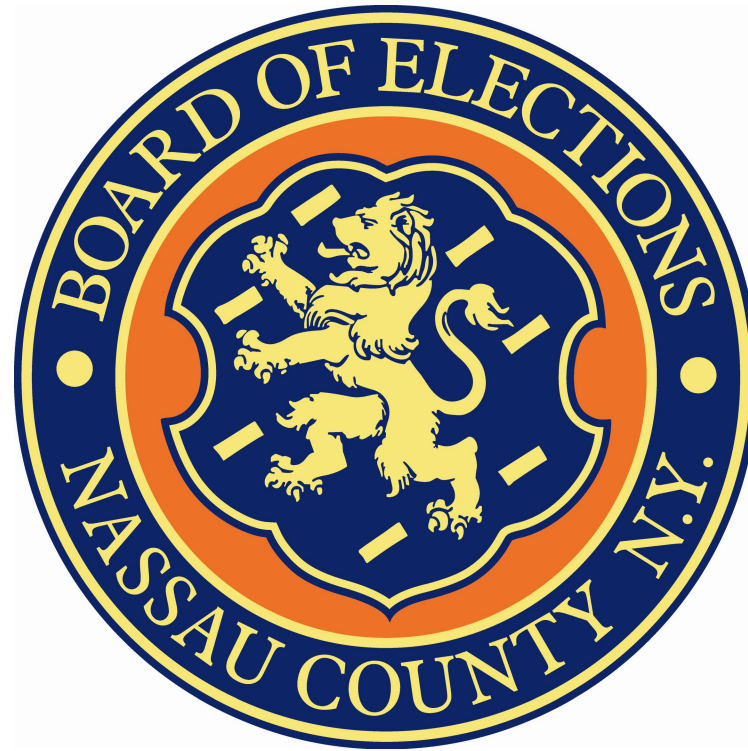


ELECTION DAY



OPENING HANDBOOK

SUITCASE



CHECK BEFORE ELECTION DAY FOR:

- ✓ Affidavits
- ✓ Polling Signs & Poll Books
- ✓ Opening & Closing Handbook
- ✓ Pens, tape
- ✓ Privacy Sleeves
- ✓ Phone Card
- ✓ Payroll
- ✓ Reference Guide for Inspectors
- ✓ Street List & Map
- ✓ **Orange** Affidavit Bag
- ✓ **Blue** Spoiled Bag
- ✓ **Green** Un-scanned Ballot Bag
- ✓ **Red** Data Bag with seals, keys, & Election Code
- ✓ SPOILED stamp
- ✓ Return of Canvass

Security Bags

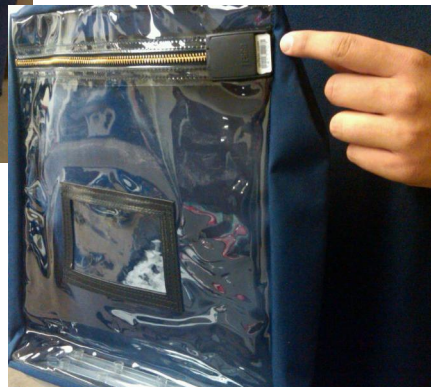
 <p>The image shows a red data bag with a clear window on the front. The window displays a grid with columns labeled 'Date', 'Time', 'Candidate', and 'Ballot'. The bag features the Nassau County Board of Elections logo and the text 'DATA BAG'.</p>	<h2>Red Data Bag</h2> <p>Sealed until Election Day – <i>Contents can be seen through front of bag</i></p> <p><i>Do NOT Remove until Election Day!</i></p>
 <p>The image shows an orange security bag with a clear window on the front. The window displays a grid with columns labeled 'Date', 'Time', 'Candidate', and 'Ballot'. The bag features the Nassau County Board of Elections logo and the text 'AFFIDAVIT BALLOTS'.</p>	<h2>Orange ‘Affidavits’ Security Bag</h2> <p><u>Sealed</u></p> <p>DO NOT REMOVE</p>



