

# DS200 Precinct Ballot Scanner Pre-Election Day Checklist

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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	Update Paper Roll Orientation
07.08.2008	Update Header and Footer information
12.19.2008	Updated screen pictures throughout
03.27.2009	Updated Election Security code information - pages 8 and 15
04.27.2009	Reorganized checklist processes
06.22.2009	Updated testing processes and report options
06.29.2009	Updated steps to load the Election Definition – page 8 Added Access Code Bypass information - page 12 Added Write In Stamp functionality – page 14 Update Report Option choices – page 16 Changed override password to Override Security Code – page 18
08.03.2011	Updated date and general formatting edits
07.09.2013	Updated screenshots for EVS5100
06.23.2014	Updated for EVS5201
07.18.2014	Updated for EVS5200

### Checking Supplies and the Equipment

- 1. 1 spool 3” thermal paper per scanner per election
- 2. USB Flash Drives – EQC Media, Polling Place and back up stick (optional)
- 3. Ballot marking devices
- 4. Pressurized can of air
- 5. 1 clean lint-free cloth
- 6. 1 bottle of Isopropyl rubbing alcohol
- 7. 1 set of DS200 scanner keys
- 8. 1 ballot box per scanner & keys
- 9. DS200 power cord (if scanner is being used on a table)
- 10. Extension cord if required



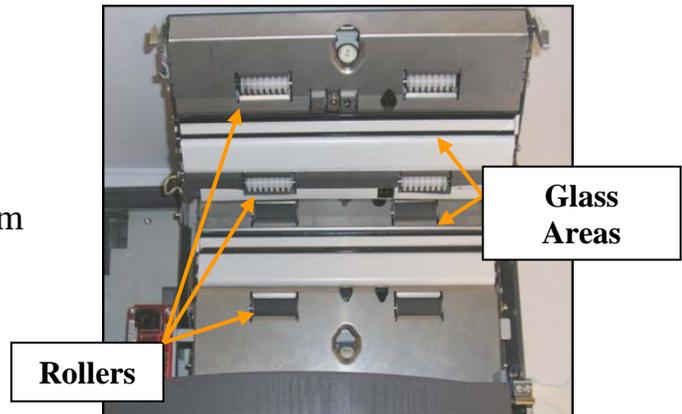
### Cleaning the Scanner

- 11. Remove the scanner and power cord from the carrying case.
- 12. Clean the ballot entrance and exit slots with a can of pressurized, clean, dry air. Aim the air spray tube into the ballot entrance and exit slots and blow out all the debris.
- 13. Use the cloth and cleaning solution to clean the outer casing of the scanner.
- 14. Use a lint-free cloth and isopropyl alcohol to clean the LCD touch screen.
- 15. Wipe all traces of the cleaning solution after cleaning.
- 16. Unlock the rear access door on the back cover of the DS200.
- 17. Once this door is unlocked and the back cover of the DS200 is raised, the ballot transport mechanism can be opened.



**Ballot Transport Cover**

- 18. Lift up the latches on the left and right side of the ballot transport and lift the top cover to access the ballot transport area.
- 19. Use a lint-free cloth and isopropyl alcohol to clean the glass surface of the contact image sensors.
- 20. Wipe the rubber rollers on the bottom surface of the ballot transport.
- 21. Close and lock the rear access door.



### **Cleaning the Ballot Box**

- 22. Wipe dust and debris out of both of the ballot box's bins.
- 23. Clean the outside of the ballot box with a soft cloth.

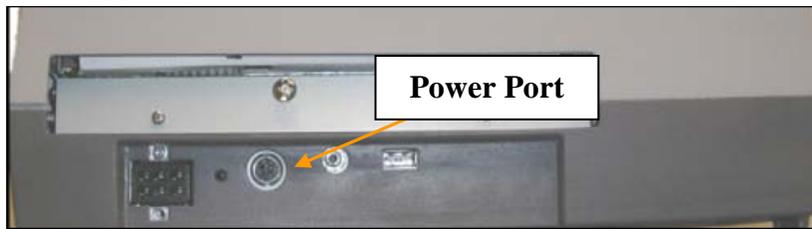
### **Attaching the DS200 to the Ballot Box**

- 24. Unlock and open the hinged access door. Slide the scanner on the mounting rails until it is four to five inches from the back of the recessed area.
- 25. 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.
- 26. Thread the cord through the opening on the back of the ballot box until it appears inside the opening at the top recessed area.
- 27. 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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- 28. Slide the scanner until it is against the back of the ballot box.
- 29. Close and lock the hinged access door in the UP position.
- 30. Assure the ballot entrance slot is open by placing the metal bar (at the back of the ballot bin) in the unlocked (down) position.

