DS200 Post Election Day

Election Systems & Software, LLC
DS200_2’16’0’0_SOP
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Chapter 7: Post-Election Day Tasks

After you have run your election, you will need to prepare your DS200 scanners for maintenance or storage. You may want to perform at this time the tasks described in Chapter 11: Scanner Maintenance. In particular, ES&S recommends that you clean the scanner after each election. This chapter contains information about removing the scanner from both types of ballot boxes so that you can perform routine maintenance or send the unit for service, if necessary.

Take special care when moving the DS200 while it is attached to the plastic ballot box, especially if moving over uneven surfaces, stairs, or ramps, etc. Use the lifting handles on the sides of the ballot box to stabilize the entire unit while you are moving the ballot box.

ES&S recommends that you store each scanner in its carrying case. If you use the plastic ballot box, you can leave the scanner and carrying case attached to the ballot box. Alternatively, you can separate the scanner and carrying case from the base of the plastic ballot box and nest up to five plastic ballot bins together.

If you use the plastic ballot box, refer to section 7.1 Remove the Scanner From the Plastic Ballot Box if you want to access the scanner for maintenance. Refer to section 7.2 Remove the Scanner and Carrying Case from the Plastic Ballot Box if you want to remove the scanner from the ballot box but leave it in the carrying case.

If you want to stack the lower part of your plastic ballot boxes to maximize your storage space, refer to section 9.3 Stacking Plastic Ballot Bins for Storage for more information.

If you use the metal ballot box, refer to section 7.3 Remove the Scanner from the Metal Ballot Box for more information.

7.1 Remove the Scanner From the Plastic Ballot Box

To remove the scanner from the plastic ballot box and attached carrying case, take the following steps.

Use the instructions in this chapter to remove the scanner from the Plastic and Metal Ballot Box.

1. If the unit is still on, power down the scanner.
2. Close and lock the front access panel and printer access panel.

3. Unlock the top hinged panel on the front of the ballot box and swing it down to expose the front of the scanner.

4. Unplug the scanner from the wall outlet.

5. Pull the scanner forward about 4 to 5 inches and disconnect the power cord from the back of the terminal.

When disconnecting the power cord, make sure to grab the collar and pull it back to release it from the scanner.
Caution

Do not attempt to force the power cord out, you must pull the collar back to release it from the scanner.

6. Thread the cord through the back of the ballot box.

7. Slide the scanner forward until it clears the mounting rails and remove the scanner from the ballot box.

8. Carefully pack the scanner and ballot box for storage.

7.2 Remove the Scanner and Carrying Case from the Plastic Ballot Box

To remove the scanner and carrying case from the plastic ballot box while leaving the scanner inside its carrying case, take the following steps.

1. Unplug the power cord from your power source.
2. Use the Velcro strap to tie the power cord.

3. Make sure the bar is pushed up into the locked position.

4. Neatly wrap the power cord into the back of the rear panel.

5. Close and lock the rear panel of the case. Make sure the power cord does not get pinched in the door; otherwise, it may not close properly.
6. Press down on the two tabs to lock the front of the carrying case.

7. Unlock the left and right sides of the carrying case from the ballot box.

8. Use the side bars on the carrying case to lift the carrying case off the ballot box.
9. Carefully place the DS200 on the ground, with the wheels of the carrying case on the ground and the telescoping handle facing upward.

**Note**

The weight of the DS200 is about 23 pounds. The weight of the storage and transport case is about 29 pounds.

### 7.3 Remove the Scanner from the Metal Ballot Box

To remove the scanner from the metal ballot box (either to access the unit for maintenance or to return it to its carrying case for storage) take the following steps.

1. Unlock and lower the front hinge/flap.

2. Slide the scanner forward until you can lift it free from the rails.

3. Place the scanner inside its carrying case.

4. Close and lock the carrying case.
Chapter 8: Reports

Use the information in this chapter to become familiar with report formats and types so you can generate the proper reports for your jurisdiction. This chapter contains descriptions and examples of the following reports:

• **Ballot Status Accounting Report** and **Daily Ballot Status Accounting Report**

  The Ballot Status Accounting report is not available while the poll is open. Depending on your election definition, the report may print automatically during the poll opening and poll closing processes. The report can also be accessed via the Reports menu.

  The Daily Ballot Status Accounting report is available only while the poll is open, and is accessed via the Tools menu rather than the Reports menu.

• **Configuration Report**

  The Configuration report includes hardware configuration information.

• **Event Log Report** and **Summary Event Log**

  The Event Log provides a record of all actions taken on the DS200 by poll workers or voters or by the DS200 system. The Summary Event Log is a condensed version of the Event Log and provides fewer details.

• **System Log**

  The System Log is used by ES&S maintenance technicians.

• **Voting Results Report**

  The Voting Results report is available only after the poll has been closed.

• **Write-in Review Report**

  The Write-in Review Report is available only after the poll has been closed.
• Zero Totals Report

The Zero Totals report is available only when all votes have been cleared from the machine. Use this report to verify that all residual testing data has been removed from the machine before you open the poll for live voting.

8.1 Reports Overview

The DS200 generates a variety of reports, from the Zero Totals report that verifies that you open your election with no residual votes on the DS200, to the Voting Results report generated after you close the poll at the end of the election. Depending on your Electionware settings for the DS200, some reports are printed automatically, and some are printed only at your request.

For example, the DS200 can automatically print the Configuration, Zero Totals, and Ballot Status Accounting reports as part of the poll opening process. The DS200 can automatically print the Ballot Status Accounting, Write-in Review, and Voting Results reports as part of the poll closing process.

In addition to reports that are generated automatically, you can manually request reports, either before the poll is opened or after the poll is closed. To protect the security of the election and safeguard election results until the poll is closed, the DS200 typically does not generate any reports while the poll is open.

Note

If you are using the DS200 as a central count scanner during an extended voting period such as Early Voting, you can use the Tool menu to print the Daily Ballot Status report while the poll is open. You can also generate the Zero Totals report while the poll is open, provided there are not yet any votes on the machine.

You can also manually request additional copies of any reports that are generated automatically.
8.2 Default Report Settings

Your settings in the Configure module of Electionware determine the default reporting options used in your election. ES&S or your election programmers specify which reports will be generated automatically when you open or close the poll and the number of copies of the Zero Report and Results Report to print. The election definition also determines whether automatically-generated voting results are reported at the poll or precinct level, and whether the report includes public or detailed results information. Refer to the DS200 Settings section in the Electionware Vol. IV: Deliver User Guide for more information.

8.2.1 Controlling Report Text Font Size

The DS200 supports printing reports in smaller or larger font sizes. The smaller font size is roughly equivalent to Arial 6pt or Calibri 7pt, and the larger font size is roughly equivalent to Arial 8pt or Calibri 9pt.

The default report font size is controlled by the election definition, but can be overridden by using the **Report Text** option on the Administration menu.

Please be aware that if the **Report Text** option is used to manually change the font size specified in the election definition, any further changes to the font size can only be made manually throughout the current election.

For example, assume the election definition sets the report text to the smaller size and after installing the election definition you use the Administration menu to manually change the report text to the larger size. If you then want to return to the smaller text size, you must make the change manually. Even if you change the report text size in the election definition and recreate your election definition media, the report text size setting on each individual DS200 will override the election definition.

