OPENING THE DS300 SCANNER

Step-by-Step Setup Instructions



Step 1

- Verify the lid latch seal number using the seal log.

Step 2



- Unravel and connect power cord to outlet. Then, lock the wheels.

Step 3



- Remove lid latch seal and place in the container provided by the county.
- Unlock, unlatch, and raise scanner lid.
- Verify the serial number located on the bottom left corner of the scanner lid using the seal log.
- Unlock and raise scanner screen.
- Scanner will power on when screen is raised and automatically prints the configuration report. Place the configuration report in county provided pouch/ envelope.



Step 4

- Verify the thumb drive seal number and rear compartment seal number. Do not remove seals.



Step 5



- Enter Election Code provided by office.
- Touch “Accept” on scanner 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 zero tapes to print.



Step 7

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

Step 8

- Unlock the emergency/ provisional compartment to confirm that it is empty. Make sure the flap on the compartment is down.
- Close and lock the emergency/ provisional compartment door.
- Unlock and open main ballot compartment.
- Remove ballot bin and verify the asset number on the ballot bin using the seal log. Confirm that the ballot bin is empty.
  - Three Poll Mangers are needed to confirm.



Step 9



- Return ballot bin to the main ballot compartment.
- Slightly push the ballot bin in, open the lid flaps and fully push it all the way in.
- Close and lock the main ballot compartment door.

Step 10



- Place seal on emergency/provisional compartment door and main ballot compartment door.
- Record seal numbers on seal log.



Step 11

- Touch "Go to Voting Mode" on scanner screen.

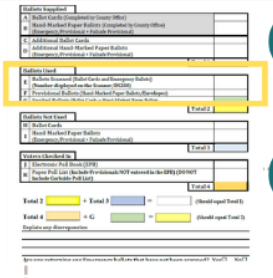


Step 12

- DS300 SCANNER IS READY FOR VOTING.

CLOSING THE DS300 SCANNER

Step-by-Step Shutdown Instructions



Step 1

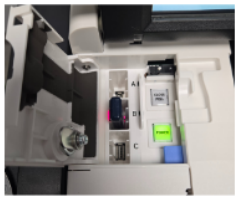
- Record the scanner public count on Line E "Ballots Scanned" of the Ballot Reconciliation Sheet.

Step 2

- Verify the emergency/provisional compartment seal number using the seal log.
- Cut the seal and place in the container provided by the county.
- Scan any unscanned and emergency ballots.
- Provisional ballot envelopes will be placed in ballot bin or secure provisional ballot bag.



Step 3



- Verify the rear compartment seal number using the seal log. Do not remove the seal.
- Verify thumb drive seal number using the seal log.
- Remove the thumb drive seal and place in the container provided by the county.
- Unlock and open the thumb drive compartment. **Do not remove flash drive.**

Step 4

- Push "Close Poll" button in compartment.
- Touch "Close Poll" button on screen.
- Wait for three results tapes to print.



Step 5



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

Step 6

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



Step 7



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



Step 8

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



Step 9

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



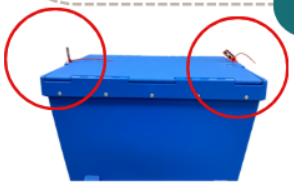
Step 10

- Verify main ballot compartment seal number on seal log.
- Remove seal and deposit into the container provided by the county.
- Unlock and open the compartment door.



Step 11

- Remove the ballot bin.
- Confirm main ballot compartment is empty.
- Place loose voted ballot cards in bin.
- Place the provisional ballot envelope and pouch containing tapes in the ballot bin. The thumb drive must be secured and may either be placed in the ballot bin or stored according to county policy.



Step 12

- Close lid and lock both locks.
- Use two seals to seal bin on both sides.
- Record seal numbers on seal log.
- The ballot bin will be transported back to the county office.



Step 13

- Close and lock the main ballot compartment and emergency/provisional compartment door (make sure that the flap is back in place).

Step 14

- **DS300 SCANNER IS NOW CLOSED.**