

ExpressVote

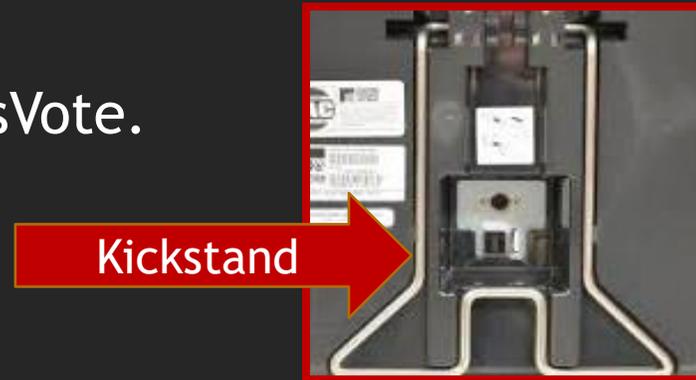
Ballot Marking Device

ExpressVote

- Set-up
- Turning on
- Cleaning
- Special Features
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- Turning off
- Tearing down
- Packing up



- Remove ExpressVote from soft-sided case by unzipping the case.
- Carefully set ExpressVote upside down on table, bottom end towards you.
- Remove power cord from front of soft-sided case by unzipping pocket.
- This power cord will be in 2 pieces, make sure cord is securely plugged into power box.
- Open kickstand on the back of ExpressVote.



- Under the kickstand, plug power cord, flat side up, into the back of the ExpressVote. Make sure it is securely plugged into ExpressVote.
- Plug other end into power surge protector (make sure power surge protector is turned on).

Setting Up

ExpressVote

Using barrel key, open left side access compartment and flip the power switch to On. You will no longer have a media stick (thumb drive) plugged into the ExpressVote

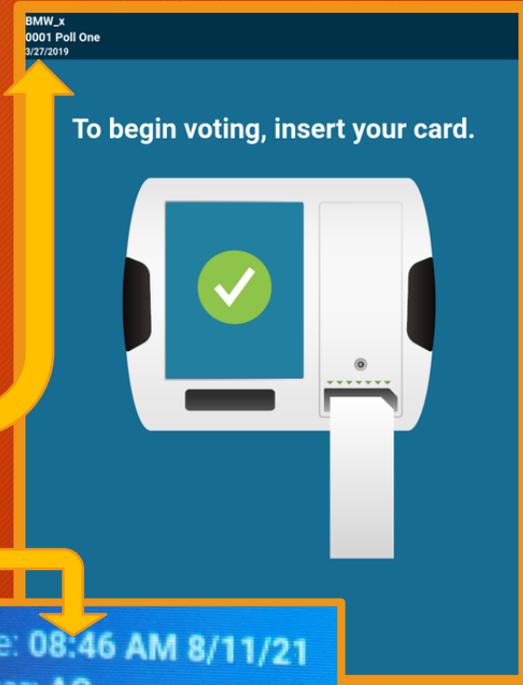
Yay! No pulling thumb drives!

ExpressVotes will take several minutes to turn on.
The screen may flash a few times. This is OK

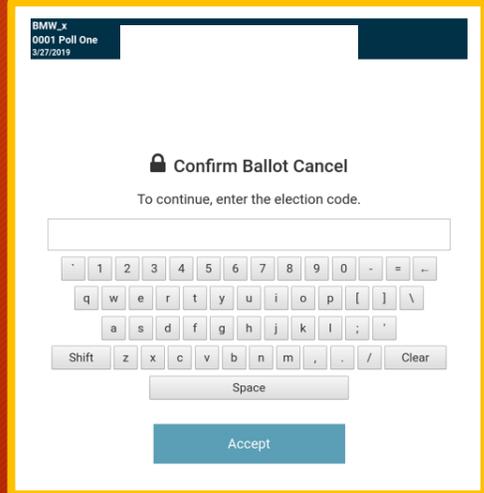


Turning on ExpressVote

- ✓ Enter the **Election Code**, found in the front pocket of the Judges Book, when prompted. **Remember to be accurate.** You only have 3 chances to enter code correctly
- ✓ Select 'Accept'
- ✓ The 'Ready To Vote' screen will appear
- ✓ Confirm date of election and nature of election
- ✓ Confirm current date and time and ensure unit is plugged into AC power