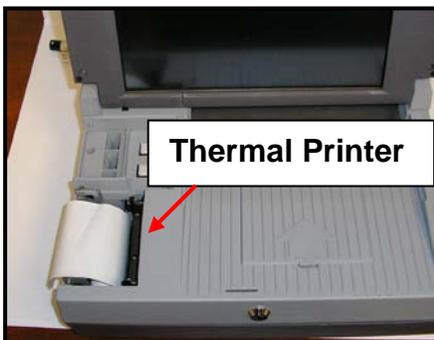
### **Changing the Paper in the Scanner's Internal Printer**

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**NOTE:** ES&S recommends that you begin each election with a new, full roll of paper on every scanner.

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- 31. Unlock and open the DS200 screen.
- 32. Unlock the access door, located above the printer. This will allow you to access the printer release lever.



- 33. Press the lever to unlock and open the printer door.
- 34. Drop the paper into the printer paper compartment.

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**IMPORTANT:** Make sure the glossy side of the thermal paper is facing the thermal printer.

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- 35. Pull the end of the paper roll out toward the ballot input tray of the DS2000.
- 36. Close the printer door by pressing firmly to assure it locks into place.

## Clearing and Initializing the DS200

Before loading the election definition, you will need to clear and initialize the DS200 using the Election Qualification Code Device (Flash Drive). Clearing and initializing the scanner assures the following:

- The election log from the previous election is cleared.
- The public count is reset to zero.
- Loads the Election Qualification Code for the DS200.
- Loads all the passwords that were set in *ElectionWare*.
- Resets bypass settings (if applicable)

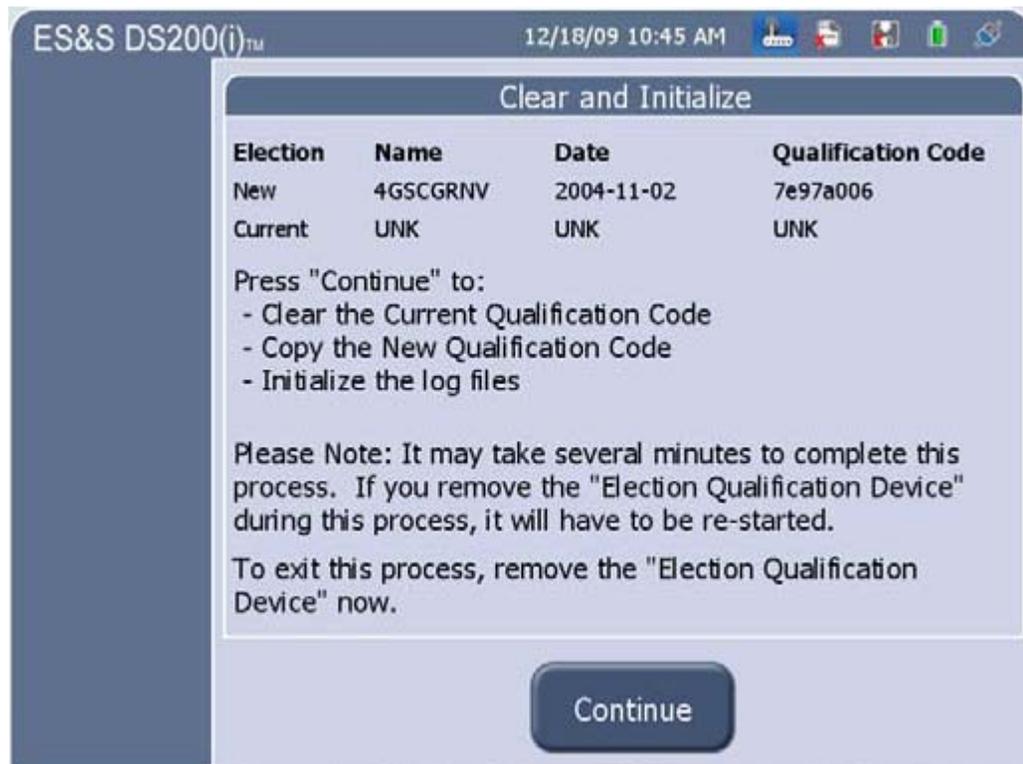
37. Insert the Election Qualification Device into the DS200.

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**NOTE:** If the jurisdiction is using a backup media device it must be inserted into the rear of the machine prior to clearing the machine. The backup stick must be equal in data size to the Election Definition Media and is inserted in the auxiliary data port in the rear of the unit. When the configuration report prints it will identify the size of the backup stick.