When a new election is created and each DS200 unit is cleared and initialized for that election, the report text size setting is cleared so that the election definition can again control the report text size.

To set the report text size in Electionware, use the **Font Size** field under the Reports heading on the DS200 Settings screen to select Larger or Smaller. Refer to the DS200 Settings section in the Electionware Vol. IV: Deliver User Guide for more information.

Refer to 5.11 Optional Step: Configure Report Text Size for more information about using the **Report Text** option to override the election definition setting.

The Configuration report indicates the report font size in use at the time the report is printed.
8.3 Report Formats

ES&S or your jurisdiction’s election programmer hard codes available report formats into the DS200 election definition. The report formats that you select (either public or detailed) affect the Poll Reports and Precinct Reports generated directly from the DS200. Reports printed in public format display candidate names, candidate vote totals, and write-in totals. Reports printed in detailed format display candidate names, candidate vote totals, write-in totals, undervote totals, and overvote totals.

**Note**

When the DS200 prints a report, if you see the pink-tinted paper that marks the end of the paper roll, pause the report and change the paper. See section 11.3 Check the Printer, Replace the Paper Roll for more information.

If the paper runs out while printing a report, after you change the paper roll the DS200 will begin printing the new report with a reprint of the last 18 lines printed before the paper ran out. To match up the two sections of the report, find the last entry on the old roll and use the timestamps to find the repeated entries on the new roll.

8.4 Viewing or Printing Reports Manually

To view or print reports manually, take the following steps:

1. From the polls open or polls closed screen, touch Report Options.

The reports screen appears.

**Note**

You can also display the reports screen by touching the Admin icon if the poll is not open (or the Tools icon if the poll is open). From the Administration or Tools menu, touch Reports.
2. On the reports screen, select the report you want to print. The reports available for printing are determined by whether the polls are open or closed.

If you are viewing or printing the Voting Results report, you can also specify the report level and detail and whether to include an affidavit on the report. Otherwise, those options are grayed out. See section 8.9 Voting Results Report for more information.

3. Touch Preview Report to view the selected report on the DS200 screen. Touch Print Report to generate a hard copy of the report. Touch Cancel to return to the previous screen.
8.5 Ballot Status Accounting Report

The Ballot Status Accounting Report is used to provide an accounting of the paper ballots used in an election. This report provides counts of each ballot style scanned. Note that this report lists all ballot styles used in the election, whether they were scanned or not.

Typically, you will want to generate this report at the time you open the poll and again when you close the poll. Used together, the two versions of the report can be used to account for the number of ballots cast, the number spoiled, and the number of unused ballots.

Note If you use the DS200 in multi-day voting, such as during Early Voting, you can generate the Daily Ballot Status Accounting Report on a daily basis to reconcile paper ballots at the end of each day. Refer to section 8.7 Daily Ballot Status Accounting Report for more information.

Samples of the Ballot Status Accounting Report follow.
### BALLOT STATUS ACCOUNTING REPORT

7:58 AM April 09, 2014  
Unit Serial Number: 0108340394

**BIG CITY**  
**2014 GENERAL ANY STATE**  
1 POLL 1

**Election Date:** April 22 01, 2014  
**Poll Opened Date:** April 09, 2014  
**Poll Opened Time:** 7:55 AM  
**Poll Closed Date:** No  
**Poll Closed Time:** No  
**Public Count:** 0

**Poll Voting Report**

**Master Accounting:**  
- Total Blank: 0  
- Total Overvote: 0  
- Total Undervote: 0  
- Total Crossover: 0

**Ballot Counts Per Party**

- **REPUBLICAN**: 0  
- **DEMOCRATIC**: 0  
- **CONSERVATIVE**: 0  
- **LIBERAL**: 0  
- **SOCIALIST LABOR**: 0  
- **COMMUNIST**: 0  
- **FREE LIBERTATIAN**: 0  
- **NONPARTISAN**: 0

**Total Standard Ballot Sheets:** 0  

**Total Sheets Processed:** 20

**Ballots for Code 00075-01-01**: 0  
**Ballots for Code 00075-02-01**: 0  
**Ballots for Code 00075-03-01**: 0  
**Ballots for Code 00076-01-01**: 0

**Unit Serial Number:** 0108340394

*** END OF REPORT ***

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*Figure 8-1: Sample Ballot Status Accounting Report at Poll Open*
### Ballot Status Accounting Report

8:48 PM April 09, 2014  
Unit Serial Number: 0108340394

**BIG CITY**  
2014 GENERAL ANY STATE  
1 POLL 1

**Election Date:** April 22 01, 2014  
**Poll Opened Date:** April 09, 2014  
**Poll Opened Time:** 7:58 PM  
**Poll Closed Date:** April 21 01, 2014  
**Poll Closed Time:** 5:58 PM  
**Public Count:** 20

**Poll Voting Report**

**Master Accounting:**  
- Total Blank: 0  
- Total Overvote: 0  
- Total Undervote: 5  
- Total Crossover: 0

**Ballot Counts Per Party**

- REPUBLICAN: 0  
- DEMOCRATIC: 0  
- CONSERVATIVE: 0  
- LIBERAL: 0  
- SOCIALIST LABOR: 0  
- COMMUNIST: 0  
- FREE LIBERTATIAN: 0  
- NONPARTISAN: 20

**Total Standard Ballot Sheets:** 18  
**Total Sheets Processed:** 20

- Ballots for Code 00075-01-01: 6  
- Ballots for Code 00075-02-01: 6  
- Ballots for Code 00075-03-01: 6  
- Ballots for Code 00076-01-01: 0

**Unit Serial Number:** 0108340394

*** END OF REPORT ***

---

*Figure 8-2: Sample Ballot Status Accounting Report at Poll Close*
8.6 Configuration Report

The Configuration report provides information about the system configuration, including election settings, diverter settings, and the firmware version in use on the machine. This report also lists information, such as the storage memory availability, firmware information, and basic scanner information, such as the status of the touch screen and battery charge level. Compare the Configuration reports printed before and after loading the election definition to verify that the correct election definition has been loaded.

Note

If a backup USB media device is installed, verify that the Configuration Report displays a non-zero number next to the report heading "Backup Space Available."

