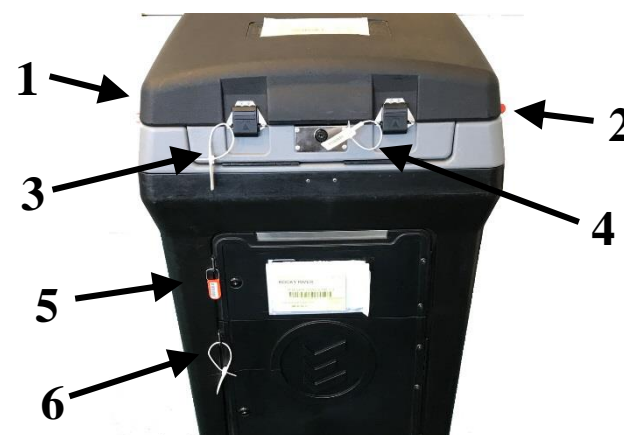


**Replacement Team:** Rover and VLM (or other Official of the opposite party)

## Step 9: Replacing the DS200

- Break the side seals on the **DS200 Ballot Box**. Place these in the **Clear Plastic Envelope**.
- Use the **Green** Key to unlock the DS200 unit from the **DS200 Ballot Box**. There is one lock on each side of the **DS200 Ballot Box** directly below the side seals.
- The **Rover** will remove the DS200 unit from the **DS200 Ballot Box** using the side handles.
  - Assist the Rover if needed.
- The **Rover** will lift the Replacement DS200 unit onto the **DS200 Ballot Box** using the side handles.
  - Assist the Rover if needed.
- Use the **Green** Key to unlock and open the **Power Cord Compartment** on the back of the DS200.
- 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 LED light indicating the DS200 is charging.
- Remove two (2) plastic seals from the **Clear Plastic Envelope** and replace the side seals that attached the Replacement DS200 to the **DS200 Ballot Box**.
- Use the **Green** Key to lock the DS200 unit to the **DS200 Ballot Box**. There is one lock on each side of the **DS200 Ballot Box** directly below the side seals.
- Record the seal numbers in the **Monday Night Recordings** section of the **Replacement DS200 Security Record** in the boxes labeled:

1. Ballot Box Left Side;
2. Ballot Box Right Side;
3. Ballot Box Lid Left Side;
4. Ballot Box Lid Right Side;
5. Emergency Ballot Compartment; and
6. Ballot Compartment Door.



**Note:** Leave Box 7 blank.

- Record the seal numbers in the **Tuesday Morning Recordings** section of the **Replacement DS200 Security Record** in the box labeled:
  8. Ballot Compartment Door (will match Box 6).

## Step 10: Opening the DS200

- Use the **Green** Key to unlock the **Ballot Box Lid** of the Replacement DS200.

**Note:** If the key is difficult to turn, try pushing down on the lid while turning the key.

- Break the seals on the **Ballot Box Lid** (Left and Right) and place them in the Clear Plastic Envelope.
- Unlatch the two black clasps and open the lid.
- On the **Tuesday Morning Recordings** section of the **Replacement 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:

