1. Check security of case

STOP! If Poll Pads were not updated with latest voter file, first use separate Poll Pad Update guide. Notify Chief.

☐ If Poll Pad has not been opened, seal will be green.
   If Poll Pad was updated on Monday, seal will be yellow.

☐ Verify that the blue tag number (EPB-0000) and the seal number match the **Machine Certification Form**.

☐ Cut seal and put in **#7 Orange Pouch**.

2. Remove contents from the cases

☐ Remove the contents from the green cases.

☐ Each case contains one Poll Pad and its peripherals:

   - Poll Pad
   - Poll Pad base
   - Power cord and charger
   - Clear plastic ID holder
   - Stylus

3. Assemble base

☐ Hold the Poll Pad sideways so that the home button is on the right.

☐ Rotate the arm so that it points toward you.

☐ Insert the arm into the slot in the green circle in the base. **CAUTION!** Push down on the arm, <u>not</u> on the Poll Pad.

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4. Assemble ID holder and plug in to power

- ☐ Slide the clear plastic ID holder sideways onto the back of the Poll Pad with the white label facing up. Gently—they are easy to break!
- ☐ Insert the stylus into the round hole of the ID holder.
- ☐ Plug small end of power cable into Poll Pad below Home button, then plug large end of power cable into charger.
- ☐ Plug charger into a surge protector and keep plugged in all day.
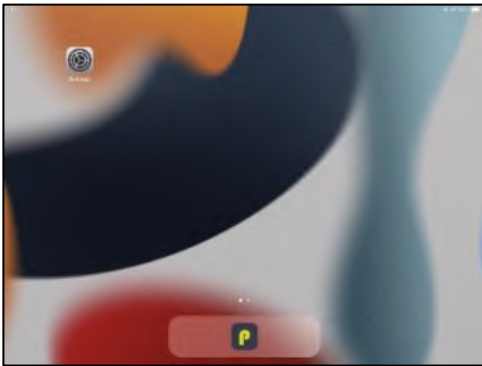
5. Turn on Poll Pad

- ☐ Find the power button on the left side of the Poll Pad.
- ☐ Press and hold the power button until the Apple logo appears.
- ☐ Tap the **green "P" icon** on the bottom of the screen to start the Poll Pad application.

6. Finish assembly

- ☐ Make sure battery icon is green with a lightning bolt through it.
- ☐ Position Poll Pads within 30 feet of each other so they can sync.
- ☐ Check the **sync icon** that looks like two people. If the **sync icon** is red, tap it and then tap **Start Syncing**. The icon will turn yellow.
- ☐ The cloud icon may be **red** or not visible while polls are open. This is OK!

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1. Initial setup

- ☐ The ExpressVote is heavy. Two officers should perform these tasks.
- ☐ Identify an accessible table with space for wheelchair access.
- ☐ Provide a chair for voters.
- ☐ Lay the case down on the table. Unzip it and **gently** slide the ExpressVote out with the screen facing down.
- ☐ Remove headphones, power cord, and power brick from exterior side pocket.

2. Connect to power

- ☐ Connect the two halves of the power cord.
- ☐ Plug the power cord into a surge protector.
- ☐ Plug the surge protector into an outlet.
- ☐ Hold the power connector with the flat side facing up and plug it into the back of the ExpressVote. Make sure you hear/feel the click that tells you the cord is secure.

3. Extend prop bar

- ☐ Extend the prop bar on the back of the machine.
- ☐ The machine should be stable and resting upright at a slight angle.

4. Prepare keypad and headphones

- ☐ Open the access door on the left side of the machine with the black barrel key.
- ☐ Verify the keypad is plugged into the keypad port.
- ☐ The keypad is attached to the side with Velcro. Pull to detach it.
- ☐ Place the keypad and headphones on the table so they are accessible to voters. Keep headphones unplugged until a voter needs them.
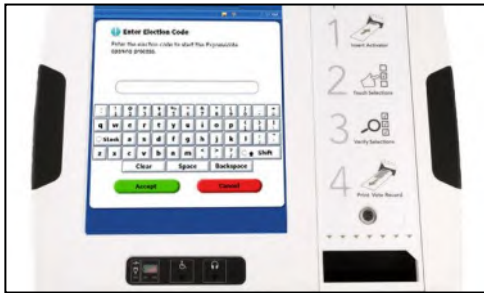
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5. Turn machine on

☐ Flip the power switch to on.

☐ The device will take about three minutes to power on.

☐ Verify the unit is receiving power by looking for the green light below the screen.

