

ASSEMBLY INSTRUCTIONS

ABSENTEE BALLOT DROP BOX



1. Unpack contents from box

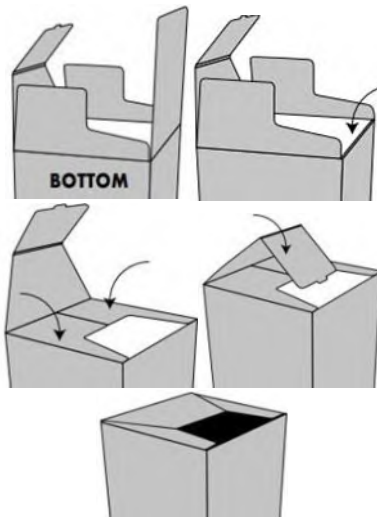
Verify you have the following items:

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



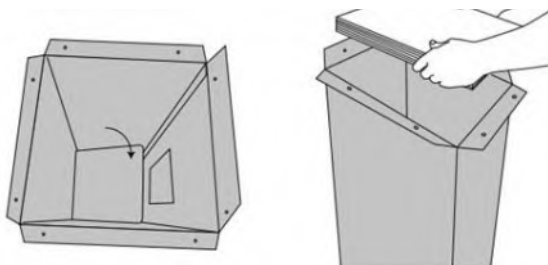
2. Remove the hardware from the clear plastic portfolio

- ☐ 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.



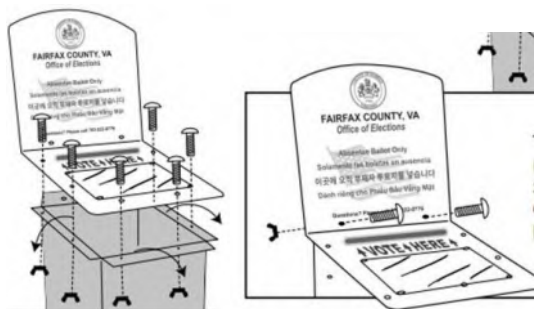
4. Insert weighted base and top lid panel

- ☐ 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.



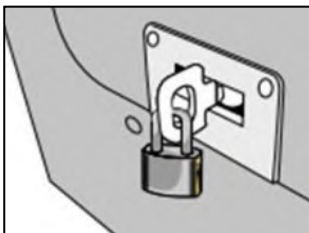
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5. Secure top lid panel

- ☐ 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.

