

The background of the image is a dense field of 3D-rendered numbers in various shades of blue. The numbers are of different sizes and are scattered across the frame, creating a sense of depth and movement. Some numbers are in the foreground, appearing larger and more detailed, while others are in the background, appearing smaller and more blurred. The overall color palette is a range of blues, from light sky blue to a darker, more saturated blue.

DS200

Digital Precinct Scanner

# DS200

## Ballot Tabulator

- ◆ Set up
- ◆ Opening the Polls for Voting
- ◆ Turning Off During Early Voting
- ◆ Reopening During Early Voting
- ◆ Scanning Ballots with DS200
- ◆ End of Voting
- ◆ Closing DS200

# DS200 Ballot Scanner and Tabulator

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The DS200 is a jurisdiction-wide ballot scanner and tabulation system. Both one and two-sided ballots can be read by the DS200 to determine valid ballot marks and extraneous marks, such as smudges or folds. All election results are stored on an encrypted removable USB thumb drive.

- 1 Clam Shell Carrying Case
- 2 Ballot Box Base
- 3 Emergency Ballot Compartment
- 4 Ballot Compartment
- 5 Locking Wheels

# Provisional/Emergency Ballot Compartment & Ballot Compartment Bin

The Emergency Ballot Compartment (top bin) will be sealed with a yellow wire seal. The slot on the front of the door will be partially covered with a magnet (found attached to INSIDE of ballot compartment door). Always leave the magnet over the slot to prevent voters from depositing their ballots in this compartment. This compartment will be utilized as an emergency slot for ballots, should the DS200 stop accepting ballots.

The Ballot Compartment Bin will be sealed. Early Voting will have a red wire seal to be able to access blank ballot stock. Red Padlock will be placed on EV DS200 once the DS200 is prepared for the Election. EV Judges will no longer have access to this key. Election day will be sealed with a red padlock. Compartment will house blue ballot transfer case with all voted ballots. EV - Arrangements will be made with the proper authority for removing ballot transfer case.



Emergency  
Ballot Compartment

Ballot Compartment Bin  
(Voted Ballots)

# DS200 as it Arrives to your Location

## Early Voting

## Election Day

Clamshell Seal



Emergency Ballot  
Compartment  
Seal

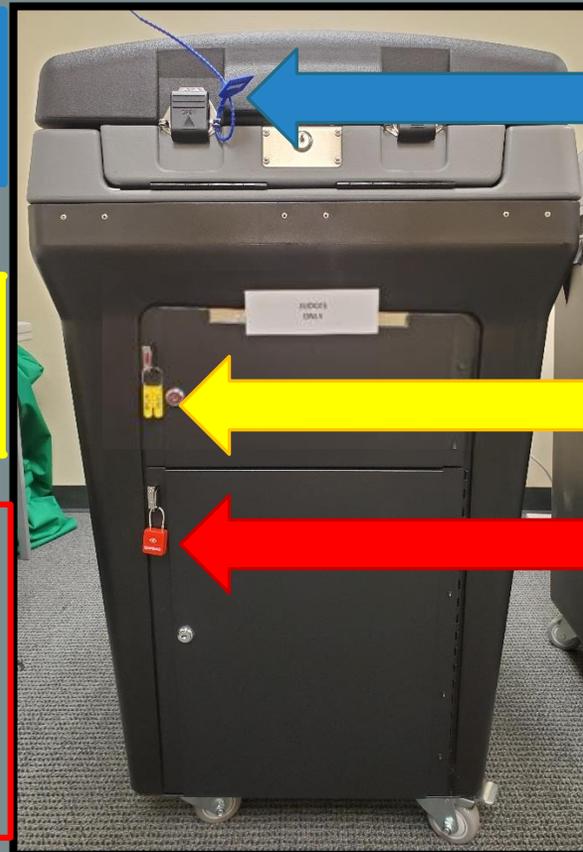
Ballot  
Compartment  
Seal

Do Not Remove  
Clamshell Seal until the  
morning voting begins

Seals from the top  
compartment **WILL NOT  
BE REMOVED**

**EV ONLY** - This seal will be  
removed upon arrival. Red  
Pad Lock will be placed on  
Ballot Compartment Door  
when ready to accept ballots.  
Remember you **DO NOT** have  
key to Red Pad Lock

Clamshell Seal



Emergency Ballot  
Compartment  
Seal

Ballot  
Compartment  
Pad Lock

After you have removed the green cloth cover, open the compartment in the back with the flat silver key. Remove power cord and plug into power surge protector.



Set DS200 in location for accepting ballots and BE SURE TO LOCK WHEELS.



