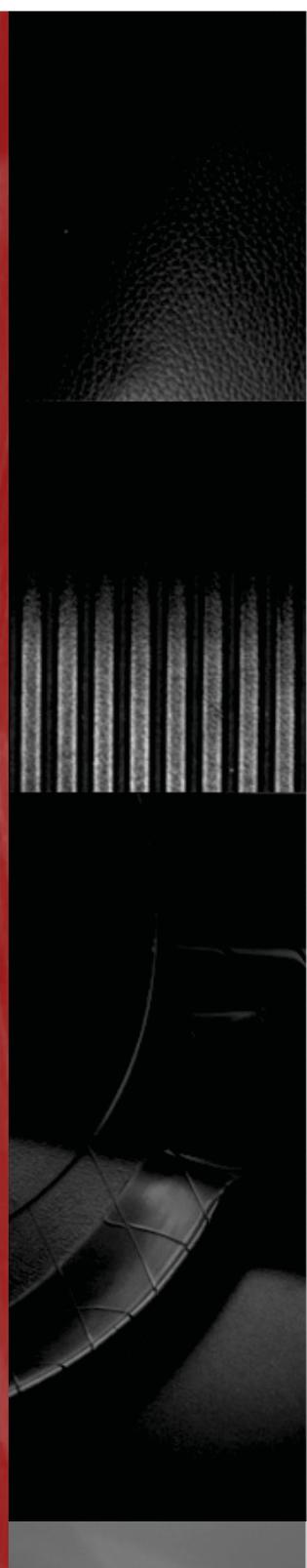
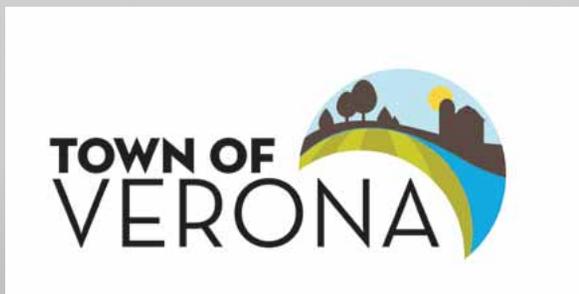


DS-200 Training

Checklists and reminders for
Firmware 5.3.0.0 upgrade

Town of Verona
February 2017



Open doors and verify there are no ballots and ballot bypass door is closed. There are two types of keys: standard and barrel.



Barrel key

Standard key

The standard key will open the two front doors.



This door should be in the closed position (upright).

Check this tray for ballots.

Open the rear access door and remove the power cord and lower the metal bar to the downward, locked position.



This bar will be in the upright, locked position when the unit is stored.

Power cord

The silver bar locked in the lower position (this allows the ballots to drop into the bin).



Plug power cord into strip outlet and wall power.



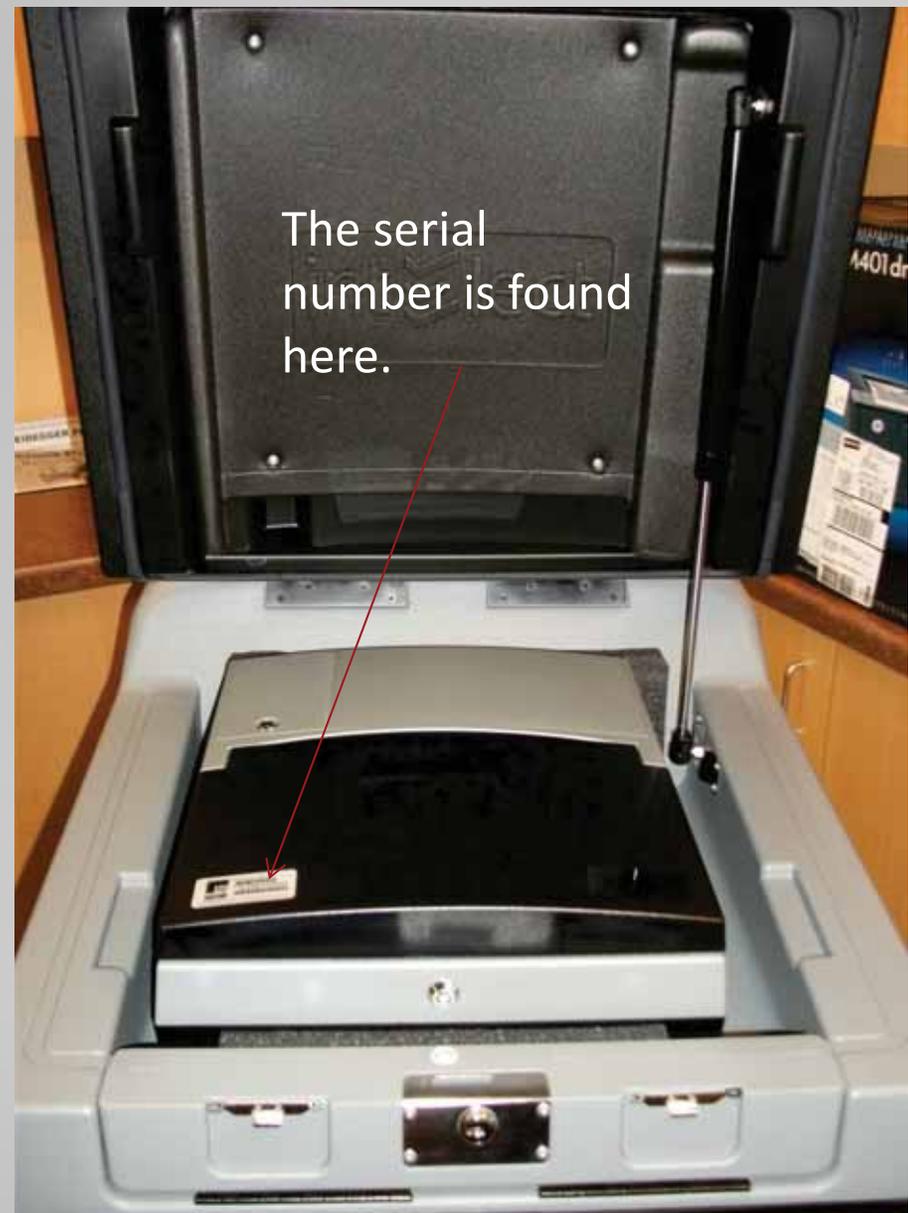
For added protection, power switch will be in the “off” position when plugging strip into wall and power cord to strip. Leave the power off until memory stick is installed.

The election will be stored on a removable thumb drive known as the EM stick. Be sure to record the item # on the inspector statement prior to installing. A Qualification Stick is also required beginning with the 2017 Spring Primary.

The dust cap can be stored in the red security bag when not in use.



Unlock top of unit with standard key and undo the two latches. The lid will lift automatically. Double-check that the security tapes between the upper portion and collection bin are unbroken. Record the numbers on the Inspector's Statement along with the serial number of the DS-200.



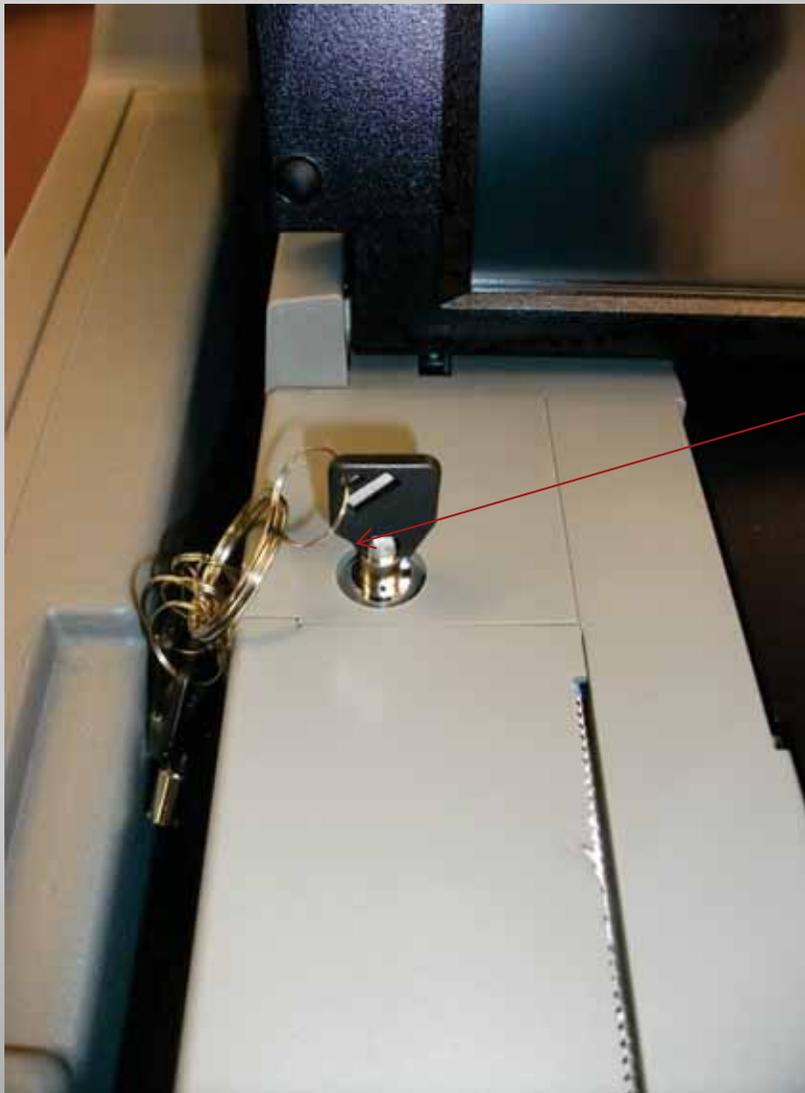
Insert the barrel key at the front of the unit and unlock the screen; the boot sequence will begin if the unit is plugged into wall power when the screen is raised.