Green 'Unscanned' Security Bag

Sealed

DO NOT REMOVE



Blue 'Spoiled' Security Bag

Sealed

DO NOT REMOVE

Opening the DS200 on Election Day



SEALS

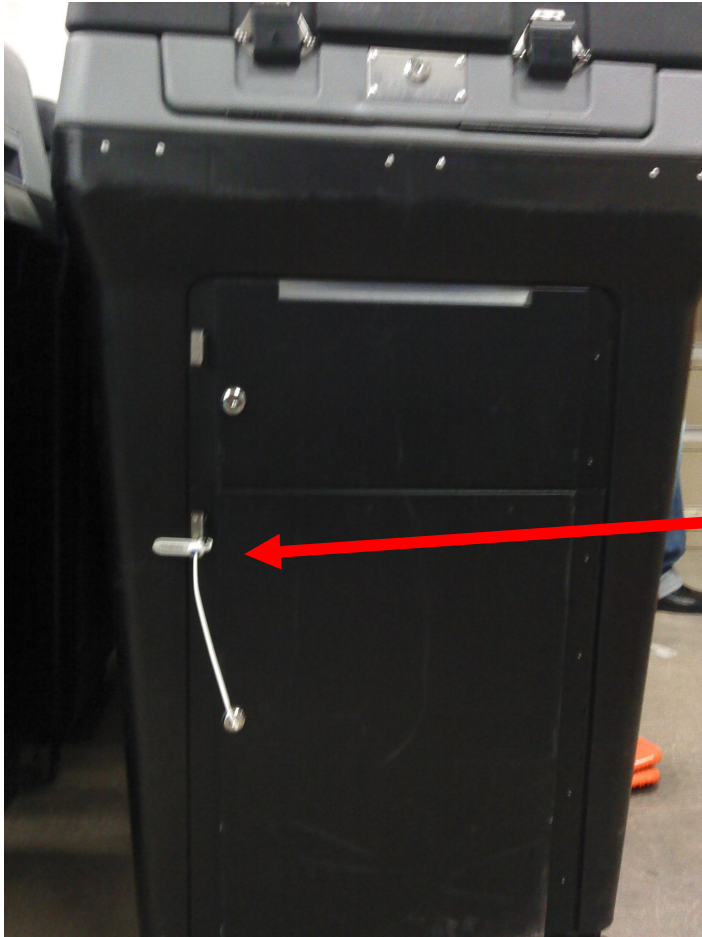
Wire strap seals on sides of DS200 are not to be removed.

*Record numbers on
Return of Canvass
Seals Verification Report*



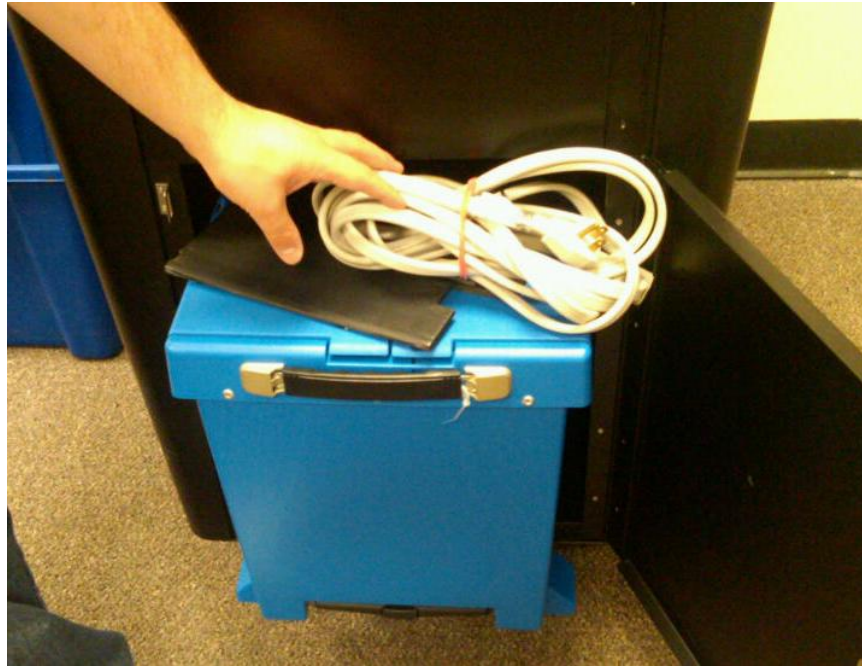
Remove & Record
the strap seal from
the front clasp of the
DS200

