

# DS200

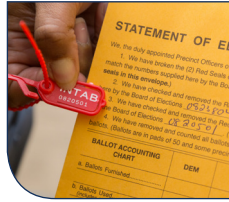
## OPERATION MANUAL



THE ELECTION CENTER  
701 West Ormsby Ave., STE 301  
Louisville, KY 40203-3143  
[jeffersoncountyclerk.org](http://jeffersoncountyclerk.org)



1. Compare the red seal number on the front of the scanner with the number on the Ballot Accountability Envelope. If the numbers match, break seal and place it in Ballot Accountability Envelope. If the numbers do not match, call **574-FIXX (3499)**.



2. Open the back door of the DS200 with the flat silver key. Pull out the power cord and plug into the wall outlet. Keep compartment door open so power pack can cool.



3. Open emergency bin on the DS200.
  - a) Be certain the emergency bin is empty and lower the silver flap on the door.
  - b) Close and relock emergency bin.
  - c) Open the ballot bin on the DS200. Be certain the ballot bin is empty. Close and relock the ballot bin.



4. Unlock the top clam lid with the flat silver key.

5. Open the latches on the top clam lid and raise it with both hands.

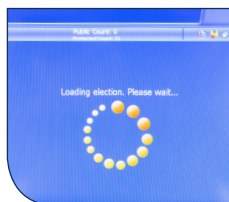
6. Unlock the front of the monitor using the black barrel key and turn left. Raise the screen and remove key.



- a) The DS200 will come on automatically however IT WILL TAKE SEVERAL MINUTES to load. The screen may be blank or appear not to move.
- b) If it has not loaded after five minutes, call **574-FIXX (3499)**.



7. The machine will say "Enter Election Code," the Election Code is 1111. The screen will say, "Loading Election, please wait...."

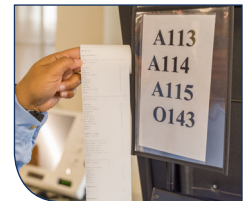


8. DO NOT REMOVE OR DETACH THE ZERO TAPE that will begin printing. A screen will appear that has a green check mark by "Election Definition Found" and "Plugged Into Electricity."



- a) If both check marks do not appear or if the second check mark says, "Running on Battery," call **574-FIXX (3499)**.

9. Touch the green button that says, "Open Poll" and the Zero Tape will finish printing.



- a) Compare the Lead Precinct number printed on the Zero Tape to the Precinct number hanging from the lid of your DS200.
- b) If it does not match, call **574-FIXX (3499)**.

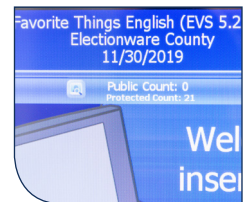
10. Have two Election Officers (one Democrat and one Republican from each precinct) sign the Zero Tape.



- a) The zero tape will stay attached to the outside of the machine. Merely roll it up and tuck it beside the scanner. DO NOT REMOVE THE ZERO TAPE.

11. Touch "Go to Voting Mode" button on the screen.

- a) A moving ballot should show on screen.
- b) Check the screen to see if Public Count is "0" and that the Lead Precinct number is correct.

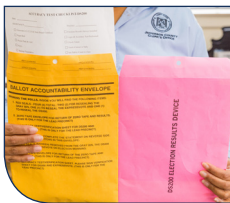


**THE DS200 IS NOW READY TO ACCEPT BALLOTS.**



## BEFORE YOU BEGIN...

- Have the Accuracy Test/ Verification Sheet
- Ballot Accountability Envelope, Results Tape Envelope, and Pink Election Results Device Envelope available before you begin closing the DS200.



1. Check the emergency bin to be certain there are no ballots. If there are, call **574-FIXX (3499)**. Raise the silver flap and relock the door.
2. Open the End-of-Day Door on top of the DS200 monitor with the black barrel key. The key will not come out. You will see the Election Results Device along with the "Close Poll" button and the "Power" button.
3. Push the "Close Poll" button in the End-of-Day Compartment and hold for a count of two. On the screen a red "Close Poll" option will appear.
  - a) Touch the red "Close Poll" option on the screen. The results tape will automatically print.
4. Verify that two sets of results have printed. Two election officers (one Democrat and one Republican from each precinct) will sign.
5. Hang the last copy on the precinct door after you tear the results tape under the signature lines.
  - a) Fill out the public count number on the Accuracy Test/ Verification Sheet and sign.
  - b) Place the Zero Tape and signed Results Tape in the Results Tape Envelope and return in Black Bag.



6. Touch the "Finish – Turn OFF" option that has appeared on the screen.



7. Verify that the screen is off.

8. Verify that the "Power" button in the End-of-Day Compartment is no longer red.

9. ONLY AFTER YOU VERIFY THAT THE "POWER" BUTTON IS NO LONGER RED, pull the Election Results Device straight out with the paper tab.



10. Place the Election Results Device inside the Pink Election Results Device Envelope. THIS CONTAINS ELECTION RESULTS AND IT IS VERY IMPORTANT THAT THIS IS RETURNED TO YOUR RECEIVING STATION IN THE BLACK BAG.



11. Close and lock the End-of-Day Door.

12. Push the DS200 screen down and lock the screen using the black barrel key.

13. Holding the latches, close the clamshell lid carefully and lock it using the flat silver key. Use the red seal provided in the Ballot Accountability Envelope to reseal the machine. Log the seal number on the Ballot Accountability Envelope.



14. Unplug the machine, roll up the cord, and lock the back door.

**THE DS200 IS NOW SHUTDOWN.**



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