A sample of the Configuration Report follows.
Sample Configuration Report

*** CONFIGURATION REPORT ***
1:15 PM April 18, 2014
Unit Serial Number: 0107370046

VOTING DEVICE INFORMATION

HARDWARE CONFIGURATION
Current Time Date:
   1:15 PM April 18, 2014
Time Zone: America/Chicago
Diverter Status: Not Detected
Touch Screen: OK
Power Source: AC
Battery Charge: 100%
Modem Status: Not Detected
Universal Voting Console: Not Detected
Scanner Board: WM8215
Motherboard: VT6070
Installed RAM: 1GB

STORAGE
Available System Log Storage: 6422 MB
Available Ballot Storage: 3927 MB
Available Backup Storage: 3926 MB
All data paths and memory locations OK

FIRMWARE
Scanner Firmware: 3.1.0.0
Power Management Firmware: 1.2.14.0
DS200 Firmware Version: 2.14.0.0

Protected Count: 738

ELECTION QUALIFICATION INFORMATION
Election Name: G19L5004
Election Date: 2013-02-01
Election Qualification Code: 05ble725

~~~~~sample continues on next page~~~~~
Sample Configuration Report (Continued)

ELECTION LOADED

ELECTION STATUS
Poll Opened Date: April 17, 2014
Poll Opened Time: 5:10 PM
Poll Closed Date: April 17, 2014
Poll Closed Time: 5:15 PM
Poll Status: Not Open
Public Count: 0

ELECTION INFORMATION
Jurisdiction Name: OurTown
Election Description: G19L5004
Election Date: February 1, 2013
Poll Place ID/Name: PO1CFH/Poll 01 - Big Red Firehouse
Election Type: CLOSED PRIMARY
Number of Precincts: 4

BALLOT INFORMATION
Ballots By: Style
Ballot Height: 19.0
Ballot Width: 8.5
Ballot Rows: 56
Ballot Columns: 24
Ballot Art Work: DSIM
Target Type: oval

ELECTION SETTINGS
Ability to Re-Open: Yes
Number of Zero Tapes to Print: 1
Number of Result Tapes to Print: 1
Print Event Log on Close: Yes
Transmit Results on Close: No
Report Format: Public
Report Level: Poll
Candidate Print Order: Home Rotation Order
Single Double-Vote: No
Single Over-Vote: No
Combine Over and Under Votes: No
Save Ballot Images: All
Display Affected Contests: Yes
Allow Ballot Handling Override: No
Detect Unmarked Write-ins: Yes
Require Authorization on Poll Close: No
Auto Print Ballot Status Accounting Report: No
Auto Print Write-in Review Report: Yes
Status Barcode: Disabled

~~~sample continues on next page~~~
8.7 Daily Ballot Status Accounting Report

The Daily Ballot Status Accounting report contains daily ballot counts across a multi-day voting period, such as an Early Voting period. The Daily Ballot Status Account report provides daily counts of the paper ballots scanned, by ballot style. The report lists all of the ballot styles in the election. Poll workers can use this report daily to reconcile paper ballots at the polls.

Note

The Daily Ballot Status Accounting report can be accessed only while the poll is open. Touch the Tools icon to access the reports screen. See section 6.10 Using the Tools Menu for more information.

A sample of the Daily Ballot Status Accounting Report follows.
### BALLOT STYLE COUNTS

### PER ELECTION DISTRICT

1:55 PM June 7, 2012

Unit Serial Number: 02095350655

**1 POLL 1**

Total Standard Ballot Sheets: 18

<table>
<thead>
<tr>
<th>Precinct</th>
<th>Total Standard Ballot Sheets</th>
<th>Total Sheets Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precinct 1</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>Precinct 2</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

Ballots for Code 00075-01-01: 6
Ballots for Code 00075-02-01: 6
Ballots for Code 00075-03-01: 6

**1 - POLL 1**

1001 POLL 1
Unit Serial Number: 02095350655

---

**Figure 8-4: Sample Daily Ballot Status Accounting Report**
8.8 Event Log Report

The Event Log Report is an audit log of all activity that has occurred on the scanner and includes information including the date and times when the DS200 machine was initialized and when it generated reports. It includes a record of all actions taken by election workers and/or voters on the DS200. The Event Log Report also includes information about internal or system events that are not included on the Event Log Summary Report, such as when Intelligent Mark Recognition (IMR) is activated and when ballot images are stored. For each ballot scanned, the Event Log Report lists the time the voting session started and the time the session was completed.

The Event Log Summary Report is a condensed version of the Event Log Report. It omits information about IMR and ballot image storage. In addition, the Event Log Summary Report lists the voting session start time for only the first ballot scanned, and the voting session complete time for every ballot scanned.

The Event Log Report lists all of the scanner events that occur from the time you load your election definition USB flash drive into the scanner until you remove the flash drive after the election is complete.

A sample of the Event Log Report follows.

Sample Event Log Report

*** EVENT LOG REPORT ***
1:08 PM April 22, 2014
Unit Serial Number: 02095350655

<table>
<thead>
<tr>
<th>TIME</th>
<th>DATE</th>
<th>MSG ID</th>
<th>MESSAGE TEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>16:58:33</td>
<td>04/22/2014</td>
<td>1114111</td>
<td>Election media created</td>
</tr>
<tr>
<td>17:01:39</td>
<td>04/22/2014</td>
<td>1004002</td>
<td>Election loaded</td>
</tr>
<tr>
<td>17:01:44</td>
<td>04/22/2014</td>
<td>1004326</td>
<td>All data paths and memory locations OK</td>
</tr>
<tr>
<td>17:01:44</td>
<td>04/22/2014</td>
<td>1004143</td>
<td>Printing 1 copy of Configuration Report</td>
</tr>
<tr>
<td>17:02:08</td>
<td>04/22/2014</td>
<td>1004128</td>
<td>Completed printing Configuration Report</td>
</tr>
<tr>
<td>17:02:13</td>
<td>04/22/2014</td>
<td>1004193</td>
<td>Backup Media Detected</td>
</tr>
<tr>
<td>17:02:14</td>
<td>04/22/2014</td>
<td>1004302</td>
<td>DS200/UVC not plugged in</td>
</tr>
</tbody>
</table>

~~~~ sample continues on next page ~~~~
~~~~ some entries omitted from sample ~~~~
### Sample Event Log Report (Continued)

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
<th>ID</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>17:02:32</td>
<td>04/22/2014</td>
<td>1004149</td>
<td>Attempting to open poll</td>
</tr>
<tr>
<td>17:02:38</td>
<td>04/22/2014</td>
<td>1004193</td>
<td>Backup Media Detected</td>
</tr>
<tr>
<td>17:02:40</td>
<td>04/22/2014</td>
<td>6004022</td>
<td>Open process complete</td>
</tr>
<tr>
<td>17:02:41</td>
<td>04/22/2014</td>
<td>6004121</td>
<td>Keys detected on poll media 0108340394</td>
</tr>
<tr>
<td>17:02:41</td>
<td>04/22/2014</td>
<td>1004003</td>
<td>Poll opened</td>
</tr>
<tr>
<td>17:02:44</td>
<td>04/22/2014</td>
<td>1004143</td>
<td>Printing 1 copy of Ballot Status Accounting Report</td>
</tr>
<tr>
<td>17:02:55</td>
<td>04/22/2014</td>
<td>1004128</td>
<td>Printing 1 copy of Zero Totals Report</td>
</tr>
<tr>
<td>17:14:01</td>
<td>04/22/2014</td>
<td>1004152</td>
<td>Attempting to enter Voting Mode</td>
</tr>
<tr>
<td>17:14:02</td>
<td>04/22/2014</td>
<td>1004056</td>
<td>Entering voting mode</td>
</tr>
<tr>
<td>17:14:18</td>
<td>04/22/2014</td>
<td>1004115</td>
<td>Vote Session Started</td>
</tr>
<tr>
<td>17:14:21</td>
<td>04/22/2014</td>
<td>3004101</td>
<td>IMR Log Characteristic Point Status Init</td>
</tr>
<tr>
<td>17:14:22</td>
<td>04/22/2014</td>
<td>1004107</td>
<td>24 New 24</td>
</tr>
<tr>
<td>17:14:22</td>
<td>04/22/2014</td>
<td>1004002</td>
<td>Ballot images stored</td>
</tr>
<tr>
<td>17:14:22</td>
<td>04/22/2014</td>
<td>1004022</td>
<td>Ballot data stored</td>
</tr>
<tr>
<td>17:14:22</td>
<td>04/22/2014</td>
<td>1004022</td>
<td>Voting session complete</td>
</tr>
<tr>
<td>17:14:28</td>
<td>04/22/2014</td>
<td>1004115</td>
<td>Attempting to Close (Poll)</td>
</tr>
<tr>
<td>17:14:29</td>
<td>04/22/2014</td>
<td>1004193</td>
<td>Backup Media Detected</td>
</tr>
<tr>
<td>17:14:30</td>
<td>04/22/2014</td>
<td>6004041</td>
<td>Close process complete</td>
</tr>
<tr>
<td>17:14:32</td>
<td>04/22/2014</td>
<td>6004072</td>
<td>Collection process complete</td>
</tr>
<tr>
<td>17:14:41</td>
<td>04/22/2014</td>
<td>1004013</td>
<td>Poll closed</td>
</tr>
<tr>
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<td>04/22/2014</td>
<td>1004143</td>
<td>Printing 1 Copy of Ballot Status Accounting Report</td>
</tr>
<tr>
<td>17:15:02</td>
<td>04/22/2014</td>
<td>1004128</td>
<td>Completed printing Ballot Status Accounting Report</td>
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<tr>
<td>17:14:32</td>
<td>04/22/2014</td>
<td>6004072</td>
<td></td>
</tr>
</tbody>
</table>

