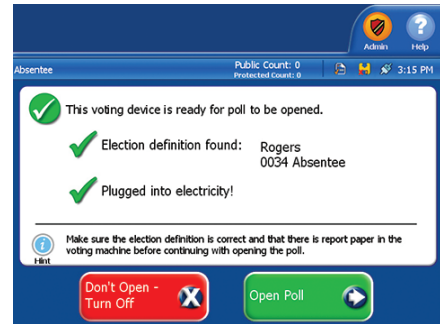
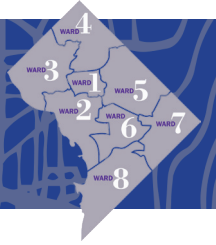


Opening the DS200 Ballot Box



District of Columbia
Board of Elections



Voting Device Ready Screen

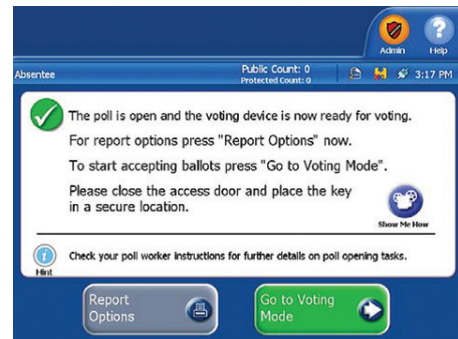
On Tuesday morning, follow these steps to open the DS200 and have it ready to accept ballots for Voters once the Vote Center opens:

1. Make sure the DS200 is **plugged into a power source**. If plugged into a power strip, make sure the power strip is turned on.
2. **Remove the red tamper-proof seal** from the front of the machine and place it on the back of the **Delivery Confirmation Form**.
3. **Unlock the screen lock and lift the screen open**; the machine should automatically power up. Remove the key and keep it with you at all times.
4. **Enter password: DCElection1** (case sensitive). Wait for screen to load.

7. Touch the Open Poll button on the DS200 screen.
8. The DS200 will automatically print one (1) **Zero Tapes**. Place opening tape in Clear Election Results Bag.
9. When the screen above appears, touch the **Go to Voting Mode** button on the DS200 screen.



Open Screen on the DS200 Ballot Box



Go to Voting Mode Screen

5. **The initial status report will begin printing**. Make sure it is printing properly.
6. When the next screen appears, make sure:
 - a. The **Election definition** is checked on the screen.
 - b. The **Plugged into electricity** indicator is checked on the screen.
 - c. The correct name of the **Vote Center** appears in the top left-hand corner of the screen.

10. When the screen below appears, the DS200 is ready to accept ballots.



Insert Here Screen

Opening the Ballot Marking Device



District of Columbia
Board of Elections



Ballot Marking Device in closed position

1. Make sure the Ballot Marking Device is plugged into a power source.
2. Remove the **red** tamper-proof seal from the front cover and place it on the back of the **Delivery Confirmation Form**.



Ballot Marking Device



Red Tamper-proof seal



Access panel

Top cover

Screen with privacy shield

Headphone jack/controls

Ballot feeder

Front panel

Barcode scanner

Support column

Wheels

Base

3. Using the barrel key, unlock the front panel.
4. Lift the top cover all the way up. Lock the front panel with the barrel key.



Barrel Key unlocks the front panel

5. Lower the scanner door so BMD clerk can scan Ballot Tickets.



Lower the scanner door

6. Using the barrel key, unlock the Security Access Door on the left-hand side of the machine.

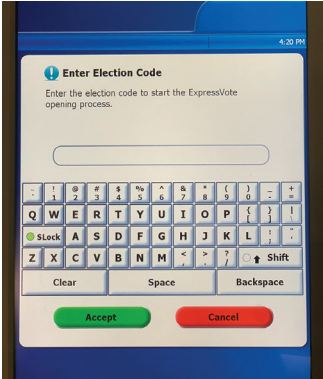


Unlocking the Security Access Door

DS200 Ballot Marking Device in open position

7. Make sure the Mode switch is set to **VOTER**. Turn the Power switch to **ON**.
8. Close the Security Access Door and lock it using the barrel key.
9. **DO NOT** touch the screen while the 10 seconds are counting down.
10. Enter the password: **DCElection1** (case sensitive). Wait for the screen to load.

