

ExpressVote® Pre-Election Day Training Manual

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Proprietary Document Section	Description
N/A	N/A

Pre-Election Checklist

Checking Supplies and Equipment

- 1. USB Flash Drives - EQC Media, and Polling Place
- 2. 1 Set of Headphones
- 3. 1 Keypad
- 4. 1 clean lint free cloth
- 5. Unprinted cards of the correct length for the election
- 6. 1 container of alcohol wipes
- 7. 1 set of ExpressVote keys
- 8. If appropriate, 1 ballot box per ExpressVote and corresponding keys
- 9. ExpressVote power cord
- 10. Extension cord if required

Preparing the ES&S ExpressVote

- 11. Remove the ExpressVote, power cord, access door key, keypad, and headphones from the carrying storage case.
- 12. Position the ExpressVote in front of you.
- 13. Inspect the power cord for damage. If the cord is damaged, discard it and contact ES&S for a new cord.
- 14. Plug the power cord into the power port on the back of the scanner (flat side of the plug facing up) and then plug the AC power cord from the external power supply into a 120-volt wall outlet.

NOTE: The power cord only plugs into the unit one way. Do not attempt to force the power cord into the ExpressVote unit.

NOTE: Only plug the scanner into a grounded, three-pronged electrical outlet. Plug only one scanner into an outlet. ES&S recommends that you do not use an extension cord.



- 15. Connect the keypad to the port in the Security Compartments on the left side of the ExpressVote.
- 16. Plug the headphones into the appropriate headphone jack in the front of the terminal (optional).

Cleaning the ES&S ExpressVote

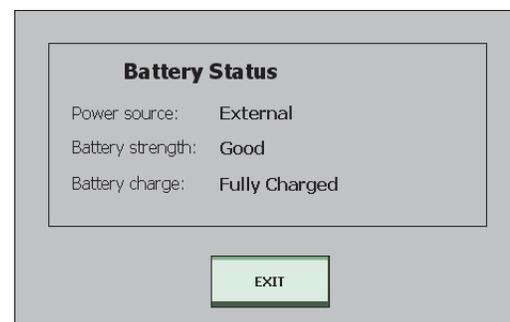
- 17. Use the alcohol wipes to clean the outside panels and screen of the ExpressVote unit. Ensure the unit is dry before powering it on.

NOTE: Never use products with ammonia to clean the touch screen - this could eventually damage the screen.

Checking the Scanner's Battery

- 18. From the ExpressVote Main Menu screen, tap **Battery Status**.

The battery status screen presents a visual indicator for the unit's internal battery.



The following table describes the information on the Battery Status screen:

Battery Status Screen

Option	Description
Power Source	Shows the source of the power to the unit: either internal back-up battery or a 110 volt AC electrical outlet.
Battery Strength	Shows the strength of the battery.
Battery Charge	Shows the following charge levels of the battery: <ul style="list-style-type: none"> • Low – means the battery pack voltage is below about 16.2V. The hardware will turn on the red battery light on the auxiliary panel (if the unit is turned on). • Not Low – means the battery pack voltage is equal to or above about 16.2V. The hardware will turn on the green battery light on the auxiliary panel (if the machine is turned on). • Not Fully Charged – means the battery pack voltage is
EXIT	Returns to the System Maintenance Menu screen. Always available by default.

The ExpressVote also incorporates a battery status LED on the front of the unit. The LED provides the status of the battery, as well as whether or not the unit is currently plugged into an AC power source. The following table explains the battery status LED on the front of the ExpressVote unit:

Power Cord Status LED Indicator	Appears green if the ExpressVote unit is connected to an AC power source. Does not need to have the power switch in the ON position to appear green. When AC power is present, but the unit is off, the Power Supply Board can still charge the internal battery pack.
Battery Status LED Indicators	Shows the battery charge levels. When the unit is turned off, both LEDs are not lit to conserve battery charge. When the unit is turned on, either the green or red battery LED is lit, not both.
Battery Green Status LED	Appears green if the battery pack is substantially charged.
Battery Red Status LED	Appears red if the battery pack is nearly discharged or the battery pack is not connected to the ExpressVote unit.

