

DS200 Precinct Ballot Scanner Election Day Checklist

Firmware Version 2.12.0.0
Document Version 1.0
Published: July, 2014



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Security Recommendations, ES&S, Omaha, NE

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Document Section	Description
All	

Table of Changes	
Date of Change	Description of Change
1.15.2008	Initial Document Submission
2.11.2008	Updated Step 1
07.08.2008	Format updates to header and footer
12.19.2008	Updated ballot scanned messages page 7; updated report screen picture page 11
03.27.2009	Update EQC security password information – page 6
04.27.2009	Updated EQC security code process - page 6
06.22.2009	Updated Report Options & Screen shot on page 11
06.29.2009	Added note concerning Election Security Code option - page 6
08.03.2011	Updated date and general formatting edits
07.09.2013	Update EVS screenshots & added modem instructions
06.23.2014	Updated for EVS5201
07.18.2014	Updated for EVS200

Attaching the DS200 to the Ballot Box

NOTE: Steps 1 – 7 are only completed if the DS200 and ballot box are delivered separately. If already attached, position the scanner in the polling place and plug in the power cord.

- 1. Unlock and open the hinged access panel. Slide the scanner 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. Assure the ballot entrance slot is open by placing the metal bar in the unlocked (down) position.
- 5. 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

- 6. Slide the scanner until it is against the back of the ballot box.
- 7. Close and lock the hinged access panel in the closed (up) position.
- 8. Check the Ballot Compartment areas including the Temporary Ballot Storage Bin in the front of the ballot box to verify that the ballot compartments are empty. Close and lock all doors. Re-seal if necessary.
- 9. Remove all ballot box keys and store them in accordance to your jurisdictions procedures.

Opening the Polls

- 10. Unlock the front of the DS200 machine.
- 11. Open the LCD screen on the DS200.

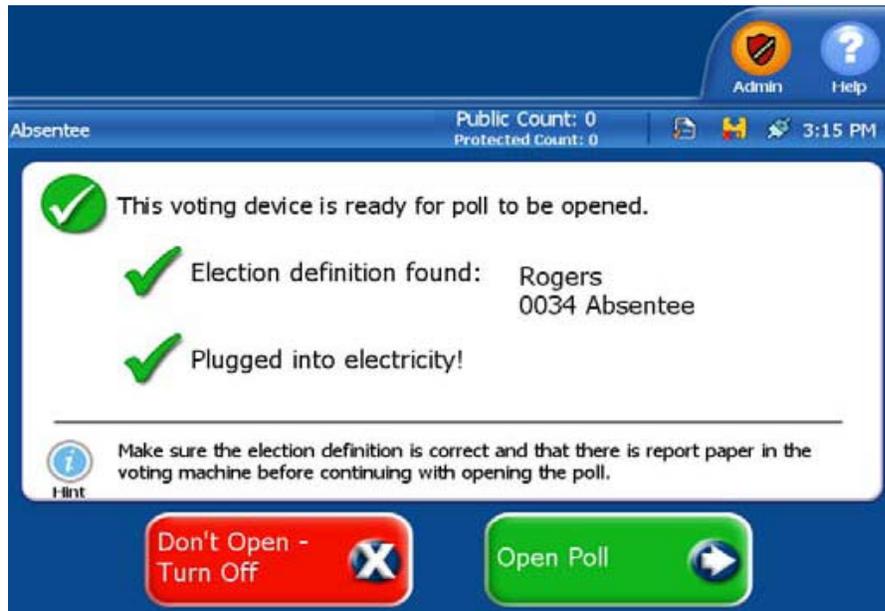


- 12. Some DS200 units may be programmed to automatically power up when you raise the LCD screen. If the DS200 does not power up, unlock the switch door covering the power button and press the **Power** button.

- 13. Once the scanner has powered up, the Election Code is necessary to proceed to Opening the Polls.
- 14. Enter the **Election Code** on the keypad screen and press **Accept**.

NOTE: Some jurisdictions may not require the Election Security Code. Go directly to step 15.

- 15. The DS200 will print the Configuration Report and display the following screen:



- 16. Press **Open Poll**. Depending on options set for your election definition, the DS200 prints a Ballot Status Accounting Report, a Zero Totals Report and/or a Zero Certification Report upon activation.

NOTE: Press **Cancel Printing** at any time during printing to cancel the current report and all following reports.

- 17. Press **Go to Voting Mode** to continue with opening the poll. Close and lock the access panel. After you remove the key, the DS200 scanner is ready for live voting.