6. Enter election security code

☐ After the system initializes, enter the election security code (password), then touch accept.

☐ On the next screen, verify that the date, election, and precinct number and name are correct.

7. Prepare for voters

☐ Close and re-lock the access door, ensuring that the keypad cord threads through the opening in the door.

☐ Place a privacy booth around the ExpressVote.

☐ Return the carrying case to the gray supply cart.

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1. Front of the DS200 scanner

☐ Verify that green seal number on the black DS200 lid matches the number on the **Machine Certification Form.**

☐ Cut the green seal and place it in the **#7 Orange Pouch**.

☐ Use the flat silver key to unlock and open the auxiliary compartment.

☐ <u>Two officers</u> confirm that the auxiliary compartment is empty.

☐ Keep the silver metal flap in the upright position. Close and re-lock the compartment.

☐ Use the flat silver key to unlock and open the ballot compartment.

☐ <u>Two officers</u> verify that the ballot compartment is empty.

☐ Close and re-lock the ballot compartment.

2. Back of the DS200 Scanner

☐ Use the flat silver key to unlock the power cord compartment.

☐ Unwrap the power cord and plug it into a power strip or surge protector. Plug the surge protector into an AC wall outlet.

☐ Verify that the round silver bar is in the down position, firmly secured by the white plastic clip.

☐ Leave the power cord compartment open for ventilation while the voting machine is being used.

3. Top of the DS200 Digital Scanner

☐ Use the flat silver key to unlock the black DS200 lid.

☐ Open both latches and flip them out, then lift the black DS200 lid.

☐ Use black barrel key to unlock the scanner screen.

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4. Boot up the scanner

☐ Lift the screen. The DS200 scanner will power on automatically. It can take 2-3 minutes until it is ready for the next step.

☐ Verify that the red barcoded sticker seal is securely attached across the printer access door and that the seal number matches the number on **Machine Certification Form**.

5. Enter election security code; verify election and power

☐ Enter the election security code (password) after the system has finished powering on. Password is case-sensitive. Tap **Accept**.

☐ The DS200 digital scanner will print a **Configuration Report,** but **DO NOT** tear off the tape yet.

☐ Verify on screen that the date, the election, and the precinct name & number are correct.

☐ Verify on screen that DS200 is receiving power.
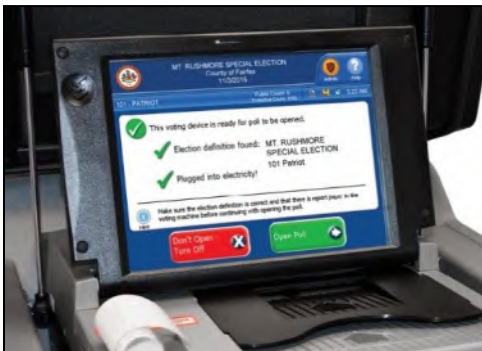
6. Prepare DS200 for voting

☐ Tap the on-screen green **Open Poll** button. The **Ballot Status Accounting Report** and four (4) **Zero Totals Reports** will print.

☐ Tear off the entire tape.

☐ <u>Two</u> officers sign all four (4) copies of the **Zero Totals Report** and give the tape to the Chief. Notify Chief if any numbers are not zero.

☐ Verify that Public Count is zero and that Protected Count (top of screen) matches the **Machine Certification Form**. Notify Chief if counts do not match form.

☐ Place a privacy screen around the DS200 screen.
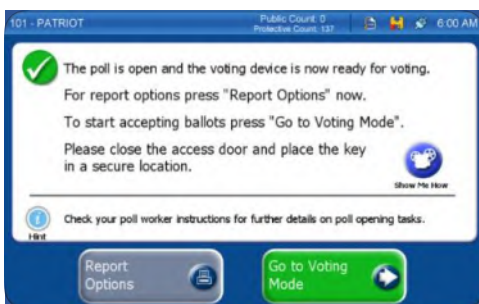
7. Ready to go!

STOP! Do not tap "Go to Voting Mode" before 6:00 AM.

☐ At 6:00 AM exactly (not earlier!), tap **Go to Voting Mode**.

☐ The DS200 is now ready to accept ballots.

