

DS200 Ballot Counter – Set Up Instructions

- Use Ballot Box Key to unlock front of ballot box, release plastic tabs and lift cover



- Unlock back of ballot box - plug power cord into power supply



- Use machine key to unlock front of the ballot counter machine – lift screen
- Machine will automatically power up

Machine Lock

LCD Screen

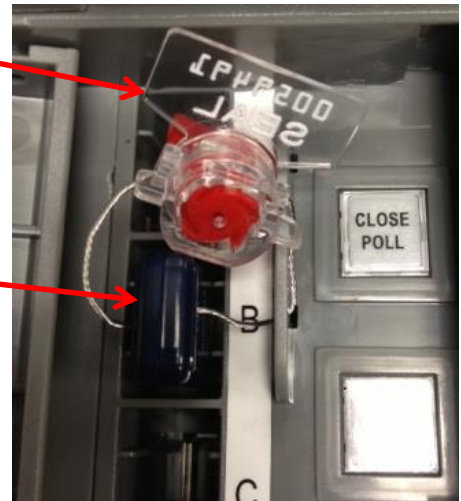
Access Panel Door



- Use machine key to open Access Panel Door
 - Memory device is sealed into machine
 - Record seal number on Official Precinct Certification

Seal

Memory Device

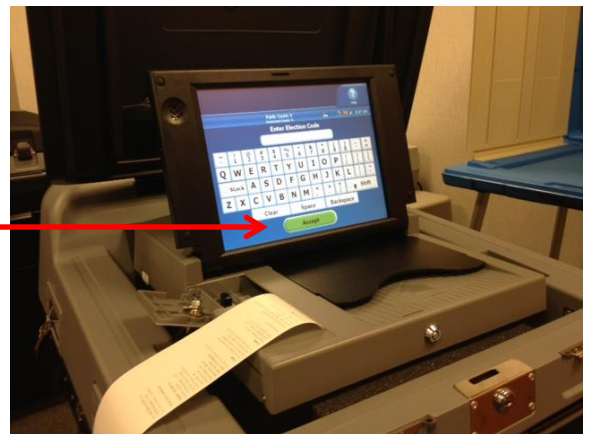


- Machine will automatically print a short report called the Configuration Report.
 - **DO NOT** tear off Configuration Report

- Enter Election Code
 - Machine will display “Enter Election Code” screen
 - Use keypad to enter code:

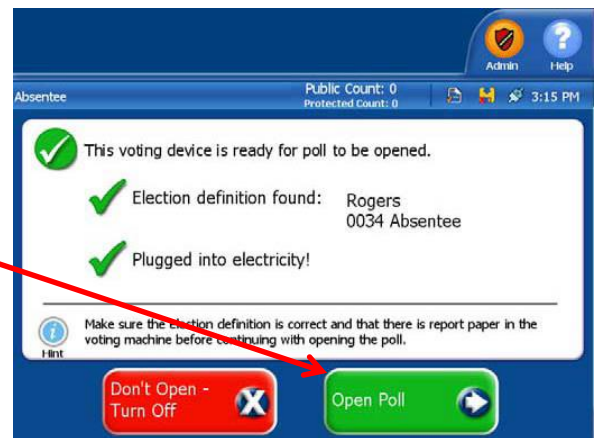
vote (all lower case)

- Press the green “Accept” button

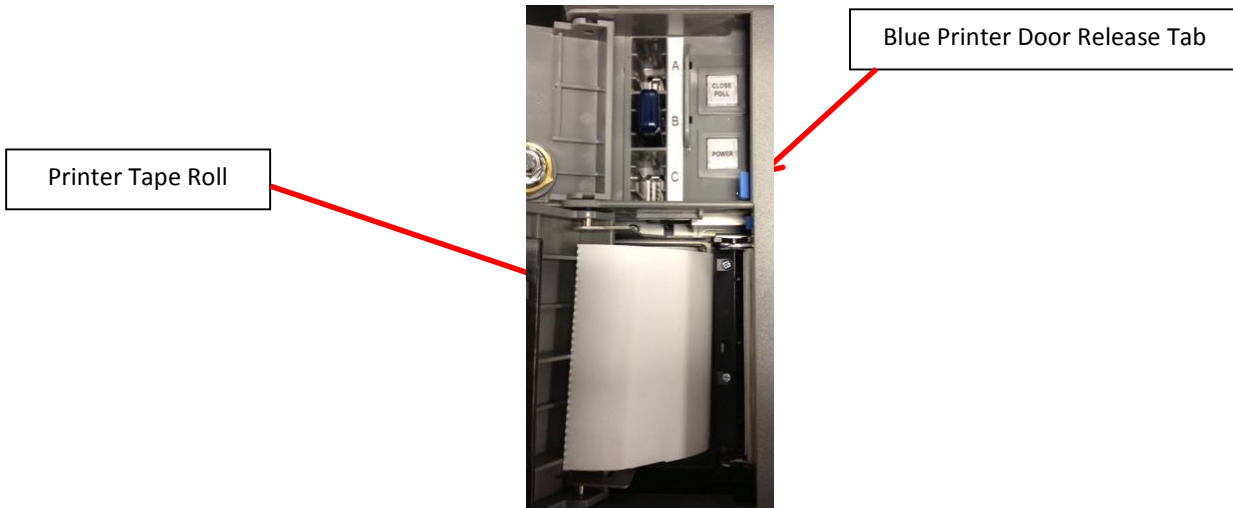


- Open Polls
 - Machine will display “Open Poll” screen
 - Look for green checkmarks
 - Press green “Open Poll” button