Installing the USB Media Device

- 19. Using the access door key, unlock the left-hand access door containing the USB ports and mode switches.
- 20. Insert the USB media device in the appropriate direction.

NOTE: The USB media device will only insert one way. Do not force the USB media device into the port, as this will damage the ExpressVote.

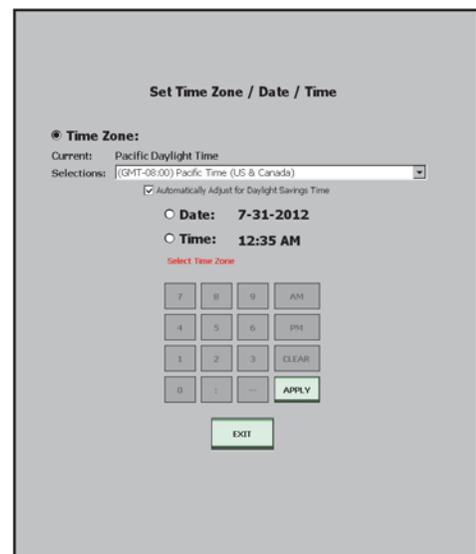
- 21. When finished, close and lock the access door and store the access key in a secure location.

NOTE: The USB Media Device containing the election definition must be installed and remain in the ExpressVote for cards to be processed.



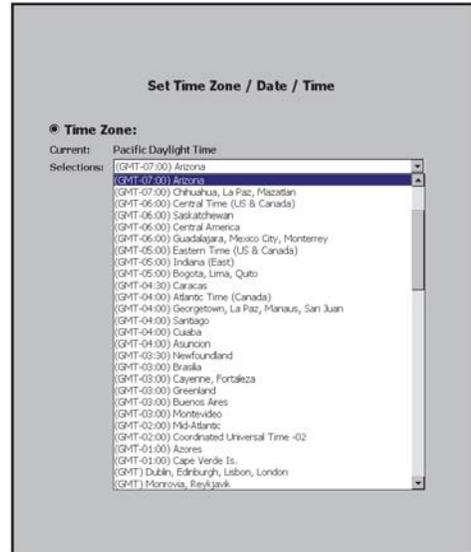
Setting the Date and Time

- 22. Open the security compartment on the left side of the ExpressVote with the security key.
- 23. Flip the **Mode** switch to **Official**.
- 24. From the ExpressVote Main Menu screen, select **System Maintenance**.
- 25. Enter the maintenance menu security code. (By default, this security code is Admin).
- 26. From the ExpressVote System Maintenance Menu, select **Set Time Zone/Date/Time**. The Set Time Zone/Date/Time screen appears.

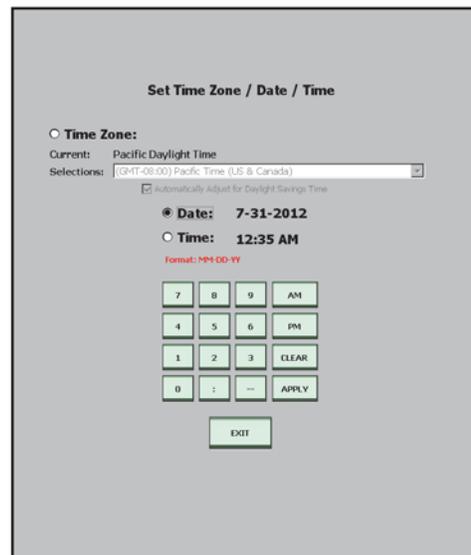


27. From the Set Time Zone/Date/Time screen, select the appropriate time zone from the available list.

If applicable, select **Automatically Adjust for Daylight Savings Time** to have the unit automatically adjust for Daylight Saving Time in your jurisdiction.