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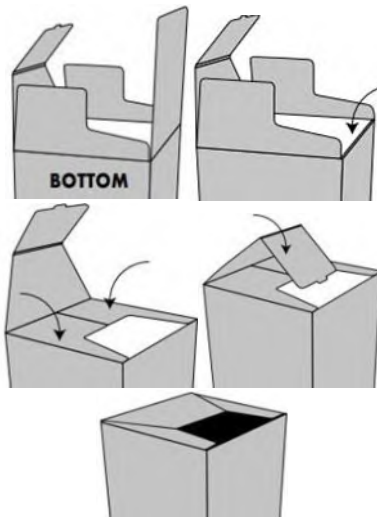
1. Unpack contents from box

Verify you have the following items:

- ☐ One (1) gray base body.
- ☐ One (1) top lid panel.
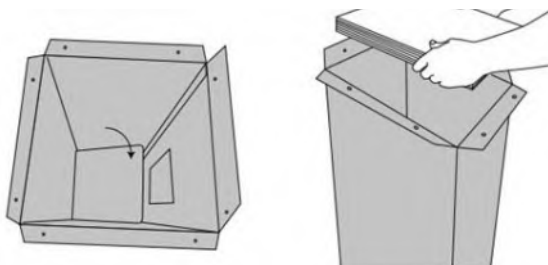- ☐ One (1) weighted base.

2. Remove the hardware from the clear plastic portfolio

- ☐ The clear plastic portfolio is stored in the gray cart. The hardware is in a clear plastic bag inside the portfolio.
- ☐ Remove the lock and key.
- ☐ There are eight bolts and eight wingnuts.

3. Unfold main body and fold side and back flaps

- ☐ Unfold main body unit with large flaps (bottom of unit) on top.
- ☐ Fold large end flap over and into unit as shown.
- ☐ Fold two side flaps into unit as shown.
- ☐ Bend back flap over and insert into unit.
- ☐ Fold end piece back towards rear of unit.
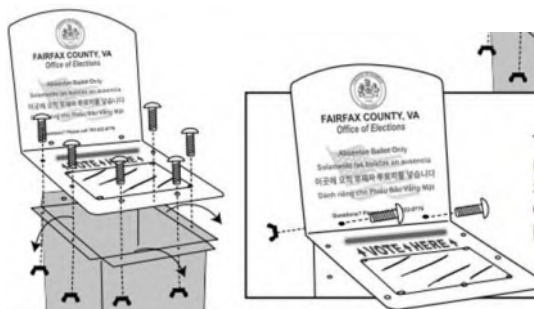- ☐ Insert tab into pre-cut slot. Unit should appear as shown.

4. Insert weighted base and top lid panel

- ☐ Carefully turn unit right side up.
- ☐ Press large flap down into bottom of unit.
- ☐ Flap will lock into place through pre-cut slit inside of unit.
- ☐ Insert weighted base into unit and place squarely at bottom.

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5. Secure top lid panel

☐ Fold upper flaps on base of unit outward.

☐ Set lid with door down into position.

☐ Align holes in lid with holes in flap.

☐ Secure with six (6) nuts and bolts as shown.

☐ Use two (2) bolts to secure back graphic to body of unit.
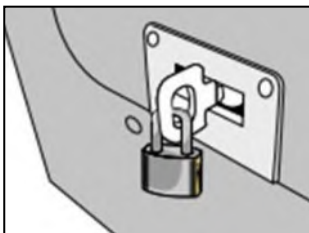
6. Secure back door during the day

☐ The drop box must be secured during the day.

☐ Close the door on the back of the box.

☐ Use the lock to secure the swivel hasp on the back door.

7. Insert multi-lingual sign

☐ Insert the "Drop box for Fairfax County absentee ballots" multi-lingual sign from right side of the acrylic window.

8. Position the drop box

☐ The drop box should be located near the building entrance or near the voting room entrance, at the discretion of the Chief.

☐ The drop box should be ready for voter use by 6:00 AM.

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1. Unpack contents from box

- ☐ Each precinct will receive four (4) acrylic sneeze guards.
- ☐ The cardboard box holds 4 sneeze guards. Open the box.
- ☐ Verify that the box contains 4 sneeze guards and at least 2 semi-circle feet. Additional semi-circle feet may be packed inside the gray cart.
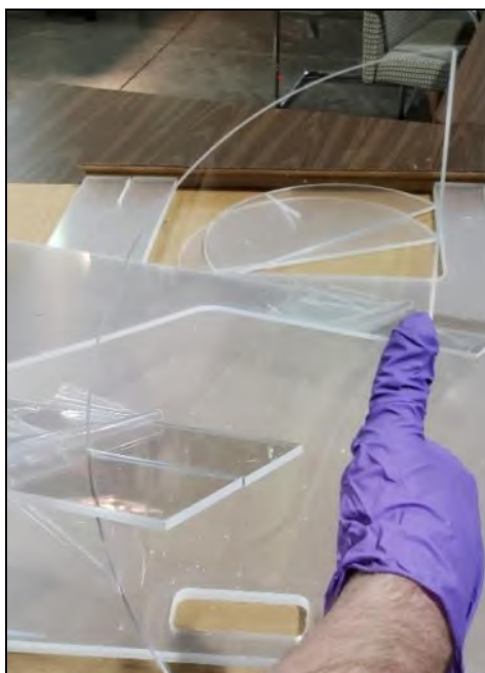
2. Fit together the sneeze guards and semi-circle feet

