ballot Compartments</li> <li>• Memory Sticks from all DS200s in Memory Stick Bag (do not detach Memory Stick Bag)</li> </ul>	<ul style="list-style-type: none"> <li>• Unvoted Ballots/Ballot Packs from all precincts</li> <li>• Stub A Envelopes</li> <li>• All Security Records</li> <li>• All Equipment Reports</li> <li>• Soiled/Voided Envelope</li> <li>• Clear Provisional Precinct Pouches from all precincts</li> <li>• Curbside Envelopes</li> <li>• 17-Year-Old Envelopes</li> </ul>
Close and Lock the DS200s		
	Unplug the Power Cord from the Surge Protector.	
	Place the Surge Protector(s) from all DS200s in a Ballot Compartment and Return the Power Cord to the Power Cord Compartment of each DS200.	
	Place the DS200 signs and any additional surge protectors and extension cords in the DS200 Ballot Compartment.	
	Use the <b>GREEN</b> Key to lock Ballot Compartment Door and Power Cord Compartment.	
	Use the <b>PINK</b> Key to close and lock the Memory Stick Compartment Door, then the DS200 Display Screen.	
	Close the Ballot Box Lid and fasten the two black clasps.	
	Use the <b>GREEN</b> Key to lock the Ballot Box Lid.	
	Remove two (2) plastic seals from the Clear Plastic Envelope and record the serial numbers in the <b>Tuesday Night Recordings</b> section of the DS200 Security Record in boxes #13 and #14.	
!	You only need to seal ONE (1) of the clasps on the Ballot Box Lid.	
	Unlock the wheels and return the DS200 to the Transport Cart area.	
	Place the <b>PINK</b> and <b>GREEN</b> Keys back in the Clear Plastic Envelope.	
	Place the Clear Plastic Envelope in the <b>GREEN</b> Supply Bag.	
	Place the completed DS200 Security Record inside any Gray Ballot Box.	