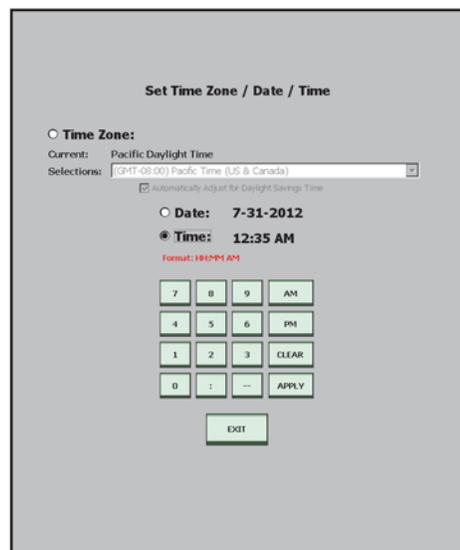
28. To set the date, tap the radio button next to the **Date** and tap **CLEAR**.
29. Enter the date in the MM-DD-YY format and tap **APPLY**.



- 30. To set the time, tap the radio button next to **TIME** and tap **CLEAR**.
- 31. Enter the new time in the HH:MM AM format and tap **APPLY**.
- 32. Tap **EXIT** when you are finished editing the date and time.

NOTE: ExpressVote accepts 24-hour and 12-hour (a.m/p.m.) entries. If p.m. is left off, the entry defaults to a.m.

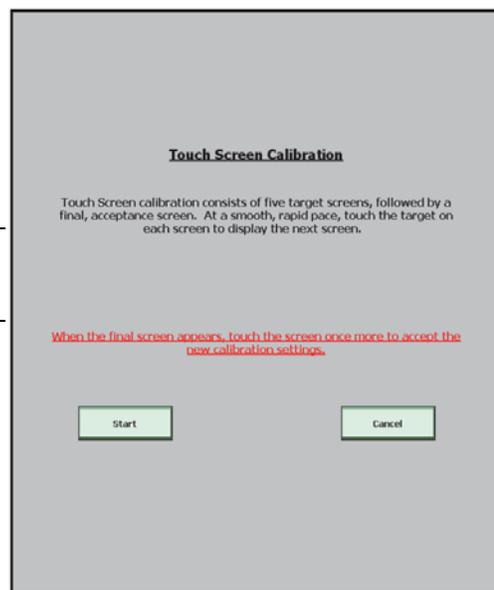
NOTE: You must reboot the ExpressVote for the date and time changes to take affect.



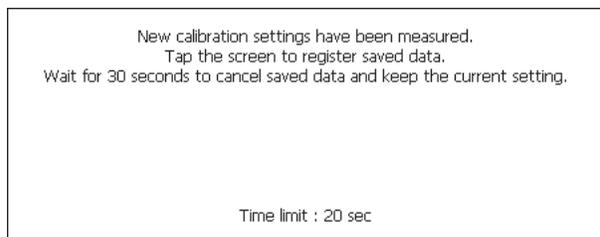
Calibration of the Touch Screen

- 33. From the ExpressVote Main Menu screen, select **Calibrate Touch Screen**.
- 34. Read the provided instructions, and then tap the **Start** button.
- 35. Once the calibration screen appears, tap the moving target as it moves from the center to the adjacent corners of the screen.

NOTE: Screen calibration is also available for 10 seconds during the boot up process.



- 36. After completing the test, you will be provided with a final screen with a 30 second counter. Tap the screen before the timer runs out to accept the calibration.
 - Allow the timer to expire to reject the calibration settings.



- 37. Do one of the following once the calibration completes successfully.
 - Tap **Redo** to restart the calibration process.
 - Tap **Exit** to continue to the **ExpressVote Main Menu** screen.



Clearing the ExpressVote

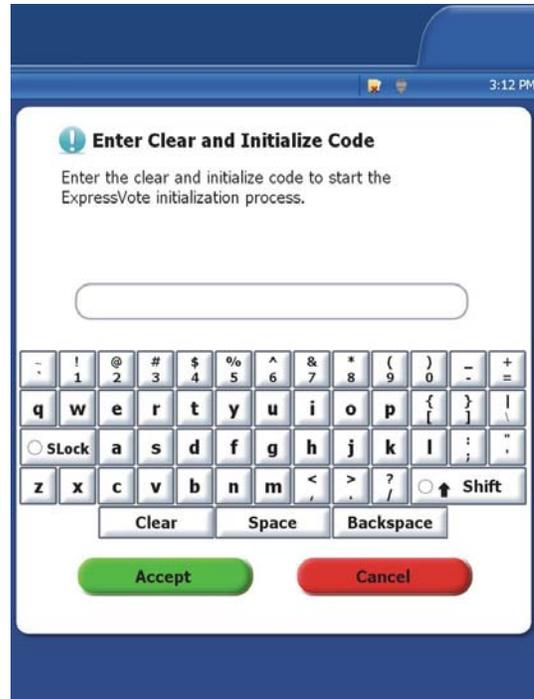
Before loading the election definition, you will need to clear the ExpressVote using the Election Qualification Code Device (USB media). Clearing the scanner assures the following:

