

# EXPRESSVOTE MARKING DEVICE OPENING PROCEDURES

Remove black padded carrying case (ExpressVote and device peripherals are inside case) from voting machine cart. Place case on an accessible table and provide a chair for voters.

Remove ExpressVote, headphones and keypad from main compartment of black padded carrying case. Remove power cord from side compartment of case, then return case to voting machine cart.

Plug power cord into power strip, then into AC outlet. Plug other end of power cord into power connection port on back of ExpressVote. Insert cord until you hear a click to ensure cord is secure.



Lift out and extend the metal prop bar on back of ExpressVote. Position device so that it rests in an upright position at a slight angle.

Open Access Door on left side of ExpressVote with black barrel key. Verify keypad is plugged into the keypad port. Place headphones and keypad on table so they are accessible for voters.

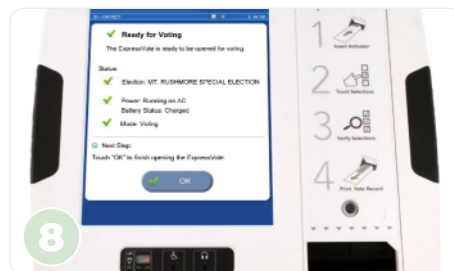
Verify mode switch is set to **Voter**, then flip power switch to **On**. ExpressVote powers on and boots up (device takes approximately three minutes to fully power on).



After the system initializes, enter Election Security Code. Work as a team: one officer enters code as other officer watches screen to avoid inadvertent entries. Touch **Accept**.

Verify precinct number/name on screen is correct and unit is receiving power. Touch **Ok**. Place keypad cord so it threads through circular opening at top of Access Door. Close and relock door.

Place a privacy booth around ExpressVote and position screen so it is facing away from public view. ExpressVote is now ready for use.



# EXPRESSVOTE MARKING DEVICE CLOSING PROCEDURES

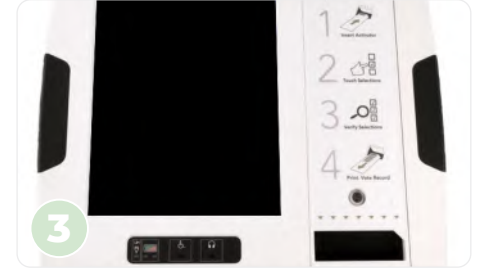
Remove ExpressVote from privacy booth. Open Access Door with black barrel key, and flip power switch to **Off**. ExpressVote powers down (device takes approximately three minutes to fully power off).



**NEW:** Remove memory device from all ExpressVote machines and place in orange #7 pouch. Position keypad so it threads through circular opening at top of Access Door. Close and relock door.



Close metal prop bar on back of ExpressVote and position device so it rests in an upright position on its base.



Unplug power cord from power connection port on back of ExpressVote. Pull release latch on cord to remove. Unplug power cord from power strip, then from AC outlet. Return power strip to canvas bag.



Place ExpressVote, headphones and keypad into main compartment of black padded carrying case. Place power cord into side compartment of case, then return case to voting machine cart.

