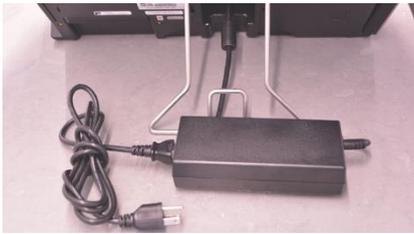
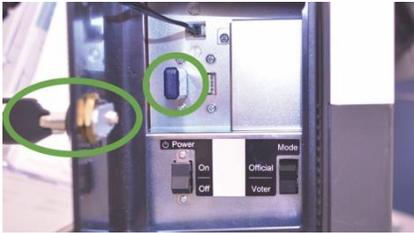


# ExpressVote Opening Procedures

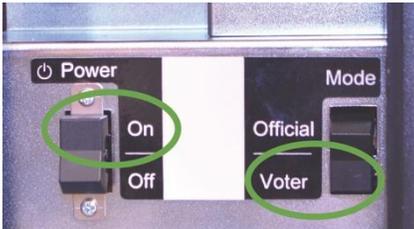
⚠ Before starting ExpressVote Open Procedures, be sure you have the barrel key and the Election Code.



1. Open black case and place ExpressVote machine face down on a table.
2. Remove power cord and brick from side pocket.
3. Connect cord in plug on lower back of machine. Set machine and brick on poll booth and plug power cord into power strip.
4. The light by the plug icon on the front of the machine should green.

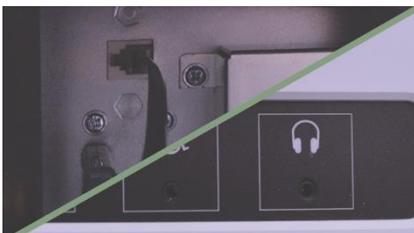


5. Use barrel key to open left side access door and verify media stick is in place.

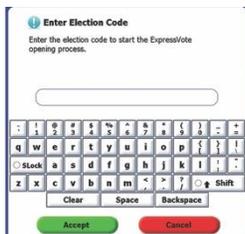


6. Verify switch on right is in **Voter** mode.
7. Flip power switch to **On**.

**Note: System startup takes several minutes. Do not touch screen while system is starting up.**



- On ADA accessible voting machine:
8. Verify keypad under left side access door is plugged in.
  9. Close door, carefully fitting the cord through hole, and lock with barrel key.
  10. Plug headphones in on front of machine by headphone icon.



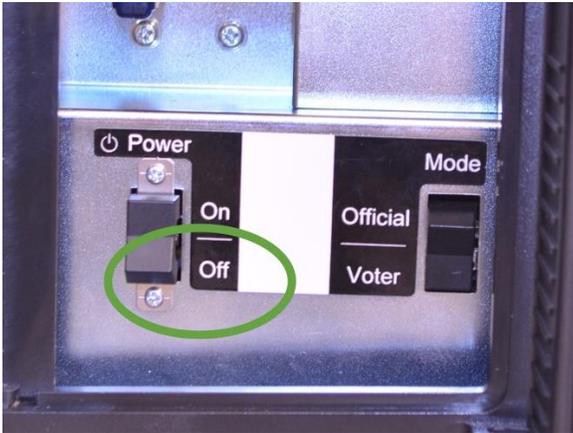
11. Type in provided Election Code and press "Accept".



12. Confirm election, date, time, and precinct information is correct on welcome screen on voting machine.

# ExpressVote Closing Procedures

⚠ Before starting ExpressVote Closing Procedures be sure you have the barrel key.



1. Unlock left side access door with barrel key and flip power switch to **Off**.
2. Close access door and lock with barrel key.
3. **DO NOT** take out the media stick.



4. Unplug power cord from power strip.
5. Unplug headphones from ADA accessible voting machine.
6. Remove machine and brick from poll booth.
7. Lay voting machine face down on a table.
8. Remove cord from plug on lower back of machine. Place cord and brick in side pocket of black case.
9. Return ExpressVote to black case and seal it.



**That's it! You're all done!**