

ExpressPoll Electronic Pollbook with Flip Stand and ExpressVote Printer for use in Primary with ExpressVote Ballot Marking Device

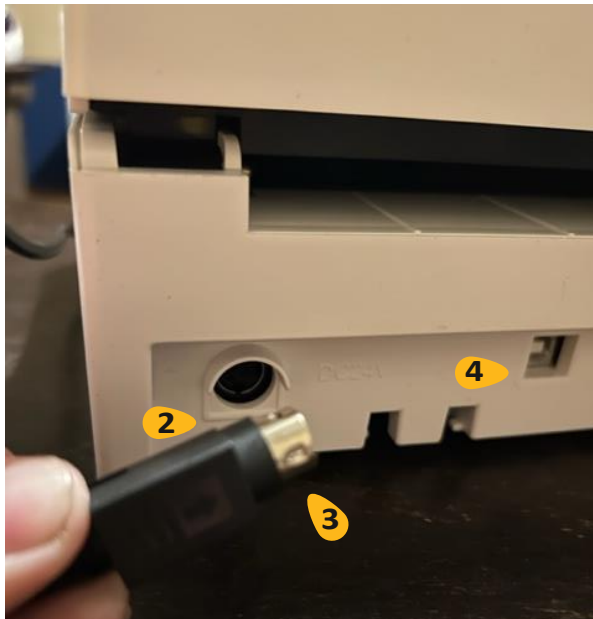
Product Overview

ExpressPoll



1. Magnetic connection for power supply
2. Flip stand tablet lock to secure tablet is in case
3. USB port for ExpressVote printer
4. Kickstand with barn doors to brace the stand and allow for flip functionality
5. On/Off button

ExpressPoll Printer



1. On/Off button
2. Rounded outlet
3. Rounded power supply cord
4. USB outlet
5. USB cord
6. USB outlet

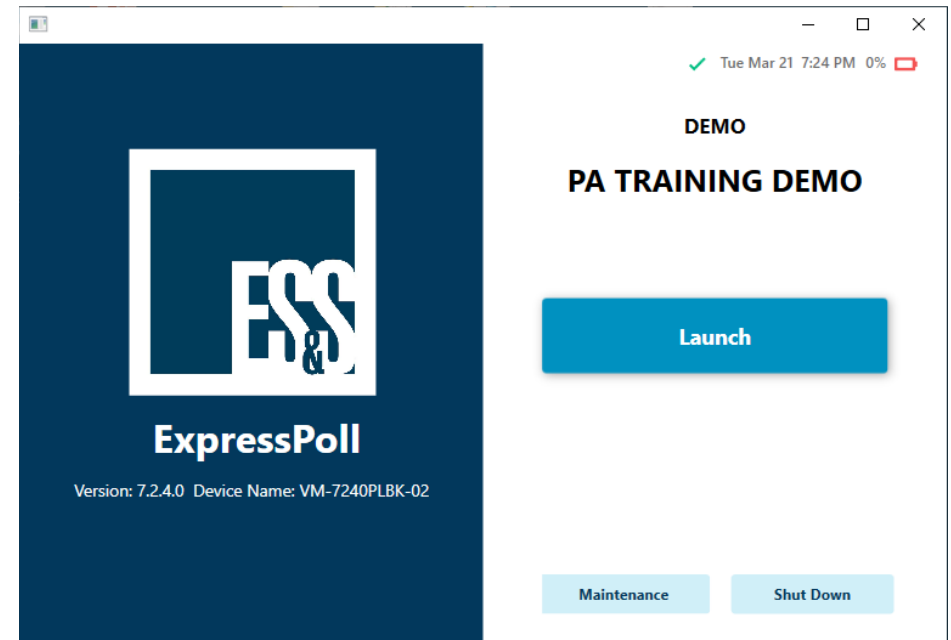
Preparing the ExpressPoll & ExpressVote printer for Use

1. Lift up white flip stand on back of poll book and slide orange barn doors to underside of white stand.
2. Connect magnetic power supply cord to poll book on bottom right side
3. Connect the rounded power supply cord to the rounded outlet on the back of the printer. The flat part of the plug faces down.
4. Connect the square part of the USB cord to the back of the printer.
5. Connect the other end of the USB cord to the poll book in the USB outlet on the top right of the poll book.
6. Press orange power button on top left of the poll book. The power button is the furthest button to the left.
7. Press the orange power button on the front of the printer.