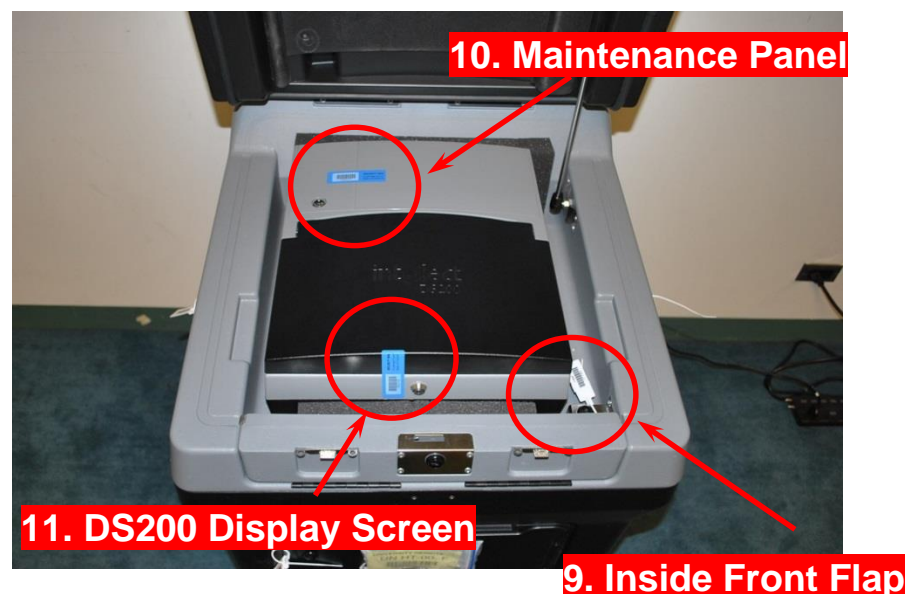
9. Inside Front Flap; and
10. Maintenance Panel Tamper Tape.

- Record the serial number from the **DS200 Display Screen** tamper tape in the box labeled:
  11. DS200 Display Screen.

- Remove the tamper tape from the **DS200 Display Screen** and stick it to the back of the **Replacement 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 11: Configuration Report

- Once the **DS200 Display Screen** is opened, the DS200 will automatically power on and run a **Configuration Report**. (Do NOT tear the report off at this time.)

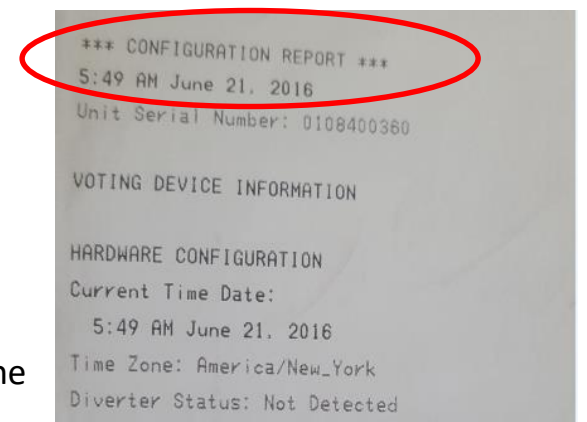
**Note:** If the DS200 did not automatically power on, it may not be plugged in properly. Close the **DS200 Display Screen**, plug the machine in, and then open the **DS200 Display Screen** again.



- On the **Tuesday Morning Recordings** section of the **Replacement DS200 Security Record**, record (**DO NOT REMOVE**) the **Memory Stick Cover** tamper tape serial number in the box labeled:

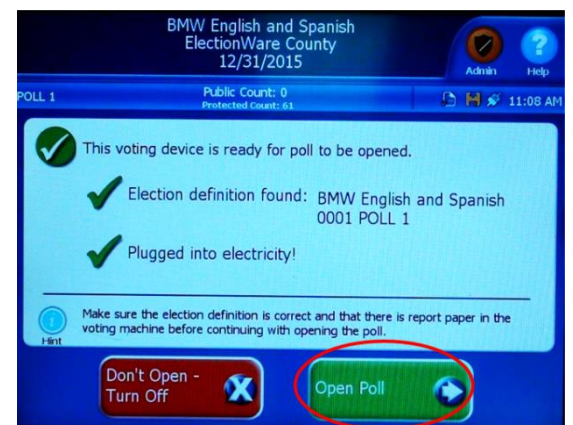
12. Memory Stick Cover Tamper Tape.

- 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 Board of Elections immediately.



## Step 12: 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**.
- Once the **Zero Report** has finished printing, two Election Officials of opposite political parties 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 in your assigned **Gray Ballot Box**.



## Step 13: Voting Mode

- Once the **Zero Report** has been printed, the **DS200 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 screen reads: **"Please insert your voted ballot one sheet at a time."**