Unit Serial Number: 02095350655

*** END OF REPORT ***
8.9 Voting Results Report

The Voting Results report displays the results of your elections and is therefore available only after voting is complete and the poll has been closed. Your Electionware settings can establish the default settings for this report.

For example, you specify whether the report is printed automatically and how many copies of the report are printed. You can also specify whether you want the report to include detailed results or public results and whether you want the totals for the polling place or the precinct. Refer to the DS200 Settings chapter in the Configure part of the Electionware Volume IV: Deliver User’s Guide for more information.

A sample of the Voting Results Report follows.

Sample Voting Results Report

*** VOTING RESULTS REPORT ***
1:08 PM April 22, 2014
Unit Serial Number: 02095350655

Any County USA
Any County USA
01 AnyCounty Poll
Election Date: July 04, 2011
Poll Opened Date: July 04, 2011
Poll Opened Time: 8:00 AM
Poll Closed Date: July 04, 2011
Poll Closed Time: 9:00 PM

Poll Voting Report

Total Ballots: 11

FOR GOVERNOR
Number to Vote For 1

REP-ED MCMAHON 3
DEM-JOHNNY CARSON 7
LIB-MERV GRIFFIN 1
Write-in 0

FOR COUNTY CLERK
Number to Vote For 1

REP-ELVIS PRESLEY 5
DEM-WLADZIU VALENTINO LIBERACE 1
LIB-KAREN CARPENTER 4
Write-in 0

~~~~ sample continued on next page ~~~~
QUESTION 1:

FOR 6
AGAINST 4

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT THE ABOVE RESULTS ARE A TRUE AND
ACCURATE ACCOUNT OF ALL BALLOTS COUNTED
AND THAT ALL COUNTERS WERE ZERO (0) WHEN
THE POLLS OPENED AND THAT THE ELECTION WAS
HELD IN ACCORDANCE WITH THE LAWS OF THE STATE.

____________________________________________
ELECTION JUDGE

____________________________________________
ELECTION JUDGE

____________________________________________
ELECTION JUDGE

01 AnyCounty Poll
Unit Serial Number: 02095350655

*** END OF REPORT ***
8.10 Write-in Review Report

The Write-in Review Report provides information about write-in votes by displaying the portion of the digital ballot image showing just the write-in vote, along with a voting session number. The write-in votes are reported by contest, in the order in which those contests appear on the ballot.

You can print this report on the DS200 internal printer, but cannot view it on the DS200 screen. Write-in votes from paper ballots will appear as digital images of the names as actually written on the ballots.

Note: If for any reason the write-in vote cannot be read on the tape, the on-screen write-in review feature can be used to view the entire image of the ballot page. Refer to 6.13.2 Reviewing Write-in Votes On Screen for more information.

Note: Write-in votes that are part of overvoted contests are excluded from the Write-in Review Report, but are included in the on-screen review of write-in votes.

Note: Your DS200 settings in Electionware Produce determine whether the DS200 recognizes write-in votes even if the corresponding voting target is left blank. These settings also determine whether the Write-in Review Report is created automatically at poll closing. Refer to the DS200 Settings chapter in the Electionware Vol. IV: Deliver User Guide for more information.

To ensure optimal performance when using the Write-in Review Report, take care to follow all recommendations for paper ballot design. The following are some key design considerations:

- The Write-in Review Report is designed to work with write-in cells for which the printed write-in vote will fit horizontally on the DS200 report tape without compressing the image. If your ballot has fewer than three columns, the write-in cell area on the ballot must be clearly demarcated for voters so that the voter response will be adequately captured.

- The ballot must be designed to encourage voters to enter write-in names near the middle of the defined write-in area of the ballot.

- If the ballot is in landscape format, ES&S recommends that write-in contests appear on only one side of the ballot. Also, the write-in image
may appear upside down on the printed report, depending on how the voter turns the ballot when writing.

**Note** Refer to the Write-in Style Sheets section of the Paper Ballot Module chapter in the *Electionware Vol. III: Design User Guide* for more information.

A sample of the Write-in Review Report follows.
Figure 8-7: Sample Write-in Review Report
8.10.1 Printing Additional Copies of the Voting Results Report

To print additional copies of the Voting Results report, take the following steps.

1. From the polls close screen, touch **Report Options**, then select the report you want to view or print. Select **Zero Totals**.

2. Under the Report Level heading, select **Polling Place** or **Precinct** to specify whether to report totals at the polling place or precinct level.

3. Under the Report Detail heading, select **Public** or **Detailed** to specify whether to produce a report for release to the public or a detailed report.

4. Under the Miscellaneous heading, select **Include Affidavit**, if needed.

5. Touch **Print Report**.
8.11 Zero Totals Report

Depending on your Electionware settings, the DS200 can automatically print the Zero Totals Report when you open the polls. You can also print the Zero Totals Report manually, but you must do so before you open the poll for voting. Once there are votes on the machine, this report cannot be printed. This report is available only when there are no votes on the machine. For example, you cannot generate this report while the polls are open and voting is in process.

This report confirms there are no voting results already on the USB media device. For example, this report assures you that no voting results are leftover from the previous election or from testing.

Use the Zero Totals Report to ensure all of your contests have zero votes when the polls are initially opened.

A sample of the Zero Totals Report follows.

