

DS200[®] Digital Precinct Scanner

EVS 6.0.7.0
Firmware 2.21.1.0

Poll Worker Guide

v. 1.1



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Poll Worker Learning Plan

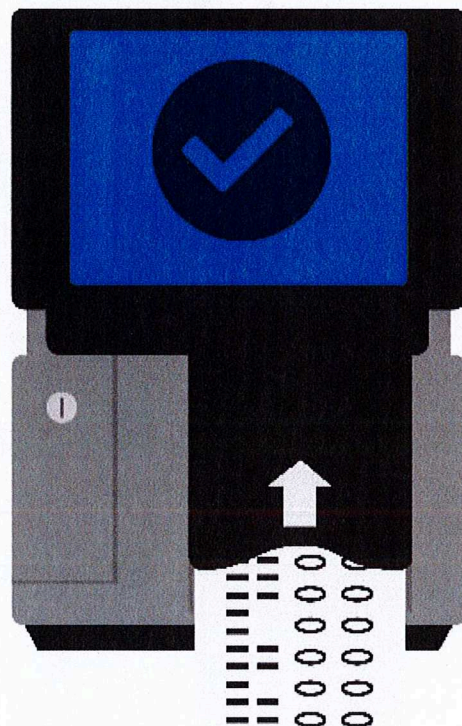
Learning Objectives

This course will provide you with the skills to successfully use the DS200 in your jurisdiction. Upon completion of this course, you will be able to:

- Set up the DS200 for voting
- Assist voters in using the DS200

Agenda

- Understanding the DS200
- Using the DS200 for Voting
- Applying what you have learned



DS200[®] Digital Precinct Scanner

Product Overview & Ballot Box Components



The DS200 is a precinct-level tabulator that can also be used as a central count tabulator for voting over an extended period, as with early or absentee voting. Both one- and two-sided ballots can be read by the DS200 to determine valid ballot marks and extraneous marks, such as smudges or folds. All election results are stored on an encrypted removable USB flash drive, which is used to transfer results to the Electionware Results module.