- The election log from the previous election is cleared.
 - The public count is reset to zero.
 - Loads the Election Qualification Code for the ExpressVote.
 - Loads all coders that were set in ElectionWare.
- 38. Open the security compartment on the left side of ExpressVote with the security key.
 - 39. Confirm that the power switch is in the **OFF** position. (The mode switch can be in either the **Official** or **Voter** mode.)
 - 40. Set the power switch to **ON**.
 - 41. Gently insert the EQC media device into a USB port.

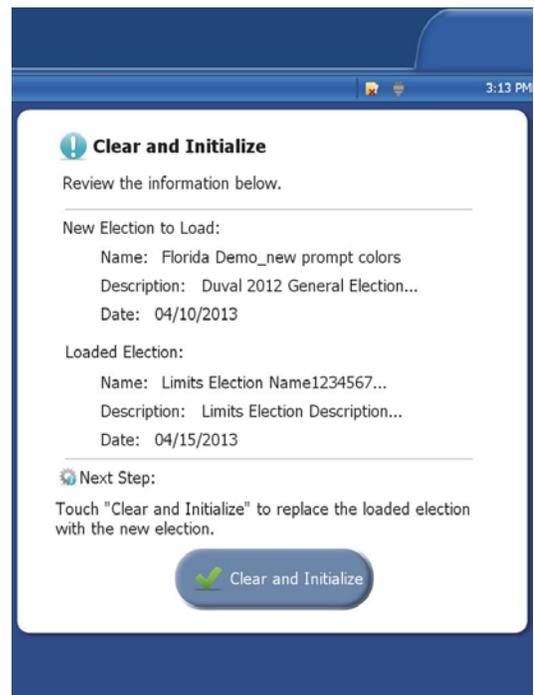
NOTE: Always inspect the media device ports to ensure that they are clear. Do not force the media device into the ExpressVote unit. Inserting a media device into blocked ports will result in damage.

- 42. Once the system recognizes the EQC media device, proceed to the next step.

- ❑ 43. On the **Enter Clear and Initialize** screen keyboard, type the EQC code in the appropriate field.



- ❑ 44. When you tap **Accept**, the adjacent screen appears:
- Tap **Clear and Initialize** to proceed with the clearing and initializing process, which clears the unit and readies it for the election specified on the screen.
- ❑ 45. Remove the EQC media device from the ExpressVote unit when the confirmation message appears.



Loading the Election Definition (Poll Media)

NOTE: The Election Definition must be correctly programmed *before* it is inserted into ExpressVote.

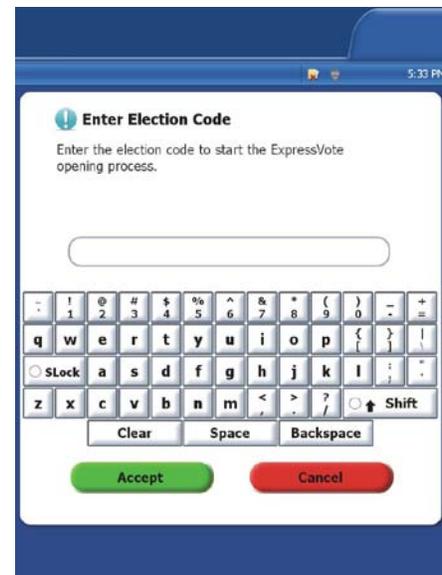
- 46. Open the security compartment on the left side of the ExpressVote with the security key.
- 47. Confirm that the power switch is in the **OFF** position. (The mode switch can be in either the **Official** or **Voter** mode.)
- 48. Insert the election definition media device into any USB port.