Scanning Ballots

Each voter will feed their ballot into the DS200 for scanning and tabulation. The DS200 can accept and scan ballots inserted in any direction. From the “Welcome Please Insert Your Ballot” screen the voter can also choose a language for information to appear. Language choices are Spanish, Korean or Chinese. If a language is not specified, the information will be displayed in English.

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.

Blank and Under Voted Ballots

The DS200 precinct tabulator can be coded to detect and notify the voter when it encounters a blank or under voted ballot/contest. The display will indicate that the ballot has under voted contest(s) and offer the voter two choices, **Don’t Cast – Return Ballot** or **Cast Ballot**.

If it is the voter’s intent to cast a blank or under voted ballot/contest, they would select **Cast Ballot**. The ballot will be counted, however an under vote will be registered for any contest or issue where a choice was not marked.

If it was not the voter’s intent to cast a blank or under voted ballot/contest, they would select **Don’t Cast – Return Ballot**. 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 can be 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 contest or issue has been marked. The display will indicate that one or more contests have too many votes cast and offer the voter two choices, **Don’t Cast – Return Ballot** or **Cast Ballot**.

If the voter selects **Cast Ballot**, the ballot will be counted, all properly marked contests 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 **Don’t Cast – Return Ballot**, 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.

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.

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.

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.

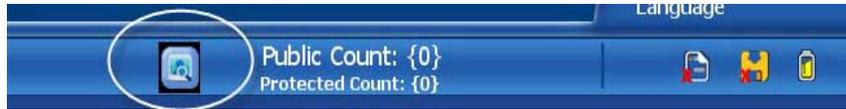
Using the Temporary Ballot Storage Bin

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 scanning once the DS200 is repaired or replaced.

- 18. Notify Election Headquarters that the scanner is not working.
- 19. Unlock and open the Temporary Ballot Storage 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.

To view public count ballot information

22. Press the **Public Count** icon to the left of the Public Count at the top of the screen to view ballot information.



23. This will open a pop-up window which will show how many paper ballots and how many ExpressVote cards have been scanned on the DS200.

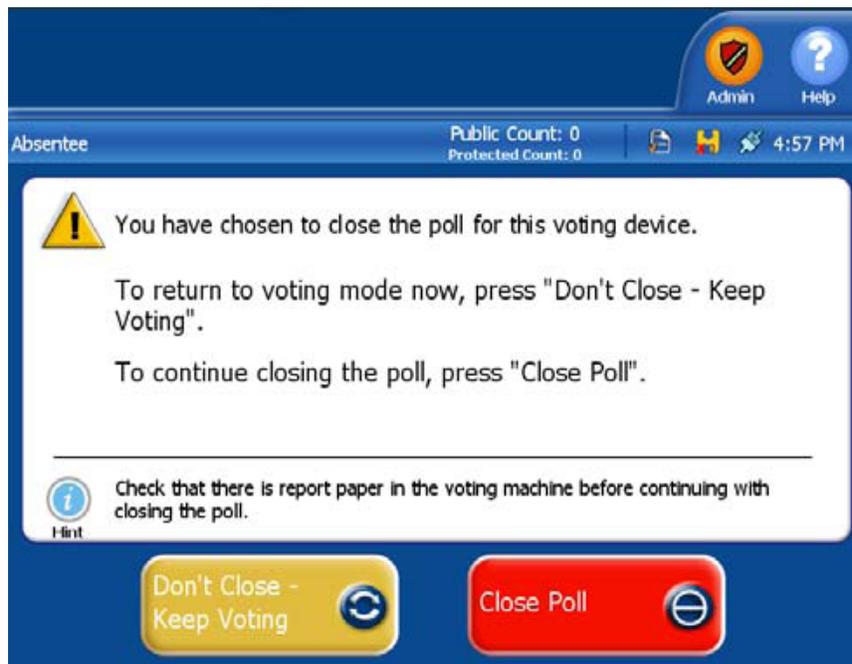
**Preparing to Close the Polls**

24. Check the ballot box's Temporary Ballot Storage 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

25. Unlock the access door to reveal to Power and Close Polls buttons.
26. Press the **Close Poll** button to close the polls. The following screen will appear.

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



- 27. Press **Close Poll** on the screen to confirm the scanner should be closed. The DS200 will automatically print a Ballot Status Accounting Report and a Results Report.
- 28. Turn off the DS200 by pressing **Finished – Turn Off** on the touch screen.

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.

