

OPENING PROCEDURES

EXPRESSVOTE



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.



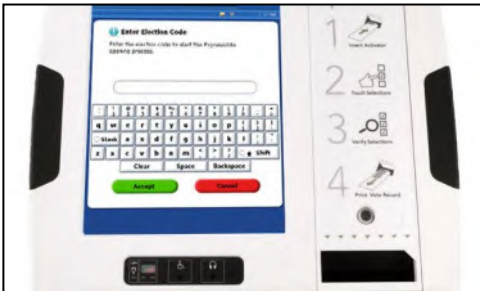
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5. Turn machine on

- ☐ 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.