NOTE: Always inspect the media device ports to ensure that they are clear. Do not force the media device into the ExpressVote unit. Inserting an media device into blocked ports will result in damage that is not covered under warranty.

- 49. Set the power switch to **ON** and wait as the unit starts up.
- 50. The *Detecting Media* message appears as the system identifies the file type.

A progress status bar appears as ExpressVote decrypts and validates the election definition.

- 51. If a valid election definition was found, on the **Access Election Definition** screen, click **Continue** to continue the Access Election process.
- 52. Confirm that the screen shows the correct **Election ID** and **Election Date**.
- 53. Confirm that the system shows it is ready for voting, and then tap **OK**.



When card insertion screen appears, close and lock the security compartment door.

NOTE: Keep the election definition media device inserted in ExpressVote to allow for voting while it remains powered on.

Testing the Election Definition

Testing the Election Definition is completed manually by opening the polls, printing a deck of cards with a specified pattern, and then scanning these cards on a DS850 or DS200 tabulator. The results report will be used to compare against the test deck results attained from the tabulator. In order to validate the entire system, the data should then be run through ERM in order to test the logic and accuracy of the Election Definition from end to end.

Opening the Polls

- 54. After the Polling Place Media has been installed and the Election Security code has been entered and accepted, a screen detailing the election definition and the battery status will appear.

NOTE: Should the Polling Place Media be unavailable, the screen will tell you the Election Definition was not found and require you to insert the Polling Place media.

- 55. Tap **OK** to continue. The Voting screen appears.

Testing the ExpressVote

Perform **thorough testing** to ensure everything is in working order **before** the election. The sooner the tests are performed, the sooner an issue that may arise can be resolved. You will need multiple unmarked cards for your current election to test.

- 56. Turn the **Mode** switch to **Voter**.
- 57. “To begin voting, insert your card” should be displayed on the screen.
- 58. Using a card from your current election, insert an unmarked card into the ballot feed tray.
- 59. If applicable, select a **Language** if multiple languages are available.
- 60. Test all buttons at the bottom of the screen to ensure operation (**Previous**, **Zoom**, **Exit**, **Contrast**, and **Next**).



- The **Zoom** button will change the size of the display font between the normal font and a larger size font to meet the individual voter's needs. In any instance where the contest extends off the screen, a **More** navigation bar will be displayed allowing the voter to scroll up and down to see the entire content of the contest.
- The **Exit** button will return the voter's unmarked card.
- The **Contrast** button will change the display between the normal full color view and a high contrast black and white view. (White text on a black background.)
- The **Previous** and **Next** buttons are used to proceed backward and forward between contests.

Vote Card Using Touch Screen (Only)

- 61. Select a candidate or contest choice by touching the oval or anywhere on the line.
- 62. The selection will be highlighted in yellow, and a check mark will appear next to your selection.

In a "Vote for ONE" contest, if you wish to change your selection, simply touch on your new choice. The previous selection will be de-selected and your new selection will be highlighted with a check mark adjacent to it.

To Write-in a Candidate Using the Touch Screen

- 63. On a contest screen, where applicable, select **Write-In**. Enter your choice for the write-in using the keyboard.
- 64. Confirm your write-in text on the top of the write-in screen.
- 65. Press **Accept** to accept your write-in and return to the previous screen. The write-in line will be highlighted in yellow, the a check mark will appear next to your selection, and your write-in text will be displayed.

In a "multiple vote for" contest, once you have selected the maximum number of choices and attempt to select an additional choice, a message will be displayed indicating that you have over voted. If you wish to change a selection, you must first de-select a previous choice and then you may make a new selection.

If the election is coded with an alert for undervotes, an undervote message is displayed if you fail to, or choose not to o make a selection in a contest. You

may then either return to the contest and make a selection, or continue to the next contest without making a selection.

