```
┌─────────────────────────────────────────┐
│                                         │
│   ATTACH BAR CODE NUMBER LABELS HERE     │
│                                         │
│                                         │
└─────────────────────────────────────────┘
```

DS200 Logic & Accuracy Checklist – Phase 1

If at any time a tester experiences any problem, it MUST be recorded in the comments box.

Also indicate in the comments box the **resolution** of the problem. A supervisor must be notified.

Examples are incorrect time (over 2 minutes), ballot stuck in unit, power downs, and freezes.

Polling Location Bin Number:

Polling Location:

Precinct:

Machine Serial #:

```
┌─────────────────────────────────────────┐
│ COMMENTS:                               │
│                                         │
│                                         │
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│                                         │
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```

☐ Team members attach their bar code number labels to the top of the checklist.

☐ Remove **memory sticks**, **ballots, checklists, and precinct supply bag quality assurance forms** from the Polling Location bin, **sort by precinct**, and place on the DS200 assigned to that precinct. Each DS200 is precinct labeled.

  o **Leave** the **expected results pages** in the Polling Location bin

☐ Remove key lanyards from the Polling Location bin. You will have **one** key lanyard for **each** DS200. Each set of keys in the polling location bin must be used.

☐ After sorting, ensure the precinct name on the 1) **Memory stick,** 2) **Sorted Ballots,** and 3) **Checklists and Forms match** the **precinct labels** on the **front** and **top** of the DS200.

☐ Open the memory stick cover and insert the memory stick (with the label side facing to the right) into Port "B".

☐ *If DS200 is not on,* press the **"Power"** button. The unit will take approximately two minutes to boot.

☐ Open **Emergency Slot Door** and **Ballot Box Door** and ensure no ballots are inside unit. Close and lock both doors. **Leave key in ballot box door.**

☐ Once powered up, the DS200 screen will read "Election Definition Found". If you do not see this message, notify a Supervisor.

☐ Record **time** and **date** found on top center of the DS200 Screen **Time_____:_____ am / pm Date_____**

☐ If time is **incorrect**, how much is it off by_____(fast or slow). If the **time** is off by **more than 2 minutes**, change it. If the **date** is off, change it. **Note any time or date changes in the comments box.** Instructions to change date and/or time are on the back of this checklist

  Both Team Members must initial **today's Date and Time** are correct **R_____ D_____**

☐ Press "**Open Polls**". A Zero Results Report will print. **Confirm that all results are zero.**

☐ On the Zero Report, **proof and circle 1)** TODAY'S DATE **2)** TIME **3)** ELECTION DATE **4)** CITY/WARD/PRECINCT.

☐ Check the multi-sheet sensor. Take two ballots, stack them together, and insert into scanner. Screen will show "Alert! There is an issue with your ballot." Press **"Continue in English."** Screen will show "Ballot Read Error, Multiple Ballots Detected." Remove the ballots from the feed tray of the DS200.

☐ Insert each ballot through the scanner. Ensure that the on-screen counter increases for each **_page one_** ballot scanned.

☐ The scanner will alert you to any over voted or blank ballots. Press **"Continue in English"** and then press "**Accept".**

☐ After all ballots are scanned, Press the "**Close Poll**" button. Press "**Cancel Printing**". Press "**Yes**" to Cancel Printing.

☐ Press **"Results Report"** (Let the entire report print).

☐ Screen will show "**POLLS CLOSED**".

☐ **Remove** the **memory stick** and place in Polling Location bin.

☐ **Remove** the **ballots** from the ballot compartment and place in Polling Location bin. **Leave the key lanyard in the unit.**

☐ Staple the Zero Report and Results Reports **to the back** of this checklist (this side) and place in Polling Location bin.

☐ After this precinct is completed, you will have 4 items in the Polling Location bin: Expected Results, Phase 1 Checklist, Memory Stick, and Ballots.

☐ After **all** precincts have been **completed for the Polling Location**, place the Polling Location bin on the cart at the end of the row.

_____   _____
PRINT NAME   PRINT NAME

_____   _____
SIGNATURE/DATE   SIGNATURE/DATE

The Upload / Verification team will ensure that your scanned ballots are tabulated correctly, and fill in the Unit Passed or Unit Failed boxes below

☐ Unit Passed Test

☐ Unit Failed Test (Notify Supervisor)

To Set Date and/or Time:
o   Press the Arrow located on the bottom right side of the DS200 screen
o   Press the "**Go To Admin**" button.   Enter the password. Press "**ENTER**"
o   Screen will show "Administration Mode". Press **"SYSTEM SETTINGS"**
o   Press **DATE & TIME**
o   Time Zone – **Make sure EST5EDT is always selected in the dropdown provided**
o   Year - Month - Date
o   Time – **(Time Format must be 12)**
o   **If the Time Zone is incorrect, this must be the first correction made prior to making any other changes**
      Note: Each DS200 will shut off and re-boot when the Time Zone has been changed

o   If additional information in the Date & Time setting is incorrect, press the "**CLEAR"** button on the DS200 screen then make the necessary changes. Enter all changes on the screen or keypad provided. Press **"Previous"** button
o   Once changes have been made press "**ACCEPT NEW TIME**"
o   Press **"Previous**" button. Press **"Previous**" button
o   Verify the Date & Time are correct on the top center of the DS200 screen. If not correct, go back to make necessary corrections
o   If Yes, Press the **"Previous"** button