Lift the LCD screen to the upright position. The compartment cover to the left is where the Election Qualification Device (EQD) is to be inserted.

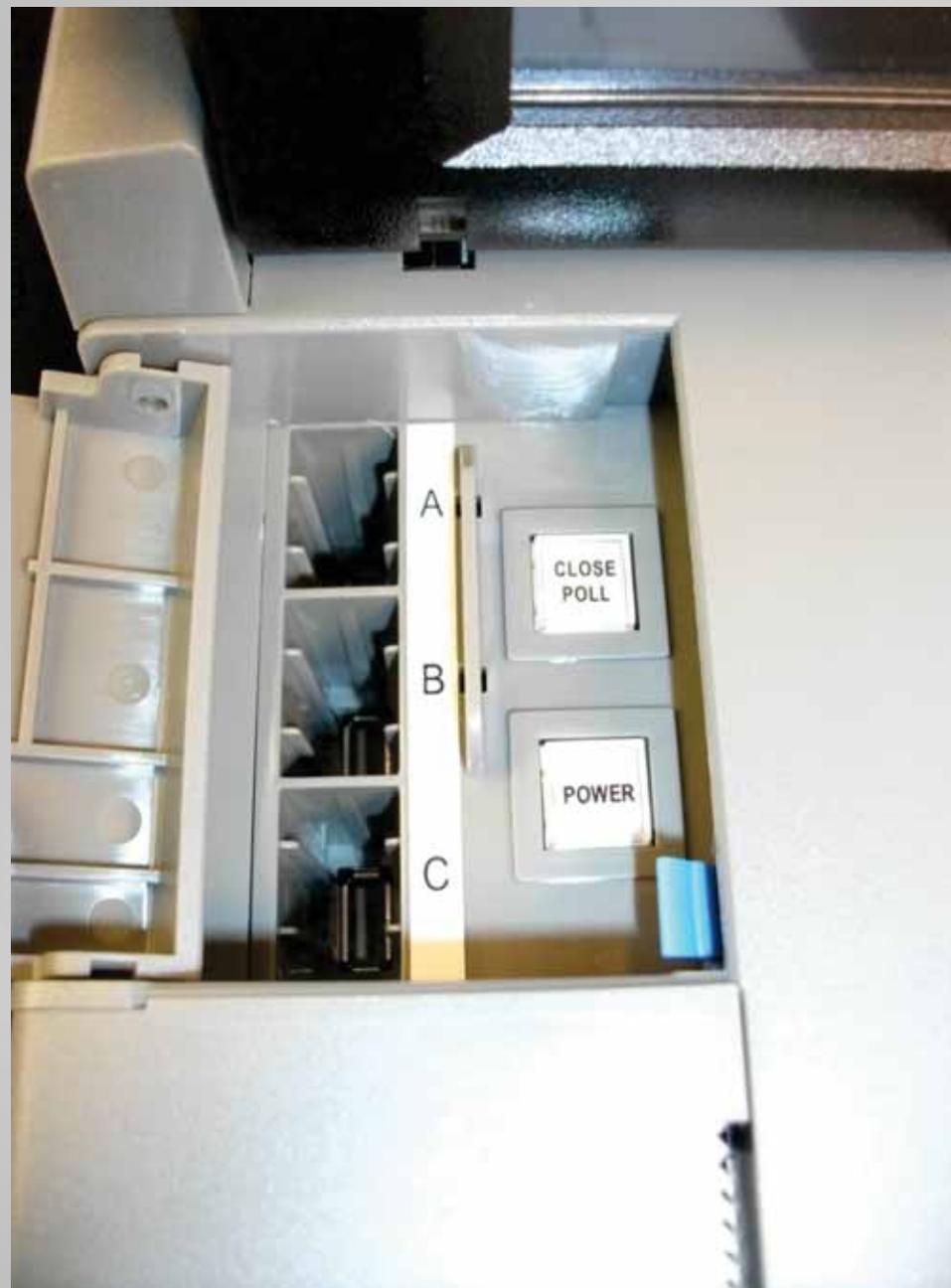


Unlock security cover with barrel key and open compartment door.



Note: I have been unable to remove the key when the cover is unlatched. If the keys are in the way when inserting the Qualification Device or EM stick, rotate the key to the locked position and remove.

There are three slots available for the EQD available for the EQD labelled A,B, and C. Any slot is fine for the EQD. Insert the Election Qualification Device with the item # to your left. The turquoise lever to the lower right opens the paper cover.



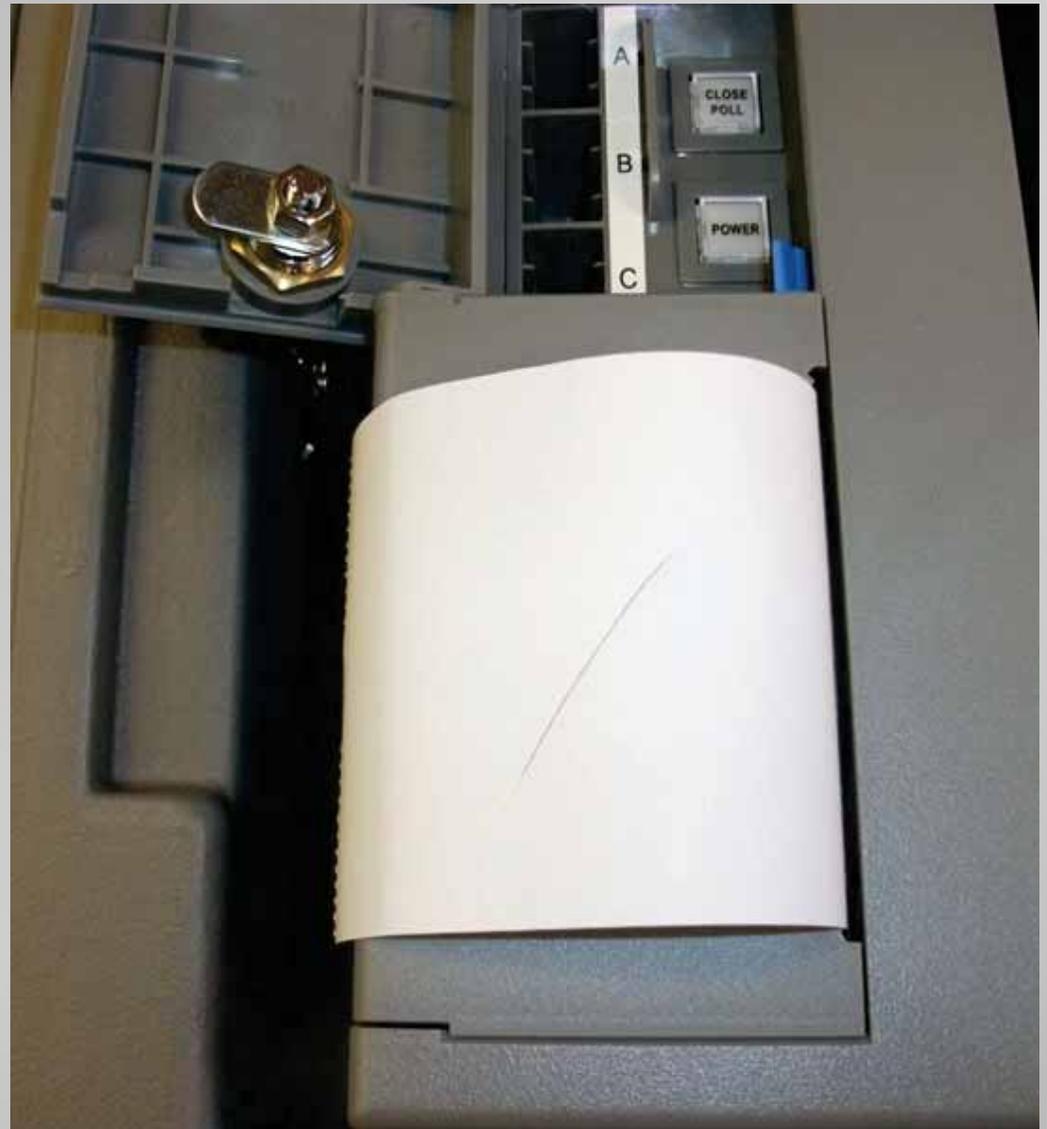
Insert the EQD.
Insert a roll of paper (glossy side out) with extra paper extending beyond the serrated opening of the printer access door.



An image of the paper bin with the access door open and paper roll properly installed.



Once the paper compartment is closed, you can check for proper installation by scratching the outer surface with a fingernail. If installed correctly, the surface will record a dark line.



Place the screen in the closed position, turn on the power strip and lift the screen to the open position. The unit will power on.

