

ExpressVote® Election Day Checklist

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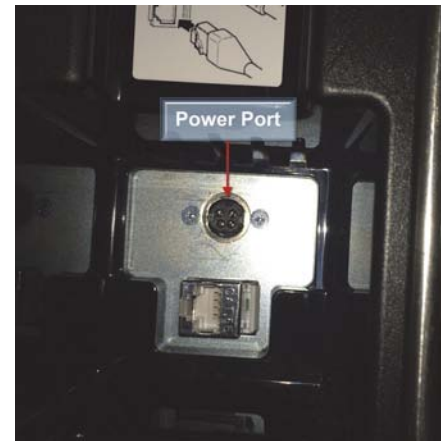
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Proprietary Document Section	Description
N/A	N/A

Election Day Checklist

Preparing the ExpressVote

- 1. Remove the ExpressVote, power cord, keys, and optional equipment (headphones, rocker paddle, and/or sip-n-puff) from the carrying/storage case.
- 2. Position the ExpressVote in the polling place and install the privacy screen. (The ExpressVote should be positioned so voters are not passing behind the person using the equipment. A corner with at least 5 feet clearance is ideal.)
- 3. Inspect the power cord for damage. If the cord is damaged, discard it and contact your election official or ES&S for a new cord.
- 4. Plug the small circular end of the power cord into the port on the back of the ExpressVote.
- 5. Plug the male end of the power cord into the wall outlet.
- 6. Attach any optional equipment (headphones, rocker paddle, and/or sip-n-puff) using the headphone and accessible ports on the front of the unit.
- 7. Attach the keypad using the port in the Security Compartment on the left side of ExpressVote.



Start the ES&S ExpressVote

Ensure the USB media device containing the current election definition is installed before the ExpressVote is powered on. The ExpressVote will not function if the USB media device is not installed.

- 8. Unlock the Security Access Door containing the USB ports, power, and mode switches.
- 9. Flip the power switch to **On**.
- 10. Verify that the mode switch is set to **Voter**.
- 11. Once the “To begin Voting, insert your card” screen appears, close and lock the access door.

Voting with the ExpressVote During an Election

Poll workers need to understand how the voting process works using the ExpressVote, so they may answer questions throughout the voting process. Poll workers should not be involved in the vote selection process.

There are multiple ways for voters to interact and make choices on the card using the ExpressVote.

- Directly, on the touch screen, a Rocker Paddle Device, a Sip-n-Puff Device, the Keypad and Audio headphones.



Voting a Card Using the Touch Screen

- 12. “To begin voting, insert your card” should be displayed on the screen.
- 13. Using a card from your current election, insert an unmarked card into the input slot.
- 14. If applicable, select a **Language** if multiple languages are available.
- 15. The voter may use the buttons at the bottom of the screen to access display options and navigate the card (**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)

From the following screen, you have two available options:

- **Ballot voted online? Touch Here.** - This option is used when a voter has already completed voting online, and has a barcode that can be scanned by the machine.
- **Vote now? Touch here.** - This option allows the voter to vote using the touch screen.
- 16. Select **Vote Now? Touch here.** to begin voting.
- 17. Select a candidate or contest choice by touching the oval or anywhere on the line.
- 18. The selection will be highlighted in yellow, and a check mark will appear next to your selection.