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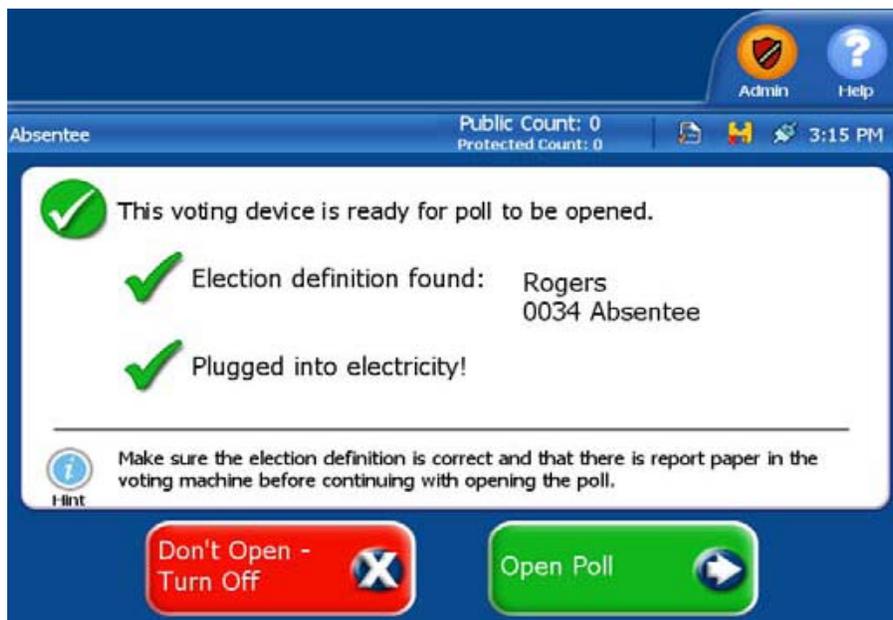
38. Turn on the DS200 by pressing the **Power** button. The Clear and Initialize Screen will appear.



- 39. Press **Continue** and enter the **Qualification Code** using the touch screen.
- 40. Press **Accept** when finished entering the code and the system will begin the initialization process. When complete, the Initialization Complete screen will appear. Remove the Election Qualification Device.

### **Loading the Election Definition (Poll Media)**

- 41. Open the access door on the front left of the scanner to access the USB flash drive area (if not already open.)
- 42. Insert the Poll Media flash drive into a slot. Do not force the flash drive into the slot.
- 43. Enter the **Election Code** to access the Polling Place Media and press **Accept**.
- 44. The following screen will appear and the Configuration Report will print.



## Configuration Report

45. The Configuration Report is automatically generated when the DS200 is turned on and the Poll Media is accessible. Validate the information in categories below:

Hardware Configuration  
 Election Qualification Information  
 Election Status  
 Election Information  
 Ballot Information  
 Election Settings  
 Exception Ballot Settings

## Calibration of the Scanner

Once you load the Poll Media the scanner must be calibrated to identify the election settings from the Flash Drive.

Access the Administration Menu to not only calibrate the scanner but complete other set up tasks also.

46. Press the **Admin icon** in the upper-right hand area of the screen.
47. Press **Log In**, enter the **Administrative password** and press **Accept**.
48. From the **Administrative Menu** on the left hand side of the screen, choose **Systems Settings**.
49. From the **System Settings** Menu, choose **Hardware Settings**.



- ❑ 50. Press **Calibrate Scanner** to begin the process. Then press **Continue** to confirm the action and proceed.



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**NOTE:** This process may take a few minutes to complete.

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- ❑ 51. When the calibration process is complete, the Scanner Calibration Complete screen appears. Press **OK** to return to the System Setting screen.



## Setting the Date and Time

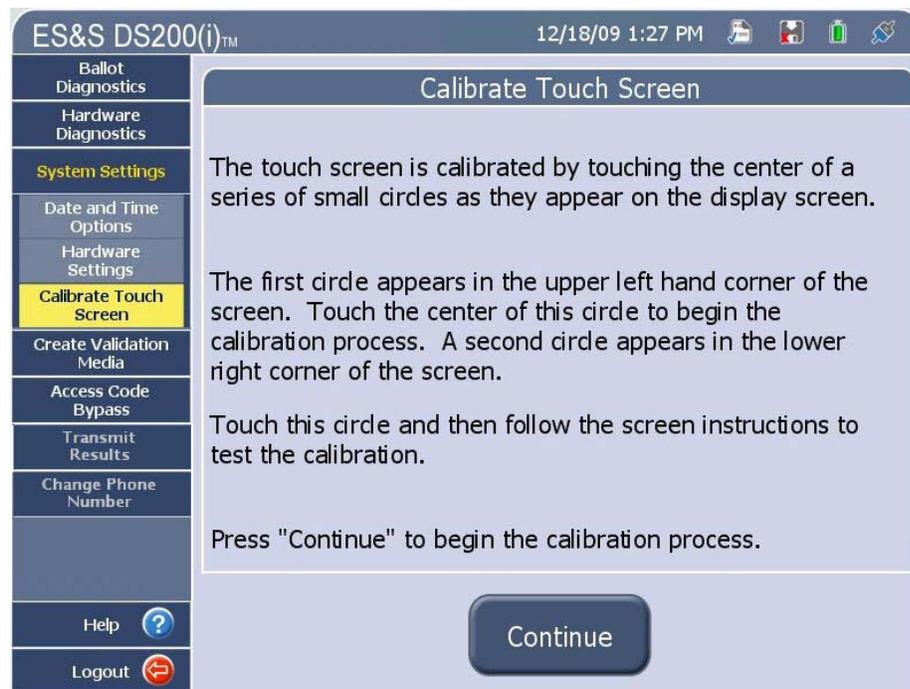
- 52. From the **Administration Menu**, select **System Settings** to access the System Settings menu.
- 53. Press **Date and Time Options**.