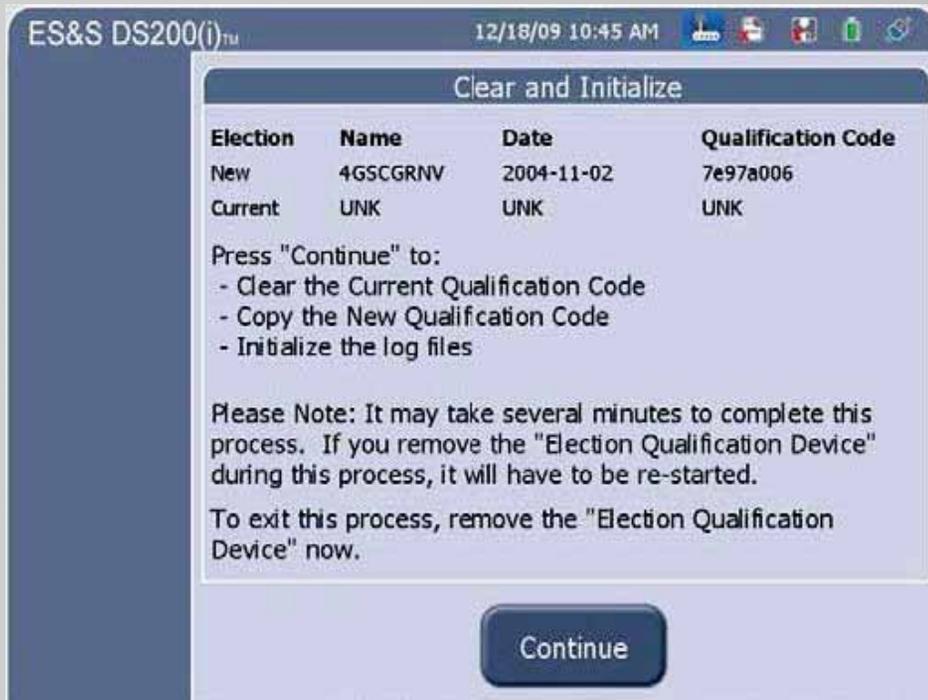


Note the progress bar.

While the machine is booting, the progress bar at the bottom of the screen will progressively fill with blue.

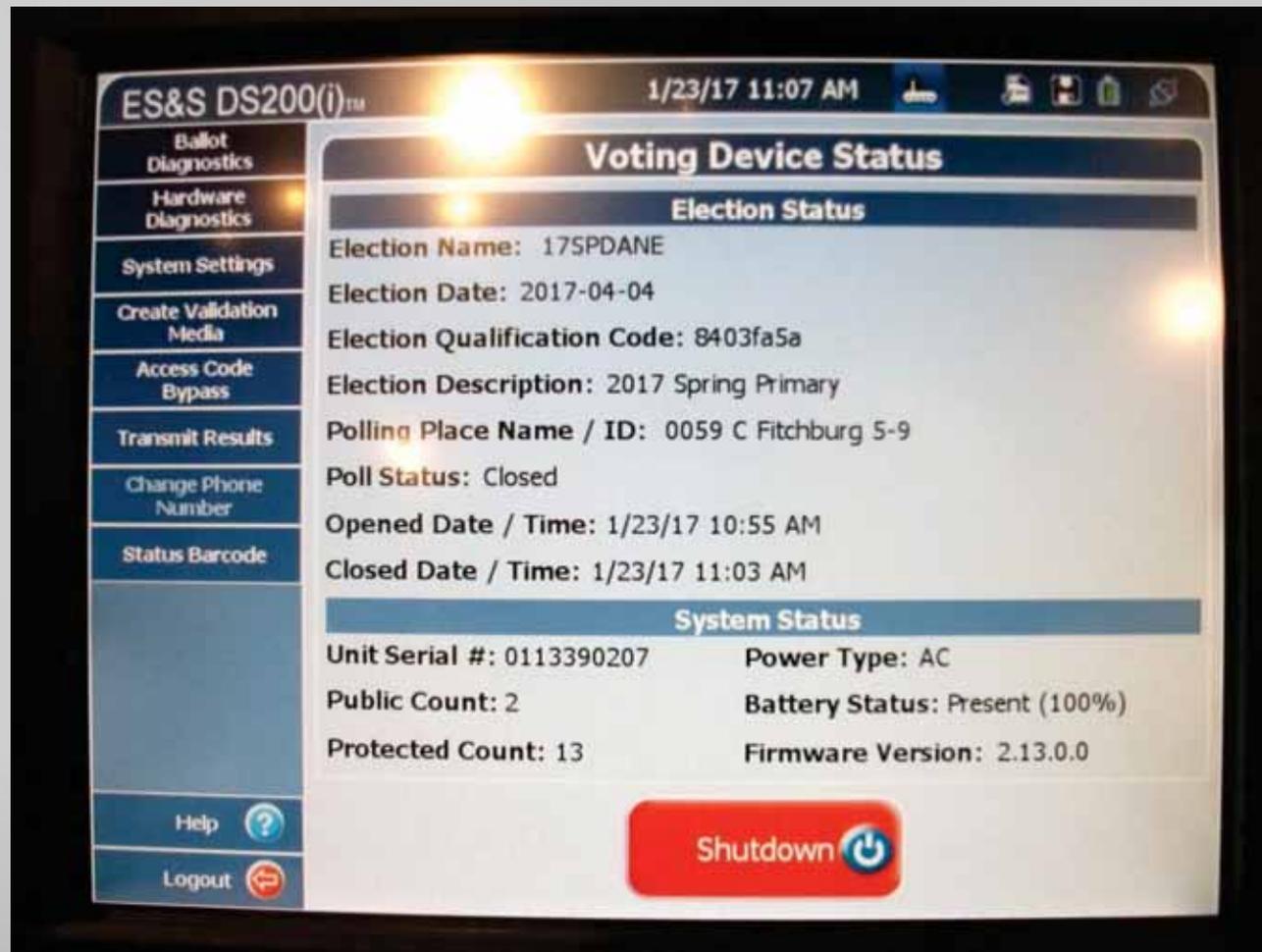


When the clear and initialize message appears, press continue and enter the EQC security code.

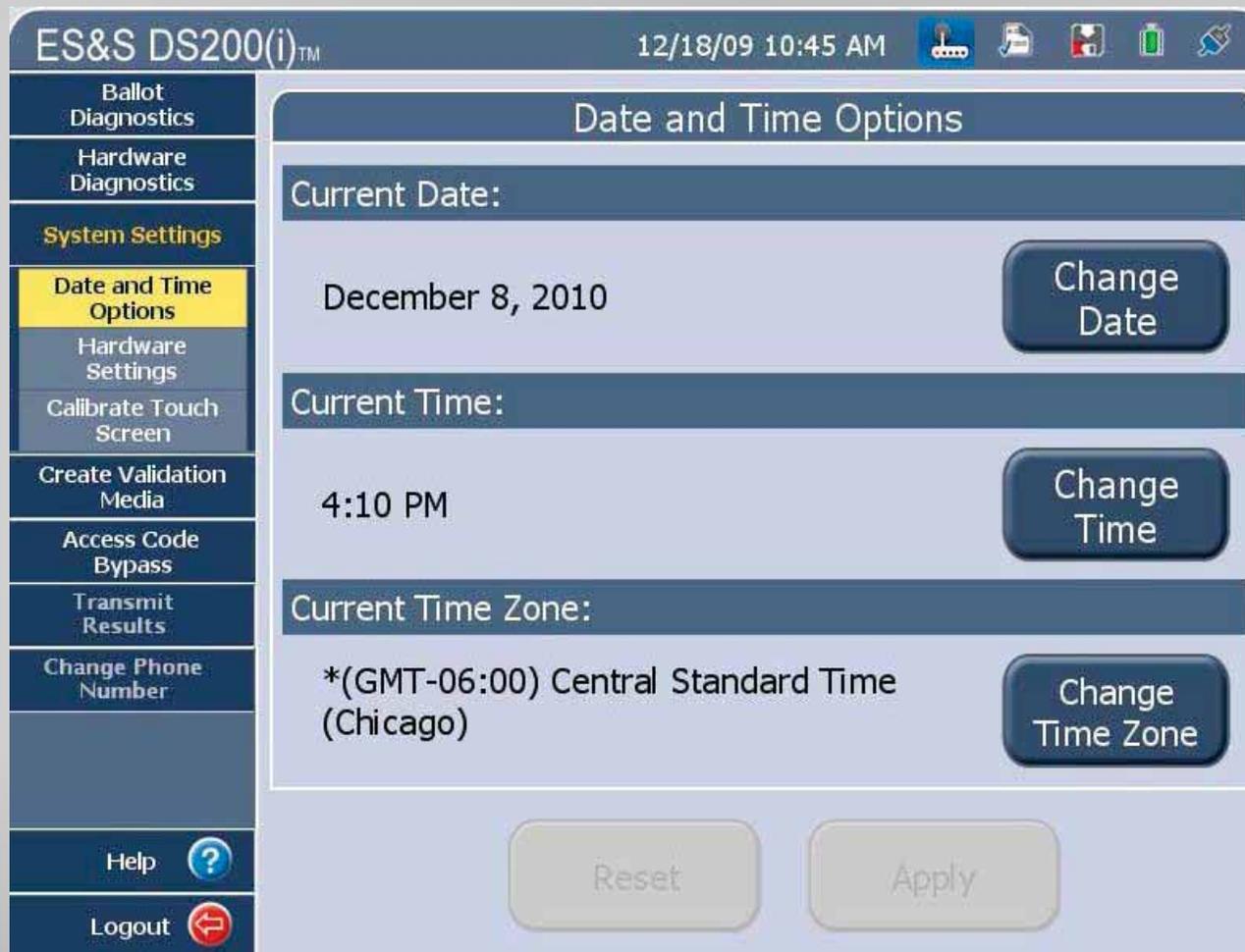


Press accept when finished entering the Election Qualification Code (EQC). When the Initialization Complete screen appears, you can remove the Qualification Stick.