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

To Write-in a Candidate Using the Touch Screen

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

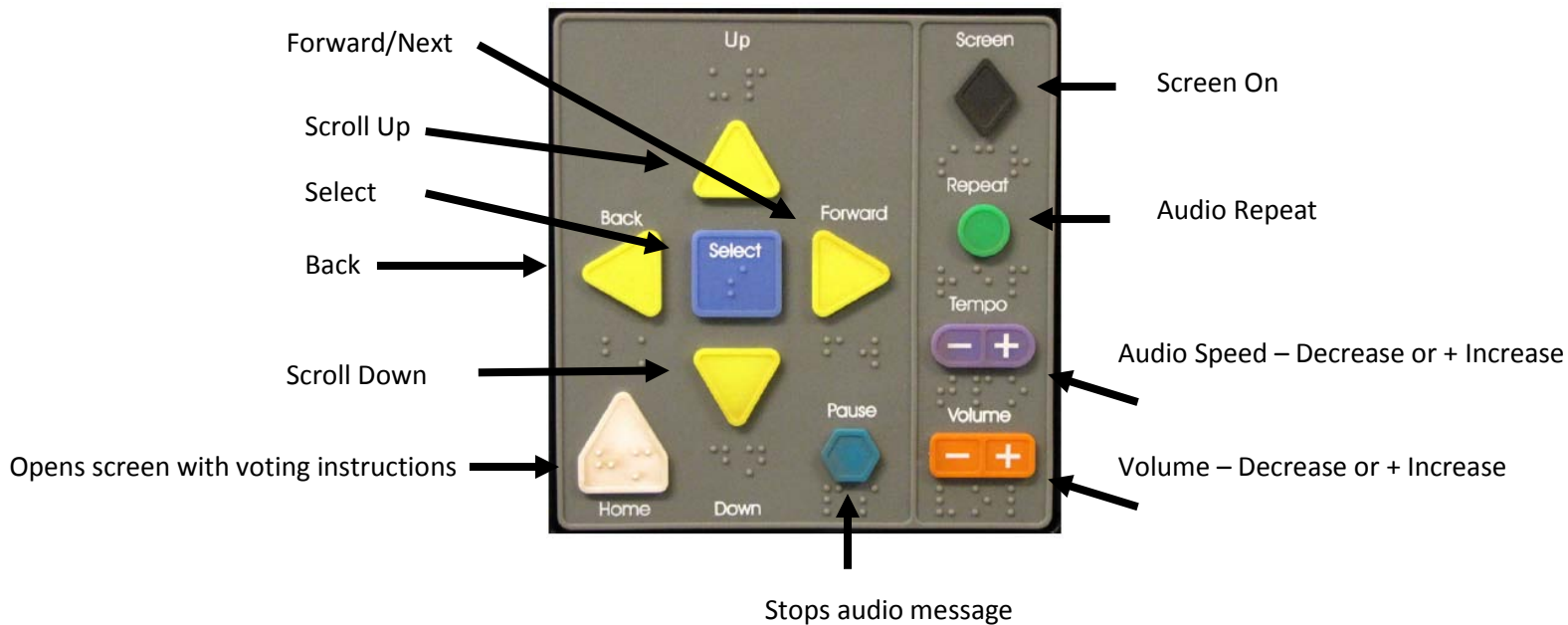
In a “multiple vote for” contest, once the voter has selected the maximum number of choices and attempts to select an additional choice, a message will be displayed indicating that they have overvoted. If they wish to change a selection, they must first de-select a previous choice and then they may make 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, 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.

- 22. When the voter has completed making their selections in each contest, the **Summary of Selections** screen is displayed for review. Any undervoted contests will be displayed in red. If the voter wishes to re-visit a contest to change a selection, touch the contest on the review screen and that contest will be displayed. After making any changes, press the **Next** button and the voter will be returned to the **Summary** screen.
- 23. When the voter is done reviewing their selections, press the **Next** button to continue.
- 24. If the voter is ready to mark their card, press the **Print Card** button. Depending upon the hardware configuration, the card will be marked and returned to the voter.
- 25. Remove the marked card. The “To begin voting, insert your card” screen will appear.
- 26. Submit the card into the ballot box or tabulator for tabulation.

Voting Card Using Keypad

- ❑ 27. 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.



- ❑ 28. Insert unmarked card into the ballot feed tray.
- ❑ 29. If multiple languages are available, use the **Down Arrow** key to scroll through languages. Use the square **Select** key to select language.
- ❑ 30. The ballot will be identified and the **Voting Instructions** will be read. The use of the keypad keys will be explained.
- ❑ 31. 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 shaped **Screen** key to toggle the monitor screen on and off. The screen would typically be turned off for privacy, while voting the audio ballot.