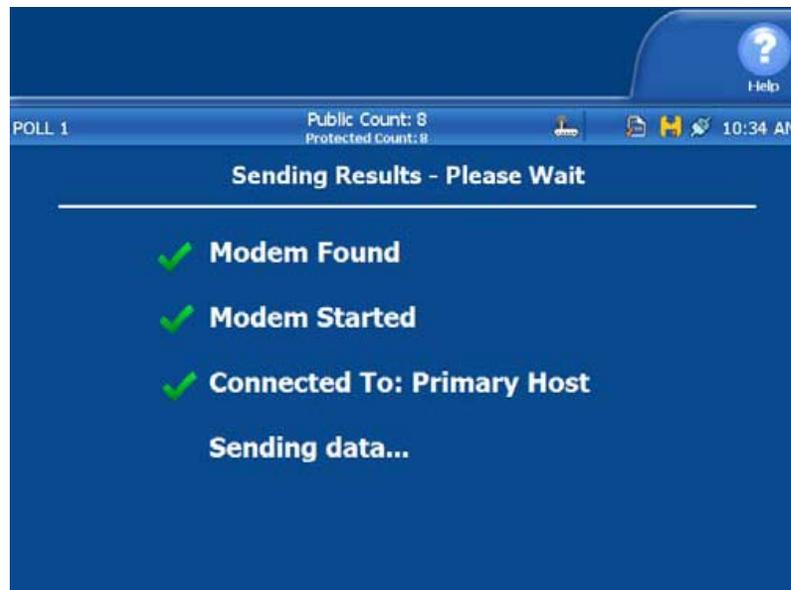
Transmitting Election Reports (if applicable)

If your election is programmed to **automatically** modem election results following the steps below:

- 29. Press **Begin Modem Process** to start the process to transfer election results. The screen below will show the current signal strength. Press **Cancel Modem** to cancel the transfer process.

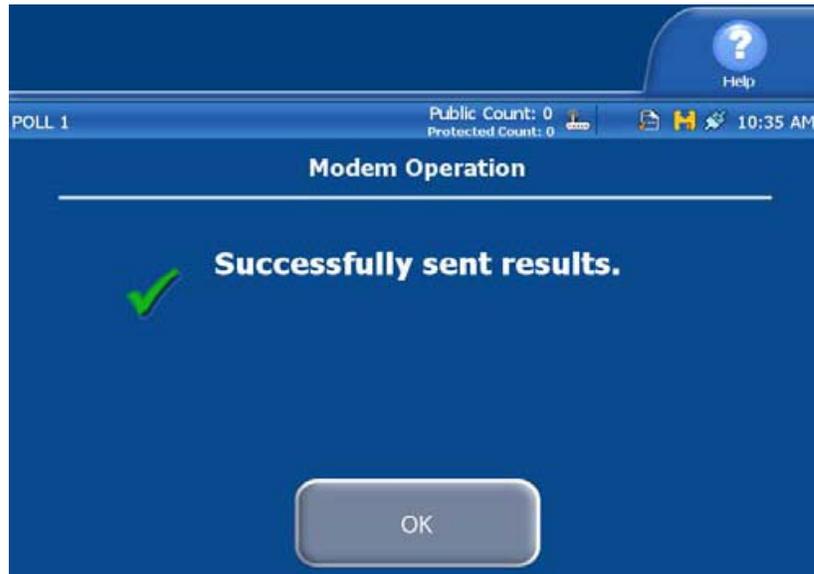


- 30. The scanner will attempt to connect to the server. Once the DS200 connects to the server it will show that you are connected.