Wheel Locks

# Getting DS200 Ready to Open



# Opening the DS200

Once you have the DS200 plugged in and locked in place, remove zip seal from latch, unlock Clam Shell Cover with flat silver key, and open both latches. Shell will open with hydraulic hinges.



# Morning Voting Begins

# Opening the DS200 Screen



Unlock Touch Screen with barrel key. Lift screen to power on. A Configuration Report will print automatically.

There are tamper evident tape seals on Rear and Front Access Compartments. **There is no reason to remove rear seal!** At the end of voting the front seal will need to be removed to turn off DS200 and remove thumb drive.

# DS200 Reports

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The Front Access Door houses the thumb drive which contains the election definition. **DO NOT** open this door until the end of voting.



Front Access

The DS200 contains a thermal paper printer for printing reports. When turning on the DS200 a Configuration Report, Ballot Status Accounting Report, and Zero Totals Report will print automatically. Sign these reports and place in the red bag.

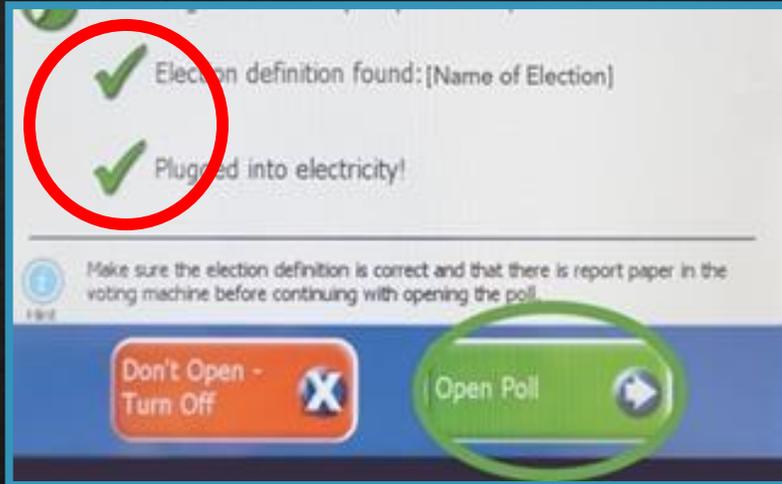
**EARLY VOTING** – Do Not print the Configuration Report every day, only on the first day of Early Voting. All other days of early voting, press '**Cancel Printing**' on the DS200 touch screen.

# Opening DS200 for Voting

The Touch Screen is where you will make all your selections for the DS200. The screen will ask for the Election Code (found in the front pocket of the Judges Book). When entering passwords, [DO NOT RUSH](#). Take your time and pay attention to the screen. It is very easy to miss a letter and have to start over. You are only allowed 3 tries before the DS200 shuts down. If this happens you will have to start over.

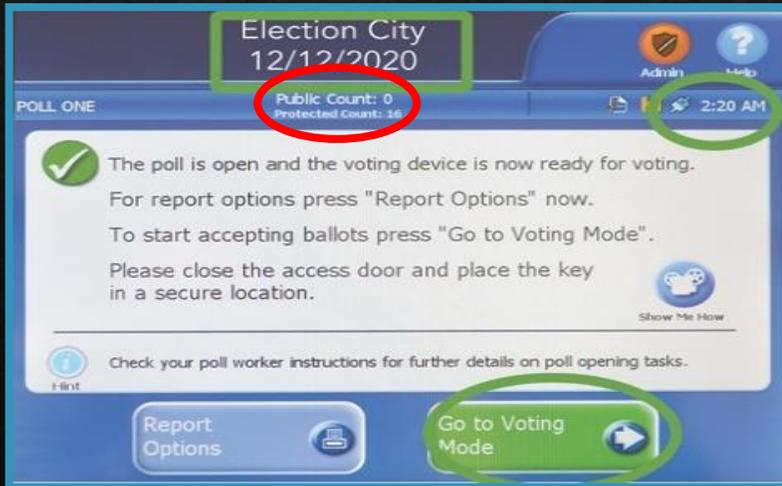


# Voting Mode



Make sure the screen shows a green check mark beside 'Election definition found' and 'Plugged into electricity'. Then select 'Open Poll'.

The Configuration Report will then print automatically along with the Zero Totals Report. Make sure Zero Totals Report prints! Call the office if it does not.



Ensure the Public Count is zero. If it is not, call Election Office for assistance. Make sure the date of election, time, nature of election and Vote Center name are correct. Then select 'Go to Voting Mode'.

