

Opening the DS300

Items Needed

- ✓ Clerk Keys ✓ Pen or Pencil ✓ Seal Envelope ✓ Seals ✓ Pouch ✓ Clerk Binder



Step 1

- Verify seal number on lid latch and ballot bin door.
- Position DS300 for voting and lock wheels.



Step 7

- Remove tapes from DS300.
- Separate and sign each tape (3 signatures/per).
- Place one tape in pouch.
- One tape for public viewing.

Step 2

- Unravel and connect power cord to outlet.



Step 8

- Unlock and open main ballot compartment.
- Close lid flaps and remove ballot bin.
- Confirm bin and compartment are empty.
 - Three workers needed to confirm.



Step 3

- Remove lid seal and place in seal envelope.
- Unlock, unlatch, and raise DS300 lid.
- Unlock and raise DS300 Screen.
- DS300 will power on when screen is raised.



Step 9

- Return ballot bin to main ballot compartment.
- Push bin in completely and open lid flaps.
- Remove seal from ballot bin door.
- Close and lock ballot bin door.

Step 4

- Verify seal number on flash drive compartment.
- Do not remove seal.



Step 10

- Record seal number on seal envelope.
- Place seal on main ballot bin door and emergency bin door.

SEAL ENVELOPE SEALS PLACED BY COUNTY OFFICE			
County	Date		
Precheck location	Ballot #	Emergency Bin Seal #	
ELECTIONS DEVICES	Ballot #	Emergency Bin Seal #	
EMERGENCY DEVICES	Ballot #	Emergency Bin Seal #	
BALLOT DEVICES	Ballot #	Emergency Bin Seal #	



Step 5

- Enter Election Code provided by office.
- Touch *Accept* on DS300 Screen.
- Device will restart after 3 incorrect attempts.



Step 11

- Touch *Go to Voting Mode* on DS300 Screen.

Step 6

- Confirm precinct name, election title, time and date.
- Confirm public count is zero and three green checkmarks.
- Touch *Open Poll* on screen.
- Wait for two opening tapes to print.



Step 12

DS300 IS READY FOR VOTING.



Closing the DS300

Items Needed

- ✓ Clerk Keys
- ✓ Pen or Pencil
- ✓ Seal Envelope
- ✓ Seals
- ✓ Pouch
- ✓ Ballot Reconciliation Form
- ✓ Clerk Binder

Step 1

Election Day Ballot Reconciliation Worksheet

County: _____ Precinct: _____ Date: _____

Ballots Applied:

A) Ballot Cards (Completed by County Office)

B) Hand-Marked Paper Ballots (Completed by County Office)

C) Additional Hand-Marked Paper Ballots (Completed by County Office)

Total 1 _____

Ballots Used:

D) Ballots Scanned (Paper Cards and Emergency Ballots)

E) Ballots Applied on the System (DS300)

F) Provisional Ballots (Hand-Marked Paper Ballots)

G) Spoiled Ballots (Spoiled Cards - Hand-Marked Paper Ballots)

Total 2 _____

Ballots Not Used:

H) Spoiled Cards

I) Hand-Marked Paper Ballots (Completed by County Office)

Total 3 _____

Items Checked In:

J) Electronic Poll Books (EPB)

K) Paper Poll List (Include Provisionals NOT entered in the EPB) (DO NOT include Curbside Poll List)

Total 4 _____

Total 2 = **Total 3** = **Total 4** (Should equal Total 1)

Total 4 = **CG** = **Total 2** (Should equal Total 2)

Explain any discrepancy: _____

- Record DS300 public count on the Ballot Reconciliation Form.

Step 7



- Close and lock DS300 screen.
- Close and lock DS300 container lid.
- Use seal in pouch to seal lid latch.
- Record seal number on seal envelope.

Step 2

- Verify flash drive compartment seal number.
- Remove seal & place in seal envelope.
- Unlock and open flash drive compartment.
- Do not remove flash drive.**



Step 8

- Unplug power cord from power source.
- Wrap the cord around the cord holder.



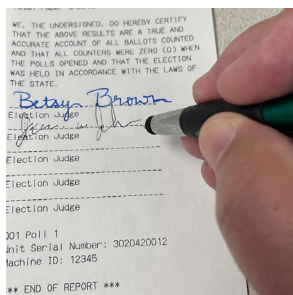
Step 3



- Push *Close Poll* button in compartment.
- Touch *Close Poll* button on screen.
- Wait for results tape to print, including copies.

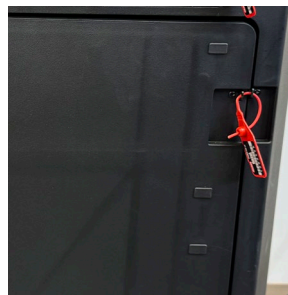
Step 4

- Remove results tape from DS300.
- Separate and sign each tape (3 signatures/per).
- Place two tapes in pouch.
- Post one tape for public viewing.



Step 9

- Verify main ballot compartment seal number.
- Remove seal and deposit into seal envelope.
- Unlock and open the compartment door.



Step 10

- Close lid flaps and remove ballot bin.
- Confirm main ballot compartment is empty.
- Place loose voted ballot cards in bin.
- Place pouch in ballot bin.



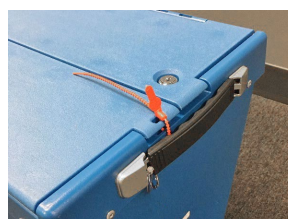
Step 5



- Touch *Finished - Turn Off* on screen.
- Wait for DS300 to power down completely.
- Confirm DS300 screen and power backlight is off (dark).

Step 11

- Close lid and lock both locks.
- Use two seals to seal bin on both sides.
- Record seal numbers on seal envelope.



Step 6

- Remove flash drive from DS300.
- Deposit flash drive into pouch.
- Close and lock compartment door.



Step 12

DS300 IS NOW CLOSED.