```
*** ZERO TOTALS REPORT ***
7:10 AM November 06, 2007
Unit Serial Number: 0107380003

ANY COUNTY
2006 GENERAL ANY STATE
1 POLL 1
Election Date: November 06, 2007
Poll Opened Date: November 06, 2007
Poll Opened Time: 7:10 AM
Poll Closed Date: No
Poll Closed Time: No
Public Count: 0

Protected Count: 55
Poll Voting Report

Unit Serial Number: 0107380003

1 POLL 1

Total Ballots: 0

GOVERNOR AND LT.GOVERNOR
Number to Vote For 1

REP WILLIAM SULLIVAN 0
DEM STEPHEN MASSIMILIAN 0
CON DOUGLAS STONE 0
UB ANNE NEET 0

~~~ sample continues on next page ~~~
```
~~~ sample continued from previous page ~~~

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWK FRANK L. MATTHEWS</td>
<td>0</td>
</tr>
<tr>
<td>SLB ROBERT MARSH</td>
<td>0</td>
</tr>
<tr>
<td>LAB CHRISTOER R. RICHARDSON</td>
<td>0</td>
</tr>
<tr>
<td>COM THOMAS ROSS</td>
<td>0</td>
</tr>
<tr>
<td>COU WILLIAM MALIOKI</td>
<td>0</td>
</tr>
<tr>
<td>FRE WILLIAM RHODES</td>
<td>0</td>
</tr>
<tr>
<td>Write-in</td>
<td>0</td>
</tr>
</tbody>
</table>

COMPTROLLER
Number to Vote For 1

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>REP MICHAEL SANTARCHANGELO</td>
<td>0</td>
</tr>
<tr>
<td>DEM CHERYL SIMON</td>
<td>0</td>
</tr>
<tr>
<td>CON PETER F. SAXON</td>
<td>0</td>
</tr>
<tr>
<td>UB FRANKLIN MARGO</td>
<td>0</td>
</tr>
<tr>
<td>SWK EUGENE RUFF</td>
<td>0</td>
</tr>
<tr>
<td>SLB ARTHUR SALAMACK</td>
<td>0</td>
</tr>
<tr>
<td>LAB THOMAS TURNER</td>
<td>0</td>
</tr>
<tr>
<td>COM KENNETH INTERLICCHIO</td>
<td>0</td>
</tr>
<tr>
<td>Write-in</td>
<td>0</td>
</tr>
</tbody>
</table>

WE, THE UNDERSIGNED DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE.

__________________________________________
ELECTION JUDGE

__________________________________________
ELECTION JUDGE

__________________________________________
ELECTION JUDGE

__________________________________________
ELECTION JUDGE

__________________________________________
ELECTION JUDGE

01 ANYCOUNTY POLL
Unit Serial Number: 0107380003

*** END OF REPORT ***

Figure 8-8: Sample Zero Totals Report
Chapter 9: DS200 Ballot Boxes

The DS200 tabulator is typically used while installed on a ballot box. This chapter contains information about using the DS200 with the DS200 plastic ballot box and with the M100 metal ballot box.

9.1 Plastic Ballot Box

The DS200 plastic ballot box is composed of metal and HDPE plastic, and is comprised of the following components:

- DS200 carrying case which houses the DS200 tabulator
- Auxiliary ballot bin (also known as the e-bin or provisional ballot bin)
- Ballot bin (the base of the assembled ballot box)

During voting, the DS200 unit remains in its carrying case, and the carrying case is attached to the top of the plastic ballot box to ensure that the DS200 is held securely in place and to ensure that ballots are deposited directly into the ballot box. With the plastic ballot box, you can use the optional plastic ballot tote bin to facilitate transportation of tabulated ballots following the election.

For information about storing plastic ballot boxes between elections, refer to section 9.3 Stacking Plastic Ballot Bins for Storage.

To assemble the plastic ballot box and attach the DS200 unit to the ballot box, take the following steps.

9.1.1 Assemble the Plastic Ballot Box

1. Place the auxiliary ballot storage bin (e-bin) into the top of the ballot bin.

   **Note**

   Orient the auxiliary bin so the large ballot slot and thin metal ballot deflector fingers are at the back of the ballot bin, or ballots will jam rather than dropping into the ballot bin.
2. Use the side bars of the DS200 carrying case to lift it above the ballot bin.

3. Place the DS200 carrying case on top of the ballot bin, lowering the back end into place first.

   Make sure the wheels from the carrying case fit into the holes in the auxiliary ballot bin.
4. Use the ballot box key to lock the left and right sides of the carrying case into place.

9.1.2 Attach the DS200 Power Source to the Plastic Ballot Box

Before you can attach the power source, the ballot path must be opened. The following steps explain opening and closing the ballot path, in addition to installing the power source.

1. Use the ballot box key to unlock the rear panel of the DS200, exposing the opening for the DS200 power cord, and also the silver bar that controls whether the ballot path is open or closed.

Opening and Closing the Ballot Path

Before you can attach the power source, the silver bar that controls the ballot path must be placed in the unlocked position. This opens the ballot path and also creates room for the power cord and AC power adapter.
When the metal bar is secured in the unlocked position, the DS200 carrying case ballot path is open, allowing scanned ballots to be passed directly from the back of the DS200 scanner into the ballot box.

This image shows the underside of the carrying case with the ballot path open. This is not visible while the carrying case is attached to the lower ballot bin.

To close the ballot path (recommended before removing the carrying case from the lower ballot bin), pull the silver bar up and toward you to free it from the white clamp, then pull it up until the hooks at the ends of the bar can be slid onto the bolts at either side.
To open the ballot path, pull the bar up and toward yourself to free it from the locked position, then push it down into the white clamp until it snaps.

Some jurisdictions leave the carrying case permanently attached to the lower ballot bin, and choose to snap the white clamp closed, as shown in this image. Please be aware that if the white clamp is closed, a screwdriver or other tool will be required to pry it open again.

**Continuing with Power Source Installation**

After the bar is in the locked position, continue installing the power supply as follows:

2. Place the DS200 AC power adapter behind the two elastic bands in the back of the DS200 carrying case.
3. With the metal bar in the up (locked) position, locate the P-clamp on the left side of the plastic ballot box.

**Warning**

You must move the metal bar back into the unlocked position before you open the DS200 for voting. If the metal bar is in the locked position, ballot jams will occur.

4. Using a #2 Phillips screwdriver or a power screwdriver with a #2 bit, remove the P-clamp.

5. Once the P-clamp is removed, make sure you have all three of the following items:

- #6 Phillips sheet metal screw
- P-clamp
- #6 External star washer
6. Open the P-clamp wide enough to slide over the power cord. Place the clamp about 3 inches away from the female end of the power cord. After sliding the P-clamp over the cord, make sure the mounting hole is to the left of the power cord.

**Caution**

Do not open the P-clamp too wide, this could cause the clamp to crack or break.

7. Place the #6 sheet metal screw through the mounting hole. On the underside of the P-clamp, place the #6 external star washer.

8. Using a #2 Phillips screwdriver or a power screwdriver with a #2 bit, screw the P-clamp loosely back into its original place in the plastic ballot box. **DO NOT** tighten the P-clamp at this time.

**Caution**

If you are using a power screwdriver, make sure the torque setting is on its lowest setting to prevent damage to the plastic molding.
Allow approximately 7 inches of cord between the female end of the power plug and the top of the P-clamp to make it easier to replace the DS200 power supply if this becomes necessary.

9. Connect the end of the power cord into the DS200 power supply.

10. Tighten the #6 sheet metal screw in the P-Clamp. **Do not** over tighten the screw.

11. Thread the electrical cord at the top of the AC power adapter through the power cord opening in the back of the carrying case.

**Warning** You must move the metal bar into the unlocked position before you open the DS200 for voting. If the metal bar is in the locked position, ballot jams will occur. See the *Opening and Closing the Ballot Path* section in this chapter for more information.
12. Go to the front of the DS200 carrying case and take hold of the power cord end you just threaded through the hole. Pull the cord below the two metal ballot path guides. Pull out the clear plastic power cord guard and pull through the full length of the power cord. Be careful that the power cord does not catch on the side of the power cord guard.