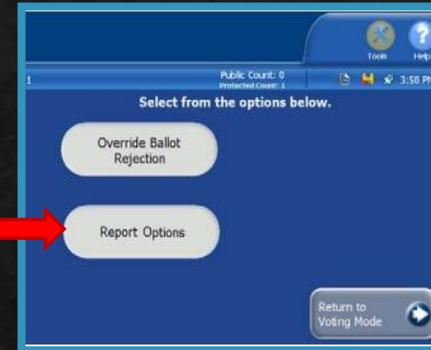
Put 'Ballots Here' sign behind touch screen.

# Shutting Down DS200 During EARLY VOTING

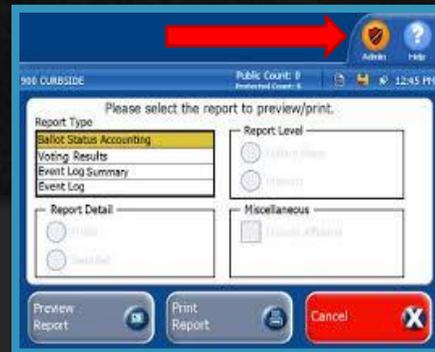
First, select 'Tools' in the top right corner of the screen. Next, enter Election Code



Select 'Report Options'



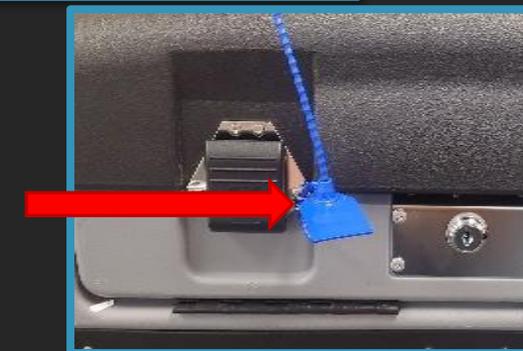
Select 'Admin' in top right corner of the screen



Select 'Shutdown' and wait for screen to turn off

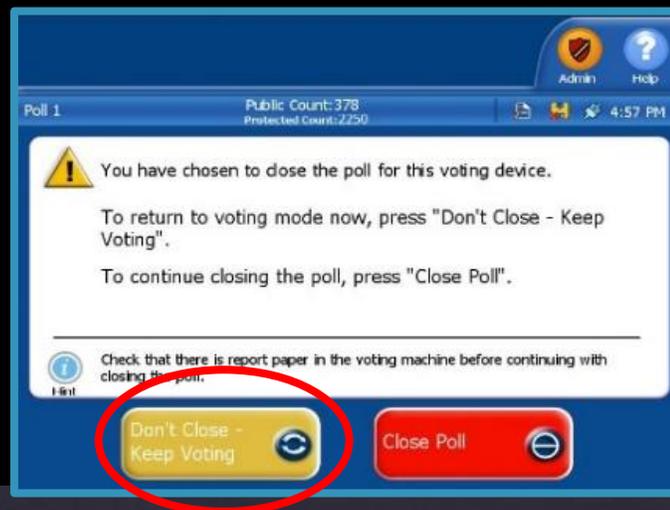


Close Touch Screen, remove 'Ballots Here' sign & lock. Close lid & lock. Secure both latches on front of DS200. EACH night of Early Voting will require a blue zip tie on front latch of DS200. Record seal number on DS200 Verification & Seal Log daily



# Re-Opening DS200 During EARLY VOTING

- Remove blue zip seal from DS200 Clamshell. Place seal in Used Seal Envelope
- Open DS200 Clam Shell Cover using flat key and flipping latches up
- Unlock Touch Screen using barrel key. Lift screen to power on
- Place 'Ballots Here' sign behind Touch Screen
- Enter Election Code (front pocket of book). Remember to be careful when entering information
- **CANCEL PRINTING** of Configuration Report! We only want the report from Day 1 of Early Voting
- Select '**Don't Close Keep Voting**'

