

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 surge protector
- Plug surge protector into outlet



- Use machine key to unlock front of the ballot counter machine



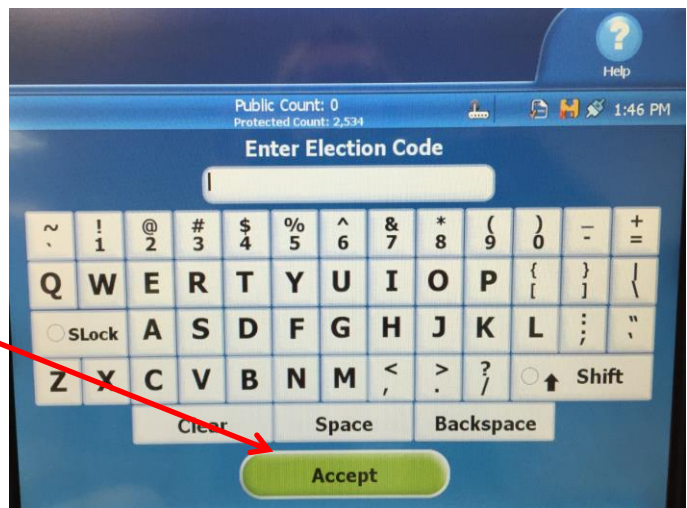
- ❑ Lift screen - Machine will automatically power up (This can take a couple of minutes)
- ❑ Use machine key to open Access Panel Door



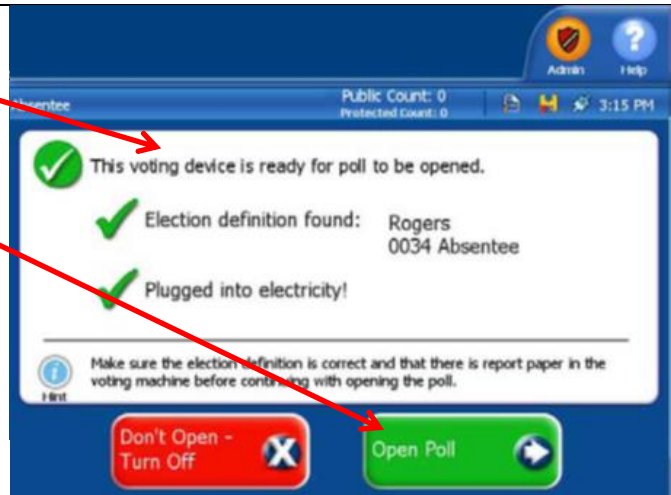
- ❑ Locate seal securing memory device into machine
- ❑ Verify seal number is same as on Official Precinct Certification



- ❑ After booting up, machine will display the “Enter Election Code” screen
- ❑ Use keypad to enter code
- ❑ Press the green “Accept” button
- ❑ Machine will print the “Configuration Report”



- Printing will stop and machine will display the “Ready to open” screen
- Press green “Open Poll” button
- Machine will print “Ballot Status Accounting Report” and pause
- After pause the “Zero Tape” will print
- Examine the Zero Tape (Do NOT tear off)
- Verify vote totals all “0”
- Verify candidates and offices appear in same order as the ballot

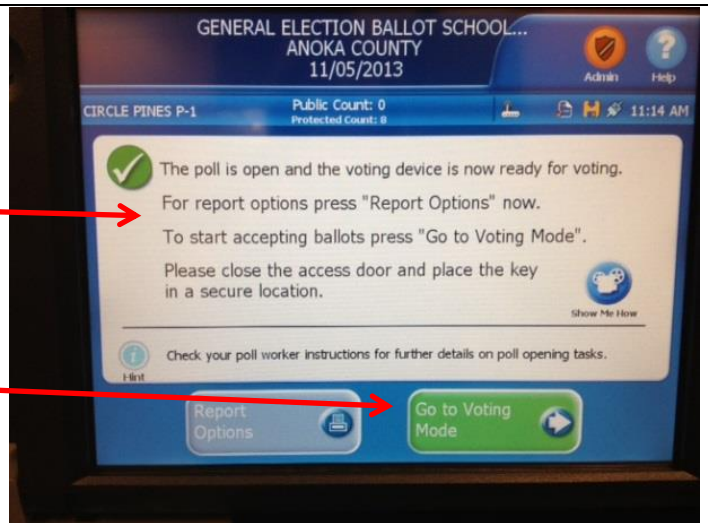


- Press blue tab inside Access Door to open printer tape compartment
- Roll up Zero Tape, place inside printer tape compartment
- Close compartment completely – listen for the “click”
- Close and lock Access Panel Door
- Remove and secure key



- Machine will display the “ready for voting” screen

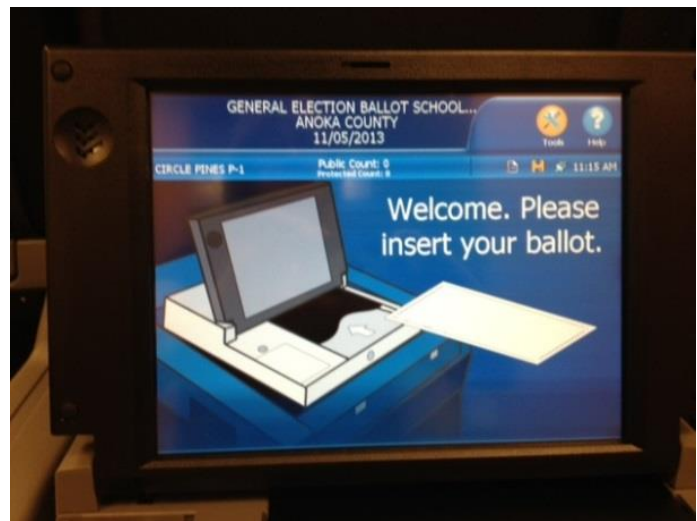
- Press green “Go to Voting Mode” button



- Machine will display:

“Welcome. Please insert your ballot.”

BALLOT COUNTER IS READY FOR VOTING



July 2016