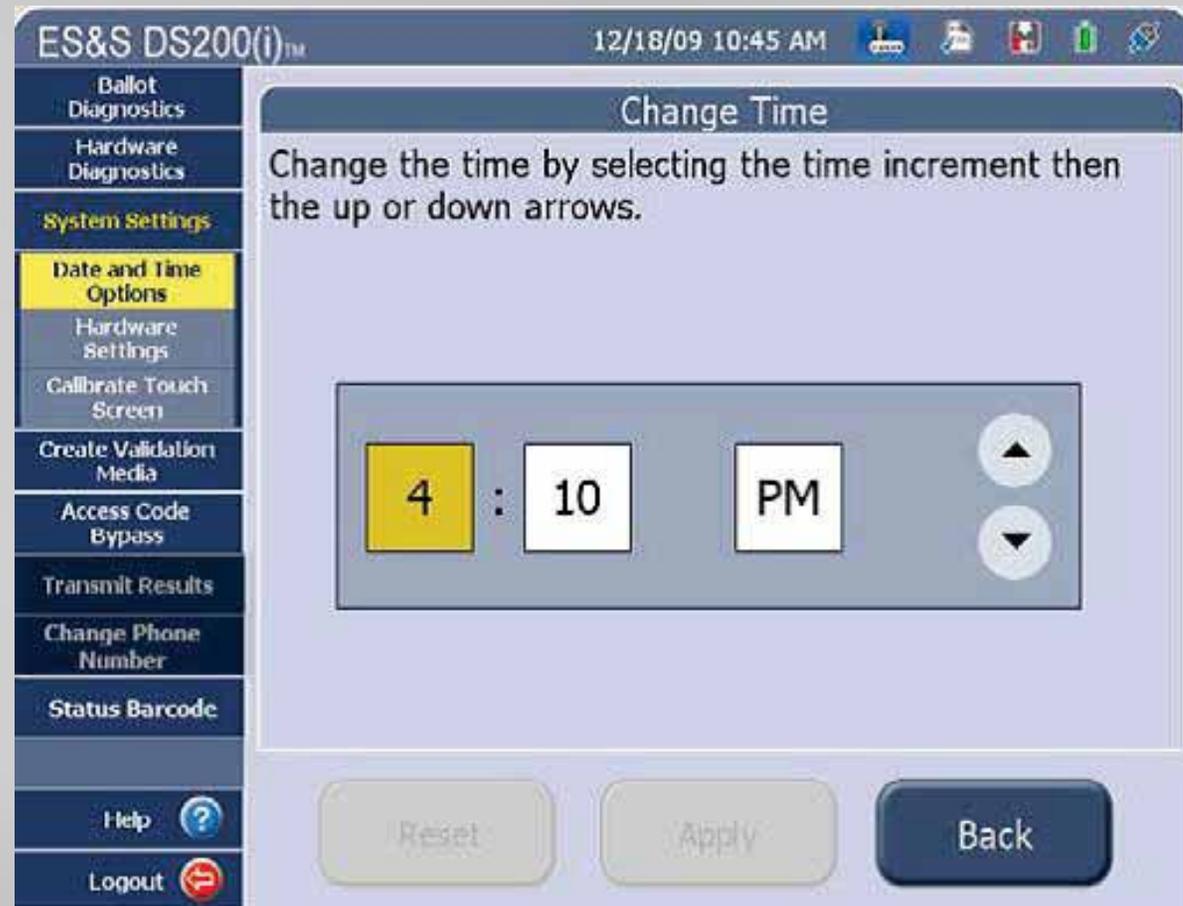
From the Administration Menu, select System Settings if you need to make any changes.



Press Date and Time options to open the dialogue.



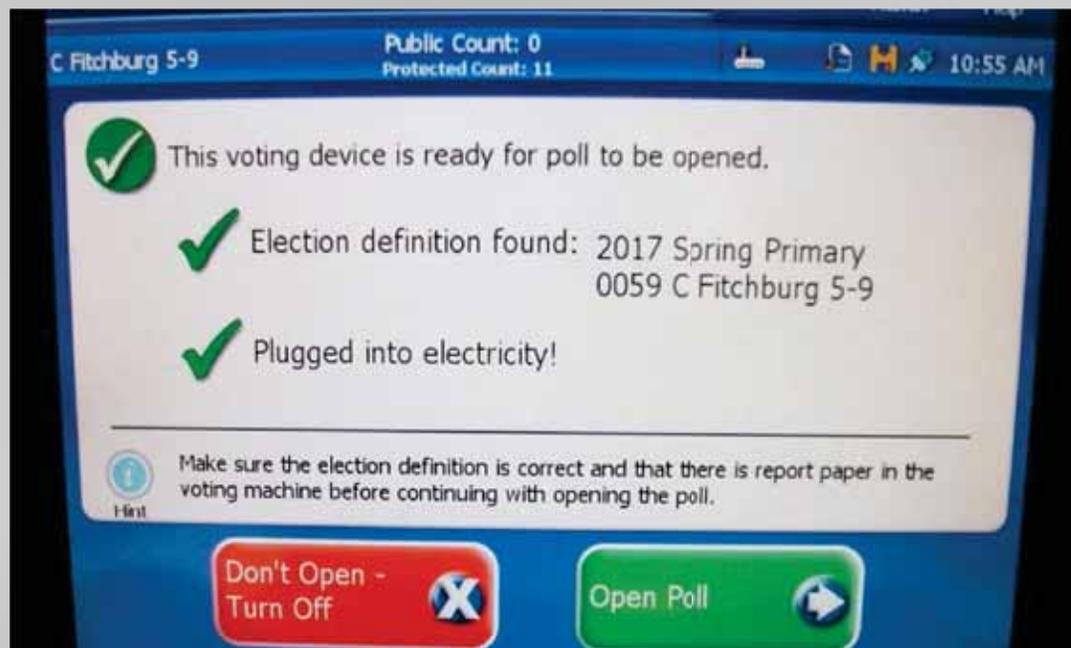
Make changes and choose Apply to save changes. On the next screen hit apply again; on the final screen hit okay. There will be a logout and exit screen as well. To resume, you will need to enter the override code.



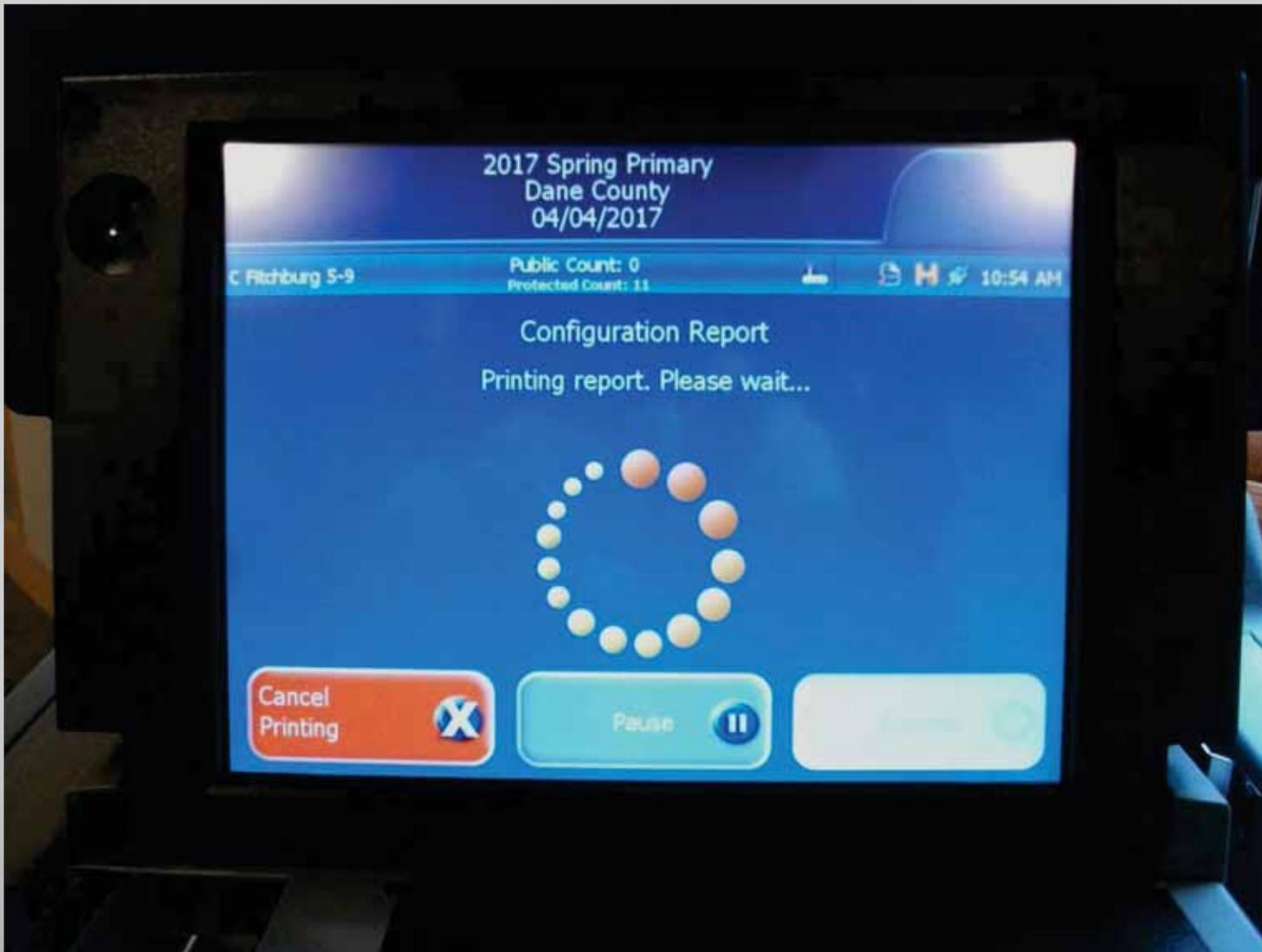
The battery status for the optical scanner can be checked on the rear of the scanner or by referring to the Battery Power Icon on the upper right corner of your display when the scanner is unplugged or power strip is off. The following table indicates the status and approximate battery time left.

