

**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

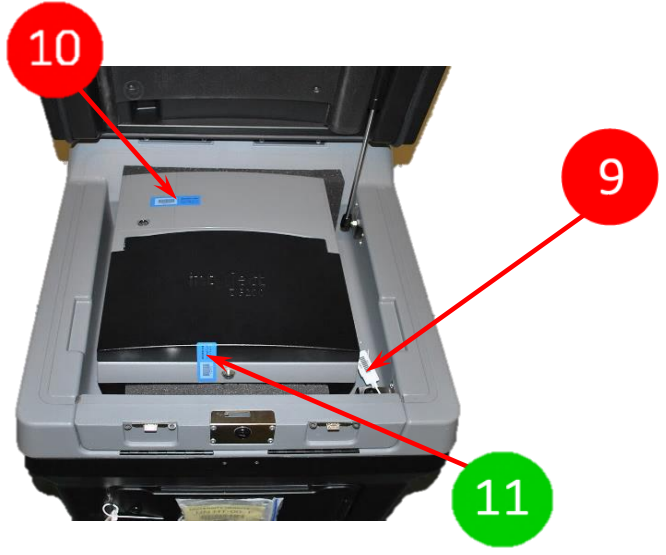
	Retrieve the DS200 Security Record and the <b>PINK</b> and <b>GREEN</b> Keys on the Lanyard from the Clear Plastic Envelope in the <b>GREEN</b> Supply Bag.
	Compare all serial numbers on the DS200 with the numbers recorded on the DS200 Security Record Monday Night.
	Remove the plastic seals from the Ballot Box Lid and the Ballot Compartment Door.
	Place the plastic seals in the Clear Plastic Envelope.
<b>!</b>	<b>DO NOT REMOVE</b> the Side Seals from the DS200.
	Use the <b>GREEN</b> Key to unlock and open the Ballot Compartment Door. Verify the Ballot Compartment is still empty.
<b>!</b>	One DS200 Ballot Compartment will contain the Electronic Pollbooks secured during the Monday Night Organizational Meeting. Place all EPBs on the Check-In table for the EPB Team.
	Close and lock the Ballot Compartment Door with the <b>GREEN</b> Key.
	Remove a plastic seal from the Clear Plastic Envelope and record the serial number on the <u>Tuesday Morning Recordings</u> section of the DS200 Security Record in Box #8.
	Seal the Ballot Compartment Door with the plastic seal.

## Complete the DS200 Security Record

	Use the <b>GREEN</b> Key to unlock the lid of the DS200.
<b>!</b>	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.
	Record the serial numbers from the plastic seal and tamper tape located on the DS200 in the designated boxes labeled under the <u>Tuesday Morning Recordings</u> section of the DS200 Security Record.

**Tuesday Morning Recordings**

<p>Ballot Compartment Door</p> <p>8. <input style="width: 100%;" type="text"/></p> <p>Inside Front Flap (DO NOT REMOVE)</p> <p>9. <input style="width: 100%;" type="text"/></p> <p>DS200 Display Screen</p> <p>11. <input style="width: 100%;" type="text"/></p> <p>Replacements (if necessary)</p> <p><input style="width: 100%;" type="text"/></p>	<p>Maintenance Panel (DO NOT REMOVE)</p> <p>10. <input style="width: 100%;" type="text"/></p> <p>Memory Stick Cover (DO NOT REMOVE)</p> <p>12. <input style="width: 100%;" type="text"/></p> <p><input style="width: 100%;" type="text"/></p>
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	Remove the tamper tape from the DS200 Display Screen and stick it to the back of the DS200 Security Record.
<b>!</b>	<b>DO NOT REMOVE</b> the Inside Front Flap plastic seal (#9) or the Maintenance Panel tamper tape (#10).
	Use the <b>PINK</b> Key to unlock and open the DS200 Display Screen.
<b>!</b>	If the key is difficult to turn, try pressing down on the screen gently while turning the key.

