

# EXPRESSVOTE MARKING DEVICE OPENING PROCEDURES



1 Remove the black padded carrying case from the gray supply cart. The ExpressVote and device peripherals are inside the case. Place the ExpressVote on an accessible table and provide a chair for voters. Ensure that there is space for wheelchair access.



2 Remove the ExpressVote, headphones, and keypad from main compartment of the black padded carrying case. Remove the power cord from the side compartment of case, then return the black padded case to gray supply cart.



3 Put together the power cord and plug into a surge protector. Plug the surge protector into an outlet. Plug the other end of power cord into the power connection port on back of the ExpressVote. Insert the cord until you hear a click to ensure cord is secure.



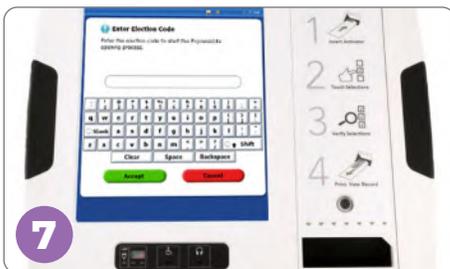
4 Lift out and extend the metal prop bar on the back of the ExpressVote. Position the device so that it is stable and rests upright at a slight angle.



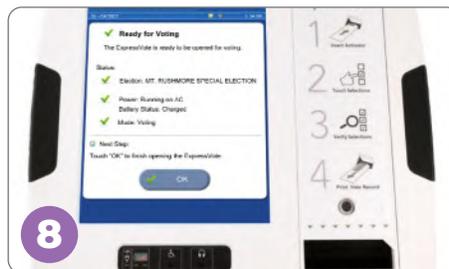
5 Open the Access Door on left side of ExpressVote with the black barrel key. Verify that the keypad is plugged into the keypad port. Place the headphones and keypad on the table so they are accessible for voters. (Keep headphones unplugged unless a voter is using them.)



6 Verify the mode switch is set to **Voter**, then flip the power switch to **On**. The ExpressVote will take about three minutes to fully power on.



7 After the system initializes, enter the **Election Security Code** (case-sensitive). Work as a team: one officer should enter the code as another officer watches the screen to avoid inadvertent entries. Tap **Accept**.



8 On the screen, verify that the precinct number and name are correct. Verify that the unit is receiving power by looking for the green light below the screen. Tap **OK**. Close and re-lock the Access Door, ensuring that the keypad cord threads through the opening at the top of the access door.



9 Place a privacy booth around the ExpressVote and position its screen so it is facing away from public view. Place the Universal Access Symbol Sign on the privacy booth. The ExpressVote is now ready for use.

# EXPRESSVOTE MARKING DEVICE CLOSING PROCEDURES



1 Open the Access Door with the black barrel key, and flip the power switch to **Off**. Do not detach the keypad. The ExpressVote will take about three minutes to power down.



2 Remove the memory stick from the ExpressVote machine and give it to the Chief who will secure it in the **#7 Orange Pouch**. (Remove the memory stick from each ExpressVote machine, even if it was not used.)



3 Position the keypad cord through the opening at the top of the Access Door. Close and re-lock the door.



4 Close the metal prop bar on the back of the ExpressVote.



5 Unplug the power cord from the back of the ExpressVote. Pull the release latch on the cord to remove it. Next, unplug the power cord from the surge protector, and unplug the surge protector from the wall outlet.



6 Place the ExpressVote and keypad in the padded carrying case.



7 Place the headset inside the carrying case at the power cord pocket end.



8 Separate the power cord into two sections and place in the side compartment of the case.



9 Return the closed case to the gray supply cart.