DS200

CLOSING HANDBOOK



Closing the DS200

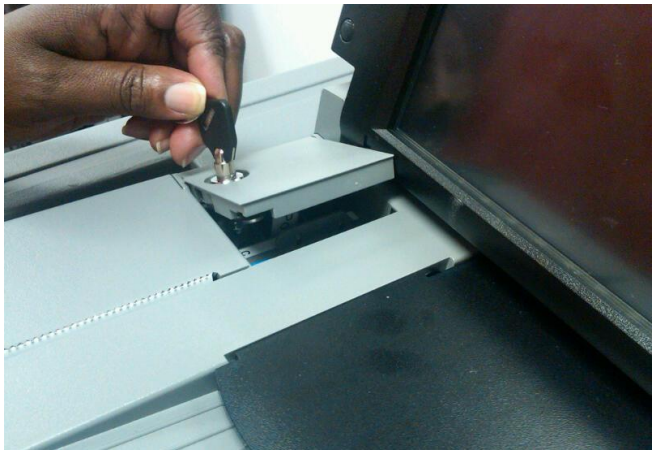


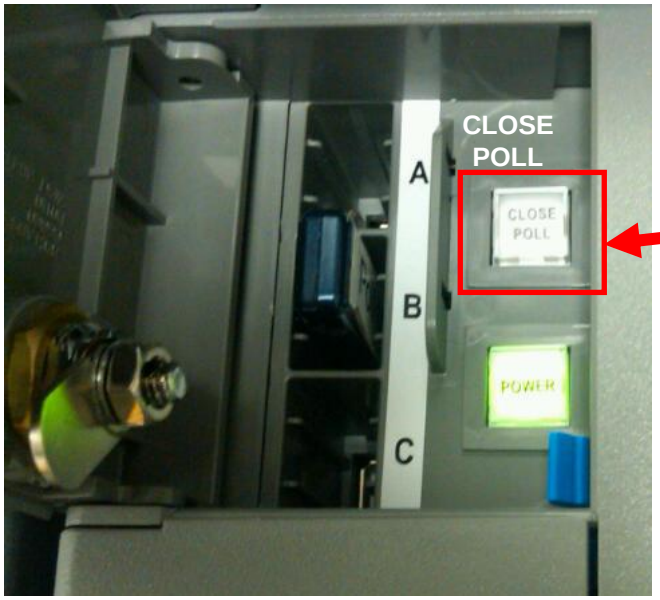
If there are any ballots in the Emergency bin

If sealed, remove seal and unlock the Emergency Bin. Please follow your District's procedure for processing un-scanned ballots.



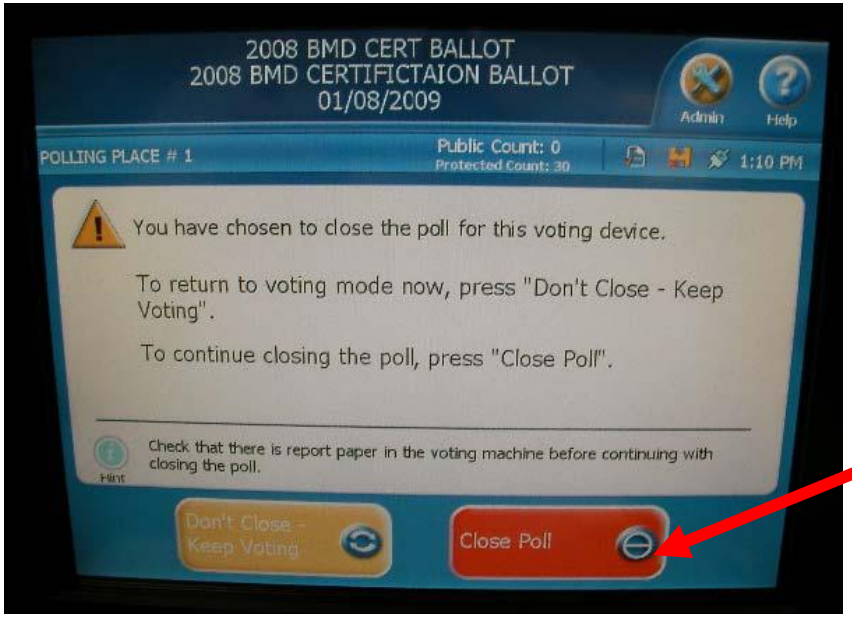
Remove the sticker seal from the access door by the printer.