🕒 Time: 08:46 AM 8/11/21
🔌 Power: AC
📍 Poll: 2 Early Voting



Turning on ExpressVote

Cleaning the ExpressVote

**ExpressVote touchscreen should be
cleaned after every voter!**

ONLY USE:

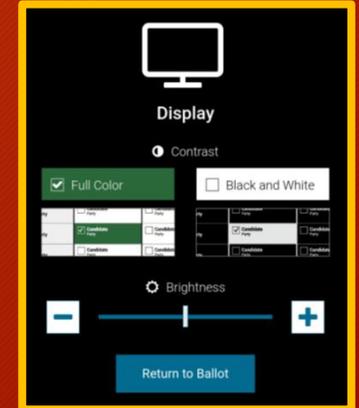
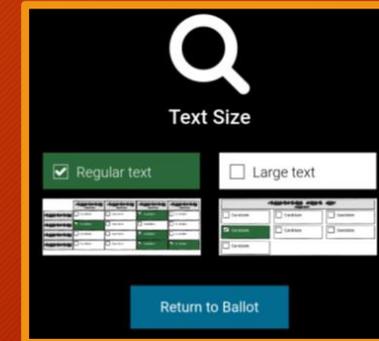
- Alcohol provided in your supplies
- Soft cloth

DO NOT USE:

- Hand sanitizer
- Disinfecting wipes of any kind
- Paper towels

Special Features of ExpressVote Screen

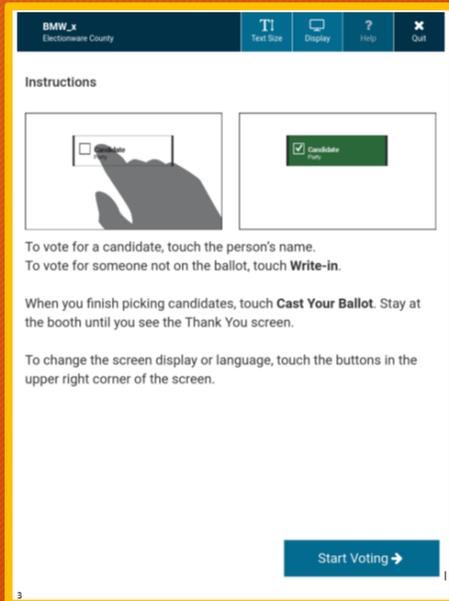
- Language - Voters can change their Language preference on ExpressVote (English & Spanish)
- Text Size - Voters can increase the size of the font if needed
- Display - Voters, particularly those with Macular Degeneration, can change the contrast of the screen to a black background with white lettering
- ADA Tools - Every ExpressVote is ADA compliant with a control panel velcroed to the left side of the machine. Simply detach panel and plug in provided headset



ExpressVotes

Instruction Page

After selecting their desired language, voters will have an instruction page. This page will let them know how to make their selections, cast their ballot, and navigate the display and language keys at the top



ExpressVote screens will now show multiple races on one page

New Features

TroubleShooting

Problem:
The Card is
Jammed
Inside the
ExpressVote

Cause: Card was inserted incorrectly

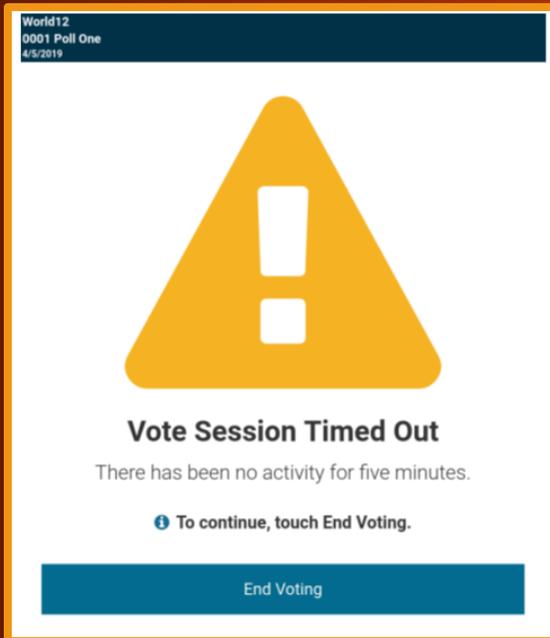
Rollers are not functioning correctly

Solution: Open the compartment on left side of machine

- Flip switch to the Off position. Wait 10 seconds
- Flip switch to On position. This will clear any ballot stuck in the ExpressVote