14. When the screen below appears, the Ballot Marking Device is ready.



Enter Election Code Screen



Security Access Door

11. Under **Status** at the top of the screen, check the election to make sure the **June 21, 2022 Primary Election** is displayed.
12. Check the top left-hand corner of the screen to verify the machine has the correct Vote Center.
13. Touch **OK**.



Ballot Marking Device Ready Screen

Closing the Vote Center Election Night



District of Columbia
Board of Elections



The **FIRST** priority for the Site Coordinator after the last voter has left the Vote Center is to close the DS200.

In doing this, the Site Coordinator will:

- Print the Voting Results Report.
- Transmit the election results from the polling place to the Board of Elections via the modem.
- Prepare the USB stick to be returned to the Board of Elections.

To close the DS200 and transmit the results to the Board of Elections, do the following:

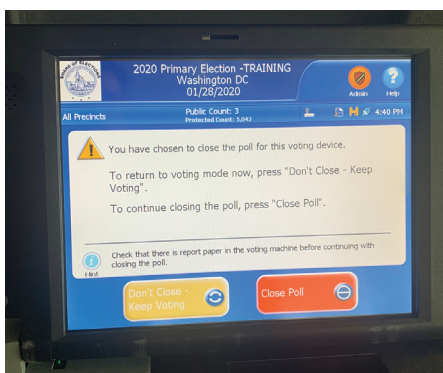
1. Open the auxiliary bin to verify that no ballots are in this compartment.



Auxiliary Bin

- If any ballots are in the auxiliary bin, insert them into the feeder to be counted.
- If no ballots are in the auxiliary bin, close and lock the machine.

2. Open the access door with the barrel key.
3. Press the **Close Poll** button inside the access door.
4. Touch **“Close Poll”** on the screen—one (1) copy of the Voting Results Report will print.



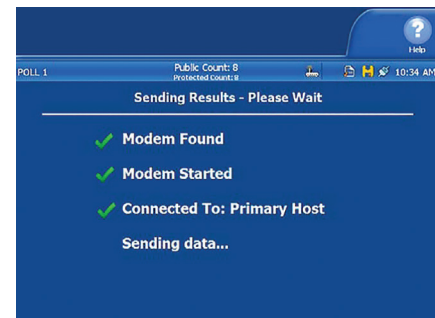
Poll Closing Screen

5. Touch **Begin Modem Process** on the screen.



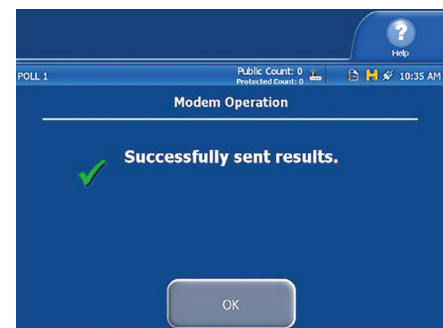
Modem Process Screen

6. Wait... the DS200 will attempt to connect to the DCBOE server. Once it connects it will show it is connected by three [3] green check marks on the screen).



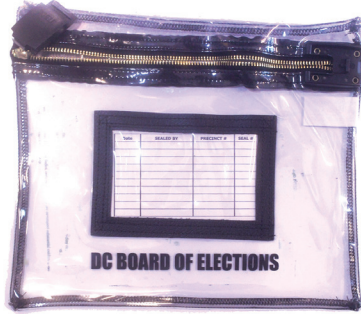
Sending Data Screen

7. When the results have been successfully sent, touch **OK** on the screen.



Results Successfully Sent Screen

8. Press the **Finished—Turn Off** button.
9. When the power button is no longer lighted, remove the USB stick from the DS200 access door.
10. Place the USB stick in the Election Results Bag **(the clear vinyl bag)**.
11. Tear the Voting Results Report from the machine and separate the one (1) copy.
12. Place **the copy** of the Voting Results Report in the Election Results Bag.
13. Lower the access door.
14. Use the barrel key to lock the screen.
15. Unplug the machine and it will beep four (4) times.
16. Prepare the Election Results Bag and form as instructed on the next page.



