

Quick Guide: DS200 Scanner

For photos and more detailed instructions, please see Election Officer Handbook.

OPENING POLLS

- 1. Check Seals:** Verify (2) seal numbers against Equipment Chain of Custody Log.
- 2. Stabilize:** Move into position and lock front wheels.
- 3. Ballot Box:** Unlock 4A and remove DS200 Supply Case – give to Paperwork Team. Confirm no test ballots remain in bottom of Ballot Box, and re-lock 4A.
- 4. Connect to Power:** Unlock 1A at rear and plug into power source.
- 5. Open Lid:** Unlock 2A, unlatch clasps, and allow lid to release/raise.
- 6. Open Display:** Unlock 1B and flip up Display Screen.
- 7. Enter Password:** When prompted, enter election code. Verify precinct details.
- 8. Print:** Configuration Report and Zero Tapes will print automatically.
- 9. Open Polls:** Touch “OPEN POLL” button.
- 10. Emergency Ballot Box:** Unlock 3A to confirm it is empty/no ballots inside.
- 11. Voting Mode:** Return to the Display Screen and touch “GO TO VOTING” button.

VOTING HOURS

ALL Regular Ballots are cast by voters on the DS200 Scanner. This includes both ballots completed by hand and those created using ExpressVote Ballot Marking Device.

CLOSING POLLS

- 1. Emergency Ballot Box:** Unlock 3A to ensure no ballots remain. Scan, if found.
- 2. Start Closing:** Unlock 2B and press the white “CLOSE POLL” button.
- 3. Close Polls:** On Display Screen, touch “CLOSE POLL” button. Results Tapes will print.
- 4. Turn Off Display:** On Display Screen, touch “FINISHED – TURN OFF” button.
- 5. Confirm Power Off:** Wait until “POWER” button (2B) is no longer lit.
- 6. Green Flash Drive:** Remove Flash Drive from 2B; place in slot in Orange Pouch. Re-lock 2B.
- 7. Close Display:** Lower Display Screen and re-lock 1B.
- 8. Yellow Flash Drive:** Unlock 3B, remove Flash Drive place in slot in Orange Pouch. Re-lock 3B.
- 9. Close Lid:** Pull down lid, secure clasps on either side and re-lock 2A.
- 10. Remove from Power:** Unplug, wrap cord, place in compartment, and re-lock 1A.
- 11. Secure Voted Ballots:** Retrieve empty Yellow Bag from DS200 Supply Case. Wait until Paperwork Team has prepared and sealed Purple Bag, and packed it and other supplies into DS200 Supply Case. THEN, open 4A, collect and place voted ballots in Yellow Bag, attach zip-tie seal. Give Yellow Bag to Paperwork Team.
- 12. Stow DS200 Supply Case:** Place DS200 Supply Case in Ballot Box. Close and re-lock 4A.
- 13. Secure Machine:** Attach one zip-tie seal to right clasp near 2A. Record seal number on Equipment Chain of Custody Log.