❶ Clam shell carrying case

❷ Main ballot bin

❸ Ballot box base

❹ Locking wheels

❺ Auxiliary bin

Digital Scanner Components



1 Rear access compartment

5 ExpressVote card feed

2 Front access compartment

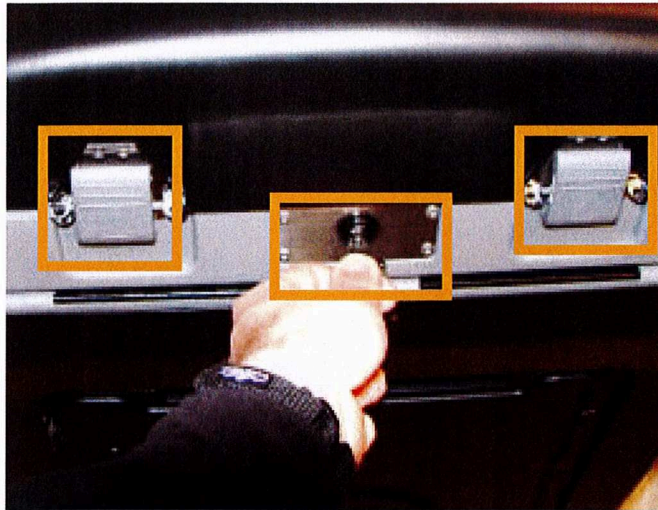
6 Paper ballot feed

3 Thermal printer

7 Touch screen

4 Touch screen lock

Preparing the DS200 for Use

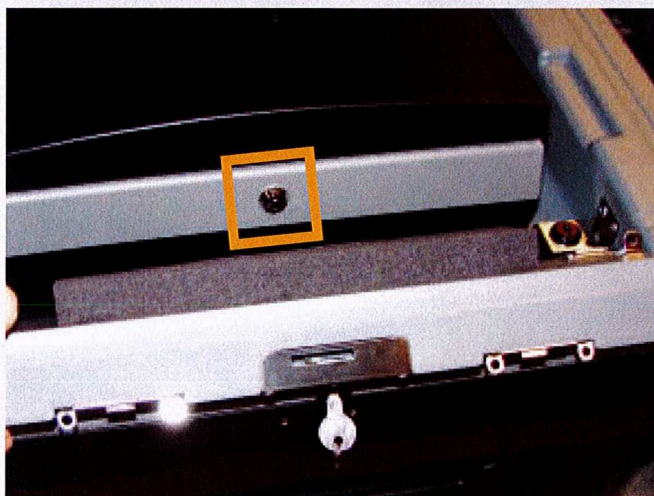


DS200 Scanner Setup

The DS200 Scanner and Ballot Box use two different keys: a standard silver key and a barrel key.

The silver ballot box key is used only for the ballot box locks. The barrel key is used only for locks on the DS200 scanner. You will need both keys to open and start the DS200.

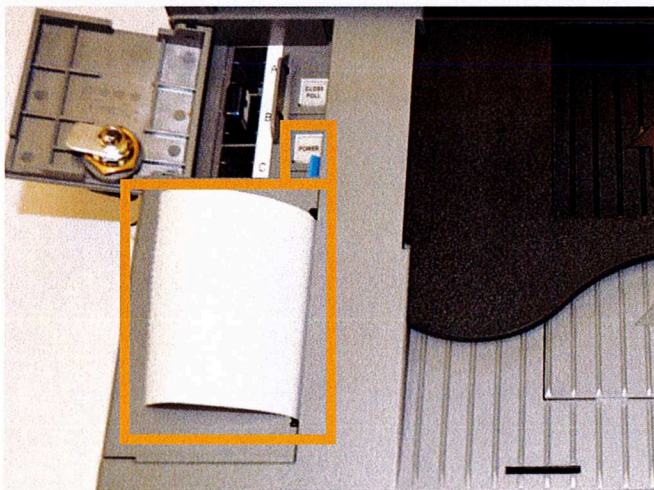
Open the back panel to access the power cord and plug the unit in. Next, open the front of the carrying case by using the silver ballot box key and unlatching the two front tabs.



Powering Up the Scanner

Using the barrel key, open the DS200 touch screen. The scanner should automatically power on when the screen is lifted and the unit is plugged in.

If the scanner does not automatically power on, shut the lid, and confirm that the unit is plugged into a working power outlet. Once complete, reopen lid.



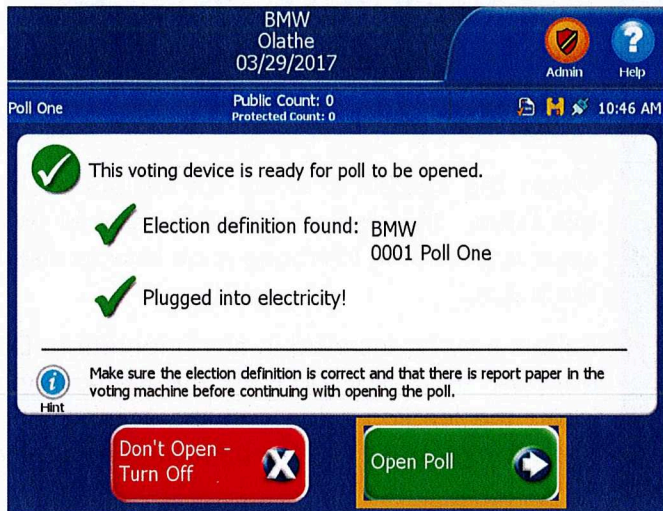
Preparing the Printer Tape

The DS200 contains an internal thermal printer for reports. To change a tape roll, open the Front Access Compartment and press the blue lever.

Replace the tape roll and pull the end of the paper out of the tape opening with the treated side facing the right side of the opening.
(Treated side will leave gray streak when scratched).

Hold the end of the tape roll while pressing firmly on the printer door to ensure it is locked.