- 54. Select **Change Date** to proceed with updating the date.
- 55. Enter the correct date and save by pressing **Apply**. Press **Back** to return to the Date and Time Options screen.
- 56. Press **Change Time** to proceed with updating the time.
- 57. Select the field to update (hour, minute or AM/PM) by pressing the field.
- 58. Correct time by using the arrows to make adjustments.
- 59. Press **Apply** to save the changes. Press **Back** to return to the Date and Time Options screen.
- 60. Once you have made all changes, review the settings from the Date and Time Options screen and press **Apply**.

## Calibration of the Touch Screen

- 61. From the **Administration Menu**, select **System Settings**.
- 62. Press **Calibrate Touch Screen** and the following screen will appear.

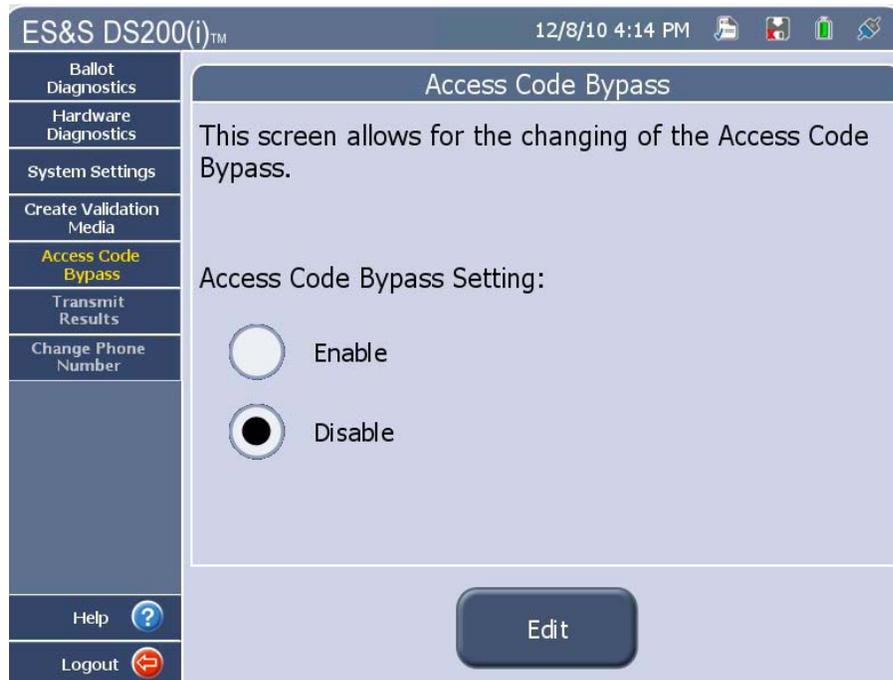


- 63. Press **Continue** to commence with the touch screen calibration.
- 64. On the calibration screen, press the circle in the upper-left corner. The circle will turn black. Then press the circle in the lower-right corner that circle will turn black and a confirmation screen will appear.
- 65. From the confirmation screen press **SAVE & EXIT** to save the calibration settings or press **RECALIBRATE** to repeat the calibration process.
- 66. Press **OK** to confirm the calibration process is complete.
- 67. Press **Logout** in the lower left of the screen to return to the **Voting Device Status** screen.
- 68. Press **Exit** to exit from the **Admin area** of the DS200.

## Access Code Bypass

The Access Code Bypass is an optional feature jurisdictions can use to eliminate the Election Security Code entry screen for Poll Workers. Enabling the bypass will allow Poll Workers to go directly to opening the polls without entering the security code.

- 69. From the **Administration Menu**, select **Access Code Bypass**.
- 70. Press **Edit**.
- 71. Choose **Enable** to bypass the election security code entry or choose **Disable** to require the code entry.
- 72. Press **Apply** to save the changes.



73. Press another Administration Menu option or **Logout** to leave the Administration Menu options.



### Checking the Scanner's Battery

The DS200 uses an 18-volt, 5 amp lithium ion battery to power the scanner in case of an electrical power failure.

74. To externally check the charge of the backup battery, view the indicator light at the back of your DS200 machine.

INDICATOR LIGHT



- Green Light = Battery is charged
- Amber Light = Battery is charging
- Flashing Red Light = Battery is defective or not hooked up

(For a detailed listing of all battery light indicators, refer to the SOP manual.)