*Record number on
Return of Canvass
Seals Verification Report
Put used seal in **Red** Data Bag*



Remove & Record
the strap seal from
the Ballot
Compartment door of
the DS200

*Record number on
Return of Canvass
Seals Verification Report
Place used seal in **Red** Data
Bag*



Using silver key open Ballot
Compartment door to remove
Blue Tote Bin, Extension
Cord and Privacy Panels.

Remove & Record strap seal
from Blue Tote Bin.

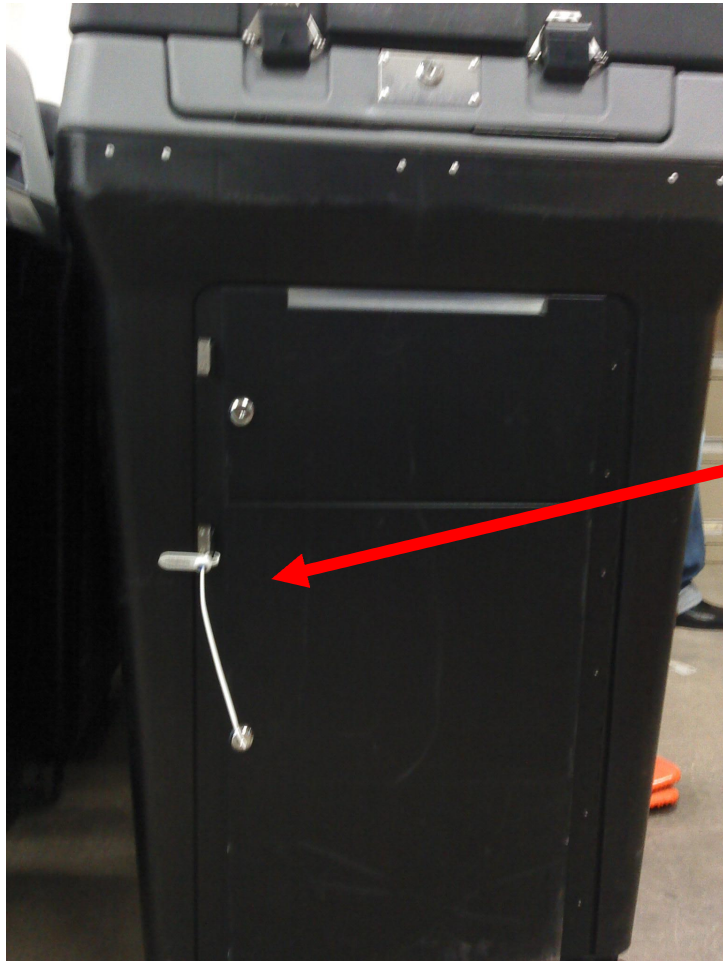
*Record number on
Return of Canvass
Seals Verification Report
Place used seal in **Red** Data
Bag*



Using silver key open
Blue Tote Bin doors to
remove Ballot Pads.

Place Blue Tote Bin
back inside Ballot
Compartment.

**MAKE SURE
Blue Bin Door
Flaps ARE OPEN**



Lock Ballot
Compartment Door.
Take strap seal from
Red Data Bag and
secure Ballot Door.