- ☐ Remove plastic film from both sides of any sneeze guard that still has it attached.
- ☐ Line up the slots on the semi-circle pieces with the slots at the bottom of the sneeze guard.
- ☐ Partially insert the semi-circle edge into the sneeze guard slot.
- ☐ Place the sneeze guard on the floor.
- ☐ Like hammering a nail, lift the sneeze guard and tap the bottom of the feet against the floor to ensure the feet are firmly in place. Repeat the tap as necessary.

## 3. Set sneeze guards on tables

- ☐ Carefully lift the acrylic sneeze guard and place it on the table.
- ☐ Place one sneeze guard at the check-in table.
- ☐ Place one sneeze guard at the ballot table.
- ☐ Use other sneeze guards at your discretion. For example, you may want to place a sneeze guard at the Chief's table or you may want to place more sneeze guards at the check-in table.

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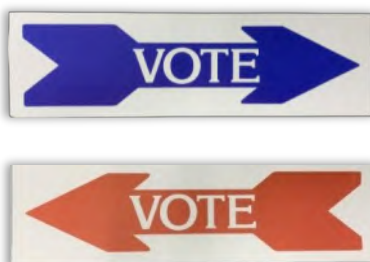**Office of Elections, Rev. 5/22**

Post these signs <u>INSIDE,</u> near the entrance to the voting room. They should be visible to voters waiting in line to check-in.

- **Attention All Voters** signs. <u>Post all languages together.</u>
- **Sample ballots** (2 sets of front and back of ballot). Post one set near the voting room entrance and one set inside the voting room on the way to the check-in table.
- **DS200** and **ExpressVote** instructions posters.
- **Voter Rights and Responsibilities** posters. <u>Post all languages together.</u>
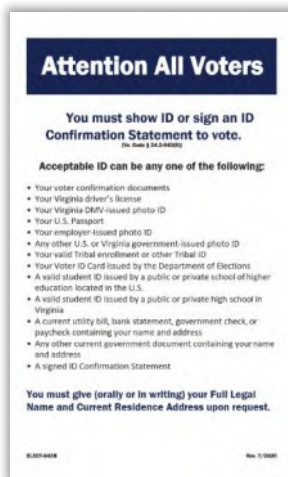
**Post these additional signs <u>INSIDE</u> the voting room.**

- Post additional signs as needed, such as ARROWS, ENTRANCE, and EXIT to direct voters into the voting room and through the voting process without crossing paths with other voters.
- Post "Do you have your ID?" sign near exit – this really helps cut down on number of people who forget their IDs in the polling place!

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Post these signs OUTSIDE the polling place near the building entrance.

- **Polling Place** sign(s) at the most visible site from road/parking lot.
- **Vote Here** signs. One on or next to outside entrance and one on or next to voting room entrance.
- **Voting information** (HAVA-2) sign with voting hours at outside entrance.
- **Authorized Representatives** sign at outside entrance.
- Additional **polling place** signs (plastic signs on metal frames) on street corners or parking lot entrances as needed, especially if your polling place is difficult for new voters to locate.
- **Prohibited Activities** posters outside building the main entrance facing out toward oncoming voters and within the 40 foot boundary. Post all languages together.
- Post additional signs if needed, such as arrows to direct voters to voting entrance. This is especially important if you are not in your normal voting room.
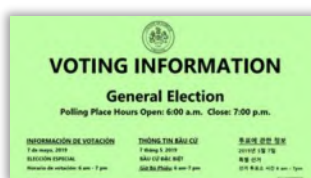
Post these signs OUTSIDE near your curbside voting area.

- **Curbside voting** yellow sign where it is most visible near the designated curbside voting area or the accessible parking spaces.
- Attach the curbside phone number to the white slider with a small piece of clear tape and gently slide it into the pocket on the yellow A-frame curbside sign.
- As needed, post **alternate entrance** signs.
- As needed, establish additional **accessible parking** spaces close to your entrance.
- Place cones at reserved parking spaces, including accessible parking.
- Inspect exterior and interior pathways for obstacles.

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