

DURING THE DAY

DS200 SCANNER

One officer should be stationed near the DS200 ballot scanners to instruct voters how to scan their ballot and help answer questions. This can be the same officer who is monitoring the voting booths.

GUIDE VOTERS IN SCANNING BALLOTS

- 1) Monitor the voting machine scanner from a minimum of 4 feet away – never close enough to see the ballot while the voter inserts it into the DS200. You can point to the tray and give directions for how to insert the ballot or ExpressVote card. Do not look at the voter’s ballot.
- 2) Ensure that each voter casts only one ballot, no provisional ballots are cast on the scanner, and voters do not leave the polling place with a ballot.
- 3) Ask voters to wait long enough to see the confirmation message (“Thank You for Voting”) that their ballot was successfully cast (it only appears for a very short time).
 - If the room isn’t noisy, you will easily hear the ballot drop into the ballot compartment, confirming that the ballot was successfully cast. Listen for this audio cue and **DO NOT** look at the DS200 as the voter casts their ballot.
- 4) Provide voters with assistance as required. Ask the voter to read to you the message displayed on the screen so that you can guide them on the options available. When in doubt, call the Chief!
 - Most voters should see the “Thank you for voting” message after their ballot is scanned.
 - **Blank ballot**: Voter has not made any choices or made marks so small that they could not be read by the scanner. Voter has option to return ballot and mark it or confirm that they wish to vote a blank ballot.
 - **Over-voted ballot**: Voter has filled in too many ovals in a contest. Voter has option to confirm that they wish to vote an over-voted ballot, or to return, spoil and replace the ballot. Inform the voter that the over-voted contests will not be counted (other properly voted contests will be counted).
 - **Mismarked ballot**: If it is rejected (“ballot cannot be read”), ask the voter to try re-feeding the ballot upside down. If that doesn’t work, offer to spoil and replace the ballot.
- 5) If a voter leaves a ballot **on the scanner** (a fleeing voter), an election officer may cast their ballot. **Notify the Chief first.**