

# CLOSING PROCEDURES

# EXPRESSVOTE



## 1. Turn machine off

- ☐ The ExpressVote is heavy. Two officers should perform these tasks.
- ☐ Open the access door on the left side of the machine using the black barrel key.
- ☐ Flip the power switch to off.
- ☐ Close and re-lock the access door, ensuring the keypad cord is threaded through the door opening.



## 2. Close prop bar

- ☐ Unplug the headphones from the front.
- ☐ Attach the keypad to the Velcro square on the side.
- ☐ Lay the ExpressVote **gently** down on its screen.
- ☐ Snap the prop bar down flat against the back.



## 3. Unplug machine

- ☐ There is a collar around the power connector. Pull to slide it back slightly, and then pull to disconnect it from the back of the ExpressVote.
- ☐ Unplug the power cord from the surge protector and the surge protector from the wall outlet.



## 4. Return machine to case

- ☐ Slide the ExpressVote into the carrying case.
- ☐ Place the headset in the main pocket toward the side compartment.
- ☐ Separate the power cord into two sections and place them in the side compartment.
- ☐ Close the side and top compartment zippers.



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## 5. Return case to the gray supply cart

- ☐ Close the carrying handle straps with their Velcro.
- ☐ Put the case in the gray supply cart with the side compartment facing out. Tuck straps inside the cart.