Opening the Polls for Voting

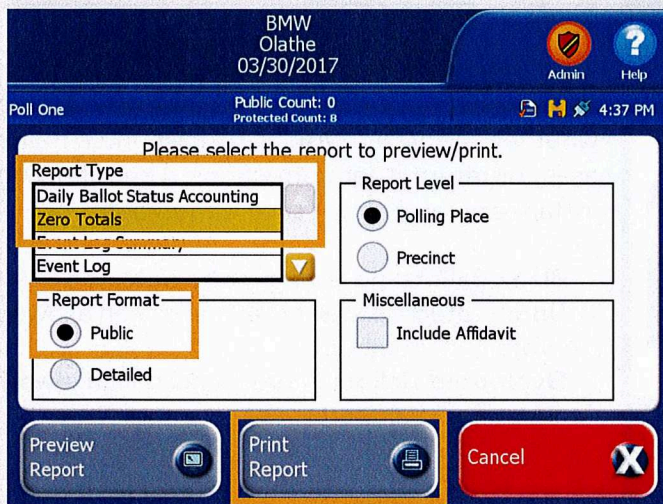


Opening the Poll

Once the Election Definition is loaded and all Admin functions are completed you can open the poll.

If needed, enter the Election Code and touch **Accept**. Touch **Open Poll**.

Allow default

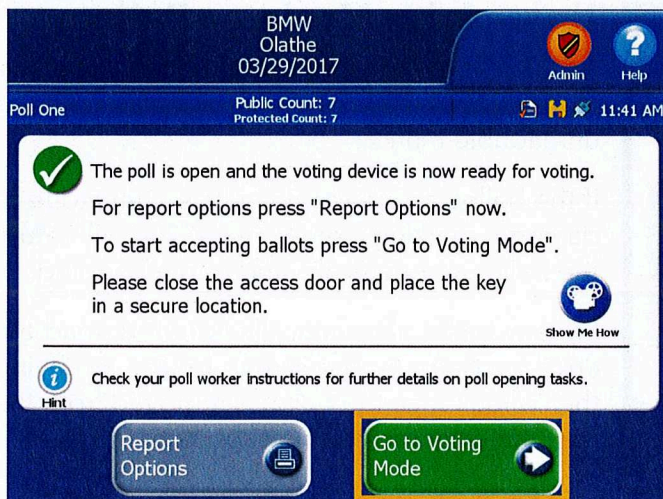


Printing the Zero Totals Report

The DS200 should be configured to automatically print at least one (1) Zero Totals Report when the poll opens.

Should you need to print additional copies, you must do so before going to voting mode.

Touch **Report Options** from the Open Poll screen and select the **Zero Totals Report**. Make sure the Report Format is set to **Public** and touch **Print Report**.



Go to Voting Mode

When you are ready to start scanning ballots for live voting, touch **Go To Voting Mode**.

Close and lock the Front Access Compartment using the barrel key.

Verify the Public Count at the top of the screen is at "0" before voting starts on the first day of tabulation or testing. This count will increase by one each time a ballot is cast.

Assisting Voters with the DS200

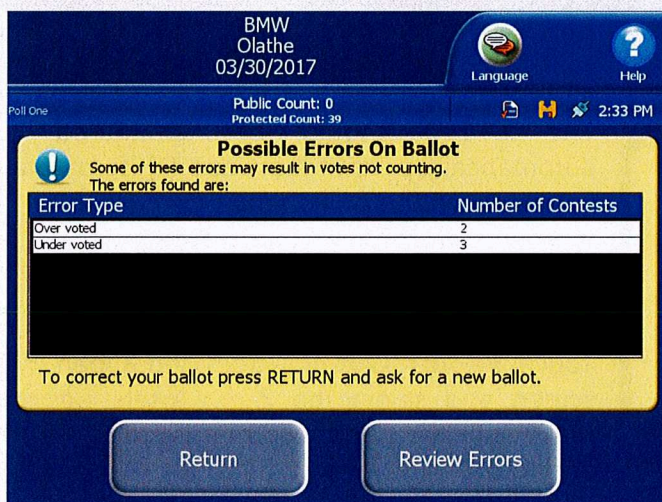


Inserting Ballot for Tabulation

Both paper ballots and printed ExpressVote cards can be scanned and tabulated with the DS200.