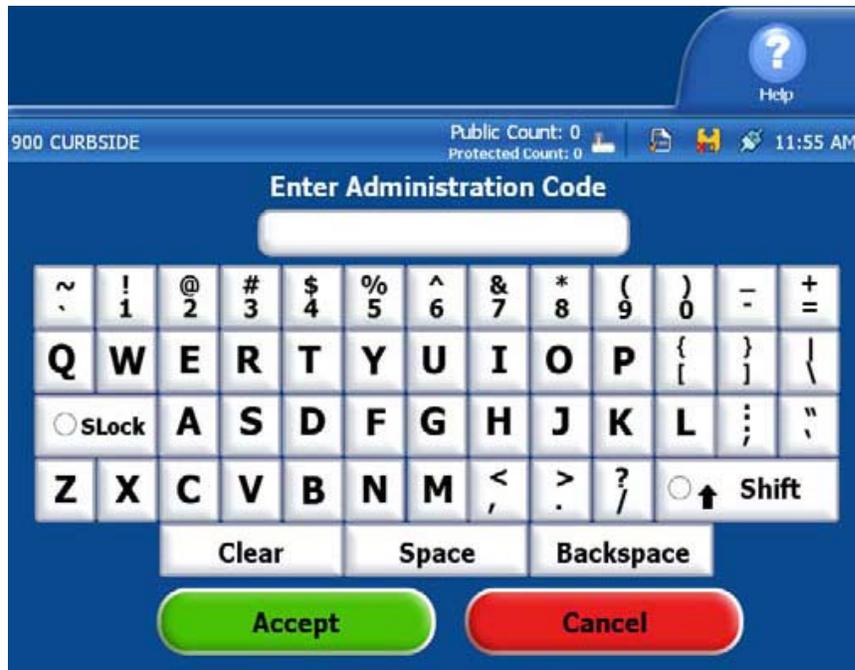
NOTE: If the connection fails the DS200 will automatically re-try (up to 10 times) to successfully connect to the server and transmit the results.

- ❑ 31. When the results have been successfully sent press **OK** to go back to the Administration Menu.

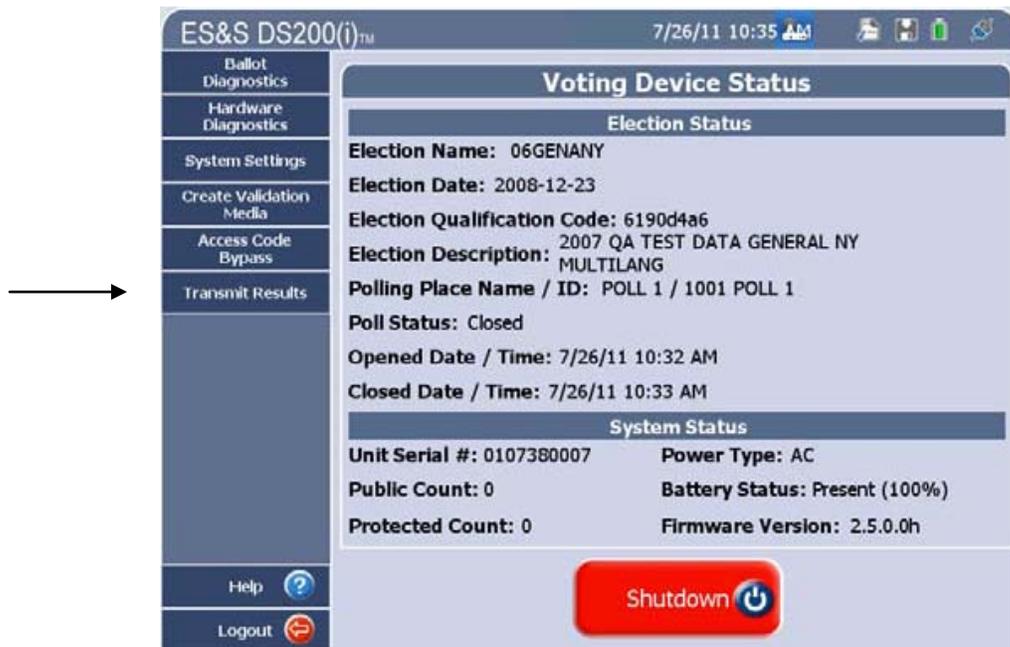


Follow the steps below to **manually** transfer election results by modem to the SFTP server after the polls have closed:

- ❑ 32. Press the **Admin** button in the upper-right corner of the screen to access the Administration menu.
- ❑ 33. Press **Log In** and enter the **Administration Code**.



