

**PIMA COUNTY**

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Elections

# Expressvote

## User Guide

# Opening The Polls

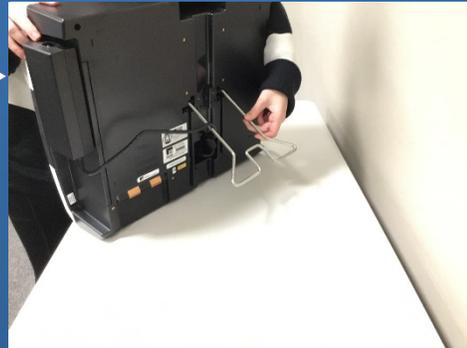
## Step 1

Assemble table near an outlet. Place bag on the table and remove the Expressvote machine.



## Step 2

Place the Expressvote upright and extend the metal stand located on the back of the machine.



## Step 3

Remove all of the supplies from the bag. Supplies should include: power cord, extension cord, pink bag containing seals and key, headphones, and activation cards.



## Step 4

Give activation cards and "Expressvote Information" sheet to the judge of the opposite party.

Note: The information sheet will help the JOP choose the ballot intended for the voter on the Expressvote.



## Step 5

Connect power cord securely to the adapter located on the side of the machine. After, plug power cord into the wall outlet.



## Step 6

Open the side door of the Expressvote with the key from the pink bag. Push the power switch to the "ON" position.



## Step 7

The Expressvote will take a few minutes to warm up.

DO NOT TOUCH  
THE SCREEN  
DURING WARM  
UP/DO NOT  
CALIBRATE



## Step 8

After 5 minutes the screen will indicate that the machine is "Ready for Voting". Press "OK" to continue.



# Step 9

After the Expressvote setup is complete, lock the side access door and secure door with a seal.

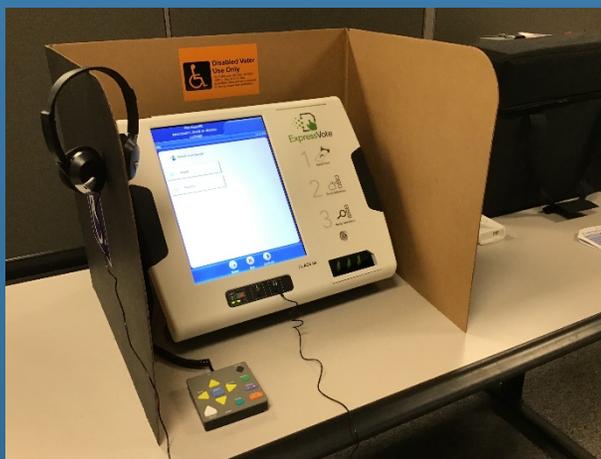
NOTE: When locking door, place black coiled cord through the notch in the side door so that it closes correctly.

DO NOT FORCE THE SIDE DOOR CLOSED



# Step 10

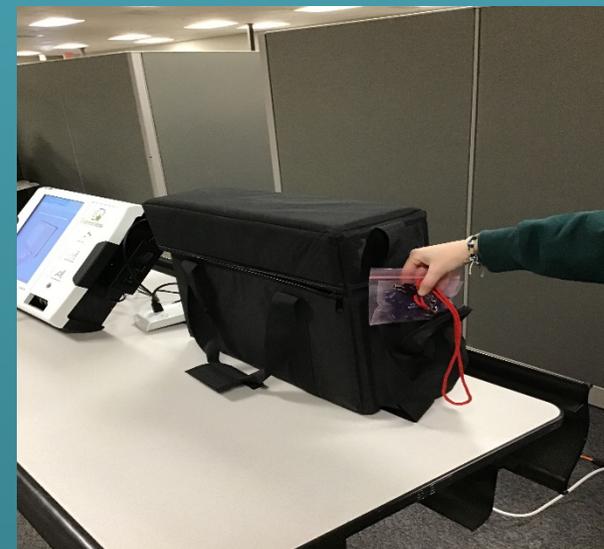
Detach the keypad from the side of the machine and place it in front. Plug in headphones and double check that audio can be heard. Lastly, place the privacy screen around the Expressvote as shown in picture.



# Step 11

Return the remaining supplies to the black bag and return the black bag to the metal cage until the closing of the polls.

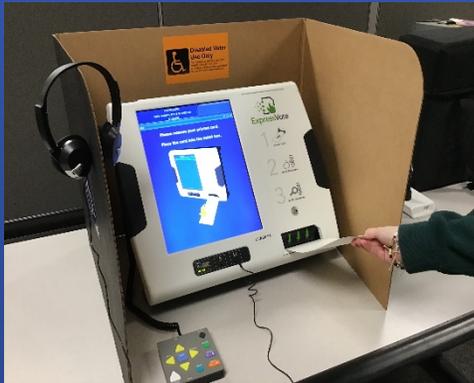
For assistance call the hotline: 520-724-8551



# Voting at the Polls

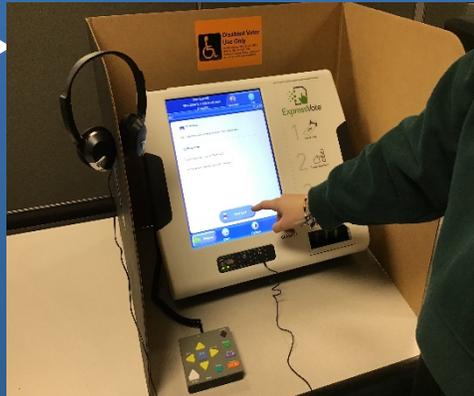
## Step 1

To vote with the ExpressVote, insert an activation card and wait for the language prompt. Select a language to continue to the candidate (or contest) screen.



## Step 2

After the selections have been made, the voter will continue to the summary page to verify their selections and press "Print" to finish voting.



## Step 3

A completed card (ballot) will then eject from the ExpressVote. The voter will place the ballot in the gray metal ballot box.



## Note:

If the voter makes a mistake after the ballot has been printed, write "spoiled" on the ballot using red ink. Then, issue the voter another card. Place the spoiled ballots in the Official Envelope.

DO NOT PLACE IN THE GRAY METAL BALLOT BOX

For assistance call the hotline:

520-724-8551

# Closing the Polls

## Step 1

Take down the privacy screen and reattach the keypad to the side of the ExpressVote.



## Step 2

Break the seal to the access the side door. Shut down the ExpressVote by moving the switch to the "OFF" position. Wait for the screen to go black. After close/lock the side door.



## Step 3

Unplug the power cord from the wall outlet and then from the power adapter box.

DO NOT UNPLUG FROM THE BACK OF THE EXPRESSVOTE



## Step 4

Reattach the power adapter box to the side of the ExpressVote if necessary then place machine in black bag.

Place all Expressvote supplies into the side pocket of the black bag then return bag to the cage and secure cage with lock before leaving.