13. Loop the excess of the power cord so it can be fastened and tucked out of the way. Leave about the last 7 inches of the cord loose to make it easier to attach the cord to the DS200 unit.

14. Put a plastic tie around the looped cord to secure the cord and to keep it from unwinding.
15. Lay the power cord inside the plastic power cord guard.

16. Slide the power cord guard back into place.

17. Take the power cord plug and place it near the center of the ballot box, with the plug approximately 1 inch from the power cord guard.

18. After you attach the DS200 to the ballot box, plug the power cord into the back of the DS200 and then plug it into an AC outlet.
Warning  Once you tie the DS200 cord, make sure no part of the cord can be seen in the ballot path. If any part of the cord is in the ballot path, ballot jams will occur when the DS200 is in voting mode.

9.1.3 Attach the DS200 to the Plastic Ballot Box

The DS200 can be securely transported to or from the polling place while properly attached to the plastic ballot box.

Warning  Do not transport the DS200 while attached to the metal ballot box.

To attach the DS200 to a plastic ballot box, take the following steps.

1. Use the DS200 key to open the front of the DS200 carrying case.
2. Press up on the two tabs to unlock the DS200 carrying case.

3. Inspect the power cord for damage before you mount your scanner to the top of the ballot box.

**Electrical**
If the cord appears damaged, discard it and contact ES&S for a new cord.

4. If the DS200 scanner is already in place, slide it forward until it is about 4 or 5 inches (0.1 meters) from the back of the recessed area.

If the DS200 scanner is not already inside the carrying case, place the scanner about one-third of the way into the recessed area and slide it onto the mounting rails until it sits about 4 or 5 inches (0.1 meters) from the back of the recessed area.

**Electrical**
Plug the DS200 scanner only into a grounded, three-pronged electrical outlet. Plug only one scanner into each available outlet. ES&S does not recommend using an extension cord.
5. Plug the power cord into the power port on the back of the scanner, and then plug the AC power cord from the external power supply into a 120-volt wall outlet. Arrange your voting equipment to make sure that no one trips on the cord or accidentally unplugs the scanner on Election Day.

A “No Input Power Detected” message appears on the scanner’s display screen and a “Switched to Battery Power” message is added to the audit log if the scanner is not receiving power through the power cord. Check your connections and the wall outlet if this message appears on your scanner’s display screen. After the scanner has been re-connected through the power cord, a “Switched to AC Power” message is added to the audit log.

6. Slide the scanner against the back of the DS200 carrying case. The scanner will press against the two protective foam inserts.

7. Insert the ballot box key into the lock inside the DS200 carrying case and securely lock the DS200 onto the metal rails.
8. Raise the hinged access door on the DS200 carrying case and lock the hinged door into place to secure the scanner in the carrying case.

9. Test the door to make sure the lock properly engages. If the door cannot be locked, the DS200 may not be pushed completely up against the back of the DS200 carrying case.

**Note** Refer to *Chapter 10: DS200 Locks and Seals* for information about attaching locks and seals to the DS200 and the ballot box.

**9.2 Optional Ballot Tote Bin**

If you use the plastic ballot box, you have the option of installing a ballot tote bin inside the ballot box. The ballot tote bin facilitates secure transportation of scanned ballots after the close of voting.

This section contains information about installing and removing the ballot tote bin from the plastic ballot box.

For information about storing your ballot tote bins between elections, refer to **9.3.1 Storing Ballot Tote Bins**.
9.2.1 Prepare the DS200 Ballot Box for the Ballot Tote Bin

1. Make sure the front-locking casters are pointing out the side of the ballot box to reveal the locking mechanism. Gently step on the locking mechanism tab to securely lock the caster in place. This will prevent the ballot box from moving when the ballot tote bin is inserted or when it is removed from the ballot box.

2. After removing the seal, unlock the lower bin door. Verify there is nothing inside the lower bin that would prevent inserting the tote bin.
9.2.2 Insert the DS200 Ballot Tote Bin into the Plastic Ballot Box

Take the following steps to install the ballot tote bin inside the ballot box.

1. Before inserting the ballot tote bin into the lower compartment of the DS200 ballot box, unlock both locks located on the top front and top back of the tote bin doors.

2. Align the back side of the tote bin so the back alignment feet are between the inside guide rails.
3. Use the strap handle on the front of the tote bin to lift up and slide the tote bin completely into the lower compartment of the ballot box. The tote bin should slide in until the front of the tote bin is even with the opening of the ballot box.

4. Once the tote bin is completely inside the ballot box, open both lids to expose the inside of the tote bin. The lids should rest against the inner sides of the ballot box.

Note

Both lids must be opened fully for ballots to fall and stack properly inside the tote bin.
9.2.3 Closing and Removing the DS200 Ballot Tote Bin

When the number of ballot sheets in the ballot tote bin reaches approximately 1,500, it must be removed and replaced with an empty tote bin. Monitor the Public Count and multiply that number of ballots by the number of sheets in each ballot to approximate the number of sheets in the tote bin.

Refer to section 4.2.2 Public Count / Protected Count for more information about the Public Count.

Take the following steps:

1. Remove the seal from the lower bin door and record the number on the seal.

2. Close the tote bin before removing it from the lower bin.

   The lid halves have an inner and outer lip that mesh together and a metal lip. The bin is designed this way to prevent uncounted ballots from sliding between the lid halves.

3. Close the tote bin by starting from the right side and then the left side, place the inner lip between the outer lip and metal lip, then close the lid.
4. When the lid is closed and while the tote bin is still inside the lower bin, reach inside the lower bin and lock the top front lock.
5. Using the strap handle on the tote bin, pull the tote bin out enough to leave the back side still in the lower bin.

   ![Image of the strap handle](image)

   **Caution**
   
   Do not pull the tote bin out completely because this will drop the back side onto the ground. This could result in cracking and/or breaking the back wheels.

   Do not deploy the telescoping handle at this point or this could bend the handle and make it unable to retract correctly.

6. Once the back side of the tote bin has been exposed, lock the top back lock.

7. Lift the tote bin out of the lower bin by grasping the strap handle and the lip on the back side of the tote bin.
8. After both locks have been locked, apply a seal to both sides.

Apply seals.

9. While grasping the strap handle, tilt the tote bin back slightly and extend the telescoping handle.

**Note**  Do not lift the full tote bin by the strap. To lift a full ballot tote bin, grasp the upper lip of the bin on one side and the bottom of the bin on the opposite side.
9.3 Stacking Plastic Ballot Bins for Storage

If you choose to store the components of the DS200 ballot box separately, the ballot bins can be stacked 5 high on a pallet with the bin spacers and cardboard sheets, as shown in Figure 1.

ES&S recommends that you store your ballot bins upside down on standard wooden pallets. Cover the pallet with cardboard to keep the edges of the bins from catching on or being damaged by the pallet slats. Use the ballot bin separators and sheets of cardboard that were shipped with your ballot bins to create the proper spacing between the stacked bins, protecting the bins from damage and making it easier to unstack them before the next election.

To properly stack DS200 plastic ballot bins for storage, take the following steps:

Figure 1