75. You can also check the battery charge on the screen by viewing the Battery Power Icon in the upper right area of the screen when the unit is NOT plugged into an electrical outlet.



**Full Battery Charge**



**75% Battery Charge**



**50% Battery Charge**



**25% Battery Charge**



**No Battery Charge**

### Charging the Scanner's Battery

The amount of time to charge a battery can be up to seven (7) hours.

- 76. Plug the scanner into an outlet. An election definition flash drive is not required to charge the battery.

### Marking Write-In Ballots

If a ballot contains write-in entries, the DS200 will stamp a pink circle on the ballot if using that functionality. The stamp will be on the bottom center of the reverse side of the ballot, regardless of the orientation in which the ballot was scanned.

### Replace the Write-in Stamp

The DS200 is equipped with a stamp that marks ballots containing write-in votes. The stamp should be replaced prior to each election if using the write-in stamp functionality.

- 77. On the back of the DS200, open the stamp door by pulling on the white knob.
- 78. Insert the stamp with the plastic portion of the stamp on top.



## Testing the Election Definition

Testing the Election Definition is completed manually by opening the polls, scanning a test deck of ballots and then closing the polls. You will use the results report to compare against the test deck results to assure set up and tabulation is correct. The final step to testing would be taking the media to the ERM software and reading the results from the media.

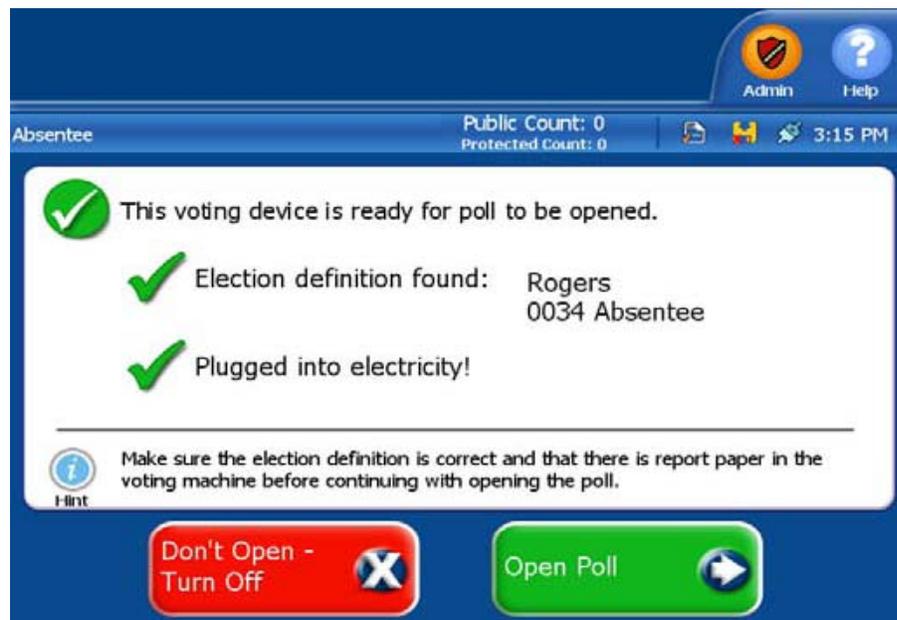
## Opening the Polls

79. After the Polling Place Media has been installed and the Election Code has been entered and accepted the following screen will appear:

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**NOTE:** Should the Polling Place Media be unavailable, the screen will tell you the Election Definition was not found and require you to insert the Polling Place Media.

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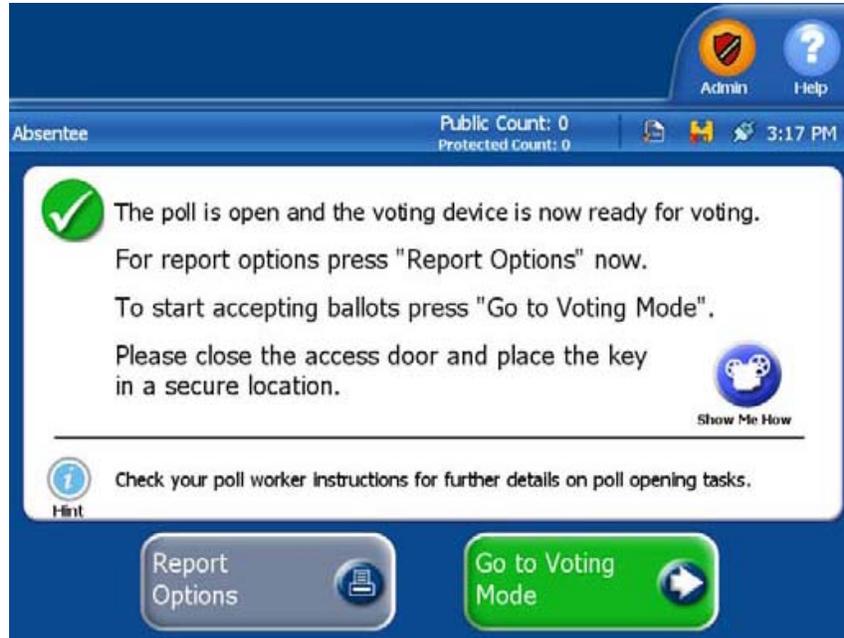
80. Press **Open Poll** and the scanner performs the following functions:
- The scanner checks available memory and scans the election definition for errors.
  - Depending on options set for your election definition, the DS200 prints a Ballot Status Accounting Report, a Zero Totals Report and/or a Zero Certification Report on activation.