When the DS200 is ready for ballots to be tabulated, the ballot insertion screen will appear, providing instructions on how to insert the ballot.

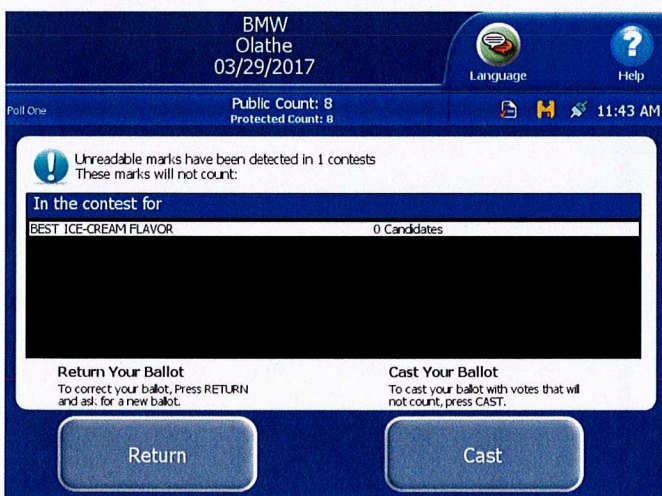
Ballots may be inserted in any orientation. Do not push the ballot too hard into the scanner; insert the leading edge into the scanner and allow it to grab and pull the ballot automatically.



Ballot Exceptions

If your election is coded to prompt for ballot exceptions, a message may appear asking whether the voter wishes to cast their ballot as is, or return it for corrections. The following instances may prompt such a message:

- **Blank Ballots:** no voting marks detected
- **Undervoted Ballots:** fewer marks than allowed "Vote For" number
- **Overvoted Ballots:** more marks than allowed "Vote For" number



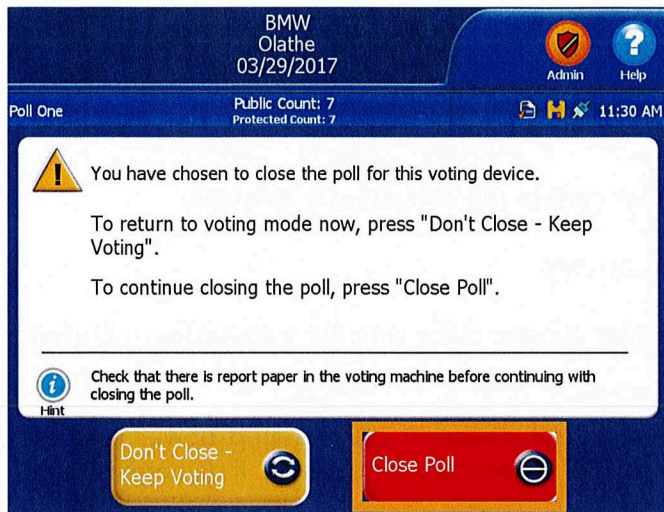
Unreadable Marks on Ballots

An alert message indicating which contest(s) are impacted may appear if the ballot contains unreadable marks.

If the ballot is unreadable in its entirety (due to damage, markings, etc.), the DS200 will return the ballot automatically and begin beeping.

For any ballot automatically returned, read the error message on the screen before removing the ballot. Once the ballot is removed from the tray, the error message disappears.

End of Voting



Closing the Poll

Check the auxiliary bin at the end of voting. If there are any ballots in the bin, scan them prior to closing the poll.

To close the poll, unlock the Front Access Compartment using the barrel key.

Push the **Close Poll** button.

On the touch screen, touch **Close Poll** to end voting.

A confirmation screen appears indicating successful poll closure.