 Full battery charge	If the battery shows a full charge, the DS200 does not need charging
 75 percent charge	It should take about 2 to 3 hours of fully charge the battery.
 50 percent charge	It should take about 3 to 4 hours to fully charge the battery.
 25 percent charge	It should take 5 to 7 hours to fully charge the battery.
 No charge	It should take 5 to 7 hours to fully charge the battery.

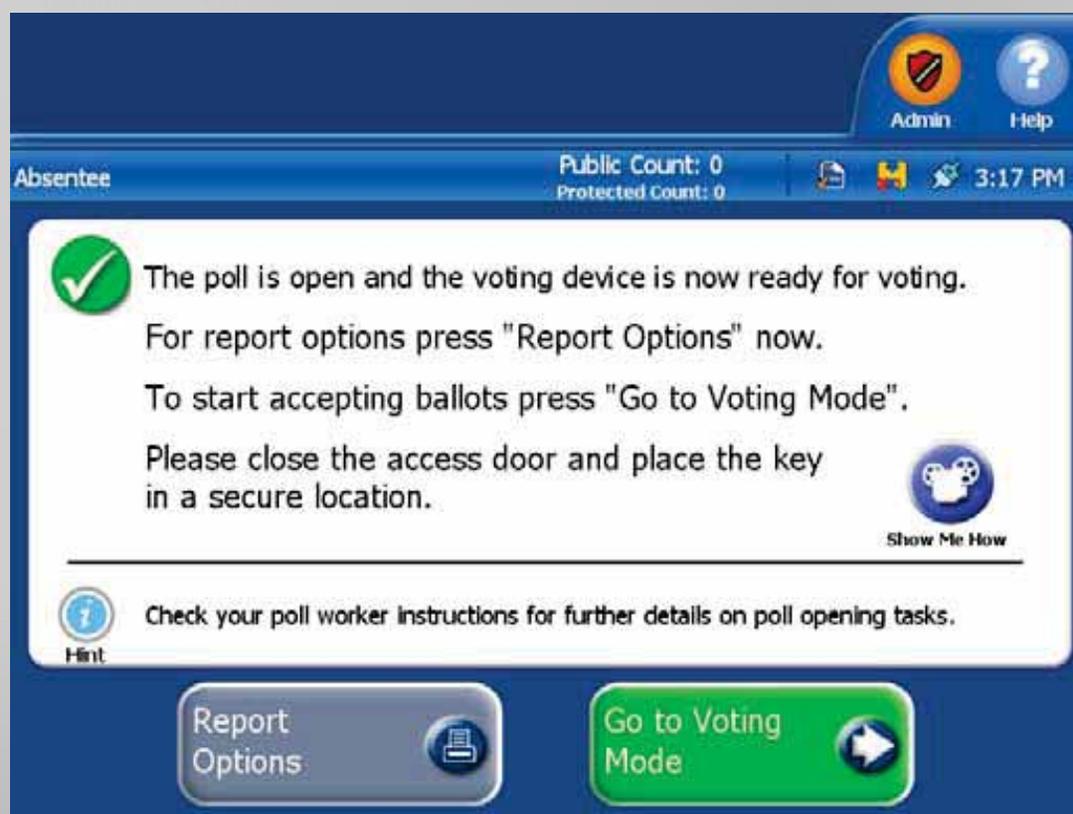
Install the EM stick in the A or B slot to load the Election. Enter the Election Security Code to access the Election Definition and press accept. Press the touchscreen on the Open Polls icon and a zero tape will print. Verify you have the correct municipality and election as well as a zero total.



A configuration report will automatically print. Double-check that the information is accurate for your municipality, Ward, and Election.



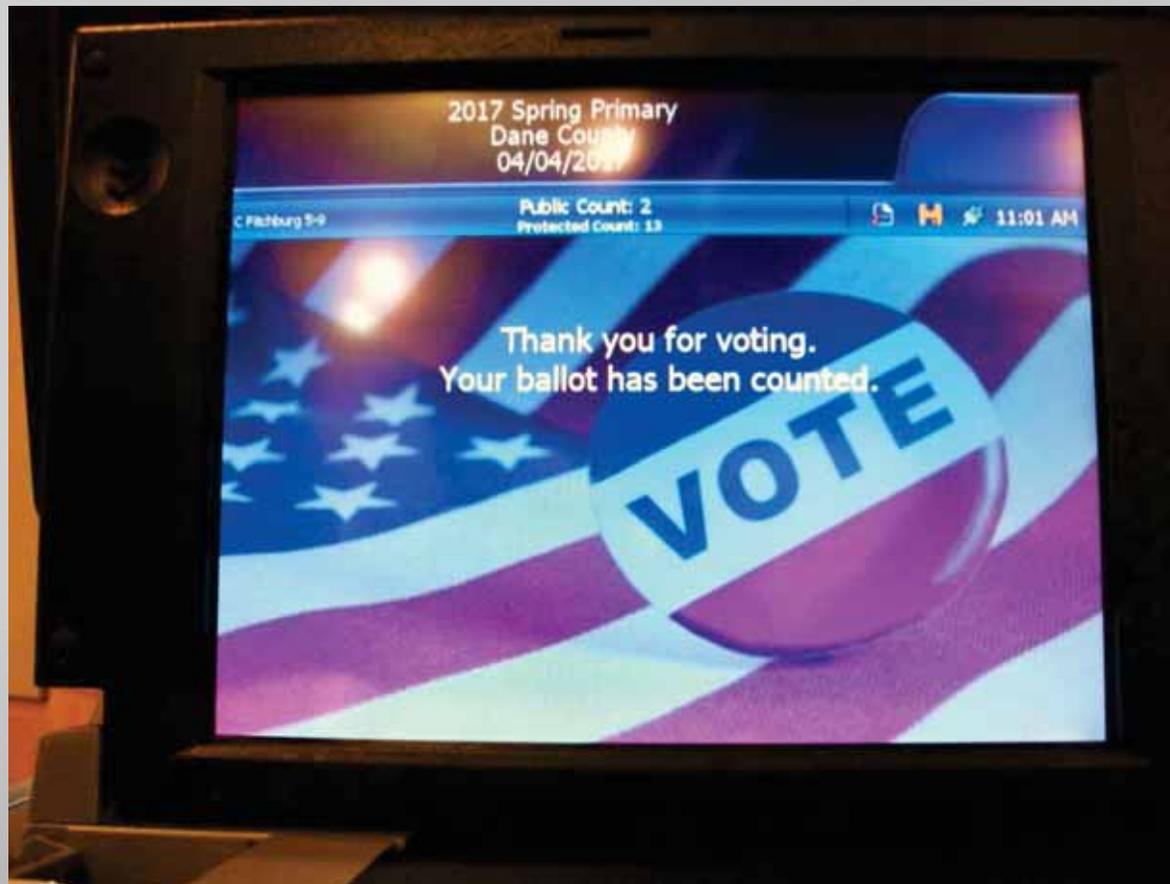
Once the reports are printed or cancelled, the following screen will appear. Press Go to Voting Mode if you are ready to start the Public Test or Election. You will have an option to clear votes; the next screen will offer for you to clear votes and continue. A zero total report should print.