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**NOTE:** Press **Cancel Printing** at any time to cancel the printing of the report.

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- 81. After the reports finish printing, the following screen appears.



- 82. Press **Go to Voting Mode** to continue with the testing.
- 83. Insert the Test Deck of ballots into the scanner one at a time. The DS200 can scan ballots inserted in any orientation. As ballots are scanned, the Public Count will increase by one for each ballot inserted.

**To view public count ballot information**

- 84. With the polls open press the **Public Count** icon to the left of the Public Count at the top of the screen to view ballot information.

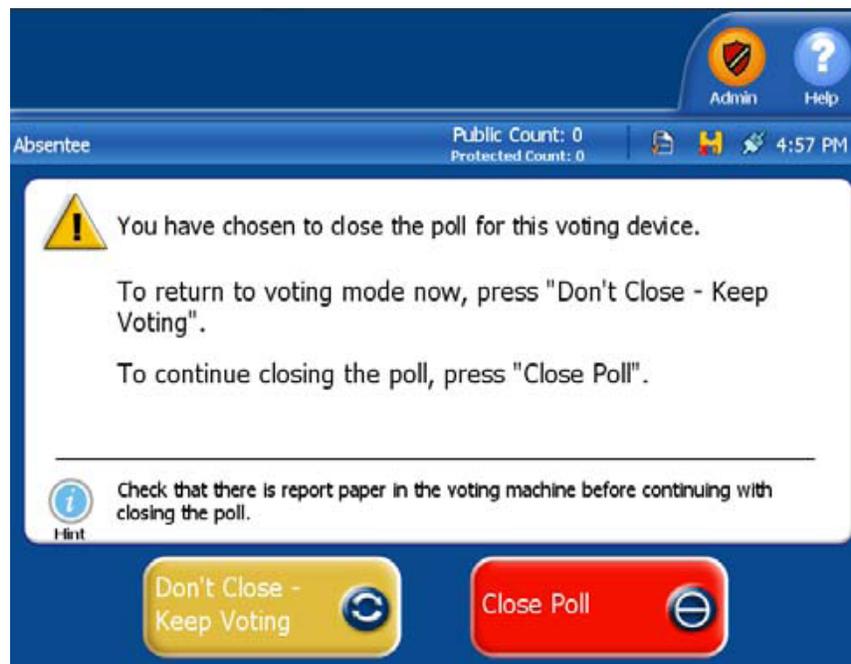


- 85. This will open a pop-up window which will show how many paper ballots and how many ExpressVote ballots have been scanned on the DS200.



## Closing the Polls

86. After you finish scanning test ballots, press the **Close Poll** button to close the polls. The following screen will appear.



87. Press **Close Poll** to continue. The system will automatically print the report requested during the coding process.
88. If any additional reports or additional copies are necessary choose **Report Options** from the closed poll screen to select and print additional reports for the testing:
- Report Format – these reports includes the results for each contest broken down by Election District or Polling Place (see Report Level). The Media report will not include counts for over and under votes while the Summary report will break out those counts on individual lines per contest.
  - Report Level– defines whether the report includes results by Election District or for the entire Polling Place.
  - Miscellaneous—choose Include Affidavit to print the Election Official signature lines at the bottom of the report.

89. Verify your results by comparing the test deck results to the DS200 printed report results.
- If the results match, Zero the Totals, and then press Finished – Turn Off to turn off the DS200.
  - If the results do not match, review the test ballots for errors, zero the totals and repeat the test steps.
  - If the results do not match after the 2<sup>nd</sup> test, contact ES&S.