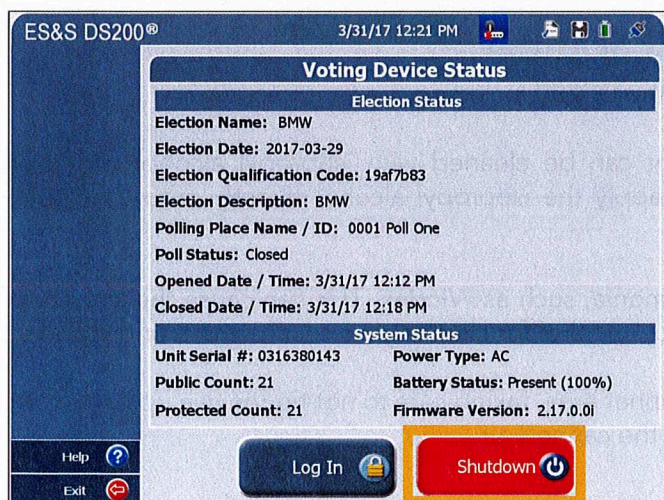


DS200 Results

The USB inside the Front Access compartment holds the results for the DS200 machine and will be used to read the results into Electionware.

Leave the USB in the machine until either you are prompted to remove the device or until the scanner shuts down entirely.

The results report should print automatically. If additional copies need to be printed, .



Power Down Methods

During early voting, to power down with polls open, touch the **Tools** icon and enter the Election Code. Touch **Report Options** and select the **Admin** icon. Touch **Shutdown**.

At the end of Election Day voting, push the **Close Poll** button inside the Front Access Compartment to access the **Admin** menu and touch **Shutdown**.

If the polls are closed, you will be directed to the Voting Device Status screen where you can touch **Shutdown** to power down the scanner.

Appendix A: Troubleshooting the DS200

DS200 Not Plugged Into Power Source

PROBLEM: After turning on the DS200 the screen power icon on the top right of the screen shows the plug is not connected. What does this mean?

CAUSE: The DS200 is not plugged into the AC power cord or the wall outlet is defective.

SOLUTION: Ensure all power cords are plugged in securely.

REMINDER: there are two parts to the DS200 power supply; make sure the transformer is plugged into the cord.

Test all outlets using a night light or other small electrical device. If using a strip power cord (not recommended) assure the strip is turned on. Check DS200 power cord for damage. If damage is found, replace the cord.

Reports Not Visible on Paper

PROBLEM: The reports are generating, but no printing is visible on the paper. What's wrong?

CAUSE: The DS200 printer uses thermal paper and heat transfer to print the information. Printer functionality without visible print means the paper roll is inserted incorrectly, causing the printer to print to the untreated side of the tape roll.

SOLUTION: Open the Front Access Compartment and press the blue lever to open the printer door. Reinsert the paper roll with the treated side of the paper to the right side of the scanner. Reprint report(s) as necessary.

Cleaning the DS200 Touch Screen & Scanner

PROBLEM: What do I use to clean the exterior of the DS200 including the touch screen?

SOLUTION: The DS200 touch screen and exterior can be cleaned with isopropyl alcohol wipes or isopropyl alcohol on soft cloth. Do not spray or apply the isopropyl alcohol directly onto the touch screen or DS200 scanner

WARNING: Do not use products containing ammonia, such as Windex. This can cause the screen to become deteriorated over time. Use only isopropyl alcohol for cleaning the touch screen and scanner.

Use canned air to clear any paper dust from the scanner area, taking care to not tip the can upside down while spraying. Do not shake the can before using the canned air.

Appendix A: Troubleshooting *(continued)*

Contacting Technical Support

If you need assistance, ES&S technical support staff can provide advice and help you resolve the situation. Support representatives are available Monday through Friday, between 7:00 a.m. and 7:00 p.m. Central Time.

Phone: 1-877-ESS-VOTE (1-877-377-8683), Option 4

E-mail: technicalsupport@essvote.com

When you contact ES&S for technical support, have the equipment on hand and be prepared to provide the following information to the support representative:

- Model number of the product you are using
- Firmware version of the product
- Exact wording of any messages that appeared
- Description of what was happening when the problem occurred



