

OPENING PROCEDURES

DS200 BALLOT SCANNER



1. Front of the DS200 scanner

- Verify that green seal number on the black DS200 lid matches the number on the **Machine Certification Form**.
- Cut the green seal and place it in the **#7 Orange Pouch**.
- Use the flat silver key to unlock and open the auxiliary compartment.
- Two officers confirm that the auxiliary compartment is empty.
- Keep the silver metal flap in the upright position. Close and re-lock the compartment.
- Use the flat silver key to unlock and open the ballot compartment.
- Two officers verify that the ballot compartment is empty.
- Close and re-lock the ballot compartment.



2. Back of the DS200 Scanner

- Use the flat silver key to unlock the power cord compartment.
- Unwrap the power cord and plug it into a power strip or surge protector. Plug the surge protector into an AC wall outlet.
- Verify that the round silver bar is in the down position, firmly secured by the white plastic clip.
- Leave the power cord compartment open for ventilation while the voting machine is being used.



3. Top of the DS200 Digital Scanner

- Use the flat silver key to unlock the black DS200 lid.
- Open both latches and flip them out, then lift the black DS200 lid.
- Use black barrel key to unlock the scanner screen.



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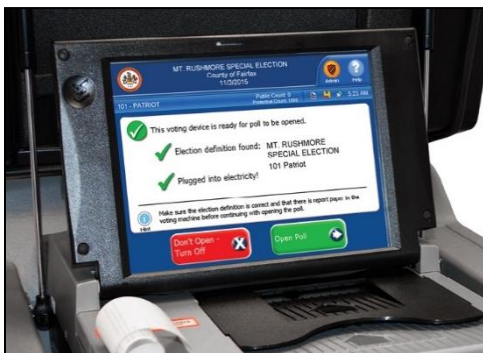
4. Boot up the scanner

- Lift the screen. The DS200 scanner will power on automatically. It can take 2-3 minutes until it is ready for the next step.
- Verify that the red barcoded sticker seal is securely attached across the printer access door and that the seal number matches the number on **Machine Certification Form**.



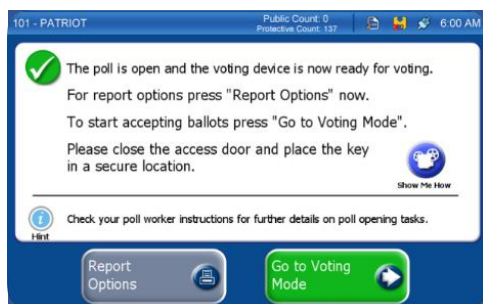
5. Enter election security code; verify election and power

- Enter the election security code (password) after the system has finished powering on. Password is case-sensitive. Tap **Accept**.
- The DS200 digital scanner will print a **Configuration Report**, but **DO NOT** tear off the tape yet.
- Verify on screen that the date, the election, and the precinct name & number are correct.
- Verify on screen that DS200 is receiving power.



6. Prepare DS200 for voting

- Tap the on-screen green **Open Poll** button. The **Ballot Status Accounting Report** and four (4) **Zero Totals Reports** will print.
- Tear off the entire tape.
- Two officers sign all four (4) copies of the **Zero Totals Report** and give the tape to the Chief. Notify Chief if any numbers are not zero.
- Verify that Public Count is zero and that Protected Count (top of screen) matches the **Machine Certification Form**. Notify Chief if counts do not match form.
- Place a privacy screen around the DS200 screen.



7. Ready to go!

STOP! Do not tap "Go to Voting Mode" before 6:00 AM.

- At 6:00 AM exactly (not earlier!), tap **Go to Voting Mode**.
- The DS200 is now ready to accept ballots.