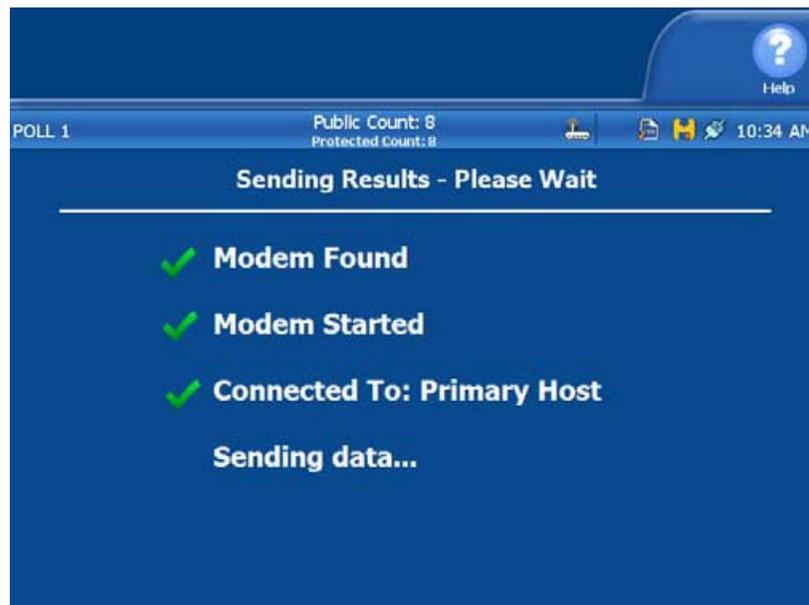
**Transmitting Election Reports (if applicable)**

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

90. 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.



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

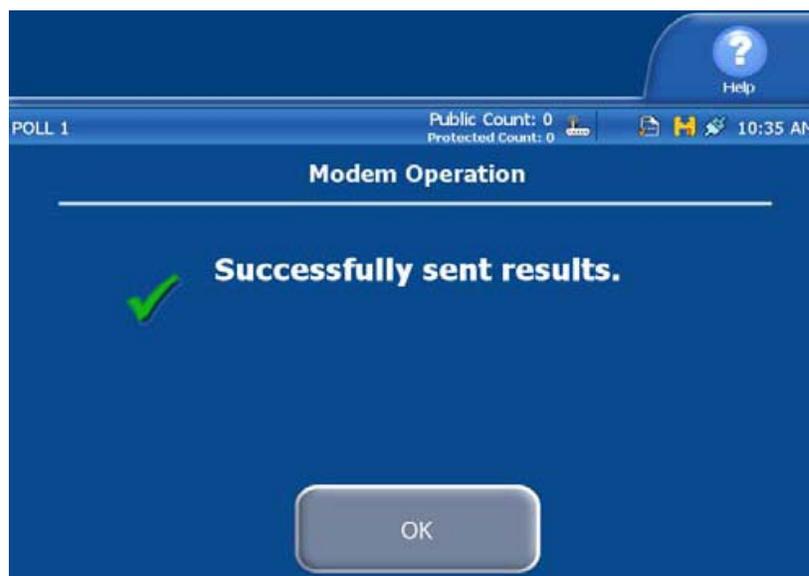


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**NOTE:** If the connection fails the DS200 will automatically re-try (up to 10 times) to successfully connect to the server and transmit the results.

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- ❑ 92. 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:

- 93. Press the **Admin button** in the upper-right corner of the screen to access the Administration menu.
- 94. Press **Log In** and enter the **Administration code**.



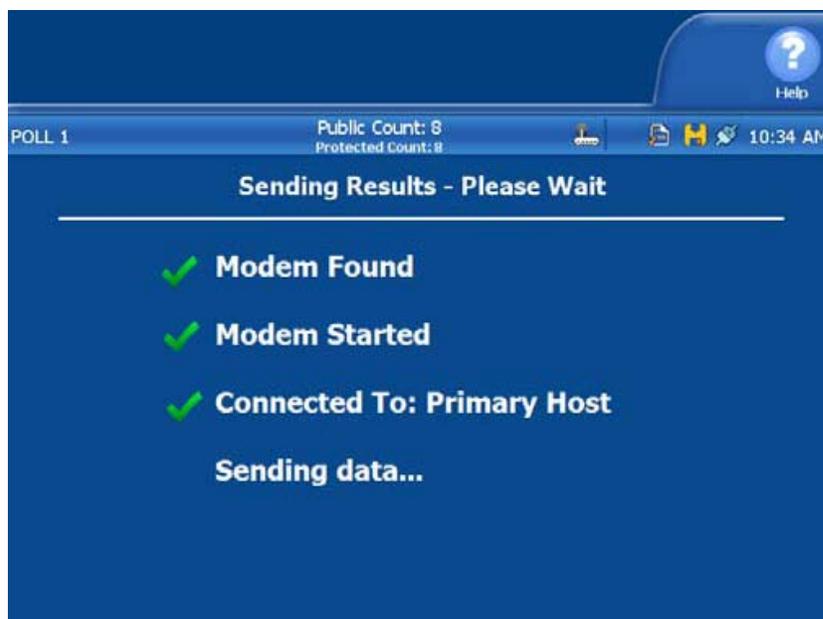
- 95. When you press **Transmit Results** the modem will attempt to connect to the SFTP server.



- ❑ 96. 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.



