# Quick Guide: ExpressVote

*For photos and more detailed instructions, please see Election Officer Handbook.*

## OPENING POLLS

1. **Check Seal:** Verify seal number against Equipment Chain of Custody Log.
2. **Set Up:** Remove from case and lay face-down. Pull out silver kickstand from back, and gently lift machine upright.
3. **Connect to Power:** Plug into electrical power source. Also make sure cord is firmly attached to power supply at side of machine.
4. **Begin Startup:** Unlock ON/OFF Door with Key B. Press and release "ON" switch. Close door and re-lock.
5. **Wait**: Give the screen 2-3 minutes to start up. <u>DO NOT</u> touch screen until asked to enter election code.
6. **Configure:** Enter election code and wait for machine to set up.
7. **Confirm:** Make sure all 4 green checkmarks appear on "Ready for Voting" screen. Touch "OK" button.

## VOTING HOURS

1. **Insert Card:** Poll Worker places voter's activation card into Ballot Feed.
2. **Select Ballot:** Poll Worker uses search bar to pull up the correct ballot by precinct (and party, if a Primary Election). Poll Worker steps away.
3. **Create Ballot:** Voter makes selections and prints ballot. Poll Worker provides instruction or additional devices, if requested.
4. **Scan on DS200:** Voter prints ballot card, places in Secrecy Sleeve and walks over to precinct's DS200 scanner to cast ballot.

## CLOSING POLLS

1. **Begin Shutdown:** Unlock ON/OFF Door with Key B. Press and release "OFF" switch. Close door and re-lock.
2. **Unplug:** Unplug and wrap cord.
3. **Pack:** Return kickstand to grooves on back of machine. Place ExpressVote into black carrying case.
4. **Re-seal:** Zip case shut. Insert and secure seal through both zipper eyelets. Record seal number on Equipment Chain of Custody Log.