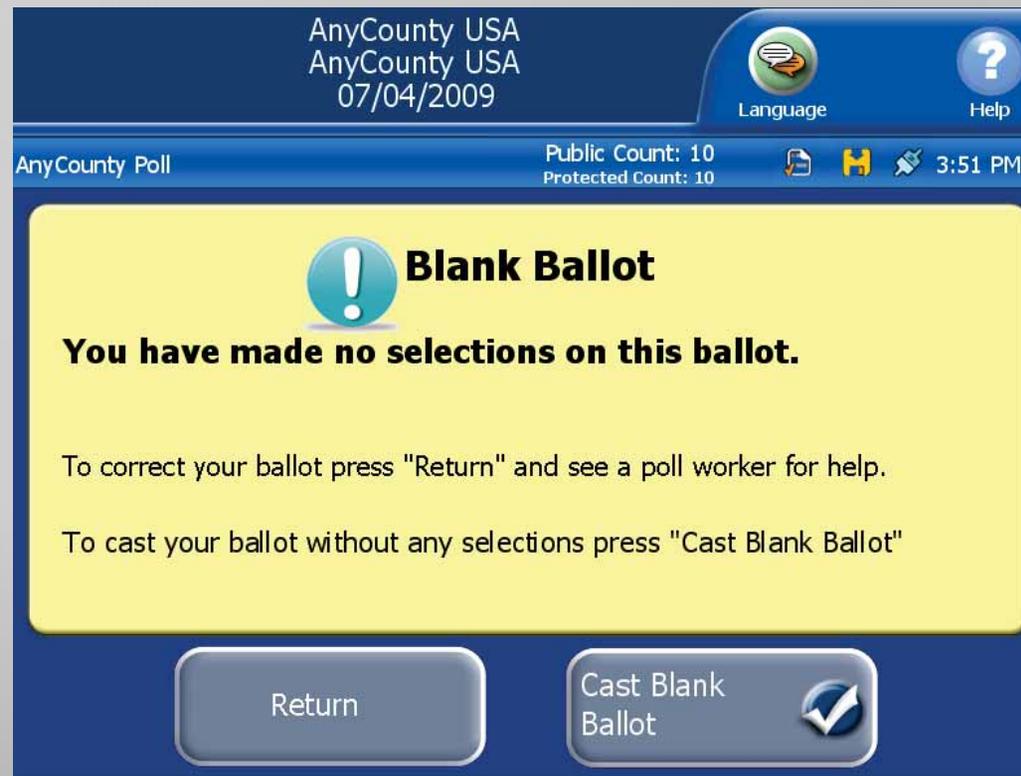
If prompted, you may need to enter the override code. Once the polls are open, electors can be issued a ballot after stopping at appropriate pair of pollworkers to state their name and address, show Proof of Identity, and sign the poll book, if registered. Note that ES&S recommends the use of black ballpoint pens for marking the ovals on ballots. Arrows have been eliminated. Do not use gel pens, markers, or pens with green or red ink.

Once a ballot has been completed, the elector can feed it into the DS-200 any of four directions. If there are no errors, the screen will display “Thank you for voting. Your ballot has been counted.”



Blank Ballots

If the elector inserts a blank ballot, the DS-200 has been programmed in Dane County to give the voter an opportunity to correct it. Blank ballots will count as undervotes as they have in the past. A tone will sound only if the ballot is returned or cast.



The screenshot shows a ballot machine interface with a blue header and a yellow warning box. The header displays 'AnyCounty USA' and the date '07/04/2009'. The yellow box contains a warning icon and the text 'Blank Ballot' and 'You have made no selections on this ballot.' Below the box are two buttons: 'Return' and 'Cast Blank Ballot'.

AnyCounty USA
AnyCounty USA
07/04/2009

Language Help

AnyCounty Poll Public Count: 10
Protected Count: 10 3:51 PM

! **Blank Ballot**

You have made no selections on this ballot.

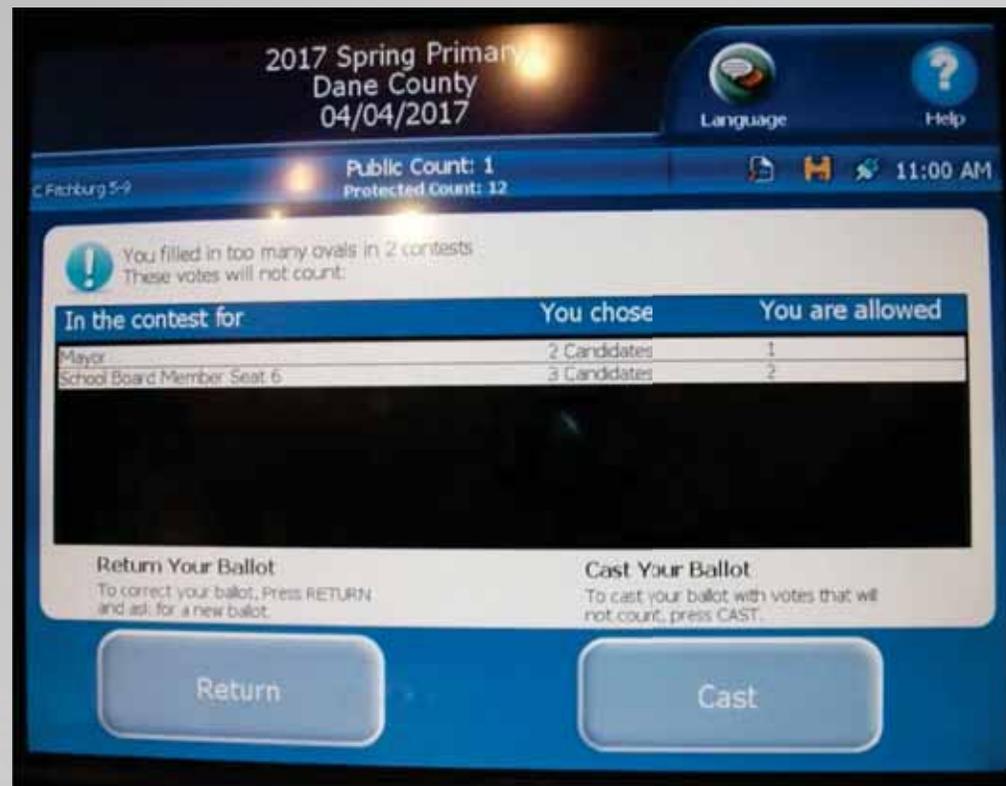
To correct your ballot press "Return" and see a poll worker for help.

To cast your ballot without any selections press "Cast Blank Ballot"

Return Cast Blank Ballot

Over-voted Ballots

If the elector over-votes a race or races, the voter will be notified on the screen with an option to have the ballot returned or to cast the ballot. A returned ballot will be considered a spoiled ballot and surrendered to an election official to partially tear, stored in a secured box until the end of the election, and recorded on the Incident Report.



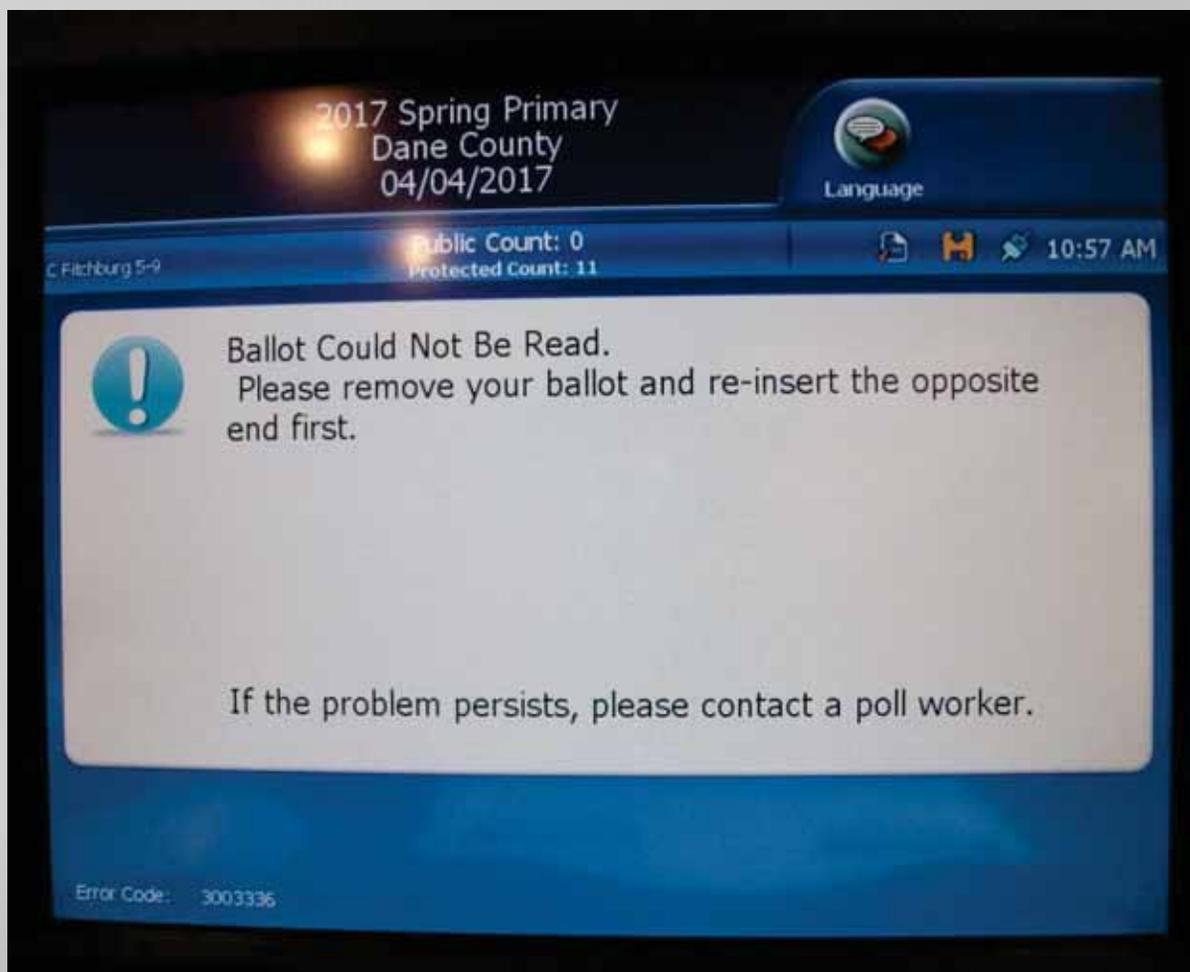
The elector should receive guidance on how to avoid the error again. If the elector spoils their remaining two ballots with an over-vote, two election workers will need to remake a new ballot that eliminates the over-voted contest or contests.