Using the barrel key, open the door

Press the CLOSE POLL button **only**

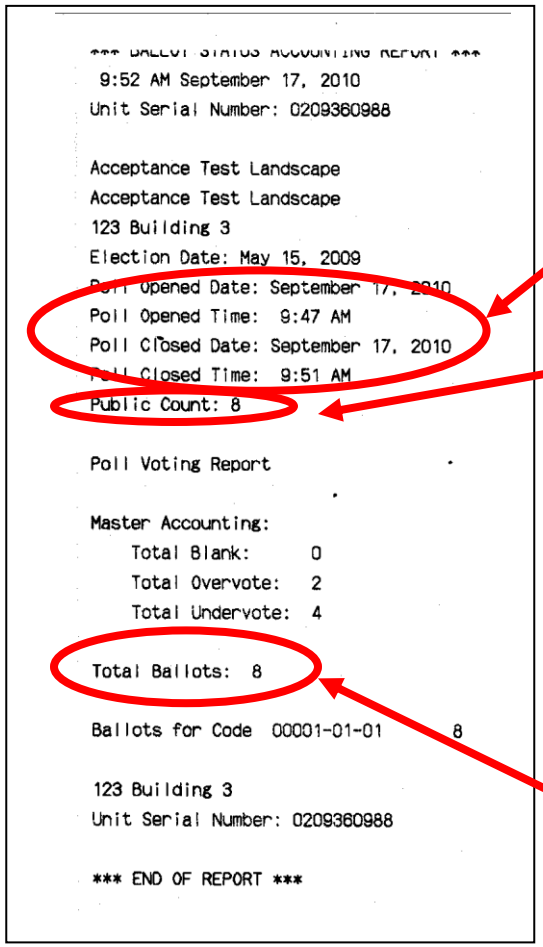


Screen prompts you to ‘Close Poll.’



2-Results tapes will print

Be patient. This may take a few minutes as the DS200 tabulates the results



*** BALLOT STATUS ACCOUNTING REPORT ***
9:52 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: September 17, 2010
Poll Closed Time: 9:51 AM
Public Count: 8

Poll Voting Report

Master Accounting:
Total Blank: 0
Total Overvote: 2
Total Undervote: 4

Total Ballots: 8

Ballots for Code 00001-01-01 8

123 Building 3
Unit Serial Number: 0209360988

*** END OF REPORT ***

The Results Tape lists:

- Opening & Closing time of Poll
- Public Count – *verify with count on screen*



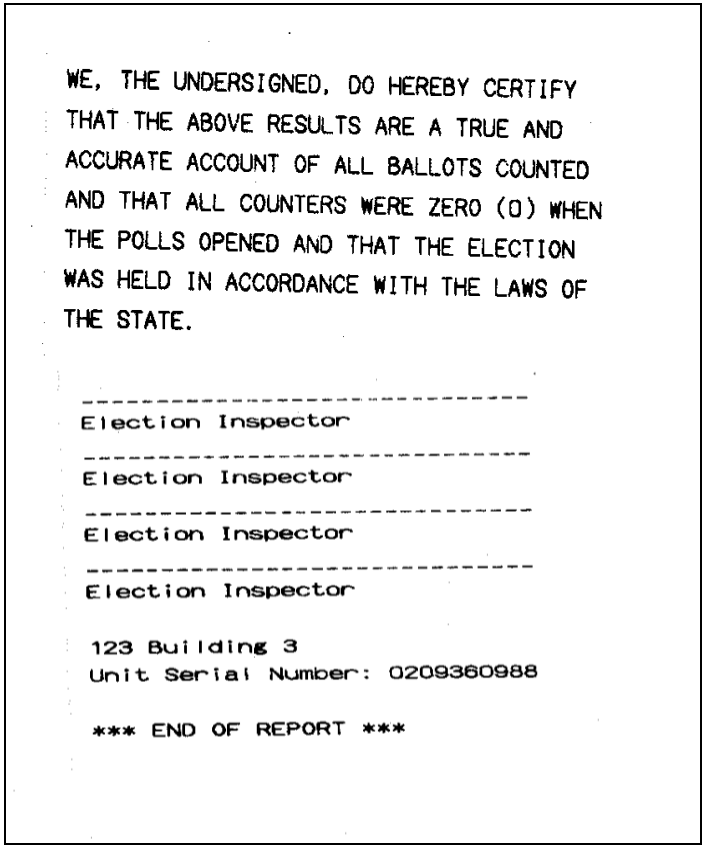
- Total Number of Ballots cast should equal the number of ballots given during the day

