

ATTACH BAR CODE NUMBER LABELS HERE

## DS200 Post Logic & Accuracy Checklist

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

Also indicate 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:

- Team members attach their bar code number labels to the top of the checklist.
- Press the **"Power"** button. The unit will take approximately two minutes to boot.
- The DS200 screen should display **"Election Definition Found"**.
- Verify the paper roll is **FULL**. If not, replace the roll with the paper coming up from the right side of the roll.
- Open **Emergency Slot Door** and **Ballot Box Door** and ensure no ballots are inside of unit. Close and lock both doors. Notify a supervisor if any ballots are found.
- Press the Arrow on the bottom right of the screen.
- Press **"Go To Admin"** button.
- Enter the password. Press **"Enter"**.
- Screen will display **"Administration Menu"**. Press **"Election Test"**. Press **"Zero Totals"**.
- Screen will display **"Are you sure you want to clear all totals?"**
- Press **"Yes, Clear Them"**. Screen will display **"Counters Cleared"**. Press **"OK"**.
- Screen will display **"Election Test Menu"**.
- Press **"Poll Report Summary"** button. The Zero Results Report will print. Do NOT cancel printing.
- Verify and circle **today's Date** and **Time** on the Zero Results Report.
- Both Team Members must initial **today's Date and Time** are correct R\_\_\_\_\_ D\_\_\_\_\_ **If the time and date are off by more than 2 minutes, change them and note in the comments box.**
- Circle the precinct** on the **Zero Results Report**. Make sure the **precinct name** on the report **matches** the two precinct **ID labels** on the front and top of the unit
- Verify all race totals are zero.**
- Press **"Previous"**.

- Screen will display “**Administration Menu**”.
- Press “**Previous**”.
- Screen will display “**Election Definition Found**”. Press “**Shutdown**”. Press “**Continue Power Down**”.
- Remove** the Zero Results Report and staple it to the back of this checklist (this side).
- Lock** the Memory Stick Slot Cover.
- Place a Tamper Tape Seal over the Memory Stick Cover.**
- Apply plastic barcode seals** to the following locations on each DS200 unit (if missing):
  - Left Side Ballot Box
  - Right Side Ballot Box
- Apply** a tamper tape seal to the Maintenance Access Panel (if missing).
- Remove** the **key lanyard** from the unit and place in a bin for “tested keys”.
- Leave the Precinct Supply Bag Quality Assurance Form on the DS200.
- Place the Post L&A Checklist in a collection bin.

**The DS200 Screen must remain OPEN upon completion of the Post L&A test**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE/DATE

\_\_\_\_\_  
SIGNATURE/DATE

**To Set Date and/or Time:**

- Press the Arrow located on the bottom right side of the DS200 screen
- Press the “**Go To Admin**” button. Enter the password. Press “**ENTER**”
- Screen will show “Administration Mode”. Press “**SYSTEM SETTINGS**”
- Press **DATE & TIME**
- Time Zone – **Make sure EST5EDT is always selected in the dropdown provided**
- Year - Month - Date
- Time – **(Time Format must be 12)**
- **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**
- 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
- Once changes have been made press “**ACCEPT NEW TIME**”
- Press “**Previous**” button. Press “**Previous**” button
- Verify the Date & Time are correct on the top center of the DS200 screen. If not correct, go back to make necessary corrections
- If Yes, Press the “**Previous**” button