

DS200 Opening Procedures

 Before starting DS200 Open Procedures be sure you have the barrel key, the silver key, and the Election Code from yellow return bag.



1. Put scanner in proper location and lock front wheels with foot.
2. Unlock back of machine with silver key and remove power cord. Plug cord into an outlet or power strip.
3. Confirm silver bar is locked in the down position.



Silver Key Required

4. Cut seal on auxiliary door. Unlock top auxiliary door with silver key and verify it is empty. Lock top auxiliary door.
5. Cut seal on lower ballot door. Unlock lower ballot door with silver key.
6. Unzip blue ballot bag and fold flap over outside. Remove white ballot activation card box(es).
7. Lock lower door with silver key and place seal on lower ballot door.

8. Cut seals on clamshell, unlock with silver key, unhook black latches, and open main lid on clamshell.
9. Unlock scanner with barrel key and flip up screen. Scanner will automatically power up (as long as it's plugged in).
(If scanner does not automatically power up; first verify it's plugged in then unlock access door on front left, and press "Power" button.)



10. Enter provided Election Code. Type slowly making sure each character registers.
11. Configuration Report will automatically print.
12. Make sure screen shows green checkmarks before "Election definition found" and "Plugged into electricity." Press **Open Poll**.
(If election definition shows not found and does not have a green checkmark — unlock the access door and make sure media stick is pushed in all the way. Lock the access door.)

13. Ballot Status and Zero Totals reports will automatically print — if you have any issues with reports not printing; be sure to press **Report Options** to print reports.
(If you do not get a Zero Totals Report, ballots cannot be scanned until Rover fixes problem. However, voters can vote. Open auxiliary door slot and have voters place voted ballots in slot until scanner is working. Once scanner is working have 2 poll workers scan voted ballots from auxiliary slot.)

14. Ensure Public Count on screen is zero. Ensure date, time, election, and precinct information is correct. Press **"Go to Voting Mode"**.
(If any of the information is not correct, call Elections Office.)



The DS200 Scanner is now ready for voting!

DS200 Closing Procedures

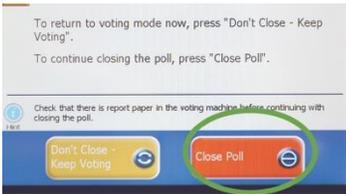
⚠ Do not close polls until 8:00pm and after all voters have finished voting. Do not remove the media stick until you properly close the polls.



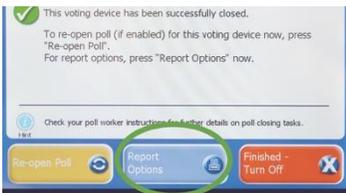
1. At 8 p.m., announce polls are closed.
2. Unlock access door with barrel key. Press and briefly hold down **Close Poll** button. (It will flash red briefly.)



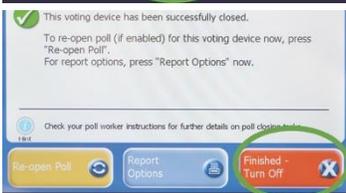
Barrel Key Required



3. Confirmation screen will appear - press red **Close Poll** on screen.



4. Scanner will automatically print Ballot Status report and 3 Results tapes.



5. Press **Finished - Turned Off** to shut down scanner. After screen goes dark, verify power button is dark before proceeding to next step.
This is very important because if you remove media stick early, results will not save.



6. Remove media stick from slot **after** power button is no longer lit and place it in the clear corner pocket of the yellow return bag. Shutdown is complete.
WARNING: Removing media stick before shutdown is complete could damage equipment.
7. Close and lock access door with barrel key.



8. Flip down scanner screen and lock with barrel key.
9. Close clamshell, hook latches, and lock clamshell with silver key.
10. Unlock lower front door with silver key and remove blue ballot bag. Make sure all voted ballots are inside bag. Zip blue ballot bag and seal.
11. Unplug power cord and place inside back door. Close and lock back door with silver key.
12. Bring the sealed blue ballot bag and sealed yellow return bag to the Elections Office.



That's it! You're all done!