

Welcome!

# 2020 Blue Earth County Election Judge Training

## Equipment Overview: DS200 Tabulator

Objectives:

*Introduction to the DS200 | DS200 Set-up  
DS200 Tear-down | Common Issues | Contact Information*

Original Presentation: 7/3/2020 2020 Blue Earth County Election Judge Training – Equip. Overview: DS200 1

1

Welcome!

## Training Plan

Topic	Icon	Question	Duration
DS200 Introduction	🔍	What should I know about the DS200 ballot tabulator?	1 min
DS200 Set-up	📋	How do we start up the DS200 at the start of Election Day?	2 min
DS200 Tear-down	📋	How do we close the DS200 at the end of Election Day?	2 min
Common Issues	⚠️	What might go wrong on Election Day?	2 min

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2

# DS200 Ballot Tabulator

DS200  
Introduction

**DS200 automatic optical scan ballot tabulator**

- Counts the votes cast by voters on paper ballots
- Used in precincts operating polling places on Election Day
- Manufactured by: Election Systems and Software LLC
- Replaces the M100
- Specific to precinct (will be labeled)
- Remember 6ft buffer around tabulator



**What's New?**

- Full color display
- Black plastic ballot bin
- Image capture of write-ins
- Easier Election Day start-up
- Easier Election Day close

**What's the Same?**

- Emergency slot
- Audit trail
- Not connected to internet
- Battery backup
- Counts number of ballots

Original Presentation: 7/3/2020      2020 Blue Earth County Election Judge Training – Equip. Overview: DS200      3


3

# DS200 Set-up

DS200 Set-up

**Set-up Reminders**

- Follow Instructions
- Plug in to power
- Be ready at 7am – call immediately with issues



**Basic Steps – follow detailed step-by-step instructions!**

**1**

Inspect DS200 for any possible damage.

**2**

Plug in DS200.

**3**

Lower metal bar and lock in place to open ballot path.

**4**

Make sure ballot bin (both areas) are empty.

**5**

Use key to open ballot box lid.

**6**

Unlock and flip up the screen. DS200 will power on.

**7**

Select "Open Poll". Public count = 0

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4

## DS200 Tear-down

**Tear-down Reminders**

- **Follow Instructions**
- Leave machine fully operational until last voter has voted

**Basic Steps – follow detailed step-by-step instructions!**

- 1**

Make sure last voter has cast ballot.
- 2**

Check auxiliary slot for any ballots.
- 3**

Unlock access door and press and hold "Close Poll".
- 4**

On screen, select "Close Poll".
- 5**

Allow reports to run as needed.
- 6**

Raise metal bar and lock in place to close ballot path.
- 7**

Do not remove thumb drive until instructions indicate.

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5

5

## Troubleshooting and Questions

Common Issues

**Why won't it accept a ballot?**

Answer

Is the metal bar in the back in the up position and locked into place?  
Look at the screen for other error instructions.

**How should I keep the DS200 sanitized?**

Answer

Clean the screen only when necessary by using the provided alcohol wipes.

**I flip up the screen but it doesn't power up.**

Answer

Make sure you have the DS200 plugged into a powered outlet and/or that your surge protector is powered on.

**How do I know if the DS200 is plugged in?**

Answer

Look on the screen, there is an icon.  
Also, if the waiting screen shows an animated ballot moving into the tabulator, it is plugged in.

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6

6

Thanks...and here's contact info...

Thank You



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2020 Blue Earth County Election Judge Training – Equip. Overview: DS200

7