- ❑ 32. 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.

How to Vote Using the Sip-n-Puff

Sip-N-Puff refers to the interface device commonly used by persons with disabilities, generally in a wheel chair, using his/her mouth on a straw to send inputs to the ES&S ExpressVote™. The voter sips or puffs on the straw to navigate the card and make selections.

The Sip-N-Puff device plugs into the front of the ExpressVote™ in the front panel. Typically, the voter will supply the device.

Using only sips and puffs of air, the voter can negotiate all screens. When the voter arrives at any screen, they use a puff of air to choose to use that screen or suck in air (sip) to bypass the screen.

If they choose the screen, then the first selection on that screen will be highlighted. They then choose that selection by puffing into the straw. To continue to the next selection they will sip into the straw. This moves them to the next selection where they'll either choose the selection (puff) or continue to the next selection (sip).

Now the voter sips to move to the bottom of the list and highlights the **Next** button. If the voter sips again, the highlight will move left along the navigation buttons at the bottom of the screen. If they continue to sip, the highlight will cycle back to the first selection option.

With the selection of the **Next** button, the voter will puff when the button is highlighted to select **Next** and move forward in the card.

The voter will continue in this manner to complete their card choices, then puff (select) the **Print Card** button when highlighted to complete the marking of the card.

How to Vote Using the Rocker Paddle

Rocker Paddle refers to the interface device commonly used by persons with disabilities using his/her hands or feet to make selections instead of pressing the touch screen. The voter uses the paddle to indicate **YES** or **NO**.

The Rocker Paddle device plugs into the front of the ExpressVote™ in the Access Panel.

Using only yes/no, the voter can negotiate all screens. When the voter arrives at any screen, they choose **YES** to use that screen or **NO** to bypass the screen.

If they choose **YES** then the first selection on that screen will be highlighted. They then choose **YES** to make that selection or **NO** to move to the next selection.

For example, if there is a contest screen with two candidates the user selects **YES** when they arrive at the screen to indicate they want to vote in this race. (**NO** would skip the race). The first candidate will be highlighted in yellow. If they say **YES** then the first candidate will be selected and the highlight will move to the next candidate.

Now the voter selects **NO** to move to the bottom of the list and highlights the **Next** button. If the voter says **NO** again, the highlight will move left along the navigation buttons at the bottom of the screen. If they continue to choose **NO**, the highlight will cycle back to the first selection option.

Verifying a Marked Card

The ES&S ExpressVote™ allows the voter to re-insert their marked card with printed vote selections back into the input slot and verify their card choices. Note that no changes can be made from this verification step and the voter will only be able to view and hear the summary screen. If the voter wants to make changes, they will need to contact an election official to spoil or void the card and begin the voting process over.

To Verify the Card:

- 33. Insert the marked card into the input slot.
- 34. Select a **Language** if multiple languages are available. A screen appears and instructions are read regarding how to verify the votes.

- 35. Press **Next** or the **Right Arrow** to access the Verification Summary screen.
- 36. Review the selections that are marked on the card.
- 37. When done, press **Next** or the **Right Arrow** key.
- 38. When instructed to do so, remove the card from the input slot.
- 39. Submit the marked card to the ballot box or tabulator for tabulation.

End of Voting Shut Down procedures

- 40. Obtain the **Access Door Key** from its secure location. Unlock the access door and flip the power switch to the **Off** position. Close and lock the access door, and then remove the key.

Storing the ES&S ExpressVote™

NOTE: Assure the ExpressVote™ is turned off by following the first step under *End of Voting Shut Down Procedures*.

- 41. Unplug the headphones.
- 42. Unplug the power cord from the wall outlet.
- 43. Remove the power cord from the ES&S ExpressVote™.
- 44. Place the ES&S ExpressVote™, power cord, access key, and the accessories into the carrying/storage case.