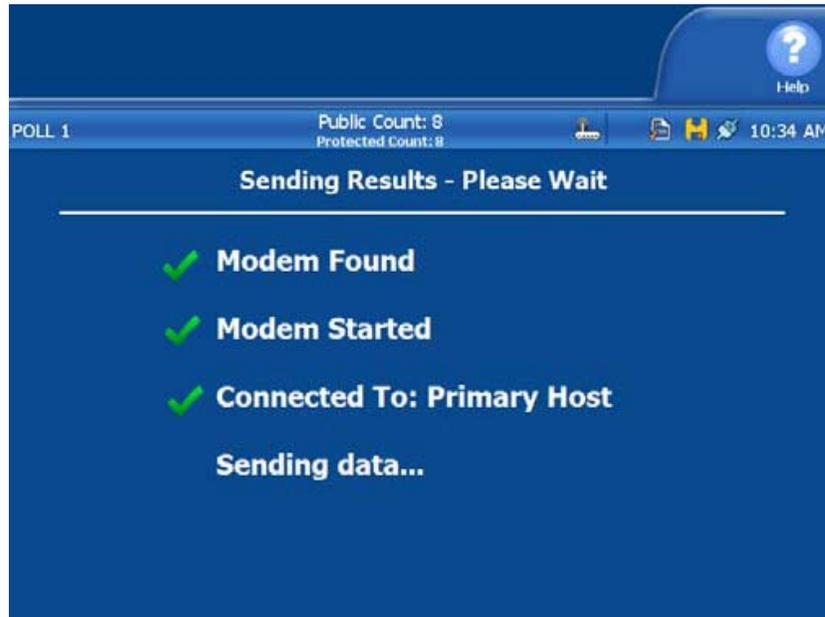
- ❑ 34. When you press **Transmit Results** the modem will attempt to connect to the SFTP server.



- ❑ 35. Press **Begin Modem Process** to start the process to transfer election results to the SFTP. The screen below will show the current signal strength. Press **Cancel Modem** to cancel the transfer process.

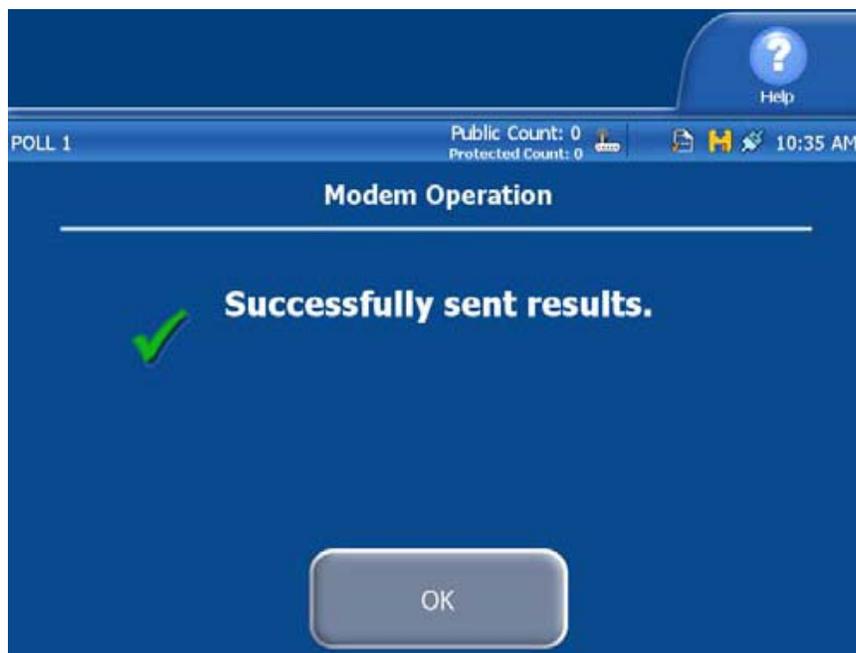


36. Once the DS200 connects to the server it will show that you are connected.

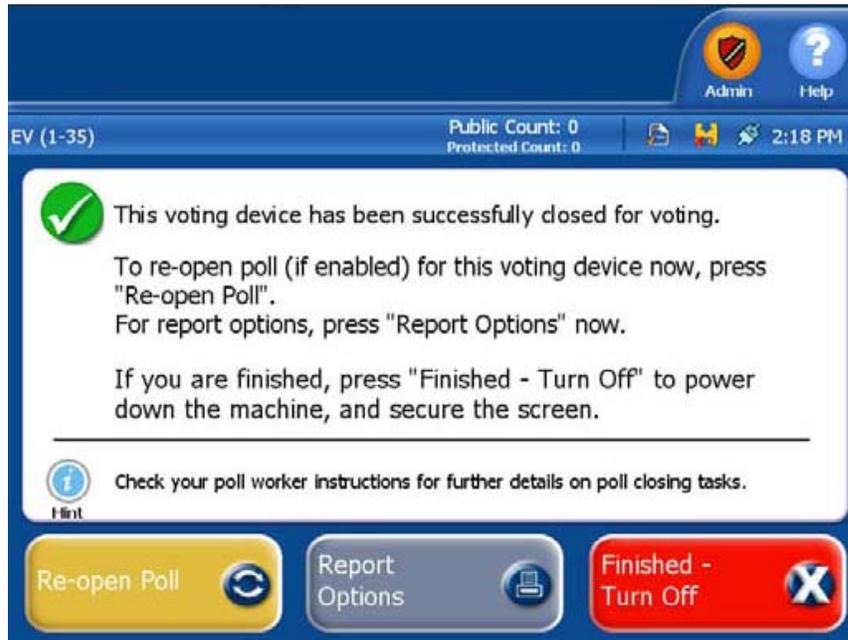


NOTE: If the connection fails the DS200 will automatically re-try (up to 10 times) to successfully connect to the server and transmit the results.

