



# DS200 Precinct Ballot Scanner

## Election Day Training Manual

Version Number 1.\*.x

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Security Recommendations, ES&S, Omaha, NE

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Proprietary Document Section	Description
All	

Table of Changes	
Date of Change	Description of Change
02.15.2008	Initial Documentation Submission
05.09.2008	Update to version information on cover page
06.08.2009	Update to version information on cover page. Added Note concerning Initial State Report after step 11 on page 5. Update to step 17 on page 6 to include Report Selection choices.
06.22.2009	Updated version information on cover
06.07.2010	Updated version information on cover
01.21.2011	Updated Headers and Footers
01.21.2011	Update copyright date P. 2
01.21.2011	Remove information on modeming Step 23 P. 9 and P. 11
01.21.2011	Renumbered steps P. 9-12
06.22.2011	Updated versioning

### 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.

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**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.

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**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.

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**NOTE:** On the back of the ballot box, there is a bar that controls the flap entrance to the ballot box. Assure this bar is in the down position so ballots can pass into the ballot box.

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- 7. Check the Ballot Compartment areas including the Auxiliary / Emergency Ballot bin in the front of the ballot box to verify that the ballot compartments are empty. Close and lock all doors. Remove all ballot box keys.

### **Opening the Polls**

- 8. Unlock the front of the DS200 machine.
- 9. Open the LCD screen on the DS200.



- 10. Some DS200 units may be programmed to automatically power up when you raise the LCD screen. If your DS200 does not power up, unlock the switch door covering the power button.
- 11. Press the bottom button labeled **POWER** to turn on the DS200.

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



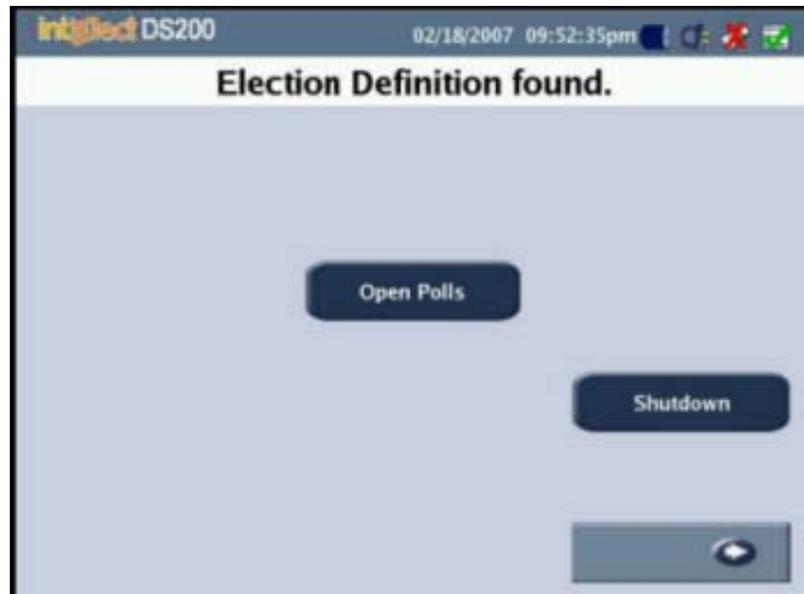
### Installing the Election Definition Flash Drive

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**NOTE:** Only perform steps 12-14 if the Election Definition USB Flash Drive is not installed on the DS200.

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- 12. The Election Definition USB Flash Drive is in the same area where the power button is located. Locate and unlock the switch door.
- 13. If necessary, remove the protective plastic covering of the flash drive containing your election definition.
- 14. Insert the flash drive into one of the three USB slots. Do not force the flash drive into the slot, it only inserts easily in one direction- the ES&S label should be facing the left.
- 15. The system will initialize and the following screen appears:



- 16. Press **OPEN POLLS**. Depending on options set for your election definition, the DS200 can automatically print a status report, a zero totals report and /or a zero certification report.
- 17. On the Reports Selection screen, chose either Totals Only or All Precincts to generate the Zero Report. Once the start-up reports are complete, close and lock the switch door and secure the key in a safe place. The DS200 is ready to receive Election Day ballots.