- 66. When you have completed making your selections in each contest, the **Summary of Selections** screen is displayed for you to review your selections. Any undervoted contests will be displayed in red. If you wish to re-visit a contest to change your selection, touch the contest on the review screen and that contest will be displayed. After making any changes, press the **Next** button and you will be returned to the **Summary** screen.
- 67. When you are done reviewing your selections, press the **Next** button to continue.
- 68. If you are ready to mark your card, press the **Print Card** button.
- 69. Remove the marked card. The Insert Your Ballot screen will appear.

Printing the Operations Log

These steps do not necessarily need to be performed as a part of pre-election preparations. They are provided for your information, and would typically be performed post-election, if a system log printout were required.

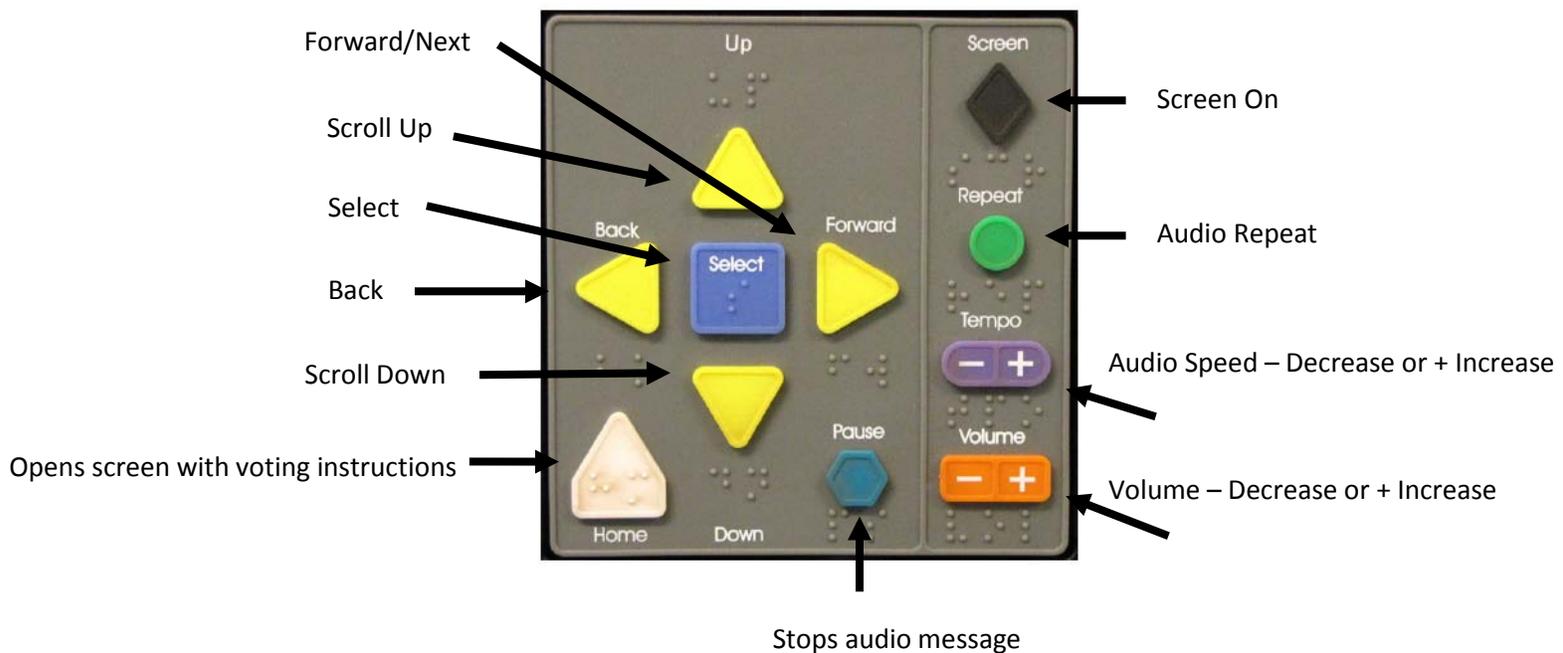
- 70. Change the **Mode** switch to **Official**.
- 71. From the ExpressVote Main Menu screen, tap **Operations/System Log**.
- 72. Review the operations log presented on the screen, and then press **Print**. Press the **Page** button under Up or Down to page through the Operations Log. Press the **Scroll** button under Up or Down to scroll through the entries. To select a specific page of the Operations Log, enter the page number using the keypad and press **Go**.
- 73. When the screen displays Insert Card, place a blank card into the input slot. The ExpressVote automatically begins printing the operation log.
- 74. Depending upon the length of the Operations Log, the report may require several cards be inserted. After each page has been ejected from the ExpressVote, if the message Insert a Blank Card appears, insert another blank card into the Ballot Feed Tray. Repeat this process until the message Printing Done appears.
- 75. Press **Exit** to return to the ExpressVote Main Menu screen.

