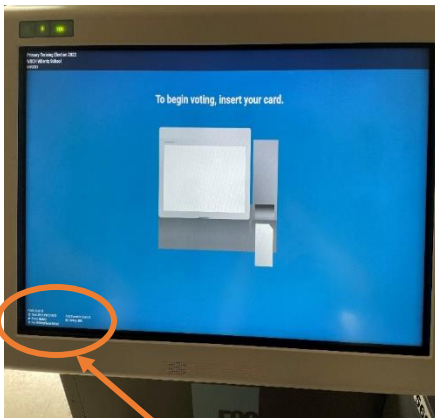


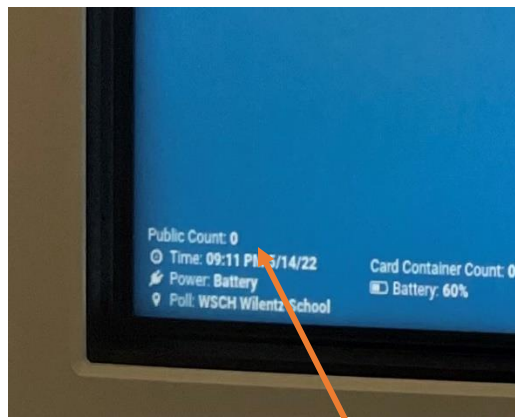
EXPRESSVOTE XL VOTING MACHINE CLOSE PROCEDURES

EXPRESSVOTE XL CLOSING PROCEDURES:

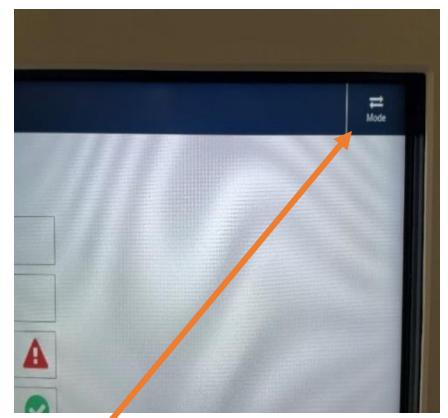
1. At the Close of Polls, pull curtain off brackets, fold, and roll. Place curtain back into the left side of the tube on the bottom of the back of the voting machine.
2. Unfasten white clamps and lower curtain rods and fasten clamps.



STEP 3 – Lower Left



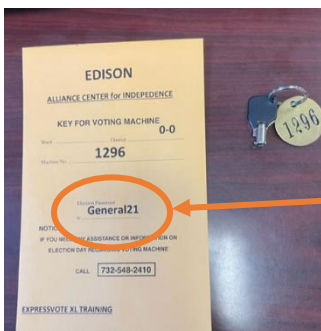
STEP 3 – Public Count



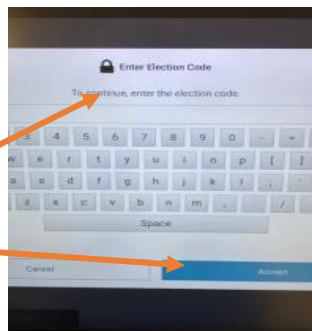
STEP 4 – Mode

EXPRESSVOTE XL CLOSING PROCEDURES:

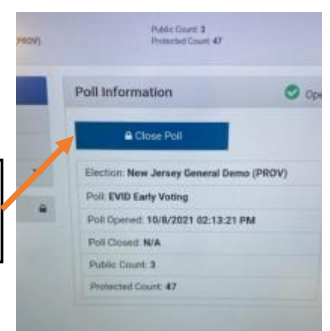
3. At the bottom left of the voting machine screen, touch the words PUBLIC COUNT.
4. In the upper right of the voting machine, touch the words MODE.
5. Obtain the key envelope from the supply bag that you placed there when opening the voting machine. Type in the election code that is printed on the front of the envelope. Touch ACCEPT.
6. Touch CLOSE POLL.



STEP 5 –
ELECTION CODE
STEP 5 - Accept



STEP 6 – Close
Poll



EXPRESSVOTE XL CLOSING PROCEDURES:

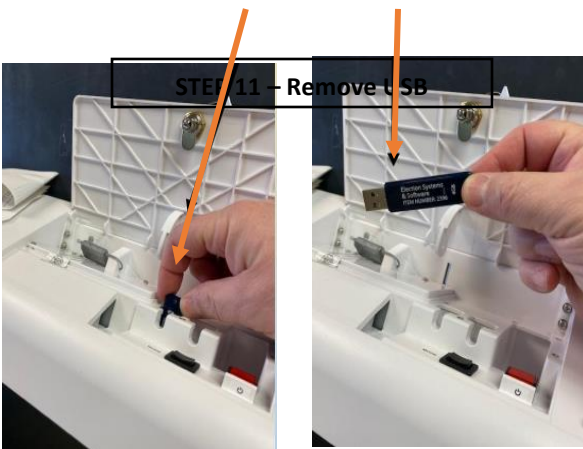
7. Tear off Final Results tapes when done printing.
8. Have two or more poll workers sign the results tape at the bottom.
8. Place the signed report tape in the clear plastic bag labelled Results Bag found in your supply bag.
9. At the bottom right of the voting machine screen, touch PRINT REPORT for an extra copy of the Final Results tape to post at your polling location for the public to view.



STEP 7 – Results Tape

EXPRESSVOTE XL CLOSING PROCEDURES:

10. Take the voting machine key and unlock the top media access door. Leave the key in the lock.
11. Remove the USB media stick by pulling it straight up and out. Place that USB media stick in the clear plastic Results bag. **NOTE: If you do not remove the USB stick, we cannot get voting results from that voting machine therefore delaying reporting election results.**
12. Close and lock the top media access door. Remove the key and place in the envelope.
13. On the voting machine screen, touch **POWER OFF**.
14. Touch **SHUT DOWN**.



EXPRESSVOTE XL CLOSING PROCEDURES:

15. Close the gray screen cover. Push screen back from the bottom.
16. Unlock the access door on the back of the voting machine and place extension cords, power strip, unused ballot cards, and UVC disinfection wand.
17. Close and lock the back door.
18. Take the ATV bag to the electronic poll-book table and place the ATV pads inside. Zip and place in the supply bag.
19. Place the key back in the envelope and place in the supply bag.
20. Unplug the voting machine and wrap the cord back.

VOTING MACHINE IS CLOSED AND READY FOR PICK UP.