## Review the Configuration Report

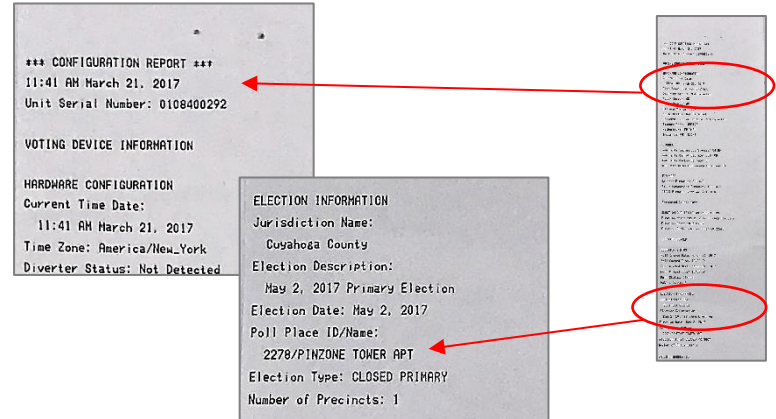
Once the Display Screen is opened, the DS200 will automatically power on and run a Configuration Report. (Do NOT tear the report off now.)



If the DS200 did not automatically power on, it may not be plugged in properly. Close the Display Screen, verify the power cord is plugged in, then open the Display Screen again.

Verify the time, date and Polling Location name on the Configuration Report.

If any of the information is incorrect, notify the Voting Location Manager. They will contact the Board of Elections and note the discrepancy on the Pink Memo.



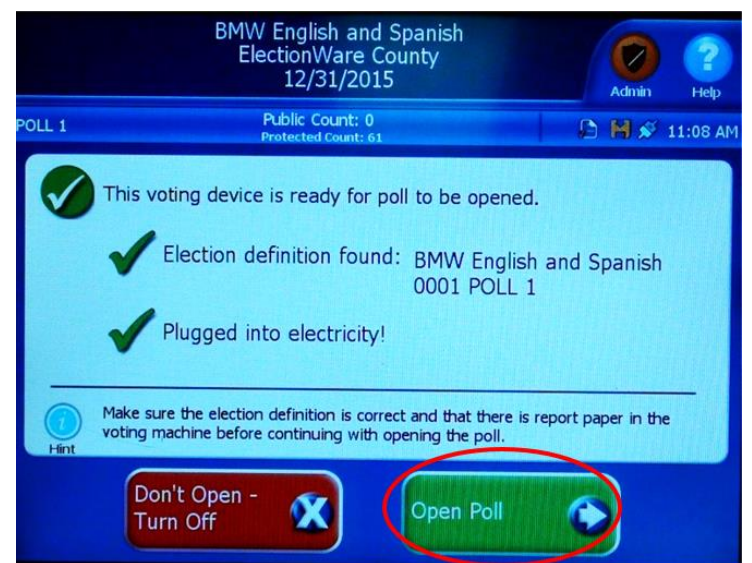
## Open the Polls | Print the Zero Totals Report

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:

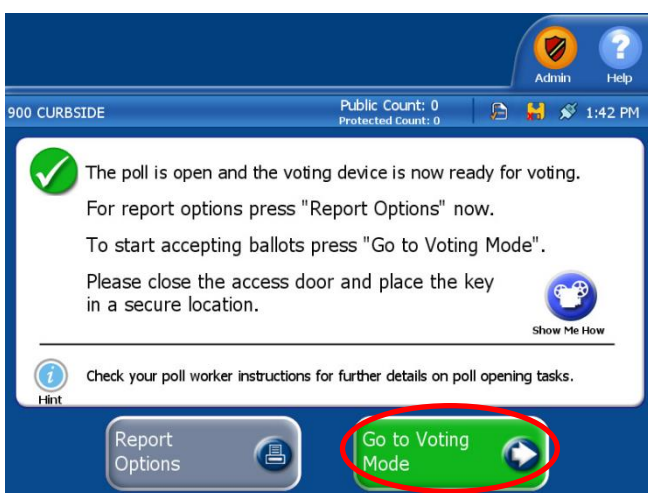
- Don't Open – Turn Off
- Open Poll

Press the **Open Poll** button on the touchscreen. The DS200 will automatically print the Ballot Status Accounting Report and a Zero Totals Report.



If the DS200 does not display the **Open Poll** button or print a Zero Totals Report, notify the VLM immediately.

After the Zero Totals Report prints, two Election Officials of opposite political parties must verify the report is correct, then they must both sign the report and place it inside the **BLUE** EPB & Ballot Scanner Reports Envelope.



The Display Screen will now display two (2) options:

- Report Options
- Go to Voting Mode

Press the **Go to Voting Mode** button on the touchscreen.

The DS200 is ready for the first voter when the Display Screen reads:

“Please insert your voted ballot one sheet at a time.”