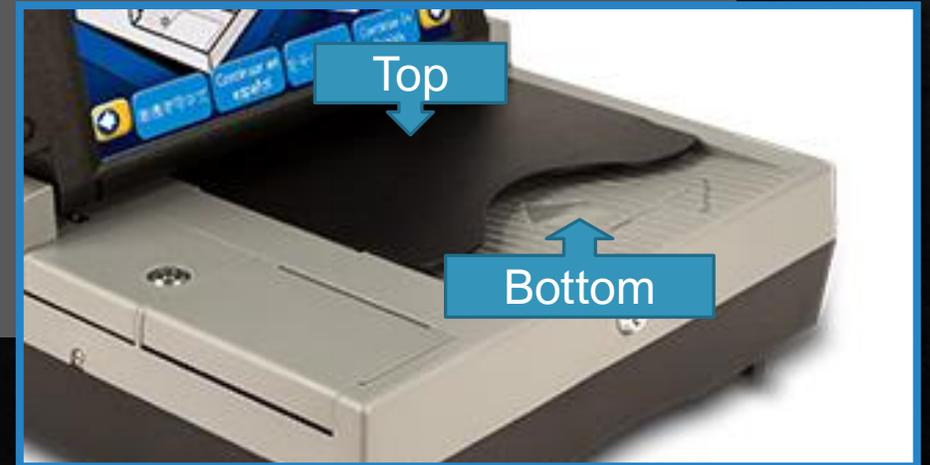


Your DS200 is ready  
to accept ballots!

# Scanning Ballots with DS200

The DS200 can accept ExpressVote and full-size paper ballots. You will only have Express Vote ballots at your locations. Ballots can be inserted in ANY ORIENTATION because the scanner reads both sides of the ballot. The voter should wait until the screen says 'Thank you for Voting' to make sure their ballot was accepted and tabulated.

Ballots will feed through top or bottom tray.



**Problem:** Ballot started through but is stuck and is folding (accordion like).

**Cause:** Ballot was positioned wrong or blue bin is full.

**Solution:** Remove top tray & GENTLY pull ballot out. Try to flatten out ballot (turn ballot so that you CANNOT see how voter voted) & feed through tray again. If it will not feed through, follow spoiled ballot procedures.

If this continues to happen, call Elections Office. Remove 'Judges Only' magnet & have voters put ballots in Emergency Ballot Compartment. **KEEP A COUNT OF HOW MANY BALLOTS ARE DEPOSITED.**

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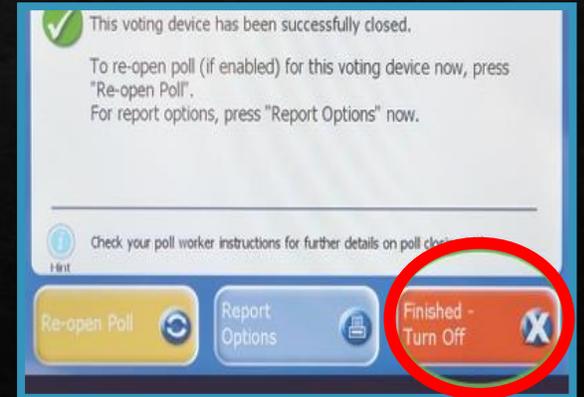
Elections Office will monitor numbers and make arrangements for ballot transfer cases to be switched out as they fill. We will provide new transfer cases as needed. You will not be responsible for keeping track of filled ballot transfer cases.

# Trouble Shooting

## Ballot Gets Stuck in Feed Tray

# Closing DS200 at the End of EARLY VOTING

- ✓ Remove 'Ballots Here' sign from DS200
- ✓ Pull off Tamper Evident Tape from the Front Access Compartment
- ✓ Unlock Front Access Compartment door. Press '**Close Poll**' button. Button will light up red and then go off
- ✓ The Ballot Status Accounting Report will print automatically. Write your location at the top and sign the bottom. Return in DS200 Thumb Drive Transport Bag
- ✓ Select '**Finished – Turn Off**' on the next screen to power down DS200
- ✓ Remove election definition (USB thumb drive) **AFTER** power button is no longer lit



Thumb drive will be returned in DS200 Thumb Drive Transport Bag along with Zero Tape and Ballot Status Accounting Report

# Closing DS200 at the End of EARLY VOTING

- ✓ Close and lock the Front Access Compartment door
- ✓ Close and lock DS200 Touch Screen
- ✓ Close and lock DS200 Clamshell Cover, secure with latches
- ✓ Place **blue zip seal** through loops next to latch every day of early voting. Record seal # on “DS200 Verification & Seal Log” form
- ✓ Arrangements will be made to unlock and remove red padlock from Ballot Compartment door. **Place padlock in seal bag**
- ✓ Unlock and open Ballot Compartment door
- ✓ Remove blue Ballot Transfer Case. Make sure there are no ballots left behind in the Ballot Compartment
- ✓ Close and LOCK both sides of Ballot Transfer Case with flat silver key
- ✓ Take Cable cord and Large Padlock from Seal Bag. Feed cable cord through seal hole on Ballot Transfer Case, opposite of the handle. Padlock will go through loops of cable and close.
- ✓ Take one White Zip Seal and seal the opposite side of the Ballot Transfer Case.
- ✓ Record seal numbers on DS200 Verification & Seal Log, Register of Official Ballots, **AND** the Chain of Custody form found inside the sleeve of the Ballot Transfer Case