## **Scanning Ballots**

The DS200 can accept and scan ballots inserted in any direction. Depending on the options set for the Election voters may encounter messages when processing their ballot. The following situations represent some common ballot exceptions that the voter may experience, and the poll worker may be called upon to provide assistance. An audible alert will sound when these situations are detected.

### **Blank Ballots**

The DS200 precinct tabulator can be coded to detect and notify the voter when it encounters a blank ballot. The display will indicate that no votes were detected on the ballot and offer the voter two choices, **Accept** or **Return**.

If it is the voter's intent to cast a blank ballot, they may choose to select **Accept**. The ballot will be counted, however an under-vote will be registered for each race and issue on the ballot.

If it was not the voter's intent to cast a blank ballot, they may choose to select **Return**. The ballot will be returned to the voter uncounted, and the voter can then mark their choices and re-feed the ballot.

### **Over-voted Ballots**

The DS200 precinct tabulator is coded to detect and notify the voter when it encounters an over-voted race or issue on the ballot. An over-vote is when more than the allowed number of selections in a race or issue has been marked. The display will indicate that one or more races have too many votes cast and offer the voter two choices, **Accept** or **Return**.

If the voter selects **Accept**, the ballot will be counted, all properly marked races and issues will receive the appropriate votes, and the over-voted races and issues will receive an over-vote. The individual candidates or issue choices in an over-voted race will not receive any votes.

If the voter selects **Return**, the ballot will be returned uncounted, and the voter may correct the over-votes or have the ballot spoiled and receive a new one. Follow local jurisdiction laws regarding the correction of ballots.

### **Crossover Ballots**

The DS200 precinct tabulator is coded to detect and notify the voter when it encounters a crossover race or issue on the ballot. A crossover is when more than one party has been marked during a closed primary election. The display will indicate that a crossover ballot was detected and offer the voter two choices, **Accept** or **Return**.

If the voter selects **Accept** the ballot will be counted, all properly marked races and issues will receive the appropriate votes, and the cross over races and issues will receive a crossover. The individual candidates or issue choices in a crossover race will not receive any votes.

If the voter selects **Return**, the ballot will be returned uncounted, and the voter may correct the crossover votes or have the ballot spoiled and receive a new one. Follow local jurisdiction laws regarding the correction of ballots.

### **System Messages and Errors**

If a ballot is unable to be processed due to damage, inappropriate marks, “doodling” by the voter or DS200 scanner problem, an error message will appear and an audio alert will sound. The ballot will automatically be returned to the voter. The ballot will not be counted and no votes will be cast.

If the problem is a ballot issue, the ballot may be spoiled, and a new one issued to the voter.

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**FYI:** Some error messages related to the ballot will instruct the voter to turn over the ballot and try again. In the case of damaged ballots, this tactic will not allow the ballot to be processed and the ballot will need to be spoiled and remarked by the voter.

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If the display indicates a system message, it may be necessary to contact your jurisdiction’s Election Headquarters to assist in the interpretation of the message and correction of the issue.

### Using the Auxiliary / Emergency Ballot Bin

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**NOTE:** Steps 18 - 21 are used if the scanner stops working and ballots cannot be scanned. Ballots stored in the bin may be removed at a later time for counting once the scanner is repaired or replaced.

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- 18. Notify Election Headquarters that the scanner is not working.
- 19. Unlock and open the Auxiliary / Emergency Ballot bin door located on the ballot box, just below the front of the scanner.
- 20. Close the door and lock it in place.
- 21. Instruct voters to place their ballots through the slot into the secured ballot bin.

