

OPEN TO CLOSE

OPENING:

DS200 Silver Key-Open top cover let it rise by itself DO NOT FORCE.
Silver Key-Open all bins, make sure all the bins are empty & get out supplies. Make sure front bin door flap is closed.
Open back flap and plug in the DS200 to a wall outlet.
Unlock the front of the DS200, open the LCD screen on the DS200. (Give it time to come up on the screen)
The initial State Report is automatically generated when the DS200 is turned on.
Enter **Election Code**.
Press **OPEN POLLS**.
GO TO VOTING MODE.
Reports will print automatically.
Check tape to make sure the ward number is correct.
Check tape for zeros and sign - do not rip off tape.
Check ballot against tape - make sure they are the same.

ExpressVote

Unlock and open the access compartment door.
Set the Mode switch to **Voter** and press the Power Switch to the **ON** position.
Enter **Election Code** & touch **OK** at the Ready for Voting screen.

Initial pre-election line on both Inspectors' Stmts after verifying the seal number matches the Inspectors' Stmt Log (3rd page).

Set up the two display boards on a table and put up directional signs.

Set up registration table-Voter Reg. Forms, Supplemental Poll List (white/yellow), Ineligible List, Poll Finder & frame w/green sign.

Set up poll book table with poll books, poll finder, voter number check card. At the end of the table-ballots and secrecy sleeves.

THROUGHOUT THE DAY:

Reconcile poll books

If a single ward with one machine watch, your DS200 count to the Voter Number Check Card.

If you have two wards to one machine watch your poll book numbers very carefully. If there no voters in the polling location add the two wards together and check DS200 count.

CLOSING:

Initial post-election line on both Inspectors' Statements after verifying the seal number matches the Inspectors' Statement Log.

Remove the Seal and put it at the bottom of the GRAY Inspector's Stmt next to white label. Fill in the required information on the label.

DS200 Make sure all ballots are processed-check all bins including the Auxiliary/Emergency Ballot bin.

Unlock the access door (round key).

Press the **CLOSE POLLS** button.

On the screen press the **CLOSE POLL**.

The DS200 will close the polls and automatically print reports.

On the screen press **CANCEL MODEM**.

Press the **FINISHED - TURN OFF**.

WARNING: DO NOT REMOVE THE DS200 FLASH DRIVE BEFORE THE EQUIPMENT IS COMPLETELY POWERED OFF (THE POWER BUTTON WILL NOT BE ILLUMINATED).

PREMATURELY REMOVING THE USB FLASH DRIVE COULD RESULT IN DAMAGE TO THE EQUIPMENT AND LOSS OF THE ENTIRE ELECTION DAY.

ExpressVote

Unlock and open the access compartment door.

Flip the Power Switch to the **OFF** position.

Remove the Flash Drive.

Put the Flash Drive in the pink bubble pack along with DS200 USB Flash Drive

Next step follow CHECK OFF SHEET