

# DS200 | Removing Scanner from Service (NO ballots cast) Side 1

**Removal Team:** VLM (and other Official of the opposite party)

## Step 1: Verify the Ballot Compartment is COMPLETELY empty!

- Remove the plastic seal from the **Ballot Compartment Door** and place the seal in the Clear Plastic Envelope.
- Use the **Green** Key to unlock and open the **Ballot Compartment Door**.
  - Verify there are no ballots in the **Ballot Compartment**.



**If there are voted ballots in the Ballot Compartment, STOP HERE. A Rover is required and the QRG for "Removing Scanner from Service (WITH ballots cast)" must be followed.**



- Close and lock the **Ballot Compartment Door** with the **Green** Key.

## Step 2: Resealing the Ballot Compartment

- Remove one (1) plastic seal from the Clear Plastic Envelope and record the serial number in the **Tuesday Morning Recordings** section of the **Replacement DS200 Security Record** in the box labeled:
  - 7. Ballot Compartment Door
- Use the one (1) plastic seal to reseal the **Ballot Compartment Door**.



## Step 3: Printing Results Reports

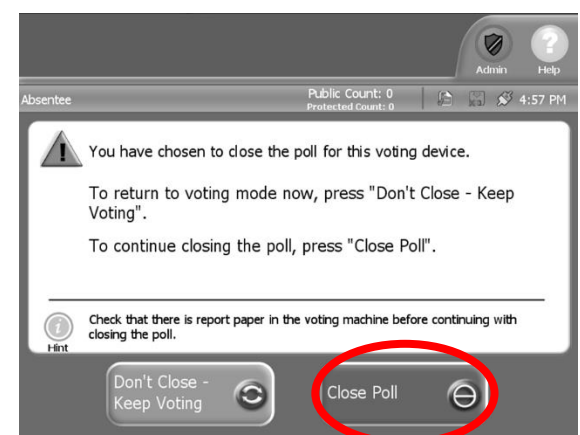
- Retrieve the **Original DS200 Security Record** from the Clear Plastic Envelope.
- Remove the Tamper Tape from the **Memory Stick Cover** and stick it to the back of the **Original DS200 Security Record**.
- Use the **Pink** Key to unlock and open the **Memory Stick Cover**.



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

**!** **If the DS200 will not turn on or is inoperable, skip to Step 6: Removing the Memory Stick.**

- 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**.



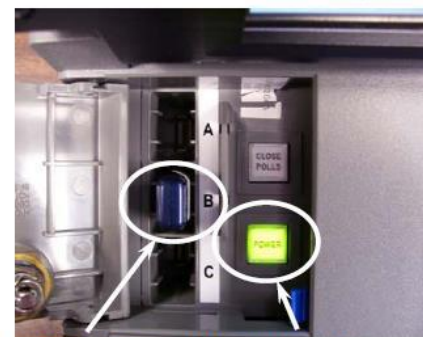
**Note:** Do not remove the Memory Stick at this time!

## Step 4: Signing and Packing Results Reports

- Remove and separate the **Ballot Status Accounting Report** and place it in the **Orange Ballot Bag**.
- Remove and separate the two (2) copies of the **Voting Results Report**.
- Two Election Officials of opposite political parties must verify and sign both copies of the report.
- Place a copy of the **Voting Results Report**:
  - At a Check-In Table (to post at the exterior entrance to the Polling Location after the polls close at 7:30 p.m.); and
  - In the **Clear Memory Stick Bag**.

## Step 5: Turning off the DS200

- Once the reports have finished printing, three (3) options will be displayed on the **DS200 Display Screen**.
  - Re-open Poll
  - Report Options
  - Finished – Turn Off
- Press **Finished – Turn Off** on the touchscreen.
- Wait until the DS200 is **COMPLETELY** shut off and the buttons are no longer illuminated.



MEMORY STICK POWER BUTTON

## Step 6: Removing the Memory Stick

- Gently remove the **Memory Stick** and draw a line through the barcode.
- Place the **Memory Stick** into the **Clear Memory Stick Bag**.



## Step 7: Packing up the DS200

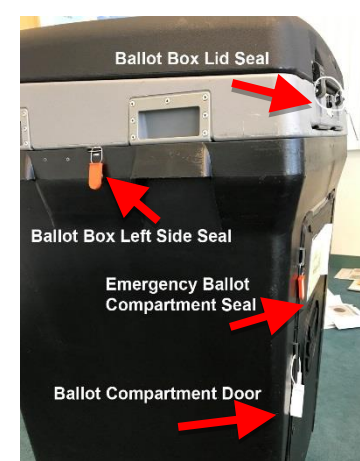
- Use the **Pink** Key to close and lock the **Memory Stick Cover**.
- Use the **Pink** Key to close and lock the **DS200 Display Screen**.
- Close the **Ballot Box Lid** and fasten the two black clasps.
- Use the **Green** Key to lock the **Ballot Box Lid**.
- Unplug the DS200 Power Cord from the surge protector. Place the DS200 Power Cord into the **Power Cord Compartment**.
- Pull up on the silver bar and keep it in the locked position (red sticker).
- Use the **Green** Key to close and lock the **Power Cord Compartment**.



POWER CORD COMPARTMENT

## Step 8: Sealing the DS200 Ballot Box Lid

- Remove a plastic seal from the Clear Plastic Envelope.
- Record the serial number in the **Tuesday Night Recordings** section of the **Original DS200 Security Record** in the box labeled:
  - 14. Ballot Box Lid.
- Use this seal to reseal the **Ballot Box Lid**.
- Remove a **Yellow** Maintenance Tag from the **Green** Supply Bag.
- Record a brief description of the problem on the **Yellow** Maintenance Tag and attach to the lid of the DS200.
- Move the DS200 unit to the Transport Cart Area.



**If the Original DS200 is not being replaced, STOP HERE.**

**If the unit is being replaced, a rover is required to continue with the DS200 | Scanner Replacement QRG.**