*Record number on
Return of Canvass'
Seals Verification Report*



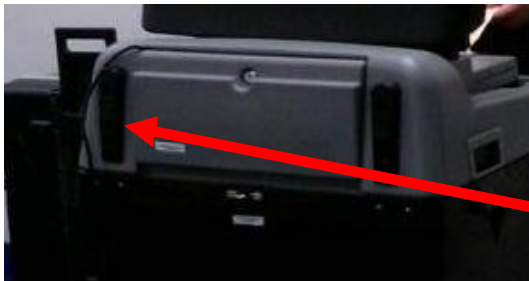
Turn machine
around.
Using the silver key
unlock back
compartment



Remove cord and plug into electrical outlet. Use the provided extension cord, if necessary.

Make sure silver bar is down

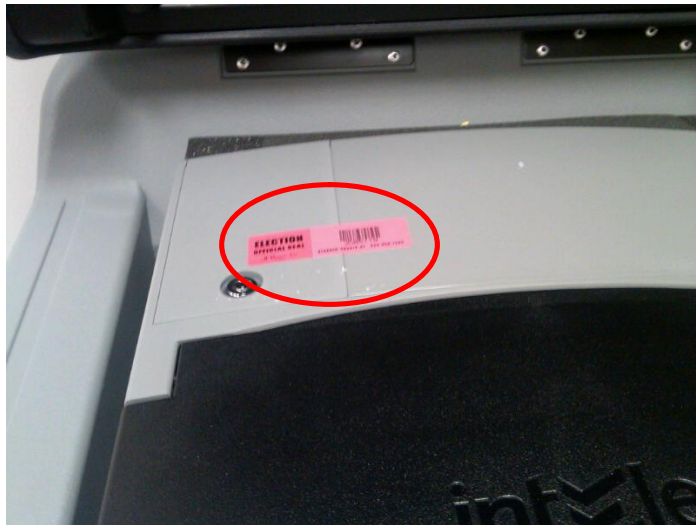
Lock compartment door, with cord exiting the side of door (from top)