1. Remove the DS200 scanner and carrying case from the top of the ballot bin.

2. Remove the auxiliary ballot bin from inside the ballot bin.

3. Stack up to 5 auxiliary bins together, then place them vertically inside the first upside down ballot bin. Take care not to bend or damage the metal ballot deflector fingers at the back of each auxiliary bin.

Figure 2 shows stacked auxiliary bins inside a ballot bin that has been lined with plastic.

Alternatively, the auxiliary bins can be stored in the boxes in which they were delivered.

4. Turn the first ballot bin upside down. If desired, place the auxiliary bins beneath the upside down ballot bin.

5. Position the casters of the ballot box so that the wheels are turned toward the center of the box, as shown in Figure 3.
6. Place the plastic spacer packaging that was shipped with your DS200 ballot ins on top of the bottom of the ballot bin, as shown in Figure 4. The spacer will help hold the casters in the correct position, while also maintaining the correct amount of separation between the stacked ballot boxes.

7. Take the cardboard sheets that were shipped with your ballot bins, and tape one sheet over the metal doors and the other over the opposite side of the ballot bin, as shown in Figure 4.

8. Carefully stack the next ballot bin on top of the bottom bin, keeping the new bin as vertical as possible. Turn each ballot bin so the doors are opposite (180 degrees from) the doors of the previous bin, as shown in Figure 4.

**Caution**

Do not push down or press bins together, which would make them difficult to separate later and could damage the bins.

9. Repeat steps 5 though 8 until up to 5 ballot bins have been stacked together.

**9.3.1 Storing Ballot Tote Bins**

If you use the optional ballot tote bins with your plastic ballot boxes, you can stack the ballot tote bins on a pallet for storage.
Stack the tote bins on the pallet with 4 bins to a layer, as shown in Figure 5. Stack the bins no more than 3 layers high.

9.4 Unstacking Plastic Ballot Bins

When unstacking the DS200 ballot bins before the next election, reverse the steps followed to stack the bins. Take care to prevent the casters of the stacked bins from catching on the wire frame on the inside of the ballot bins.

9.5 Metal Ballot Box

If you use the DS200 with the metal ballot box, take the following steps.

9.5.1 Attach the DS200 to the Metal Ballot Box

The metal ballot box does not require assembly. Take the following steps to attach the DS200 to the metal ballot box.

Warning

Do not transport the DS200 while attached to the metal ballot box. The DS200 should be delivered separately in the tabulator’s carrying case and attached to the metal ballot box at the polling location.
1. Before you mount your scanner to the top of a ballot box, inspect the power cord for damage.

**Electrical**

If the cord appears damaged, discard it and contact ES&S for a new cord.

2. Insert the DS200 power cord from the external power supply through the opening on the outer left side of the ballot box.

3. Make sure the hinged plate covering the ballot slot is in the open or upright position.

4. Thread the electrical cord through the outside opening on the back of the box until the cord appears on the inside of the opening at the top recessed area.

5. Pull the cord through the opening until it extends a few inches into the recessed area of the ballot box.

6. Remove the scanner from the carrying case.

7. Place the scanner about one-third of the way into the recessed area and slide it onto the mounting rails until it sits about 4 or 5 inches from the back of the recessed area.

8. Plug the power cord into the power port on the back of the scanner, and then plug the AC power cord from the external power supply into a 120-
volt wall outlet. If you use the metal ballot box with diverter, plug the diverter power cord into the scanner at this time. Arrange your voting equipment to make sure that no one trips on the cord or accidentally unplugs the scanner on Election Day.

9. Slide the scanner against the back of the ballot box. Make sure the diverter connector at the back of the scanner locks into the slot on the ballot box.

**Electrical**  Plug the DS200 scanner only into a grounded, three-pronged electrical outlet. Plug only one scanner into each available outlet. ES&S does not recommend using an extension cord.

**Note**  A “No Input Power Detected” message appears on the scanner’s display screen and a “Switched to Battery Power” message is added to the audit log if the scanner is not receiving power through the power cord. Check your connections and the wall outlet if this message appears on your scanner’s display screen. After the scanner has been re-connected through the power cord, a “Switched to AC Power” message is added to the audit log.

10. Raise the hinged access door on the front of the ballot box and lock the hinged door into place. This helps secure the DS200 in place. Test the door to make sure the lock is properly engaged. If you cannot lock the door, the DS200 may not be pushed completely up against the back wall of the ballot box.
9.6 Auxiliary Ballot Bins

Both the plastic ballot box and metal ballot box include an auxiliary ballot bin that can be used to store uncounted ballots. For example, in the event of a power outage or equipment failure, you can open the auxiliary ballot bin to provide voters a secure place to deposit their ballots until it again becomes possible to scan those ballots.

The following paragraphs contain information about how to access the auxiliary ballot bin in both types of ballot boxes.

See section 6.11 Handling Uncounted Ballots for information about handling uncounted ballots that have been stored in the auxiliary ballot bin.
9.6.1 Plastic Ballot Box Auxiliary Ballot Bin

1. Unlock the door to the auxiliary ballot bin on the front of the ballot box.

2. Swing open the door to access the ballots.

3. Inspect the uncounted ballots for damage and then feed them into the scanner.

Important: Double-check the back of the bin to make sure no ballots remain uncounted.

9.6.2 Metal Ballot Box Auxiliary Ballot Bin

1. Unlock the bottom lock on the front of the metal ballot box.

2. Swing the hinged door on the front of the box down to access the auxiliary ballot bin.

3. Inspect the uncounted ballots for damage and then feed them into the scanner.

Important: Double-check the back of the bin to make sure no ballots remain uncounted.
Chapter 10: DS200 Locks and Seals

ES&S offers a variety of locks and seals you can use to secure the DS200 unit, the compartments of the ballot box, and the optional ballot bin.

10.1 DS200 Security Seals

To secure the DS200 itself and its USB flash drive(s), take the following steps:

1. Insert the USB flash drive containing the election definition.

2. Secure the USB flash drive with a seal.

3. Close and lock the front access door. Assure that the front access door is locked and place a tamper-evident seal as shown.

4. If you use a backup media device, insert the backup USB media device in the rear compartment. If your election rules require the use of a backup media device, you should secure the backup USB media device with a seal.
5. Close and lock the rear access door. Assure that the rear access door is locked and place a tamper evident seal as shown.

6. Close the display and lock. A tamper evident seal may be placed vertically from the lock to the display as shown.

10.2 DS200 Carrying Case and Plastic Ballot Box Security Seals

The DS200 carrying case and ballot box has nine possible locations for wire-type seals.
A. To secure the carrying case to the box, engage the locks on the sides of the box between the handles, and then place one seal on each side of the box between the handles (two seals).

B. To secure the ballot box, assure that both doors are locked and place one seal on each door (two seals).

C. To secure the carrying case lid, fasten both lid latches and lock the lid using the lock between the two latches. Place at least one seal on the lid latch. There are two locations for seals on each latch. Only one seal should be necessary to secure the lid.

D. To secure the DS200 inside the carrying case, lock the front door and place a seal through the lock bracket.

E. For further polling site security, use the integrated anchor point on the DS200 ballot box to secure the ballot box. This anchor point can also be used to secure the ballot box inside the truck during transport.