### Preparing to Close the Polls

- 22. Check the ballot box's Auxiliary / Emergency Ballot bin for uncounted ballots. Follow your procedures for processing uncounted ballots. This could include scanning through the DS200 or proceeding with the close process without scanning through the DS200.

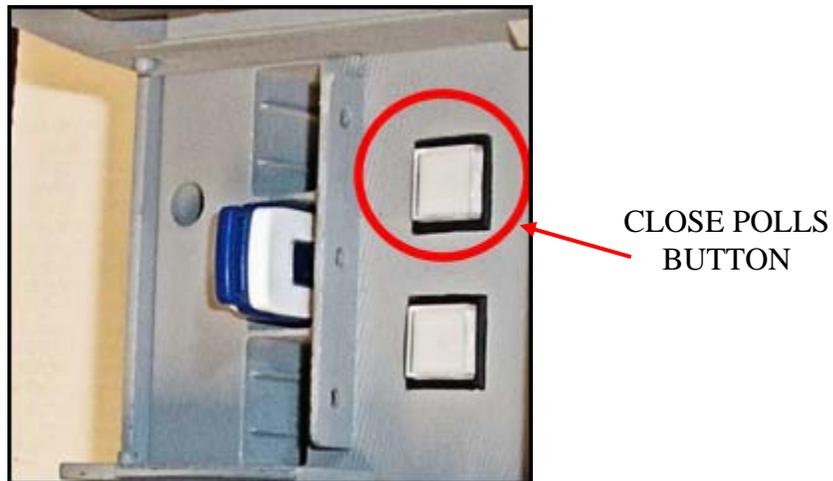
### Closing the Polls

- 23. Unlock the access door.
- 24. Press and hold the **CLOSE POLLS** button for approximately 5 seconds.

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**NOTE:** The Close Polls button will become red when you first press it. When the red light turns off, you can release the Close Polls button.

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- ❑ 25. 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, such as an Audit Log Report.

After printing, if the election is coded to transmit results, the DS200 will begin to dial and transmit automatically. The **POLLS CLOSED** menu will appear after printing and/or transmitting results is complete.

- ❑ 26. Turn off the DS200 using the **POWER** button or by pressing **SHUTDOWN** on the touch screen.

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

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## Reopening the Polls

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**NOTE:** Poll workers may be required to reopen the polls if you find uncounted ballots (in the Auxiliary/Emergency Ballot bin) after you closed the polls.

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- 27. Some DS200 units may be programmed to automatically power up when you raise the LCD screen. If your DS200 does not power up, unlock the switch door covering the power button.
- 28. Press **REOPEN POLLS**. The password entry screen will appear.



- 29. Enter the password provided by your Election Official on the touch screen and press enter. 
- 30. Select Resume Voting.
- 31. Scan any uncounted ballots.
- 32. Repeat the close polls steps 24 - 26.

**Printing Reports After the Polls Have Closed**


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**NOTE:** If you have already turned the scanner off, open the access door and press the Power button. The scanner will initialize and display the Polls Closed screen.

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33. From the **POLLS CLOSED** screen, select the appropriate button to print any additional reports listed below:

- Results Report
- Precinct Report Media
- Precinct Report Summary
- Audit Log Report
- Poll Report Media
- Poll Report Summary



34. When report printing is complete, press the SHUTDOWN button to turn DS200.

**Disassembling the Scanner**

35. Unlock the hinged access door on the front of the ballot box and swing it down to expose the front of the scanner.
36. Pull the scanner forward about 4 – 5 inches and disconnect the power cord from the back of the terminal. Thread the cord through the back of the ballot box and unplug it from the wall.
37. Slide the scanner forward until it clears the mounting rails and remove the scanner from the ballot box.
38. Place the scanner, cord and keys inside the carrying case.

**Last, but Most Importantly**

39. Follow the procedures established by your county election staff to transport all required flash drives, results reports, ballots, equipment and supplies to the designated location.