Over-voted Ballots (continued)

As usual, record the facts and times on the Incident Report. Any spoiled ballot that is remade by an election official should be treated as a defective ballot, should be labelled using a consistent code, numbered sequentially, and noted on the Incident Report. Likewise, the duplicate ballot will need to be labelled with the same sequential number on the corresponding original. Inspectors will need to initial ballots they duplicated.

For Official Use Only	
<i>Inspectors: Identify ballots required to be remade.</i>	
Reason for remaking ballot:	
<input type="checkbox"/> Overvoted	
<input type="checkbox"/> Damaged	
<input type="checkbox"/> Other	
Original Ballot No. or Duplicate Ballot No.	
_____	_____
_____	_____
Initials of inspectors who remade ballot	

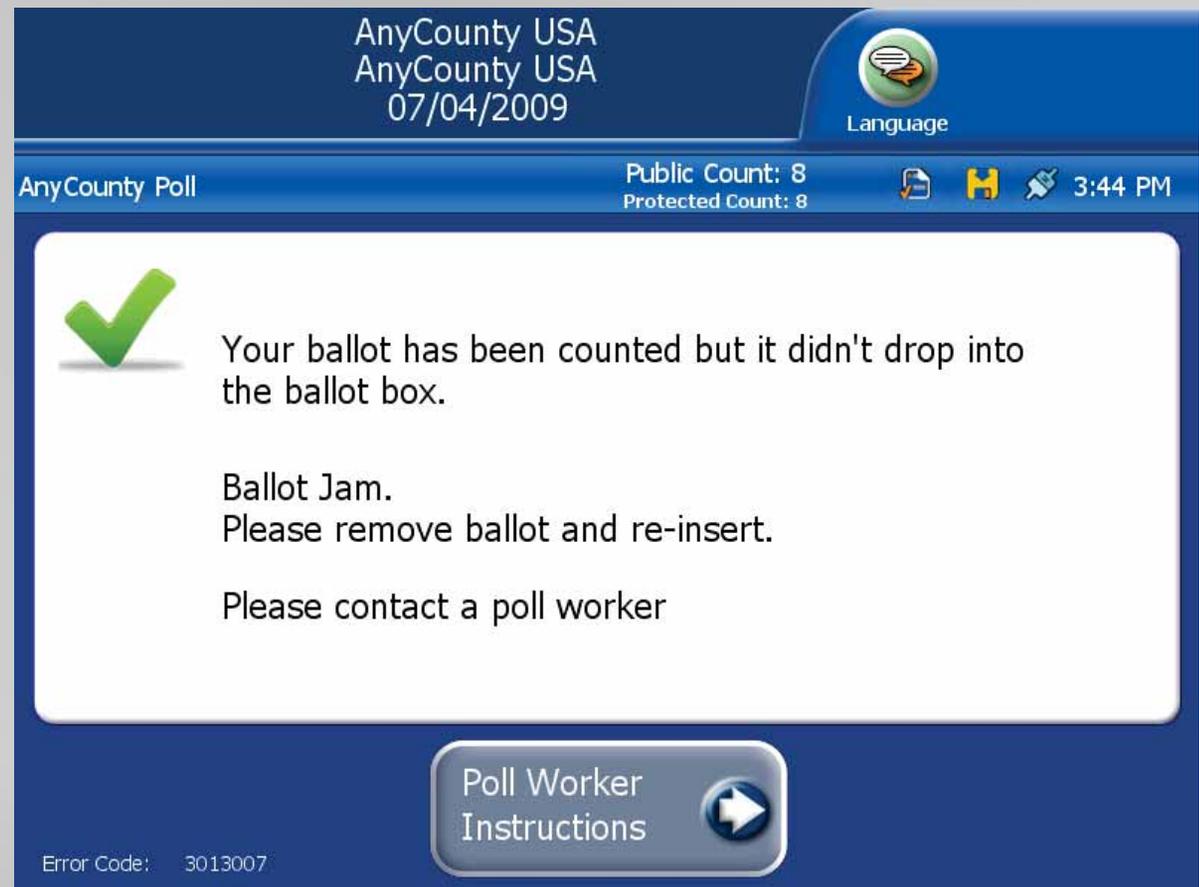
Other error messages



If turning the ballot does not resolve this error message, check to make certain that there are no marks in the timing tracks running parallel to the four margins. If there are any stray marks in this location, the ballot should be spoiled and remade (by the elector if voting in person; by two election officials if an Absentee Ballot).

Error messages (continued)

The Chief Inspector will need to unlock the rear access door (the modem jack compartment) in order to raise the back cover to find the jammed ballot. Once the cover is closed and clicks, unlock the ballot bin and place inside.



The screenshot shows a software interface for a poll station. At the top, it displays 'AnyCounty USA' and the date '07/04/2009'. A 'Language' icon is visible in the top right. Below this, a status bar shows 'AnyCounty Poll', 'Public Count: 8', 'Protected Count: 8', and the time '3:44 PM'. The main message area features a large green checkmark icon and the text: 'Your ballot has been counted but it didn't drop into the ballot box.' Below this, it reads 'Ballot Jam. Please remove ballot and re-insert.' and 'Please contact a poll worker'. At the bottom, there is a button labeled 'Poll Worker Instructions' with a right-pointing arrow icon. In the bottom left corner, the 'Error Code: 3013007' is displayed.

Error messages (continued)

Follow the instructions in the prior slide except the ballot should automatically scan once unjammed (unless it is defective, in which case it will need to be remade).

The screenshot displays the AnyCounty USA ballot scanning interface. At the top, it shows 'AnyCounty USA' and the date '07/04/2009'. A 'Language' button is visible in the top right. The main header area includes 'AnyCounty Poll', 'Public Count: 7', and 'Protected Count: 7'. The time is '3:41 PM'. The central message area features a red octagonal stop sign icon and the text: 'Ballot Jam. Your ballot has NOT been counted. Ballot Jam. Please check the paper path.' Below this, it says 'Please contact a poll worker.' At the bottom, there is a 'Poll Worker Instructions' button with a right-pointing arrow. The error code 'Error Code: 3013004' is displayed in the bottom left corner.

Error messages (continued)

The screenshot shows a software interface for a poll station. At the top, it displays 'AnyCounty USA' and the date '07/04/2009'. Below this, a status bar shows 'AnyCounty Poll', 'Public Count: 2', 'Protected Count: 2', and the time '2:43 PM'. The main area features a large green checkmark icon next to the text 'Jam Has Been Cleared.' and 'The jammed ballot was counted.' Below this, a note reads: 'Ensure the ballot causing the jam has been deposited into the ballot box.' At the bottom, there is a button labeled 'Go To Voting Mode' with a right-pointing arrow icon. In the bottom left corner, the 'Error Code: 3013004' is visible.

If the jammed ballot has successfully been freed, the message at left should be displayed on the screen to confirm the ballot has been counted.

Use of the Auxiliary Ballot Bin



If there is a power outage or malfunction of the DS-200, the ballots should be fed into the auxiliary ballot bin. The top metal door will need to be unlocked and the metal door placed into the downward position. Once the problem is resolved, the ballots will need to be removed from the upper tray and fed through the DS-200 to be recorded. Note the time and facts on the Incident Report.

Auxiliary Ballot Bin (continued)

Ballots fed through the auxiliary ballot door will be stored here. Be certain to restore the silver metal door to the upright position after clearing out all ballots.



If the DS-200 Must be Replaced



The results of the election up to the time the equipment malfunction must be preserved. Break the seal on the EM stick cover and press the Power button for at least five seconds (**DO NOT PUSH CLOSE POLL button**). The Power light will turn orange, then red, then it will turn off completely. Do not remove the EM stick until the Power light turns off. Once the light turns off, remove the EM stick, secure it, and record your actions on the Incident Report. The old unit will be removed and the replacement unit installed when it has arrived. The EM stick can be installed in the new unit and the election resumed. Be sure to apply a new security seal over the EM stick compartment cover and note that on the Inspector's Statement and Incident Report.