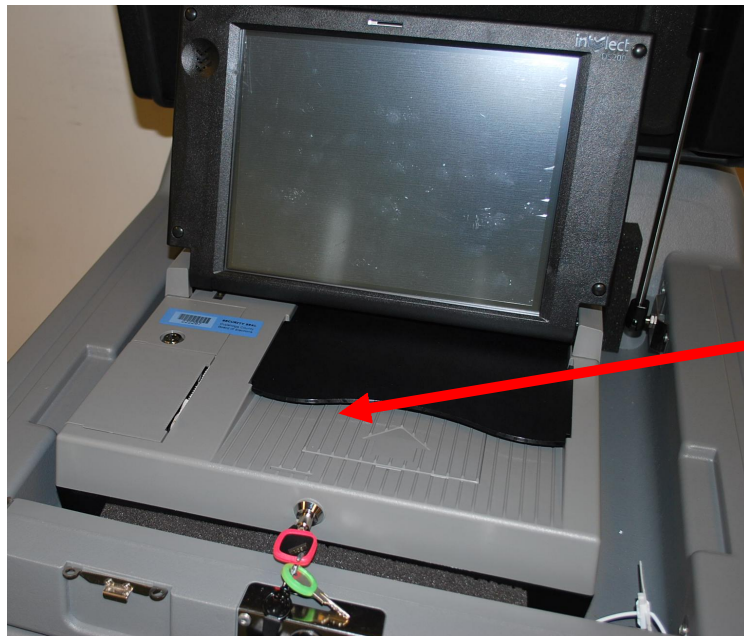


Open the top clasps
of the DS200

Using the silver key,
unlock the Scanner lid

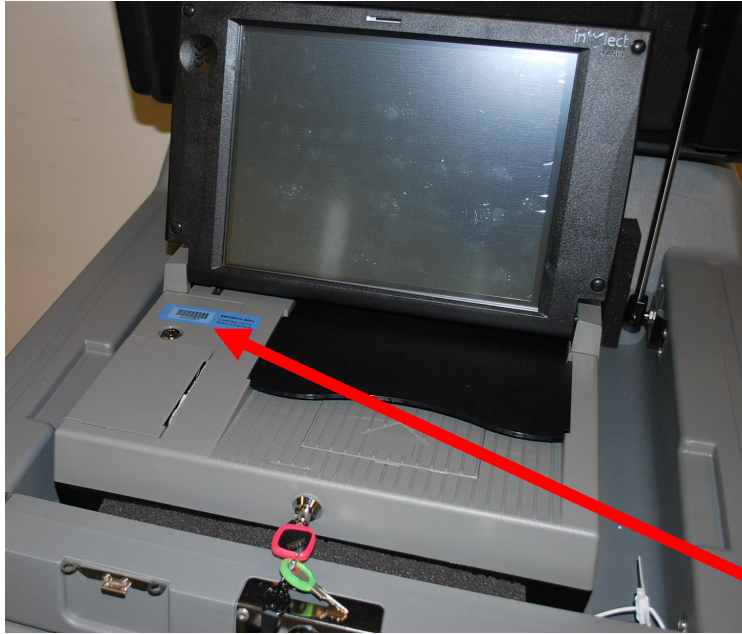


Record the **RED**
Sticker Seal on the
Return of Canvass
Do NOT Remove



Using the barrel
key, unlock the
Scanner of the
DS200 and lift up
monitor.

*Scanner monitor remains
open until closing*



Record **BUT DO NOT** Remove
Sticker Seal by
printer until the end
of the day
(*unless advised by BOE*)

*Record number on
Return of Canvass'
Seals Verification Report*



Using the silver key
open Emergency Bin



Verify bin is empty



Bottom drawer of
Emergency Bin is
stationery and does not
open



Make sure flap is up
Re-lock Emergency
Bin



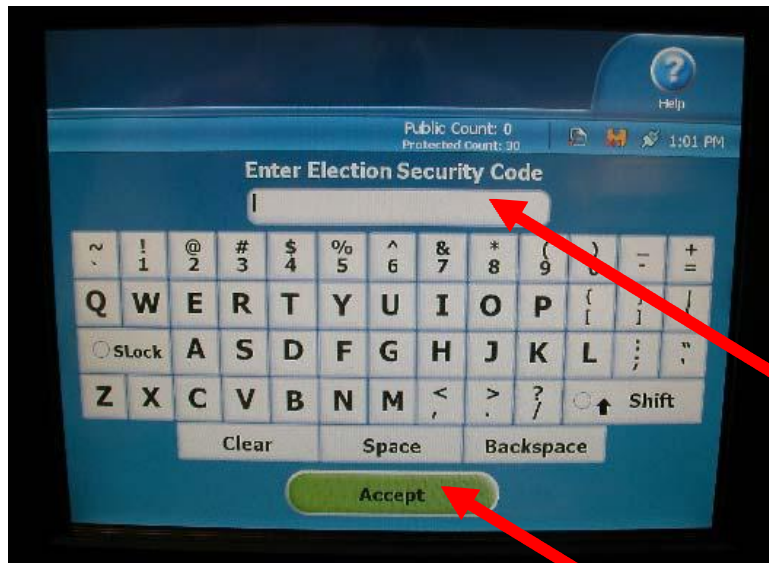
Remove keys, put in
Red Data Bag for safe
keeping during the day



DS200 Boots up

Election Code
Requested

Election Code can
be found in **Red**
Data Bag



Using the Touch screen keyboard, select the letters of the code.

*Letters selected will briefly appear in the window before turning into asterisks (**)
Wait for the asterisk to appear before selecting the next letter.
When complete, press 'Accept'*



DS200 processes
the election
information.

Configuration report
prints automatically.

