



C O U N T Y • N J

BOARD OF ELECTIONS

EXPRESSVOTE XL – CLOSE Machine Procedures

- 1. Pull curtain off brackets and fold and roll. Place curtain back into the left side of tube on back of machine.
- 2. Unfasten white clamps and lower curtain rods to the minimum height.
- 3. Obtain the key envelope from supplies and take out the key.
- 4. Unlock and open the top media access panel. Keep the key in the lock.
- 5. When the alert sounds, touch the **RED** circle **ON THE SCREEN**. Press CONTINUE.
- 6. Find the **BLACK** toggle switch to the left of the red power button in the compartment and press for 1-2 seconds and release.
- 7. Touch CLOSE POLL.
- 8. Final results tape will print.
- 9. Tear off the final results tape.
- 10. Two poll workers (D&R) sign final results tape.
- 11. Place signed results tape in plastic results bag.
- 12. Remove USB drive by pulling it straight up and out, and place in plastic results bag.
- 13. Close and lock the top media access panel.
- 14. Touch POWER OFF.
- 15. Touch SHUT DOWN.
- 16. Close the screen cover and push the screen back.
- 17. Unlock access door on back of machine and put in the remainder of unused ballot cards and wipes.
- 18. Close and lock the back door.
- 19. Place key in the return key envelope. Seal and sign the envelope.
- 20. Unplug the machine.