Swapping DS-200 Units



Swapping units requires unlocking and lowering the front panel of the upper cabinet, and sliding the DS-200 off of the mounting rails after unplugging the unit from the power strip (turn off power strip first). Installation is the reverse. Be sure to document the serial number of the replacement unit and the times and actions on the Incident Report.

Image of front panel lowered to remove DS-200



Removing the DS-200 from the carrying case



Parallel rail guides for DS-200

Power cord for DS-200

This is a detailed view of the power cord. Note: the flat side of the cord will face up when re-inserting into the replacement unit.



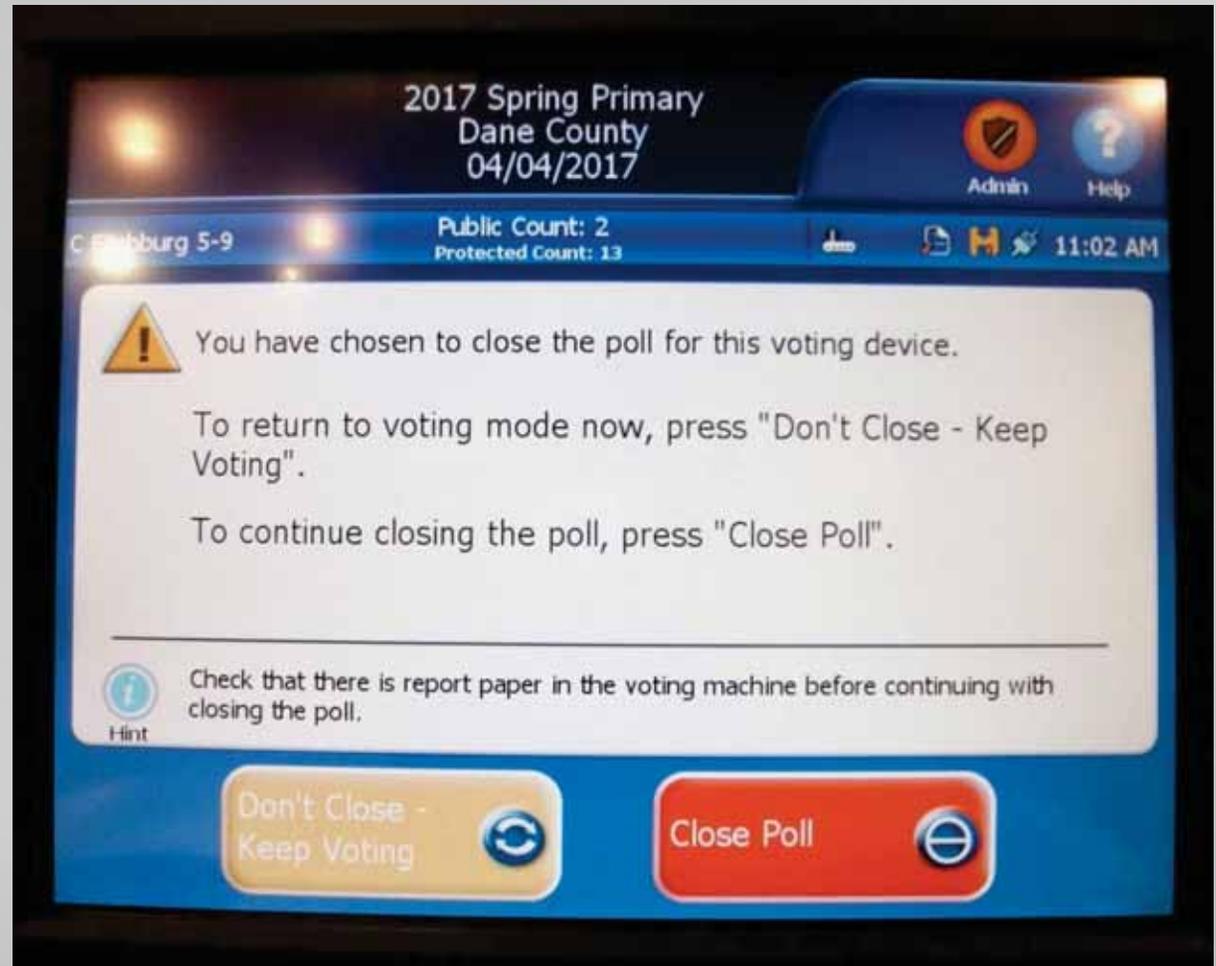


Resuming the Election

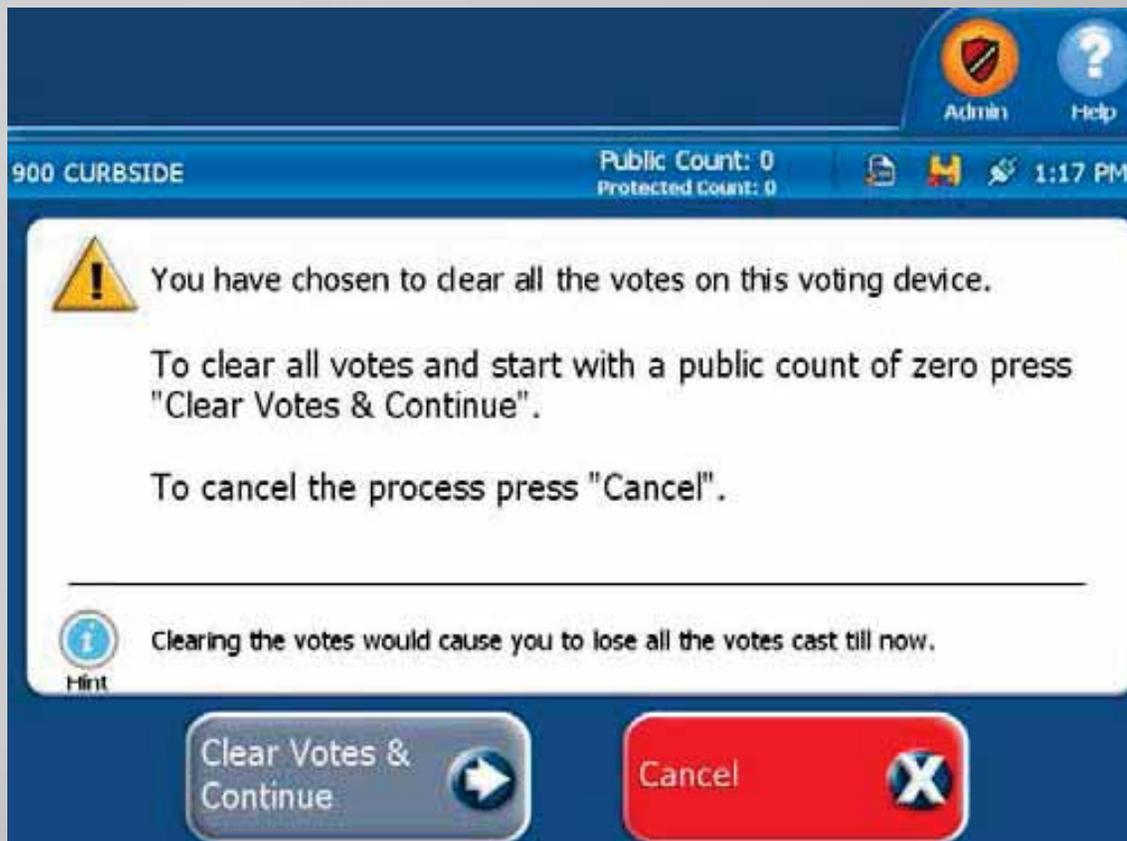
The new machine may need to be cleared by following the process using the Qualification Stick outlined previously. After completing that sequence, install the EM stick into the new unit, transfer the printer paper, lock into place, apply a new security tape across the access cover, and choose the Resume Voting option.

Closing the Polls

Unlock the Auxiliary ballot bin door and make certain there are no ballots which have yet to be counted. Break the security seal over the EM stick access door and unlock. Press and hold the close polls button down for 5 seconds; choose Close Poll on the screen. A Results Report will automatically print. Three is the default number of reports. Press the Admin symbol and enter the admin code if you want to print other reports.



Public Test- Clearing Test Results



If the Public Test has concluded, be certain to clear those votes from the EM Stick prior to setting the machine for a public count of zero for Election Day. Once votes are cleared, choose the Don't Open – Turn Off option.

Modem Election Results to Dane County (wired modem)

Unlock the rear access door to the left and behind the touchscreen. Plug the DS-200 into an approved analog phone line. The machine will automatically begin the transmission process. To print a report confirming the fax transmission, you will need to touch the Admin icon and generate a summary report.





Final Steps

Unplug the phone line and lock the access door to the modem. Enter the Admin mode to access the Shutdown icon on the touchscreen and verify your action when queried. After the power light next to the EM stick goes out, you may remove the EM stick, complete the card in the security bag, replace the dust cap on the EM stick and place it, the Qualification stick, and the Compact Flash card from the Auto Mark into the security bag. Lock the bag with a security tag and note that number on the Inspector Statement. Unlock the ballot bin and remove all ballots to be sorted. Sort ballots to separate regular ballots from those with write-ins. If any ballots have been remade, separate those from the stack as well. Secure voted ballots in security bags and complete the information on the outside. Secure un-voted ballots and label accordingly. Lock all compartments on the DS-200 and attached ballot bin and secure the power cord before locking the rear compartment door.