

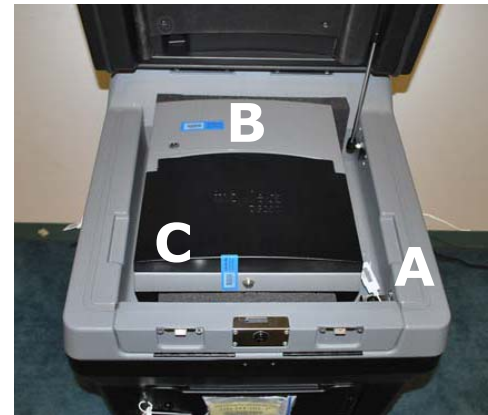


# Quick Reference Guide – DS200 Optical Scanner Tuesday Opening

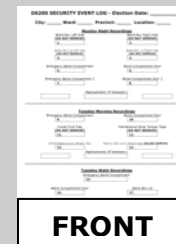
## TUESDAY MORNING STEP BY STEP GUIDE – CONTINUED

- 8.** Record the following serial numbers from the one (1) DS200 Plastic Seal and two (2) Tamper Tape seals on the DS200 Security Event Log in the section labeled Tuesday Morning Recordings:

- A.** Box #11 = Inside Front Flap DS200 Plastic Seal (DO NOT REMOVE)
- B.** Box #12 = Maintenance Panel Tamper Tape (DO NOT REMOVE)
- C.** Box #13 = DS200 Display Screen Tamper Tape



- 9.** Remove the Tamper Tape from the DS200 Display Screen and place on the BACK of the DS200 Security Event Log above Box #13.



- 10.** Use the Pink Key to unlock and open the DS200 Display Screen.

The DS200 will automatically power on and print an Initial State Report when the DS200 Display Screen is opened.

**DO NOT TEAR OFF.**



Verify that the Time, Date, Precinct, and polling location name are correct. If not correct, notify the Polling Location Coordinator.

The Polling Location Coordinator will contact the Board of Elections and note the issue on the Pink Memo Sheet.

- 11.** Give the Pink and Green Keys on lanyard to DS200 Judge #3; Judge #3 will be responsible for the keys until the end of the election.



- 12.** Record the following serial number from the one (1) Tamper Tape on the DS200 Security Event Log in the section labeled Tuesday Morning Recordings:

Box #14 = Memory Stick Cover Tamper Tape (DO NOT REMOVE)



- 13.** DS200 Display Screen will read "Election Definition Found".

Press the "Open Polls" button on the touch screen. If the DS200 Optical Scanner does not display this screen, notify the Polling Location Coordinator. He/she will try to troubleshoot the issue and call the Board of Elections, if necessary.



- 14.** The DS200 Optical Scanner will print a Zero Report. Two (2) judges of opposite political party must verify the report is correct and sign anywhere on the Zero Report. Remove the report from the DS200 Optical Scanner and place in the Alpha (Red Bag) Precinct's Memory Stick Bag.

**NOTE:** The Alpha Judge must collect a Zero Report from each precinct in the polling location and place them in the Alpha (Red Bag) Precinct's Memory Stick Bag which is then zipped and placed in the Red Precinct Supply Bag.



- 15.** Once the DS200 Optical Scanner Display Screen reads, "Welcome, Please Insert Your Ballot" the machine is ready for the first voter.