Election Results Bag



Election Results Bag



White lock seal

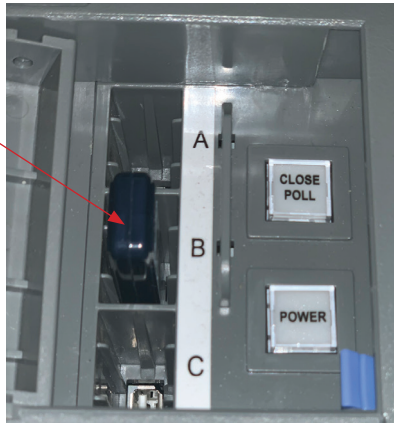
ELECTION RESULTS BAG

TEAM A PICKUP

Whether or not the results at the Vote Center were transmitted properly by the modem on the DS200, the USB memory stick with the voting results from the Vote Center **MUST** be returned to the Board.

Team A: A DC Metropolitan uniformed police officer and a DCBOE returning officer will arrive at the polling place to pick up this USB stick and the reports printed by the DS200.

USB stick



PACKING THE ELECTION RESULTS BAG

1. Place the items listed below in the **Election Results Bag**:
 - The USB memory stick from the DS200.
 - The Zero Tape.
 - The Closing Results Tape.
2. Sign the Election Results Pickup Form.
3. When **Team A** arrives, have the returning officer complete the rest of the Election Results Pickup Form.
4. Seal the Election Results Bag using the white seal.
5. **Team A** will take the Election Results Bag and the Election Results Pickup Form to the Board of Elections.

ELECTION RESULTS PICKUP FORM FOR RETURNING OFFICERS	
PRECINCT #	ELECTION DATE:
<p>PRECINCT CAPTAIN'S CERTIFICATION</p> <p>I certify that the following items are secured in the ELECTION RESULTS BAG (clear vinyl bag) provided for pickup:</p> <p><input type="checkbox"/> USB Stick from DS200 (Optical scanner)</p> <p><input type="checkbox"/> Zero Totals Report from DS200 (Optical scanner)</p> <p><input type="checkbox"/> Voting Results Report from DS200 (Optical scanner)</p> <p>PRECINCT CAPTAIN NAME (PRINT): _____</p> <p>PRECINCT CAPTAIN SIGNATURE: _____</p> <p>RETURNING OFFICER'S CERTIFICATION</p> <p>I certify that the Precinct Captain transferred custody of the items listed above to me at _____ p.m. I will deliver these items to the Board's office at 1013 Half Street, SE without tampering with them and without unnecessary delay.</p> <p>RETURNING OFFICER NAME (PRINT): _____</p> <p>RETURNING OFFICER SIGNATURE: _____</p> <p><small>Note: White copy - Election Results Bag (Clear Vinyl Bag) Yellow copy - Key Election Form Envelope (Envelope #1)</small></p>	

Election Results Pickup Form

CLOSING THE BALLOT MARKING DEVICE

The Ballot Marking Device does not store any voting results, has no election media to return, and does not print any reports.

SIMPLY TURN THE MACHINE(S) OFF AND RETURN IT TO THE DOWN POSITION.

1. Using the barrel key, open the Security Access Door on the left-hand side of the machine.
2. Switch the black button to the **OFF** position.
3. Make sure the Tactile Pad power cord is in the hole in the door or it may not close. Close the Security Access Door and lock it.