Using an Assistive Technology Device

ExpressVote provides an interface for a personal assistive device that voters with physical disabilities or limited dexterity can use to mark contest choices. This device is often called an assistive technology (AT) device, which allows the voter to make selections in place of tapping buttons on either the touch screen or the audio-tactile keypad. If assistive devices are to be used with the ExpressVote, attach them to the unit by using the headphone and assistive ports on the front of the unit.

Voting Card Using Keypad

- ❑ 76. Voters can use the keypad to maneuver through the ballot and make choices. Typically the keypad is used by the visually impaired and headphones should be used to hear ballot instructions.



- ❑ 77. Insert unmarked card into the ballot feed tray.
- ❑ 78. If multiple languages are available, use the **Down Arrow** key to scroll through languages. Use the square **Select** key to select language.
- ❑ 79. The ballot will be identified and the **Voting Instructions** will be read. The use of the keypad keys will be explained.
- ❑ 80. Press the **Right Arrow** key to proceed to the first contest. The contest, the quantity available to vote for, and the number of choices available for selection, will be identified.

- Use the round **Repeat** key to have the last spoken phrase repeated.
- Use the **Tempo** key to adjust the speed at which the synthesized voice reads the text. Each time **Tempo** is pressed the current phrase will be re-started at the newly selected speed.
- Use the **Volume** key to adjust the synthesized speech to your personal comfort level.
- Use the diamond shared **Screen** key to toggle the monitor screen on and off. The screen would typically be turned off for privacy, while voting the audio ballot.

81. Press the **Down Arrow** key to scroll through the choices within a contest. Use the **Select** key to select a choice once it has been read. If you wish to change your selection in a “Vote for ONE” contest, simply scroll to your new choice and press the **Select** key. The new selection will override your previous selection.

To write-in a candidate using the Keypad

82. On the Contest screen, select Write-In.

NOTE: Press the Left Arrow key on the keypad to close the write-in screen without entering a candidate and return to the contest screen.

83. On the Write-In screen, using your keypad, use the **Up** and **Down** arrow keys to scroll through each letter or option being read. Once you hear the letter or option you want, press **Select**.
84. Confirm your write-in text as it is being read to you or on the top of the write-in screen.
85. Press the **Right Arrow** key to accept your write-in and return to the previous screen. Your write-in will be read to you.
86. Press the **Right Arrow** key to proceed to the next contest.
87. If your election is coded to “Alert Under-votes”, and you forget to, or choose to not make a selection in a contest, an Under-vote Alert directs you to either return to the contest and make a selection, or continue to the next contest without making a selection.
88. Once all of the races are voted, the **Summary of Selections** allows you to scroll through all of the contests and verify your selections. If you are satisfied with your selections, press the **Right Arrow** key.
89. If you are ready to have your ballot marked, press the **Select** key. The ballot will be marked and returned to you.
90. Remove the marked ballot.

NOTE: Contact your ES&S Customer Support for information about how to obtain assistive technology devices.

Charging the Battery

The ExpressVote may be charged outside of its storage case by simply having its AC power cord plugged into an active outlet.

- 91. The power LEDs on the front panel of the ExpressVote indicate the battery power level when external power is not being applied.
- 92. Plug the power cord into the rear of the ExpressVote.
- 93. Plug the alternate end into an AC outlet.
- 94. Once the battery is charged, turn the **Mode** switch to **Official**.
- 95. From the ExpressVote Main Menu, select **Battery Status**.
- 96. Confirm that the battery strength is **Good**.