

# EXPRESSVOTE

## OPERATION MANUAL



THE ELECTION CENTER  
701 West Ormsby Ave., STE 301  
Louisville, KY 40203-3143  
[jeffersoncountyclerk.org](http://jeffersoncountyclerk.org)

# OPENING

# THE EXPRESSVOTE



1. Take the ExpressVote out of the black carrying case and place it on the table provided.



2. Compare the red seal number on the side of the ExpressVote to the red seal number on the Ballot Accountability Envelope. Compare the serial number on the ExpressVote with the Accuracy Test/Verification Sheet.

**If the numbers do not match call 574-FIXX (3499).**



3. With the front of the machine facing you, lay the ExpressVote -- with the screen facing down -- on the table.

4. Retrieve the power supply cord from the side pouch of the bag. Connect the cord to the AC adapter if it is not already connected.



5. Making sure the flat side of the plug is facing you, push power cord into the connection on the back of the voting machine while holding the round cylinder on cord. **THE PLUG WILL ONLY GO IN THIS WAY.** It is important to hold the cylinder on the cord and **NOT** the plug.

6. Pull out metal leg stand and set unit up on table.

7. Plug unit into an electrical outlet.

8. Break the red seal on the side door of the ExpressVote and place the seal in the Ballot Accountability Envelope.



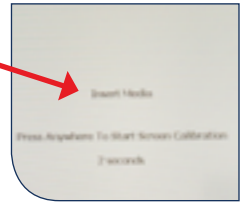
9. Open the side door using the black barrel key by turning to the right and, using the ON/OFF switch, turn the unit on.

The unit will come on and will take several minutes to load.

**DO NOT TOUCH THE CALIBRATION SCREEN THAT WILL APPEAR. IF YOU DO CALL 574-FIXX (3499).**

If the unit takes more than five minutes call **574-FIXX (3499)**.

Close and relock side door (there is a notch in the top of the door where the cord goes while shutting the door).

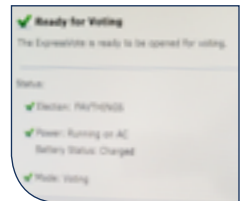


10. The machine will say "Enter Election Code". The Election Code is 1111.

Review the screen that should appear with 4 green check-marks. Be certain the 3rd check-mark says, "Running on AC" and **NOT** "Running on battery."

If it says, "Running on battery," call 574-FIXX (3499).

Press blue button that says "OK."



11. Plug the headset into the unit.



**THE EXPRESSVOTE IS NOW READY TO USE.**



## THE EXPRESSVOTE DOES NOT COUNT VOTES – THERE IS NO CLOSING PROCEDURE AND NOTHING THAT PRINTS

1. Open the left side door of the ExpressVote using the black barrel key and turning right.



2. Using the ON/OFF switch, turn the unit "Off."

3. Close and lock the side door.

4. Seal the side door with a red seal found in the Ballot Accountability Envelope and record the number on the Ballot Accountability Envelope.



5. Unplug the machine from the wall outlet. Detach the headphones from the front of the machine.

6. Lay the ExpressVote screen side down on the table and detach the cord from the machine grasping the base of the cord (NOT the barrel portion of the cord you used when opening).



7. Place the cords, headphones and machine inside the ExpressVote bag.

8. Place the ExpressVote bag with the DS200 and Gray Bin.

**THE EXPRESSVOTE IS  
NOW SHUTDOWN.**



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