DS200 Digital Precinct Scanner

Non-Modem Configuration

Administrator Quick Start Guide

DS200 Ballot Box & Digital Scanner Components

1. Clam shell carrying case
2. Ballot box base
3. Auxiliary bin
4. Main ballot bin
5. Locking wheels

6. Rear access compartment *(behind screen)*
7. Front access compartment
8. Thermal printer

9. ExpressVote card feed
10. Paper ballot feed
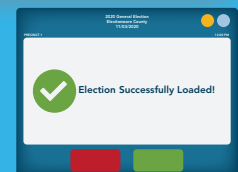11. Touch screen

Preparing the DS200 for Voting

1 Unlock and open the ballot box lid. Lift the DS200 screen to power on the scanner. The power button will turn green to indicate the scanner is on.

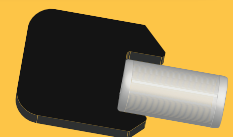Unlock and open the Front Access Compartment.

POWER

2 Insert the Election Qualification Code ("EQC") media into one of the USB ports within the Front Access Compartment.

Enter the Qualification Code and touch **Accept**. When prompted, remove the EQC from the USB port.

3 Insert the Election Definition media into either USB port A or B within the Front Access Compartment.

Enter the Election Code and touch **Accept**. Leave the Election Definition media in the scanner during voting.
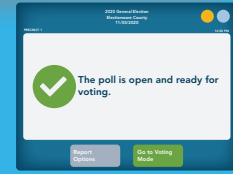
Election Successfully Loaded!

4 Close and lock the Front Access Compartment.

Follow the on screen prompts to open the polls. Ensure the Zero Totals Report prints. If another copy is needed, touch **Report Options** and print.
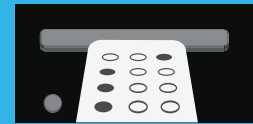
Casting Ballots on the DS200

1 Touch **Go To Voting Mode**.

Verify the Public Count at the top of the screen is at "0" before any ballots are cast on the first day of voting.

2 Insert your completed paper ballot or ExpressVote card into the scanner.

The DS200 screen will display a message to verify the ballot was counted.

3 If the DS200 scanner becomes temporarily unable to accept ballots, unlock and open the auxiliary bin. Fold down the metal flap and re-lock, allowing voters to place ballots into the slot.

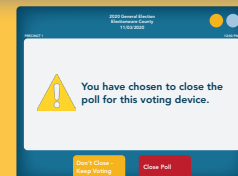This bin stores ballots for later tabulation after polls close.

Closing the Poll & Shutting Down the DS200

1 When voting is completed, unlock and open the Front Access Compartment.

Push the **Close Poll** button. Follow the on screen prompts to close the poll.

CLOSE POLL

2 Follow the on screen prompts to close the poll.

The Results Report should print automatically. If additional copies are needed, touch **Report Options** and print.

3 On the DS200 screen, touch **Finished - Turn Off**. The power button will turn red as it powers down.

Once scanner has *__fully__* powered down, remove the Election Definition media from the USB port.

POWER

4 Close and lock the Front Access Compartment.

Close the scanner lid and then close and lock the ballot box lid. Unplug the cord from AC power.