JUSTICE OF THE SUPREME COURT	
Number to Vote For	6
DEM JOHN JJ SULLIVAN	1
DEM JEROME B. MATTHEWS	1
DEM NEAL P. O'DONNELL	2
DEM F. DANA PIERSON	1
DEM MILTON BOOKER	2
DEM MICHAEL J. CASTLE	2
REP W. BROMLEY SQUIRE	3
REP ROBERT W. MURRAY	5
REP GERALD TILLMAN	5
REP SANDRA J. EDWARDS	5
REP GEOFFREY J. CUMMINGS	5
REP JOSEPH A. ALBRIGHT	3
CON W. BROMLEY SQUIRE	3
CON ROBERT W. MURRAY	0
CON GERALD TILLMAN	0
CON SANDRA J. EDWARDS	1
CON GEOFFREY J CUMMINGS	0
CON JOSEPH A. ALBRIGHT	1
IND W. BROMLEY SQUIRE	0
IND THOMAS J. TOOLEY	0
IND GERALD TILLMAN	1
LIB W. BROMLEY SQUIRE	0
LIB JEROME B. MATTHEWS	0
LIB NEAL P. O'DONNELL	0
LIB F. DANA PIERSON	0
LIB MILTON BOOKER	0
LIB MICHAEL J. CASTLE	0
Write-in	0
Write-in	0
Write-in	0
Write-in	0
Write-in	0
Write-in	0
COUNTY COURT JUDGE	
Number to Vote For	1
DEM STEPHEN A. DAVIDSON	2
REP ALFRED C. CRAWFORD	5
CON ALFRED C. CRAWFORD	1
RTL STEPHEN A. DAVIDSON	0
Write-in	0
DISTRICT ATTORNEY	
Number to Vote For	1
DEM PATRICK KEVIN HAMMOND	4
REP JAMES A. TOMPKINS	3
CON JAMES A. TOMPKINS	0
IND ROBERT W. RUSSMAN	0
RTL PATRICK KEVIN HAMMOND	0
Write-in	1
COUNTY LEGISLATOR	
Number to Vote For	1

(Results Tape con't)

- Offices and/or Candidate Results,

(Results Tape con't)



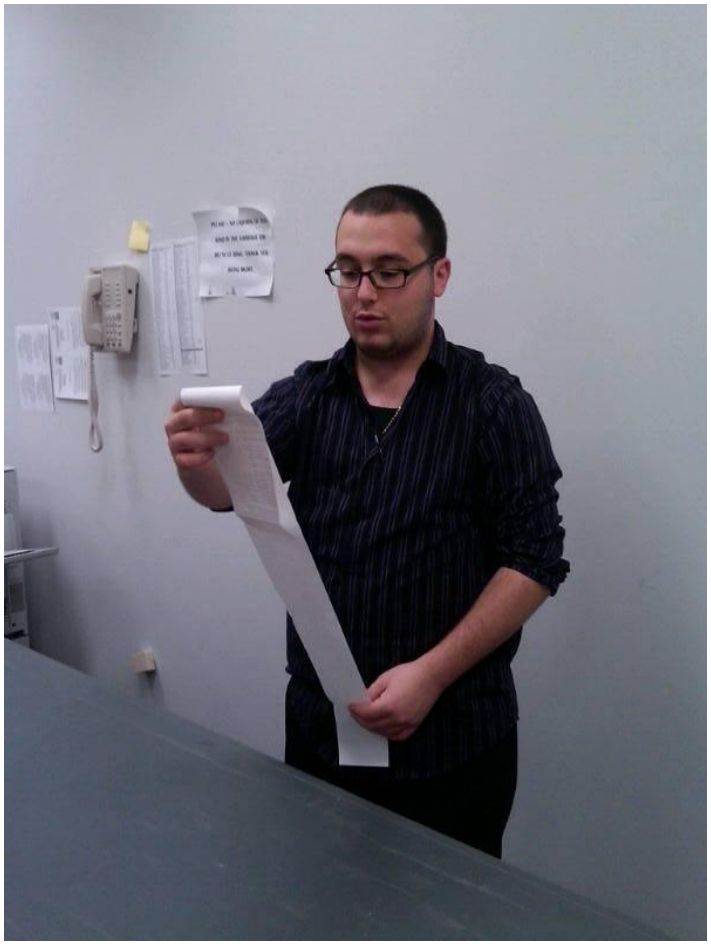
WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE.