- ✓ Close and lock Ballot Compartment door
- ✓ **DO NOT remove yellow seal from Emergency Ballot Compartment.** The Early Voting Ballot Board will retrieve any ballot deposited into this slot
- ✓ Unplug DS200 from surge protector. Gather cord neatly and secure with Velcro strip
- ✓ Close and lock back compartment
- ✓ Place green cloth cover over DS200. Place DS200 in a secure location for facilities to pick up
- ✓ Return blue Ballot Transfer Case along with election supplies

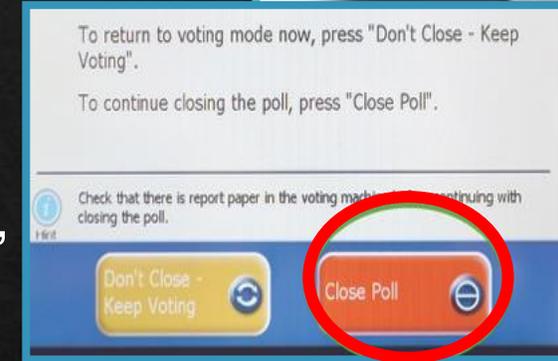
Closing  
DS200 at  
the End  
of EARLY  
VOTING

# Closing DS200 at the End of ELECTION DAY

- ✓ Remove Tamper Evident tape from Front Access Compartment and unlock using barrel key
- ✓ Press the **Close Poll** button. The Close Poll button will turn red
- ✓ Confirm you are closing the polls by selecting 'Close Poll' on the next screen



Front access compartment



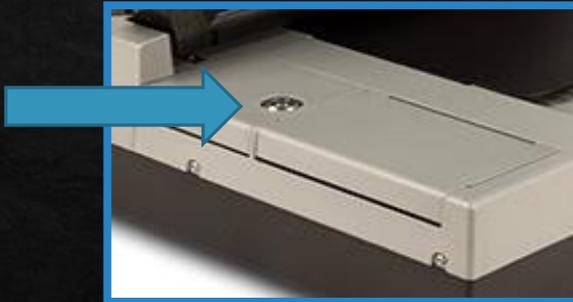
- ✓ The Ballot Status Accounting Report will print automatically along with 2 copies of the Voting Results Report. Write your location at the top and sign the bottom of **EACH** report. Courier will return in Tamper Evident bag
- ✓ The Voting Results report will take some time to generate and print. **Be patient**
- ✓ One copy of the Voting Results is for the Elections Office. The other is for the Election Judge, if you wish to keep a copy for your records
- ✓ **BE SURE TO SIGN BOTH VOTING RESULTS REPORTS, add location on top**
- ✓ Select 'Finished – Turn Off'



Thumb drive will be returned in DS200 Thumb Drive Transport Bag along with Voting Results report (totals tape) and Ballot Status Accounting Report

Be sure to complete the top portion of the DS200 Thumb Drive Chain of Custody form. This form will be delivered to the Elections office along with the Tamper Evident bag and its contents. Chain of Custody form will be completed upon arrival

- ✓ Close and lock the Front Access Compartment door.
- ✓ Close, lock and seal DS200 Touch Screen and Clamshell



# Closing the DS200 at the End of ELECTION DAY

# Closing DS200 at End of ELECTION DAY

- ✓ Remove red padlock from Ballot Compartment door. Place padlock in seal bag
- ✓ Unlock and open Ballot Compartment door
- ✓ Remove blue Ballot Transfer Case. Make sure there are no ballots left behind in the Ballot Compartment
- ✓ Close and **LOCK** both sides of Ballot Transfer Case with flat silver key
- ✓ Take 2 white zip seals from the seals bag and seal **BOTH** sides of Ballot Transfer Case
- ✓ Complete top portion of Ballot Transfer Case Chain of Custody form
- ✓ Record seal numbers on Ballot Transfer Case Chain of Custody form, DS200 Verification & Seal Log **AND** the Register of Official Ballots

# Closing DS200 at the End of ELECTION DAY

- ✓ Close and lock Ballot Compartment door
- ✓ **DO NOT remove yellow seal from Emergency Ballot Compartment.** The Early Voting Ballot Board will retrieve any ballot deposited into this slot
- ✓ Unplug DS200 from surge protector. Gather cord neatly and secure with Velcro strip
- ✓ Close and lock back compartment
- ✓ Place green cloth cover over DS200. Place DS200 in a secure location for facilities to pick up
- ✓ Return blue Ballot Transfer Case along with election supplies