

**EXPRESSVOTE XL – OPEN Machine Procedures**

- 1. Using the silver handles, move the machine to a location near an electrical outlet.
- 2. Lock rear machine wheels by pressing wheel locks with foot.
- 3. Plug the machine into an outlet. Make sure the **GREEN** light next to the power cord lights.
- 4. Obtain the key envelope in the supplies. Compare the number on the key and envelope to the number on the machine.
- 5. Using the key, open the access door on the back of the machine.
- 6. Take out the blank paper ballots and alcohol wipes and stack on back of machine.
- 7. Close and lock back access door.
- 8. Break and remove the blue seal from the back of the machine and throw away.
- 9. Raise the gray screen cover. Pull the screen towards you.
- 10. Unlock and open the top media access panel. Keep the key in.
- 11. Verify the USB drive is inserted.
- 12. Press and hold the **RED** power button for 1-2 seconds, and release.
- 13. Close and lock the top media access panel.
- 14. Return the key to the envelope.
- 15. On the machine keyboard, enter the election password, written on the key envelope. Touch ACCEPT.
- 16. Touch OPEN POLL. Zero tape prints. Tear it off. Touch CONTINUE.
- 17. Two poll workers (D & R) sign zero report tape. Place tape in the plastic results bag.
- 18. Unfasten the white clamps to raise the rods to the maximum height and retighten.
- 19. Remove the curtain from the left side of the tube on the back of machine and unroll.
- 20. Insert curtain rods into brackets.
- 21. Aim active session light in view of machine poll worker.