*** CONFIGURATION REPORT ***
11:12 AM September 17, 2010
Unit Serial Number: 0209360988

VOTING DEVICE INFORMATION

HARDWARE CONFIGURATION

Current Time Date:
11:12 AM September 17, 2010
Time Zone: America/New_York
Diverter Status: Not Detected
Touch Screen: OK
Power Source: AC
Battery Charge: 100%
Modem Status: Not Detected

STORAGE

Available System Log Storage: 27 MB
Available Ballot Storage: 3808 MB
Available Backup Storage: 0 MB

FIRMWARE

Paper Processing Engine: 2.1.0.0
Hardware Abstraction Engine: 2.1.0.0
Tabulation Engine: 2.1.0.0
Scanning Engine: 2.1.0.0
Presentation Engine: 2.1.0.0
Scanner Firmware: 2.13.0.0
Power Management Firmware: 1.2.2.0
Operating System Version: 2.1.0.0
Firmware Last Updated On:
Thu Mar 18 17:15:19 UTC 2010

Protected Count: 475

Configuration Report lists:

- ❖ Voting Device Information
- ❖ Protected Count – record on Return of Canvass – *verify with count on screen*



Election Name: 09GCRT
 Election Date: 2009-05-15
 Election Qualification Code: 87e6f90c

 ELECTION LOADED

 ELECTION STATUS
 Poll Opened Date: September 17, 2010
 Poll Opened Time: 9:47 AM
 Poll Closed Date: September 17, 2010
 Poll Closed Time: 9:51 AM
 Poll Status: Not Open
 Public Count: 0

 ELECTION INFORMATION
 Jurisdiction Name:
 Acceptance Test Landscape
 Election Description:
 Acceptance Test Landscape
 Election Date: May 14, 2009
 Poll Place ID/Name:
 108001/Building
 Election Type: GENERAL
 Number of Election Districts: 1

 BALLOT INFORMATION
 Ballots By: Election District
 Ballot Height: 19.0
 Ballot Width: 8.5
 Ballot Rows: 70
 Ballot Columns: 24
 Ballot Art Work: DSIM
 Target Type: oval

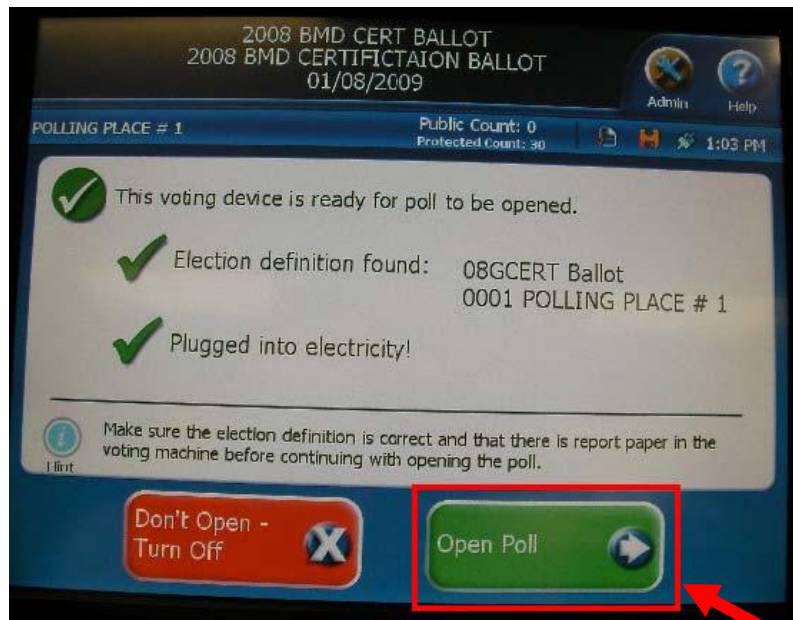
 ELECTION SETTINGS
 Ability to Re-open: Yes
 Number of Zero Tapes to Print: 1
 Number of Result Tapes to Print: 1
 Print Event Log on Close: No
 Transmit Results on Close: No
 Report Data on Close: No

(con't)

- ❖ Public Count – record on Return of Canvass –*verify with count on screen*



- ❖ Polling Location – confirm information for accuracy
- ❖ Place in Red Data Bag



Ready to Open

After report prints,
DS200 lets you
know that it is
ready to be
opened.