Ballot Marking Device Tactile Pad

4. Using the barrel key, unlock the front panel just below the Ballot Marking Device.



Ballot Marking Device Front Panel

5. Pull down the top cover.
6. Lock the front panel using the barrel key.
7. While holding the bottom of the Ballot Marking Device, push in the green tabs on the support column.
8. Pull the machine into the lowering position.
9. Grasp both of the hand holds on the back of the machine.
10. Press and hold the yellow lock release (on one of the hand holds) firmly.
11. Unplug the Ballot Marking Device from the main power source and remove other end of cord from the back of the Ballot Marking Device. Wrap the cord around the notches at the base of the support column.
12. Lower the machine until it locks into place at the base of the support column.
13. Position the machine near the gray supply bin.



Ballot Marking Device Lowering Position

Make sure the Site Coordinator completes this procedure with all Ballot Marking Devices at the Vote Center.



Ballot Marking Device

SITE COORDINATOR RESPONSIBILITIES

KEY ELECTION FORM ENVELOPE (ENVELOPE #1)

Key Election Form Envelope

After closing, the Site Coordinator should return all completed forms in the Key Election Form Envelope (Envelope #1). These are any forms, cards, and applications completed by voters during Election Day.

The Site Coordinator must review all the documents to make sure that the Voter Center number is written where required, and that all necessary signatures are added. The documents include:

- Delivery Confirmation Form
- Vote Center Accessibility Checklist
- Vote Center Supply Checklist

PACKING FOR TEAM B PICKUP

Team B arrives at the Vote Center **AFTER Team A** to pick up the other materials that **MUST** be delivered to the Board of Elections Warehouse Division on Election Night.

Make sure the Site Coordinator has completed and signed all key documents.

Team B will pick up the following packed items:

1. The Blue Bag on Wheels.
2. The Blue Bag with Red Handles.
3. All Poll Pads (Registration Clerks, Site Coordinator and ADA).
4. Hand sanitizer stands.

PACKING THE BLUE BAG ON WHEELS

Make sure the ballots are neatly packed in the bag.

- Printed Ballots— From the DS200
- Completed Ballot Marking Device Ballots— From the DS200



Red locking seal



Blue Bag on Wheels

- Special Ballot Envelopes
- Mail-In (Absentee) Ballots
- Spoiled Ballot Envelopes

PACKING THE BLUE BAG WITH RED HANDLES

Place the items in the following list in the Blue Bag with Red Handles. Seal the bag after it is packed.

- Ballot Ticket Boxes with seals (white and brown boxes)
- Site Coordinator's keys
- Key Election Form Envelope (#1)
- Site Coordinator's cell phone and charger
- Mifi or Cradlepoint
- Site Coordinator 3-ring Binder



Red locking seal

Blue Bag with Red Handles

PACKING THE POLL PADS

All Poll Pads will be picked up by **Team B** and returned to the Board of Elections Warehouse Division on Election Night.

The Registration Clerks and Site Coordinators should complete the Poll Pad Return Form. These forms are located in kits for: the Site Coordinator and the Registration Clerk. After completing the form, place the form inside the Poll Pad case and make sure all contents of the case have been packed.

INSTRUCTIONS

1. Turn off the Poll Pad by pressing down the power button and sliding your finger to **POWER OFF**.
2. Turn off the printer power button on the left-hand side of the printer.
3. Unplug the power cords for the Poll Pad and the printer.
4. Disassemble the Poll Pad into its parts.
5. Place the power cords at the bottom of the circular opening on the left.
6. Place the printer in the opening on the right side of the Poll Pad case.
7. Place the stylus and ID holder in the compartments in the front.
8. Fold down the stand arm and place it next to the power cords.
9. Put the base on top of the stand arm at the top of the circular opening on the left.
10. Put the Poll Pad in the designated space on the left-hand side of the top of the case with the Apple logo facing outward.
11. Complete the Poll Pad Return Form and sign it.
12. **Place the Poll Pad Return Form in the case after you complete and sign it.**
13. Close the latches on the case.



Poll Pad and printer in case