ExpressVote® Universal Voting System

BALLOT MARKING DEVICE

Enhance Your Voting Experience ~ Vote using a Touch Screen

This will Mark & Print Your PAPER BALLOT for you!

FOR USE BY ALL VOTERS
ALSO HAS ADA CAPABILITIES
The ExpressVote Machine

Each precinct will have a “Machine” sitting at it for voters to use. This is the State’s answer to an ADA (Americans with Disabilities) Machine.

*This machine replaces the old, BIG AutoMarks (my pollworkers who have worked before will remember that BIG machine that sat at your polling places..... you remember, THAT THING THAT NO ONE USED!)

😊

The ExpressVote uses a PAPER ballot, so it is NOT voting Electronically! It is just simply a BALLOT MARKING DEVICE. ANY voter can use this..... we may have some younger people who WANT to use the touchscreen to vote. It is very user friendly, and actually quite fun to vote on.

AND, bonus — if you run out of any ballot types at your precinct, all of your ballot options are on this machine!

In the next few pages, please find information you’ll need to know about our ExpressVote....
ExpressVote Supplies (white box)

Please note this is where you’ll keep “tally” of the # of thermal ballots issued from this box

Contents:
ExpressVote user guide will be in the white box, along with....

Thermal Ballots  Post-it notes  Election Codes worksheet
Preparing the ExpressVote for Use

(DO THIS AT THE BEGINNING OF YOUR DAY)

Pollworker’s Instructions:

1) Plug-in Surge protector @ wall outlet & make sure the surge protector is “on”
2) Get the key from small side pocket of black carrying case bag.
3) Open left access compartment of ExpressVote (see diagram)
4) Switch POWER mode to “On” .....you’ll hear it power on
5) Check that MODE toggle is set to “Voter” (if not, go ahead and set it to “voter”)
6) Watch the screen.... Enter the “ELECTION CODE” when prompted.
   "ELECTION CODE" is on the ACCESS CODE worksheet in white box.
7) Lock Side Access Compartment
8) Put key back away in small side pocket of black carrying case bag.

The screen should look like picture above......It is now powered up and ready  ~ GOOD JOB!

Now you will leave your ExpressVote sit as is until a Voter uses it
Issuing an ExpressVote Thermal Ballot

Worker A:
1) give the Voter a Privacy Sleeve
2) Get the Ballot Assignment (written on a Post-It) from Clerk
3) Remove a Thermal Ballot from the Box, place the post-it on it & initial your ballot
   *your initials are confirming that you have the Ballot Assignment you'll need @ the Machine
4) Record a ‘tally mark’ on Thermal Ballot Box for your ballots issued counted
   you’ll need a total # for your ballot count report at end of night
5) hand the Thermal Ballot (with the Ballot Assignment post-it affixed) to Worker B

Worker B:
1) Make sure you have the Thermal Ballot (with the Ballot Assignment post-it affixed)
2) Make sure the voter has the Privacy Sleeve
3) Walk the Voter to the ExpressVote Machine
4) initial the Thermal Ballot & remove the Post-it Note
   *this 2nd set of initials confirms that you know the Ballot Assignment, you’ll have to select this on the next page when you Initiate the Vote Session
5) Follow instructions on the next page: INITIATING A VOTE SESSION
Vote Session Initiation and Controls

INITIATING A VOTE SESSION

- Insert the blank Thermal Ballot into the machine.
  *note correct way: upper right corner is angled

- Make your “Ballot Style” selection(s) for the Voter’s Ballot
  *see your post-it

- When the ′Instructions′ page loads, you are done
  *you’ll see a blue box “start voting” @ bottom right

- Turn the page of this guide to: Voter Instructions
  Walk away
  to allow Voter to Vote in Privacy
**VOTER INSTRUCTIONS**
*TO VOTE: follow the on-screen instructions*

**Voting on the ExpressVote**

**Vote Using Touch Screen**
On the voting screens, touch the candidate or other contest choice to select. If there are more candidates than will fit on the screen, press the yellow More bar at the bottom of the screen to see remaining candidates.

To navigate between contests, touch the Next or Previous buttons in the Navigation Bar.

For contests allowing write-in votes, touch the Write-in option and use the on-screen keyboard to enter your write-in name. Touch Accept.

**Editing Vote Selections & Printing a Ballot**
Once all selections have been entered, the Verify Selections screen will display a summary of your ballot selections.

If needed, touch the contest for which you wish to make changes. Make the desired changes, and return to the Verify Selections screen.

When done verifying selections, the Print Card screen displays. Touch Print Ballot to print the completed ballot onto the activation card.

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When you’ve finished, your Ballot will EJECT -
The THANK YOU SCREEN will appear.

Remove your Ballot & Slide it into the Privacy Sleeve (with initials showing please)
Deposit your Ballot into the Ballot Box back at your Precinct table.
Get your “I VOTED” sticker 😊
Voter’s HOW-TO for using **Keypad Controls**

(if you choose)

### Audio-Tactile Keypad Controls

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up Arrow</td>
<td>Moves the cursor up the screen menu.</td>
</tr>
<tr>
<td>Back Arrow</td>
<td>Moves to the previous screen.</td>
</tr>
<tr>
<td>Select</td>
<td>Selects the voter’s contest choices.</td>
</tr>
<tr>
<td>Forward Arrow</td>
<td>Advances to next screen.</td>
</tr>
<tr>
<td>Down Arrow</td>
<td>Opens screen with voting instructions.</td>
</tr>
<tr>
<td>Home</td>
<td>Opens screen with voting instructions.</td>
</tr>
<tr>
<td>Pause</td>
<td>Stops the audio message momentarily.</td>
</tr>
<tr>
<td>Screen</td>
<td>Darkens the monitor for privacy viewing.</td>
</tr>
<tr>
<td>Repeat</td>
<td>Repeats the last spoken phrase of audio.</td>
</tr>
<tr>
<td>Tempo</td>
<td>Adjusts the audio speed.</td>
</tr>
<tr>
<td>Volume</td>
<td>Adjusts the audio level.</td>
</tr>
</tbody>
</table>

*More information: ExpressVote Operator’s Guide, p. 60*
Powering Down the ExpressVote

Powering Down

Using the barrel key, open the Access Compartment and set the Power Switch to Off. Lock the Access Compartment door and remove the key.

Ensure all doors on the machine are locked.

Unplug the power cord from the ExpressVote system.

ExpressVote