

DS200 | Removing Scanner from Service (WITH ballots cast) Side 1

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

Step 1: Empty the Ballot Compartment

- 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**.
- Remove ALL ballots from the **Ballot Compartment** and place them inside the **Orange Ballot Bag**.
- DO NOT SEPARATE OR COUNT THE BALLOTS.
- Close and lock the **Ballot Compartment Door** with the **Green** Key.



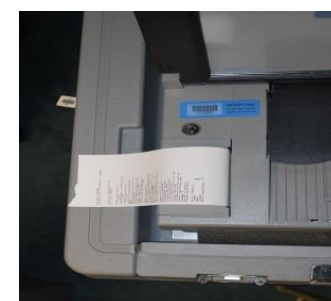
Step 2: Resealing the Ballot Compartment

- 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

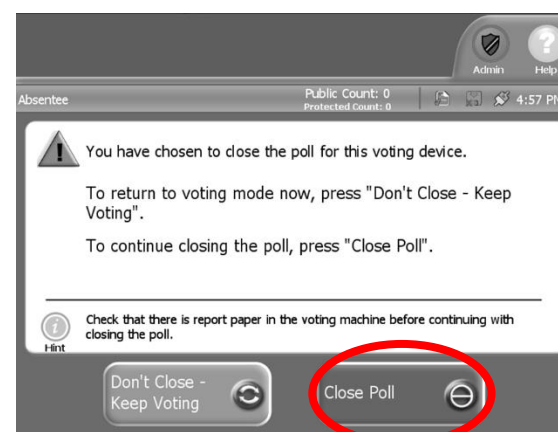
- Retrieve the **Original DS200 Security Record** from the Clear Plastic Envelope.
- Remove the Tamper Tape from the **Memory Stick Cover** and stick it to the back of the **Original DS200 Security Record**.
- Use the **Pink** Key to unlock and open the **Memory Stick Cover**.



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**.



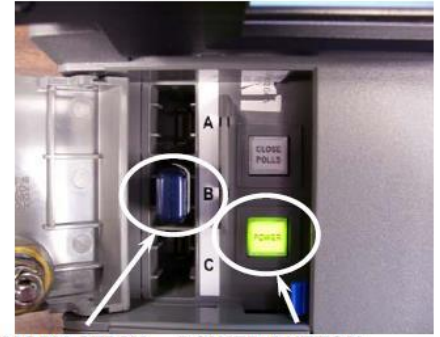
Note: Do not remove the Memory Stick at this time!

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 **Orange Ballot 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.



Step 6: Removing the Memory Stick

- Gently remove the **Memory Stick** and place it in the manila envelope provided by the Rover.
- Place the manila envelope into the **Orange Ballot Bag**.

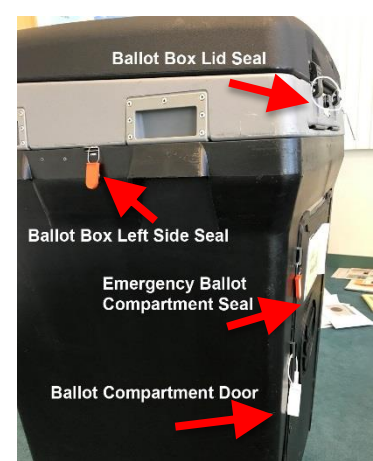
Step 7: Packing up the DS200

- 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**.



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.
- Retrieve a plastic seal from the Clear Plastic Envelope.
- Record the serial number in a blank space on the **Original DS200 Security Record**.
- Place the completed **Original DS200 Security Record** inside the **Orange Ballot Bag**.
- Seal the **Orange Ballot Bag** with the following election supplies inside:
 - The Voted Ballots from the DS200 that was shut down early.
 - The Memory Stick (inside the manila envelope) from the DS200 that was shut down early.
 - The DS200 Ballot Status Accounting Report and Voting Results Report.



! Two rovers of opposite political parties MUST deliver the **Orange Ballot Bag** to the Board of Elections Warehouse. Please call (216) 325-3838 upon arrival.



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

If the unit is being replaced, continue with the DS200 | Scanner Replacement QRG.