_____
Election Inspector
_____
Election Inspector
_____
Election Inspector
_____
Election Inspector

123 Building 3
Unit Serial Number: 0209360988

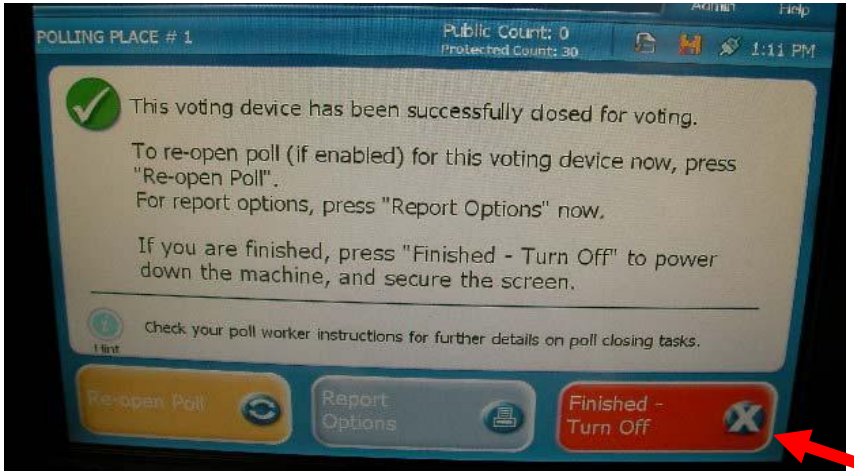
*** END OF REPORT ***

- **<u>Signature lines</u> for all Inspectors to sign**



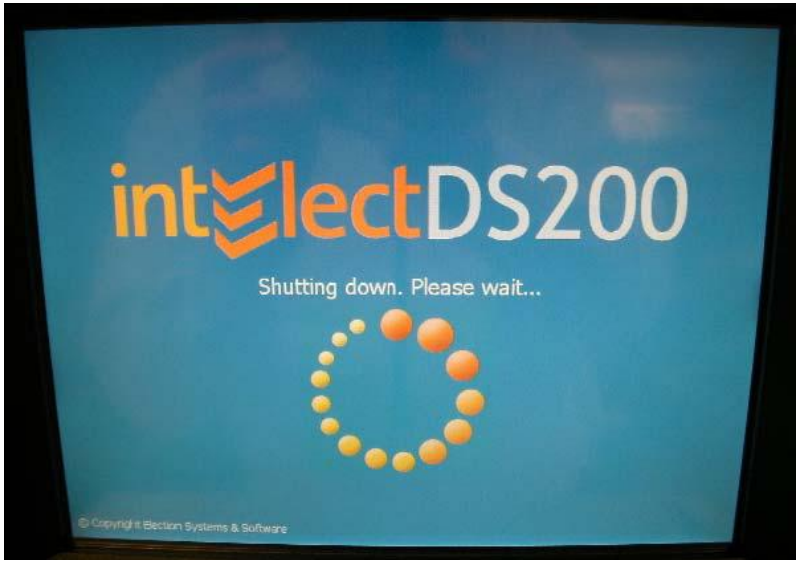
Read off Results (*if required*)

Keep the results tapes.
They are your official results



DS200 displays the following message:

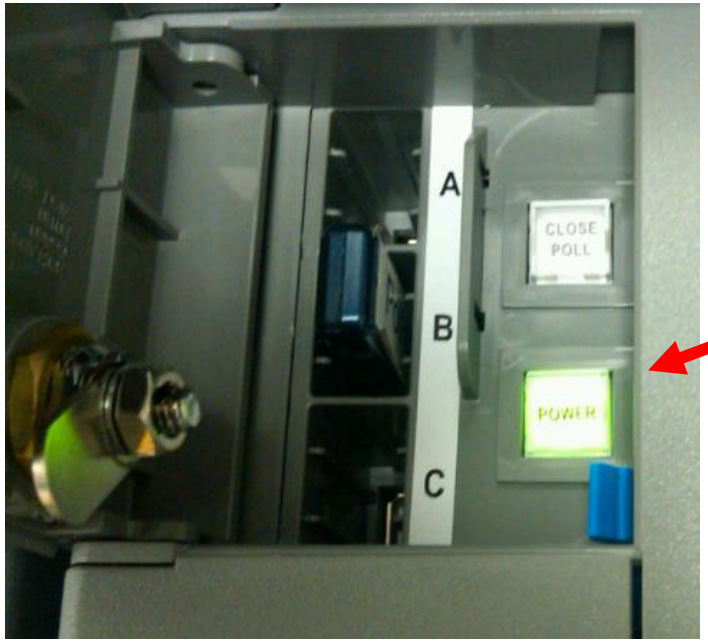
Select ‘Finished – Turn Off’



DS200 powers down



Wait until the screen turns off



Wait until the Power Light goes off.

DO NOT PRESS THE POWER BUTTON!

****DO NOT**** ***REMOVE THE FLASH DRIVE*!**





Close and lock the compartment using the barrel key

Place a new sticker seal over the compartment door as provided by the Board of Elections



Cut ballot door strap seal (*if used*).





Using silver key, unlock the Ballot Compartment

Remove your ballot box or bin



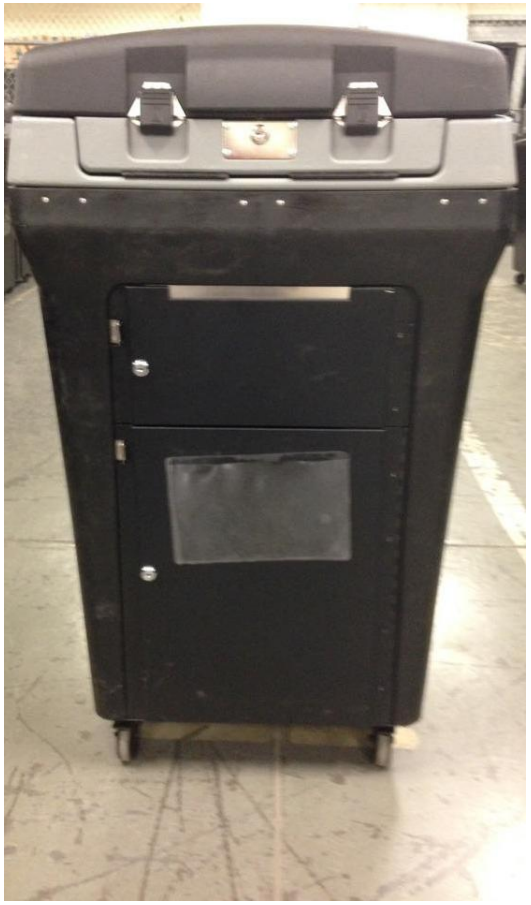
Lock the Ballot Compartment Door



Gently lower the monitor of the DS200



Using the Barrel key,
lock the DS200 monitor
in place



Lower the lid on the DS200.
Clasp it down.



Using the silver key, lock the front lid of the DS200



Unlock wheels and turn the DS200 around. Using silver key, unlock the back door compartment.

Remove the plug from the electrical outlet.



Wrap cord neatly, using the Velcro that’s attached to the cord and place back in the compartment.



Using the silver key, lock the back compartment door

The DS200 is now ready for transport



Take the keys (silver key and barrel key) and place back in the original envelope that you received from the Board of Elections.

Seal the envelope.

Thank you for a job well done!