**Note**  ES&S does not recommend any specific lock for this application due to the unknown anchor points at your polling sites. Check with your local hardware, sporting goods or computer supply store for options.
10.1 Steel Ballot Box Security Seals

The steel ballot box has six possible locations for seals.

A. Slide the tabulator onto the ballot box rails and secure. A tamper-evident seal can be added.

B. Access to the auxiliary ballot bin is limited by this lock. A tamper-evident seal can also be added.

C. When the scanner is in operation, the ballot flap must be in the up position. During storage, transportation, or periods of higher security, the ballot flap should be in the closed position and locked, using the lock next to the ballot flap.

D. Access scanned ballots through doors located on each side of the ballot box. These doors should be locked, and a tamper-evident seal can also be added.

E. Additional security can be implemented by adding a seal on the bottom of the ballot box door.
Chapter 11: Scanner Maintenance

This chapter contains information about maintenance tasks that must be performed to keep your DS200 scanner in proper working order.

Each of these tasks must be performed before each election. You may also choose to perform these tasks after each election.

To maintain the DS200 scanner in good working order, you must clean the scanner before and after each election. In addition, ES&S requires that you clean the scanner before performing readiness or logic and accuracy testing. In addition, when performing high volume testing you will need to clean the scanner after every 2,000 scanned ballots.

You can perform the tasks described in this chapter yourself. Other maintenance tasks that should be performed only by a trained and certified ES&S technician are described in the DS200 Maintenance Manual.

11.1 Clean the Scanner

Before and after each election, clean your scanner by taking the following steps.

1. Turn off the scanner and unplug the power cord. Clean the ballot entry and exit slots with a can of pressurized clean, dry air, or inert gas, which can be ordered from ES&S. Aim the air can’s spray tube into the ballot entry slot and blow out all the debris. Clean the ballot exit slot in the same way. Repeat the entire procedure and inspect the entrance and exit slots with a flashlight.

2. Use pressurized air to remove dust and debris from around the menu display.

3. Use a soft, lint-free cloth and water, or isopropyl alcohol to wipe down the scanner. Dampen, do not soak, the cloth with the cleaning solution. Do not spray cleaning solution directly onto the scanner.

Electrical

Always unplug the AC power cord and turn off the scanner before you clean a DS200 scanner.
4. Clean the LCD display window with the damp cloth. Be careful not to scratch the display panel.

5. Use the cloth and cleaning solution to clean the scanner’s outer case. Start at the top and work down to the base.

6. Clean the scanner’s stainless steel base plate with the cleaning solution. Wipe all traces of the cleaning solution off the scanner after you finish cleaning.

7. Unlock the rear access door on the back cover of the DS200.

8. Once this door is unlocked and back cover of the DS200 is raised, the ballot transport mechanism can be opened.

9. Lift up the latches on the left and right side of the ballot transport.

10. Lift up the top cover to access the ballot transport.
11. Use a lint-free cloth and isopropyl alcohol to clean the spring plates opposite the contact image sensors.

12. Clean the rubber rollers on the bottom surface of the ballot transport.

11.2 Clean the Ballot Box

Clean your DS200 ballot boxes either before or after each election. Use a mild solution with water and soap to clean the ballot boxes.

11.2.1 Clean the Plastic Ballot Box

1. Use a cloth dampened with cleaning solution to clear dust and debris from the ballot box.

2. Open the door to the main compartment of the ballot box.

3. Remove the DS200 carrying case on top of the ballot bin to expose the auxiliary ballot bin.

4. Wipe down the interior auxiliary ballot bin with the cleaning cloth.

5. Place the DS200 carrying case on top of the ballot bin when you are finished cleaning the auxiliary ballot bin. Make sure the wheels from the carrying case fit into the holes in the auxiliary ballot storage bin.

11.2.2 Clean the Metal Ballot Box

1. Use a cloth dampened with cleaning solution to clear dust and debris from the ballot box.

2. Clean the inside of the bin first and then the outside.
3. Wipe down the interior ballot divider and the box cover. Remember to periodically rinse the cleaning cloth.

4. Stand the ballot box upright to clean the recessed scanner housing.

**Warning**  
Make sure the power cord and the diverter motor connector are not damaged or dirty.

5. Turn the mounting pedestal upside down and clean the inside of the box. Use a soft cleaning brush or feather duster to clear dust and debris. Use a brush to clean the diverter vane, diverter motor, and controller circuit board for the ballot diverter. Do not bend or damage any of the sensitive components contained in the diverter motor assembly.

6. Use a brush to clean the debris and dust from the ballot chute assembly. Do not use liquids to clean the inside of the scanner mounting pedestal. Reassemble the unit after you finish cleaning.

**11.3 Check the Printer, Replace the Paper Roll**

Check the DS200 printer and, if necessary, change the paper roll before Election Day.

**Note**  
A warning message may appear if the internal printer is out of paper.

1. If a security seal is placed on the access door, follow your jurisdiction’s guidelines for removing and recording security seals. Unlock the access door, located above the printer. This will provide access to the printer release lever.
2. Press the lever to unlock the printer door.

3. Open the printer door.

4. Remove the remaining old paper roll.

5. Drop the new paper roll into the printer paper compartment with the paper coming off the roll as shown in the photo.

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

6. Pull the end of the paper roll out toward the input tray of the DS200.

7. Close the printer door and press firmly on the door to make sure it locks into place.
8. To test whether the paper is loaded correctly, take the paper that is sticking out of the paper slot and fold it over to the left. Scratch the paper with a fingernail. If a gray mark appears, the paper is loaded correctly. If it does not, reopen the door and reload the paper.

9. Lock the access door above the printer. If a security seal was removed, follow your jurisdiction’s guidelines for replacing security seals.

11.4 Replace the Ballot Stamp

The DS200 is equipped with a stamp that marks ballots with a pink or red dot, if you choose to do so. You can choose to mark all tabulated ballots, only ballots with write-in votes, or to mark no ballots. If you choose to stamp ballots, the stamp should be replaced prior to each election.

Figure 11-1: Replaceable Ballot Stamp, enlarged

To replace the ballot stamp, take the following steps.

1. On the back of the DS200, locate the white knob.

2. Pull the knob to open the access door.
3. Locate the stamp in the middle of the compartment. Remove the old stamp.

4. Insert the new stamp with the plastic portion of the stamp on top.

5. Ensure the access door is closed.

11.5 Check the Scanner Battery

The DS200 uses an 18.5-volt, 4300mAh lithium-ion battery to power the scanner in case of an electrical power failure. A fully charged battery can power a scanner in active use (scanning ballots or printing reports) for up to two hours and can power an idle scanner for up to three hours. The estimated battery life is five years.

To check the charge for your backup battery, look at the battery power indicator light on the back of your DS200 machine. Refer to section 4.1.2 Power Source and Backup Battery for more information.

**Note**

If the DS200 has not operated on battery power and was stored with a full battery charge, the charge time required to fully recharge the battery will be minimal. If the battery charge is completely depleted, it will require 5 to 7 hours to completely charge the battery.