- ❑ 97. Once the DS200 connects to the server it will show that you are connected.

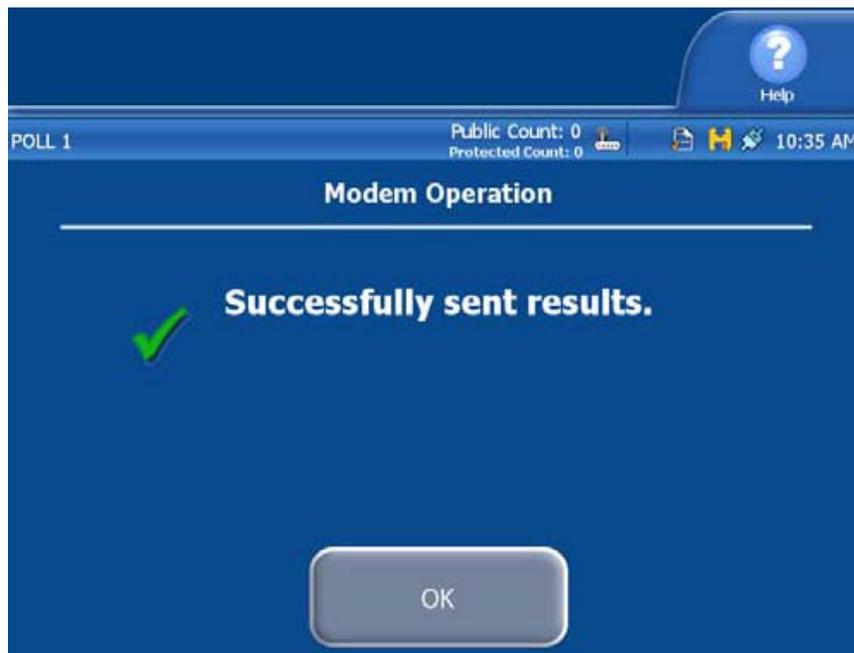


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**NOTE:** If the connection fails the DS200 will automatically re-try (up to 10 times) to successfully connect to the server and transmit the results.

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



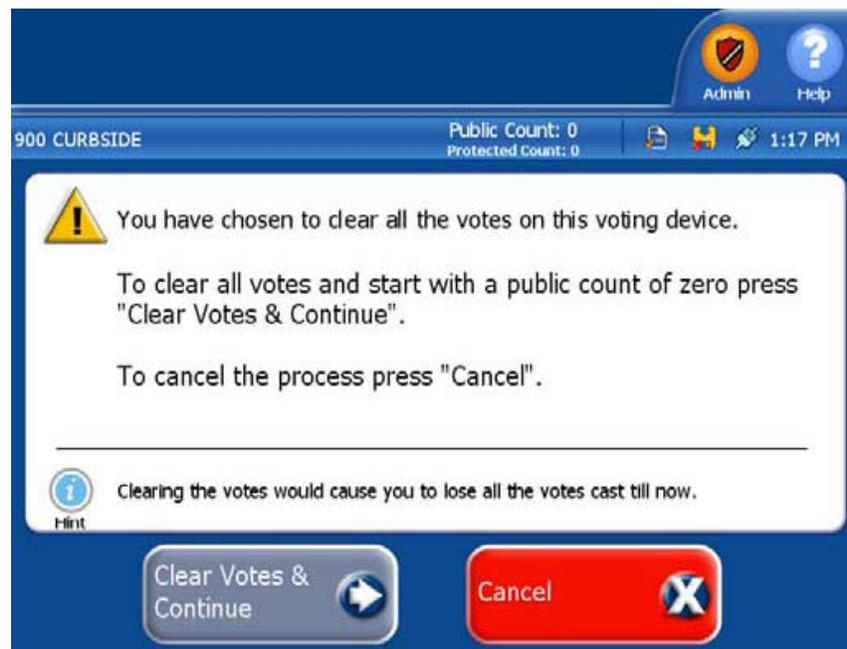
- ❑ 99. When the scanner has finished sending the results or printing reports, the following screen will appear.



- ❑ 100. If necessary, press **Report Options** to reprint any additional reports.

### Clearing the Test Results

- 103. From the close poll screen, choose **Re-Open Poll**.
- 104. Enter the **Override Security Code** on the touch screen and press **Accept**.
- 105. Press **Clear Votes** then confirm by pressing **Clear Votes & Continue** to clear the testing results from the election definition stick and the back-up stick (if it is being used).



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**NOTE:** Some jurisdictions do not allow reopening of the polls after the assigned closing time. Your jurisdiction must specifically request the option to reopen the polls from ES&S election programmers or include the option on the election definition USB flash drive in order to reopen polls.

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### Shutdown

- 106. Shutdown the DS200 by pressing **Finished - Turn Off**. Store the DS200 in accordance to your county's procedures.

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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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