Select 'Open Poll'



Ballot Status

After selecting
'Open Poll', the
Zero Report Tape
will print.

*Bipartisan team signs,
records & places tape in **Red**
Data Bag*

9:47 AM September 17, 2010
Unit Serial Number: 0209360988

Acceptance Test Landscape
Acceptance Test Landscape
123 Building 3

Election Date: May 15, 2009
Poll Opened Date: September 17, 2010
Poll Opened Time: 9:47 AM

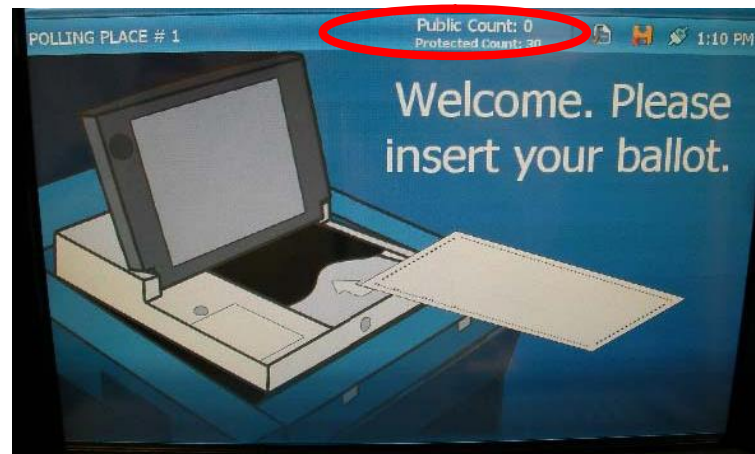
Poll Closed Date: No
Poll Closed Time: No
Public Count: 0

Poll Voting Report

Total Ballots: 0

Zero Report lists:

- ❖ Time Machine was opened*
- ❖ Public Count – verify with count on screen



* Time shown is only used as an example

(con't)

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT ALL COUNTERS WERE ZERO (0) WHEN THE
POLLS OPENED AND THAT THE ELECTION IS
BEING HELD IN ACCORDANCE WITH THE LAWS
OF THE STATE.

