DS200 Precinct Ballot Scanner

Election Day Manual

Attaching the DS200 to the Ballot Box

1. Unlock and open the Counter Access Panel. Place the scanner about 1/4 of the way into the recessed area and slide it on the mounting rails until it is four to five inches from the back of the recessed area.

2. Inspect the power cord for damage. If the cord is damaged, discard it and contact your election official or ES&S for a new cord.

3. Thread the cord through the opening on the back of the ballot box until it appears inside the opening at the top recessed area.

4. Plug the power cord into the power port on the back of the scanner (flat side of the plug facing up) and then plug the AC power cord from the external power supply into a 120-volt wall outlet.

_____

WARNING: Only plug the scanner into a grounded, three-pronged electrical outlet. Plug only one scanner into an outlet. ES&S recommends that you do not use an extension cord.
_____

POWER PORT

5. Slide the scanner until it is against the back of the ballot box.

6. Close and lock the Counter Access Panel in the closed (up) position.

7. Flash drive should be in locked compartment and in slot B.

Opening the Polls

1. Plug the DS200 power cord into an AC outlet.

2. Unlock the front of the DS200 machine.

3. Open the LCD screen on the DS200 and wait for machine to power on.

(Open the locked panel and hit the power button to turn on if necessary. New election seal will need to be used and documented if this occurs).

_____

Note: The Initial State Report is automatically generated when the DS200 is turned on and an election definition flash drive is accessible.
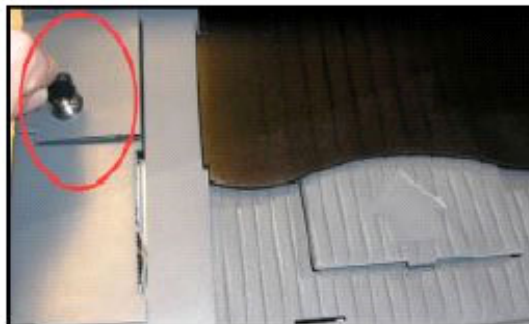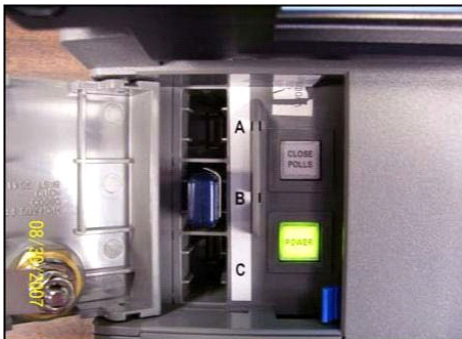
_____

4.   The system will initialize and the following screen appears:

Election Definition found.

Open Polls

Shutdown

5.   Press **Open Polls**. The DS200 will automatically print a status report, a zero totals report.

6.   The DS200 is ready to receive Election Day ballots.

Closing the Polls

1. Unlock the access door.

2. Press and hold the **CLOSE POLLS** button for

   approximately 5 seconds.

3. Once you release the **Close Polls** button, the DS200 will close the polls and automatically print a Voting Results Report and any other reports set up to automatically print.

4. Turn off the DS200 by pressing **Shutdown** on the touchscreen.

HELPFUL HINT: If the prompt asks to abort printing, the DS200 is out of paper. Refill and push NO—do not abort printing. (Make sure that the empty roll is removed from the bin.)

_____

WARNING: Do Not Remove the DS200 flash drive before the equipment is completely powered off (the Power button will <u>not </u>be illuminated). Prematurely removing the flash drive could result in damage to the equipment.

_____