If card does not eject, CALL THE OFFICE for further instruction

Problem: Error Message Appears on Screen



TroubleShooting

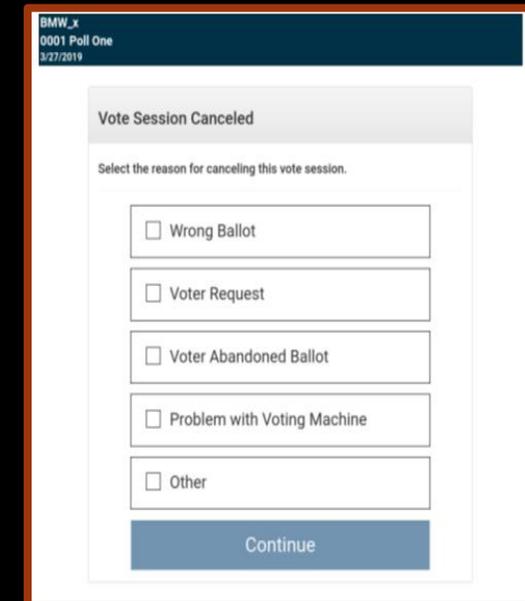
Vote Session Timed Out

There has been no activity for five minutes

To continue, touch End Voting

Cause: This error message appears after the ExpressVote has been idle, with a card inserted for 5 minutes.

Solution: The judge will select 'End Voting'. The Election code will need to be entered. You will then select the reason the voting is ending. If voter has left polling place, follow procedures for processing a 'Thrown Out' Ballot.



TroubleShooting

Cause:

- Feed path is obstructed
- Feeding ballot incorrectly
- Defective barcode or review box on ballot
- Fold or tear in ballot

These issues can cause many different error messages including ***Ballot not recognized***

Solution:

Check barcode and review box. If any anomalies exist, follow Spoiled Ballot procedures

Try to re-feed card into machine, being careful to feed it as straight as possible

Check ballot to assure there is no damage

If damaged, discard, follow Spoiled Ballot procedures & issue another ballot

**Problem:
ExpressVote
is Not
Accepting
Ballot**

Problem: ExpressVote is Not Turning On / Screen Froze When Turning On

At times, you may have trouble with the ExpressVotes turning on.

When this happen, hold down the Off button in the left side panel. The Off button will need to be held down for up to 1 minute for the machine to respond.

Leave the ExpressVote turned off for at least 30 seconds before turning it back on.

Some machines can be more stubborn than others. You may have to try this a couple of times for ExpressVote to respond.

TroubleShooting

Turning off ExpressVote

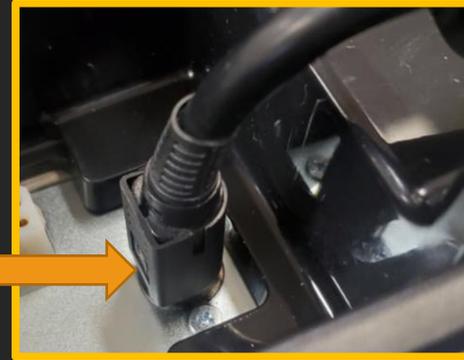
At the end of each day of Early Voting:

- Using barrel key, open left side access compartment, flip the Power Switch to Off
- Lock door
- Place orange zip seal on left Access Compartment of EACH ExpressVote
- Notate seal #s on ExpressVote Seal Log

At the end of Election Day Voting:

- Using barrel key, open left side access compartment, flip the Power Switch to Off
- Lock door
- Place orange zip seal on left Access Compartment of EACH ExpressVote
- Notate seal #s on ExpressVote Verification & Seal Log

- Verify that each ExpressVote has an **orange zip seal**
- Match serial number on ExpressVote with serial number on the end of soft case
- Unzip bag and open compartment that holds machine
- Unplug power cord from surge protector
- Gently lay machine face down on the table and unplug power cord from machine. ***Remember: slide outer component up to release plug from ExpressVote***
- Push kick stand down & secure stand to the back of machine
- Place ExpressVote in soft case using hand hold on top of machine. Zip to close
- Neatly coil ExpressVote power cord and place in pocket on the end of soft case
- Velcro handles together and place all cases together in one place for facilities to pick-up



Packing Up ExpressVote