Election Inspector

Election Inspector

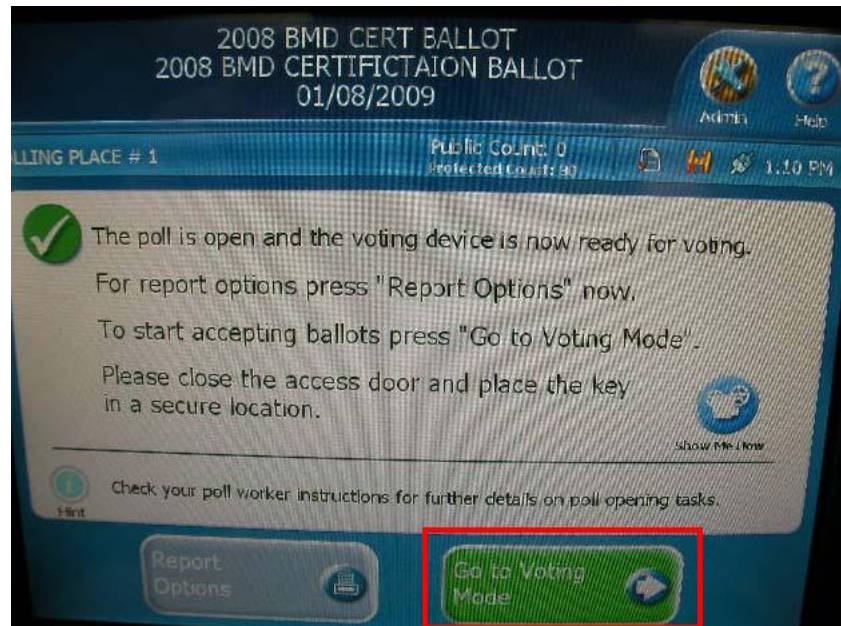
Election Inspector

Election Inspector

123 Building 3
Unit Serial Number: 0209360988

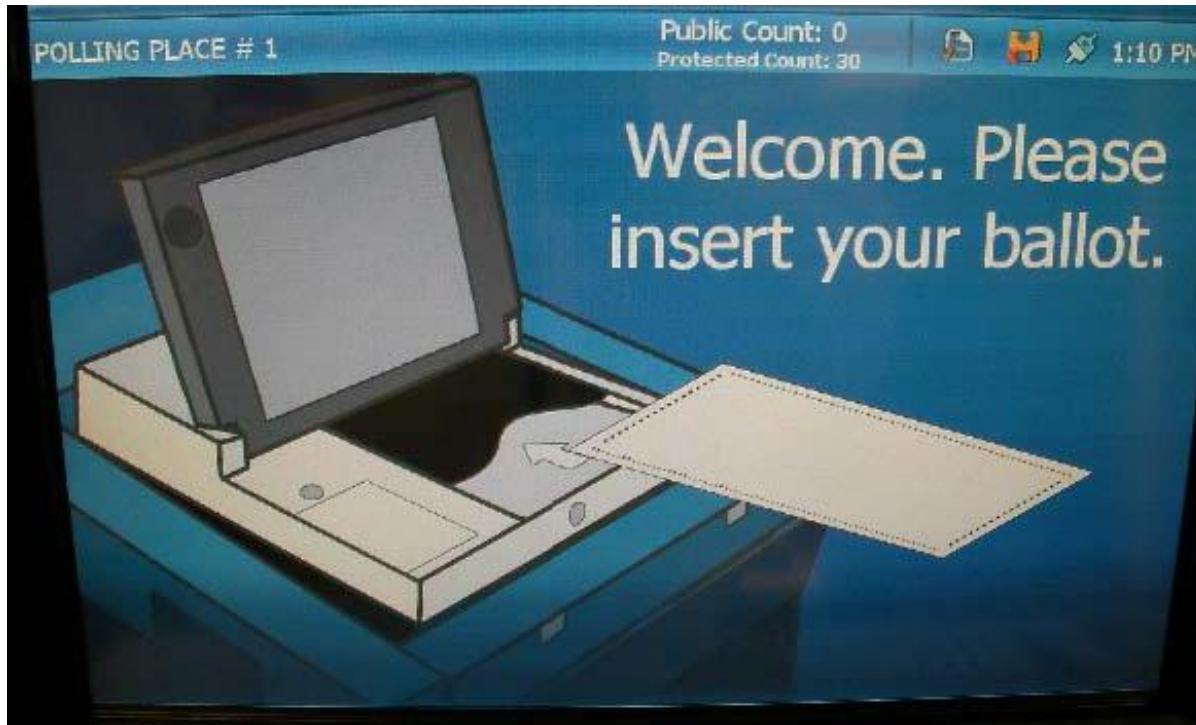
*** END OF REPORT ***

- ❖ Signature lines for all
Inspectors of ED to sign
- ❖ Place in **Red** Data Bag



VOTER READY!

Screen prompt:
Select '**Go to Voting Mode**'



The DS200
is now ready
for voting.

Please Note: *If the screen goes black during the day, touch it, it may be on SCREEN SAVER when not in use. If that doesn't help, check the plug. If it still doesn't go on, notify the Poll Coordinator.*



Finally,
Place Privacy Panels
on sides of scanner



Face machine away
from the public

Leave enough room
for voters to scan
their ballots in
private

Lock the wheels

***You have successfully opened the DS200.
Congratulations!!***