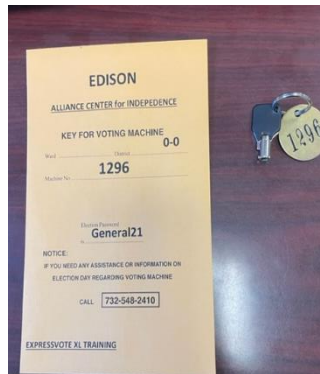


# MIDDLESEX

C O U N T Y • N J  
BOARD OF ELECTIONS

## EXPRESSVOTE XL VOTING MACHINE OPEN PROCEDURES



**STEP 1– Key Envelope matched to voting match in either on back or side of voting machine.**

### **EXPRESSVOTE XL OPEN PROCEDURES:**

1. Locate the key envelope in the green or blue district specific supply bags delivered to your polling location. Find the voting machine that has the same number as the envelope and be sure to make sure the number on the key matches. The Voting machine number is on the back and the side of the voting machine. **NOTE: If key does not match any of the voting machines at your polling location call 732-548-2410 IMMEDIATELY.**

**EXPRESSVOTE XL:**

- Using the silver handles, move the machine to a location near an electrical outlet.
- Lock rear wheels by pressing down on wheel locks with foot. Plug the machine in to an outlet. Make sure green light is on.
- Using the machine key, open the Access door on the back of the machine. Remove and hang the clear ATV zippered bag on the side of the voting machine. Remove one pack of blank ballot cards, the white box containing the UVC disinfection wand, the power strips and extension cord. **NOTE: Bring them to the table where voters will check in on the electronic poll-books.**



**STEP 2 – Silver Handles to move**



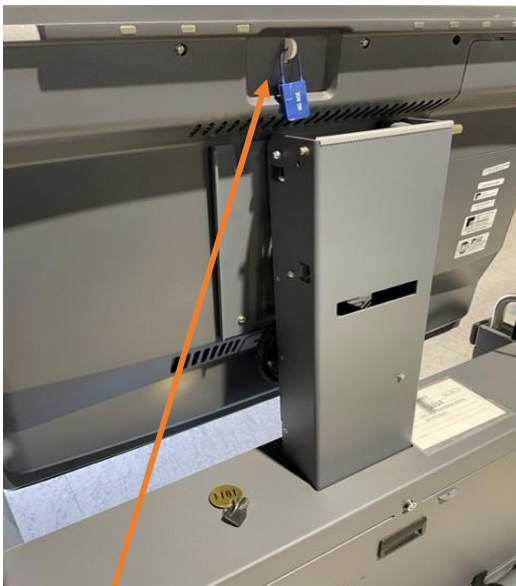
**STEP 3 – Lock Wheels and Green Light**



**STEP 3 – Access Door**



**STEP 3 – Clear ATV Bag Hung**



**STEP 6 – Remove Blue Seal**

**EXPRESSVOTE XL:**

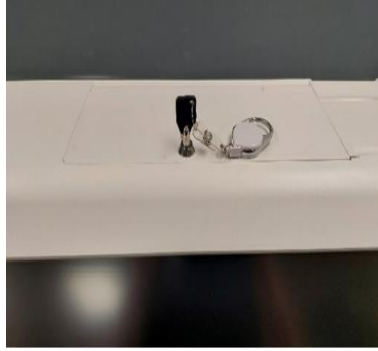
- Close and lock Access Door.
- Break and remove BLUE seal from the top of the back of the machine.
- Raise the gray screen cover.



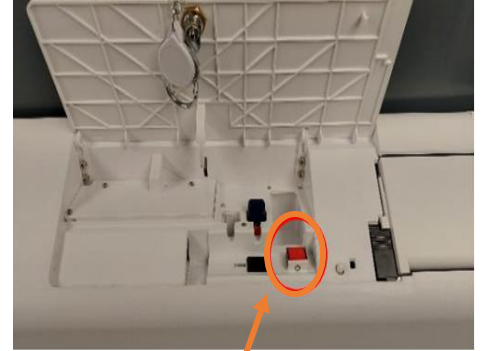
**STEP 7 – Screen Cover Raised**

## **EXPRESSVOTE XL:**

- Using the machine key, unlock the top media access panel. Keep the key in.
- Press and hold red power button until the screen turns on and then release.
- Close and lock the top media access panel. Put the key back into the envelope.



**STEP 8 – Unlock Media Access Panel**

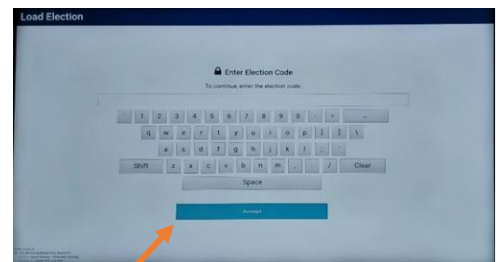
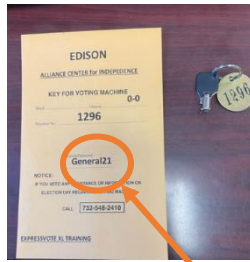


**STEP 9 – Red Power Button**

## **EXPRESSVOTE XL:**

- On the voting machine screen, type in the election password located on the outside of the key envelope. Touch Accept.
- Touch OPEN POLL. Zero tape prints. Tear it off. Touch Continue.
- Two poll workers sign the zero-report tape and place it in the clear elections bag in the green or blue supply bag along with voting machine key envelope.
- Unfasten the white clamps on the voting machine and raise the metal rods and fasten clamps to lock rods in place.
- Remove the curtain from the left side of the tube attached to the back of the voting machine. Unroll and insert the curtain rods into the brackets.
- Aim the active session light to where you could see if it's lit up while a voter is inside.

**VOTING MACHINE IS READY TO BE VOTED ON.**



**STEP 11 – Election Code on key envelope typed on the voting machine screen.**



**STEP 14 – White Clamps**



**STEP 15 – Tube for Curtain**



**STEP 15 – Curtains**

**STEP 16 – Active Session Light**