- Zero Tape will print automatically
 - Examine Zero Tape (Do NOT tear off)
 - Vote totals “0”
 - Candidates and offices match ballot order

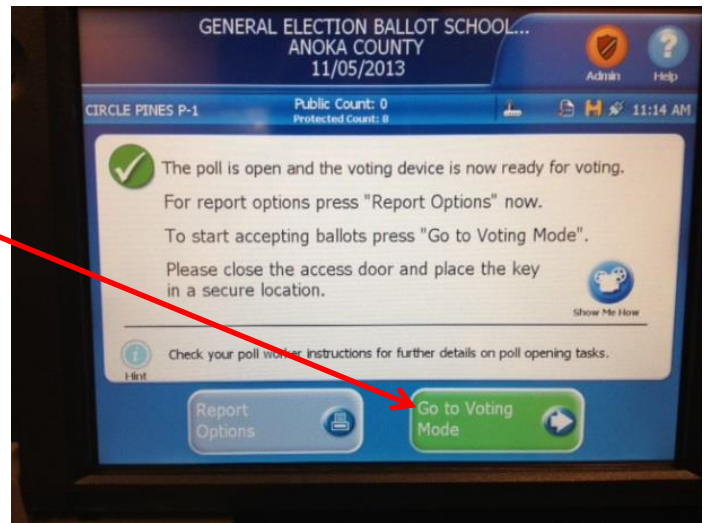


- Store Zero Tape
 - Press blue tab inside Access Door to open printer tape compartment
 - Roll up Zero Tape, place inside printer tape compartment and close



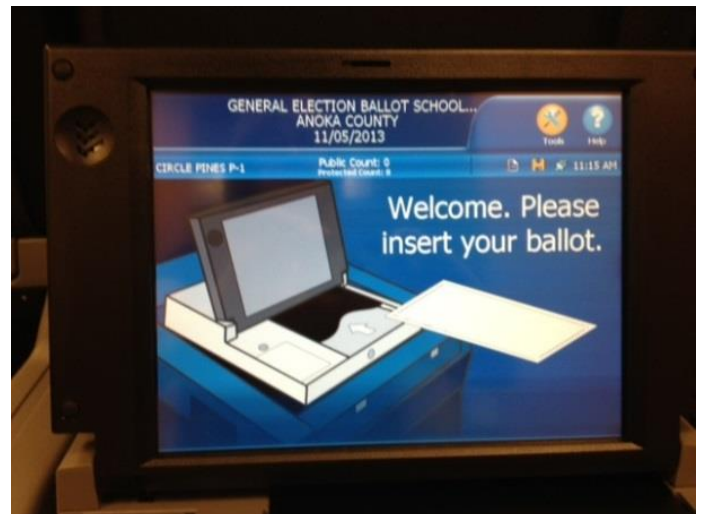
- Close and lock Access Panel Door – Secure key

- Press green “Go to Voting Mode” button



- Machine will display “Welcome - Please insert your ballot” message

**BALLOT COUNTER IS
READY FOR VOTING**



ABBREVIATED INSTRUCTIONS 😊

(no pictures)

- Use Ballot Box Key to unlock front of ballot box, release plastic tabs and lift cover
- Unlock back of ballot box - plug power cord into surge protector – plug surge protector into outlet
- Use machine key to unlock front of the ballot counter machine – lift screen
- Machine will automatically power up
- Use machine key to open Access Panel Door
 - Memory device is sealed into machine
 - Record seal number on Official Precinct Certification
- Enter Election Code
 - Machine will display “Enter Election Code” screen
 - Use keypad to enter code: **vote** (all lower case)
- Press the green “Accept” button
- Open Polls
 - Machine will display “Open Poll” screen
 - Look for green checkmarks
 - Press green “Open Poll” button
- Zero Tape will print automatically
 - Examine Zero Tape (Do NOT tear off)
 - Vote totals “0”
 - Candidates & offices in ballot order
- Store Zero Tape
 - Press blue tab inside Access Door to open printer tape compartment
 - Roll up Zero Tape, place inside printer tape compartment and close
- Close and lock Access Panel Door – Secure key
- Press green “Go to Voting Mode” button
- Machine will display “Welcome - Please insert your ballot” message

BALLOT COUNTER IS READY FOR VOTING