37. When the results have been successfully sent press **OK** to go back to the Administration Menu.



38. When the scanner has finished sending the results or printing reports, the following screen will appear.

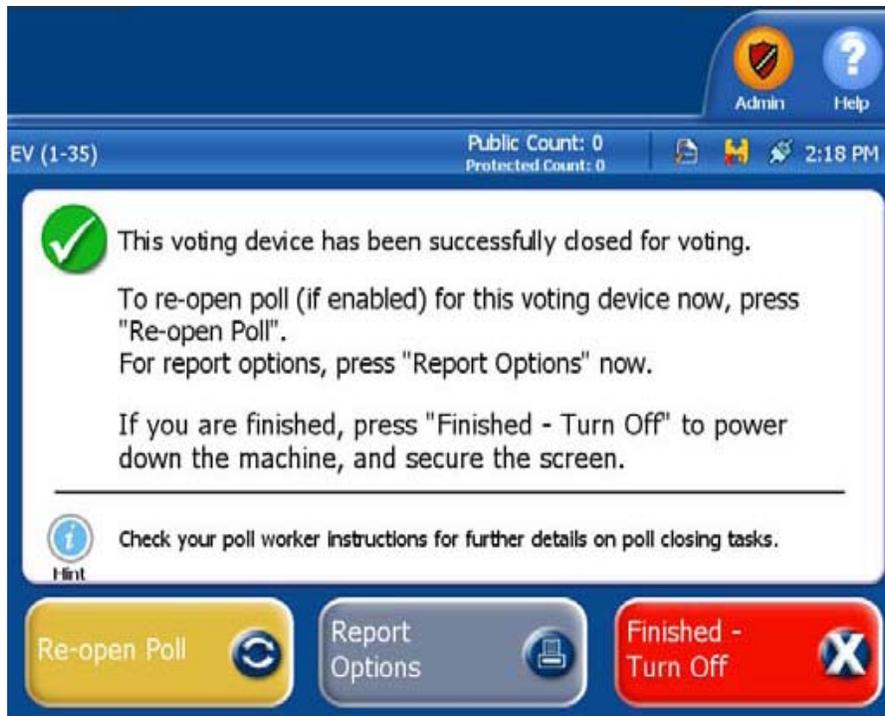


39. If necessary, press **Report Options** to reprint any additional reports.
40. Press **Finished-Turn Off**.
41. Remove the USB flash drive(s) from the machine when the Power light is off.
42. Follow your jurisdictions guidelines for securing and delivering the USB flash drive(s) to Election Headquarters.

Re-opening the Polls

NOTE: Poll workers may be required to re-open the polls if you find uncounted ballots (in the Temporary Ballot Storage Bin) after you closed the polls and are required to scan the ballots.

43. From the close poll screen, choose **Re-open Poll**.



44. Enter the **Override password** on the touch screen and press **Accept**.
45. Press **Re-open Poll** to resume voting. A Ballot Status Accounting Report will print.



46. When finished scanning ballots, follow the steps 25 - 28 Close the Polls and generate new reports.

Printing Reports after the Polls Have Closed

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.

- 47. From the polls closed screen, select **Report Options** to select and print any additional reports listed below:
 - Ballot Status Accounting
 - Zero Totals
 - Voting Results
 - Event Log Summary
 - Event Log
 - Configuration
 - System Log
- 48. When report printing is complete, press the **Cancel** button to return to the poll closed screen.
- 49. Press **Finished - Turn Off** button on the touch screen to turn off the DS200.

Disassembling the Scanner (optional)

- 50. Unlock the hinged access door on the front of the ballot box and swing it down to expose the front of the scanner.
- 51. Pull the scanner forward about 4 – 5 inches and disconnect the power cord from the back of the unit.
- 52. Slide the scanner forward until it clears the mounting rails and remove the scanner from the ballot box. Place the scanner in the carrying case.

Last, but Most Importantly

- 53. Follow the procedures established by your jurisdiction election staff to transport all required ballots, equipment and supplies, etc... to the designated location.