

DS200 Open Procedures

TOWN OF NORWELL
TOWN CLERK
2018 MAY 14 AM 9:49
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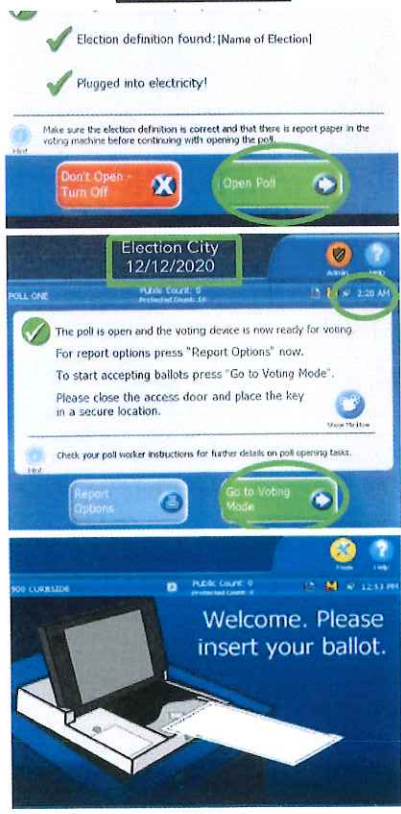
⚠ Before starting the DS200 Open Procedures be sure you have the barrel key and the ballot box key.



1. Open the Rear Door
2. Plug the DS200 power cord into an AC outlet.
3. Push the metal bar down to Unlock position

4. Verify that the auxiliary and main ballot compartments are empty.

5. Open the ballot box lid. Unlock the front, flip up the screen, and the DS200 will automatically power up.
(If the DS200 does not automatically power up, unlock the access door on the front left, and press the Power button)



6. The Configuration Report will automatically print. Make sure the screen shows a green check mark before “Election definition found” and “Plugged into electricity.” Then press **Open Poll**.
(If the Election Definition shows not found and doesn't have a green check — unlock the access door and make sure the Election Definition media stick is pushed in all the way. Then lock the access door.)

7. The Status and Zero Totals reports will automatically print — if you have any issues with these reports not printing, be sure to press **Report Options** to print these reports. Press **Go to Voting Mode**.
(Follow your jurisdiction's procedures for handling the zero tape.)

8. Ensure that the Public Count is zero. If it is not, call Election Central for assistance. Make sure the date, time, election and poll names are accurate. The Welcome Screen is displayed.



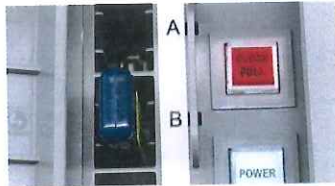
The DS200 is now ready for live voting!

**DISCLAIMER: These procedures are guidelines. Any requirements outlined by the jurisdiction must be followed.

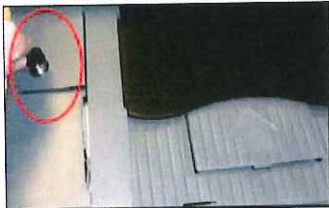
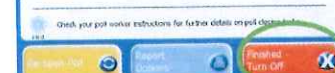
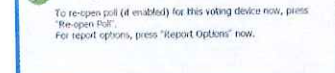
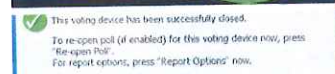
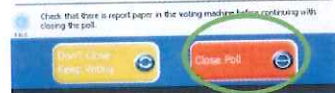
DS200 Close Procedures

❗ Close your polling place for voting at the assigned time, and then prepare the results for processing. Report printing and processing vote totals from the DS200's media stick are possible after you properly close the polls.

If applicable, check the auxiliary ballot compartment for uncounted ballots, and follow your jurisdiction's rules accordingly.



To return to voting mode now, press "Don't Close - Keep Voting".
To continue closing the poll, press "Close Poll".



1. To officially close the polls, unlock the access door, press the **Close Poll** button. Do NOT remove the Election Definition media stick. *The Close Poll button will turn red and then turn off.*

2. This screen will appear to confirm you are ready to close the poll — press **Close Poll**.

3. Depending on how your election definition was set up, the DS200 may automatically print one or more reports. *If you need to print additional reports, press **Report Options**.*

4. Press **Finished - Turned Off** to shut down the DS200. Please wait until the DS200 turns completely OFF before unplugging (about 1 minute)

5. Close and lock the access door and then close and lock the DS200 screen. Unplug and store the power cord, close the back door. Following your jurisdiction's procedures, take the printed reports and ballots to Election Central.

6. Close and lock the Ballot Box lid. Following your jurisdiction's procedures, collect the voted ballots from the main ballot box bin.



That's it! You're all done!

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