Launching the ExpressPoll

Launching & Login

Once the table is powered on, the initial launch screen will display with the county name and election specific information.



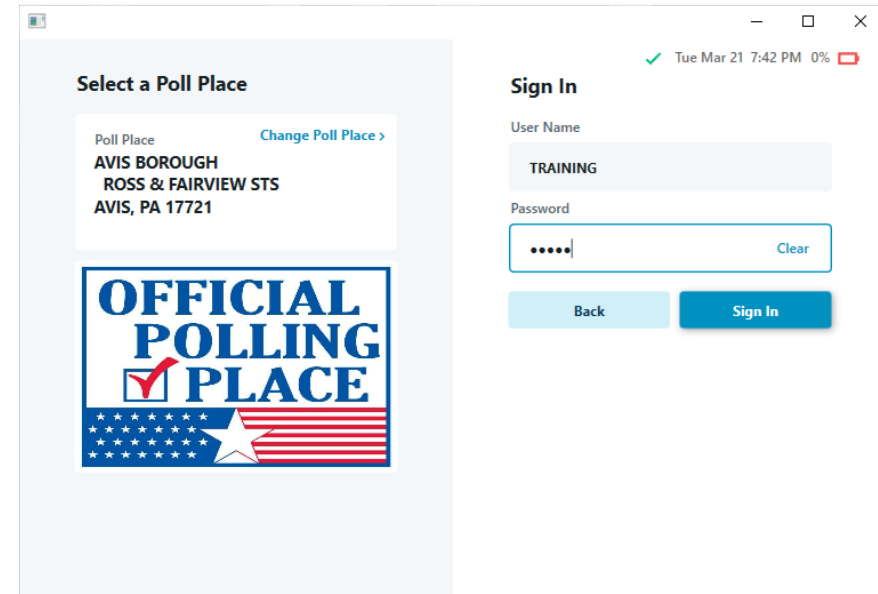
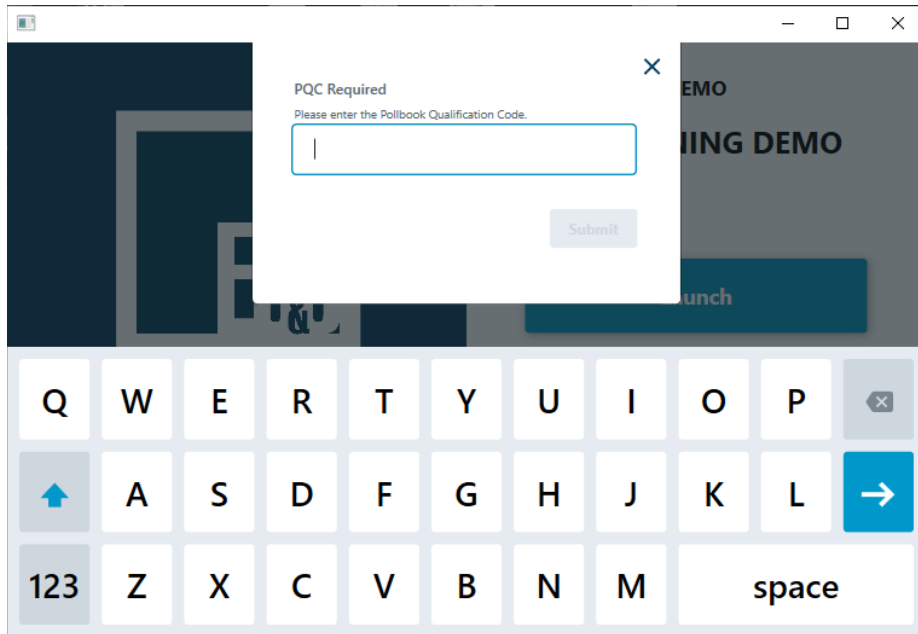
Touch "Launch".

Signing In

The next screen will prompt you to enter the “Poll book Qualification Code” (PQC).

Enter the code, which can be found in the yellow security bag in an envelope marked “Election Code”.

When finished touch “Submit”.



The next screen will display your polling place information on the left side.

On the right side it will request a user name and password.

1. Touch the box under “User Name” and a touch screen keypad will appear.
2. Type in the user name using the keypad.
3. Repeat above steps for the password.
4. Touch “Sign in”.

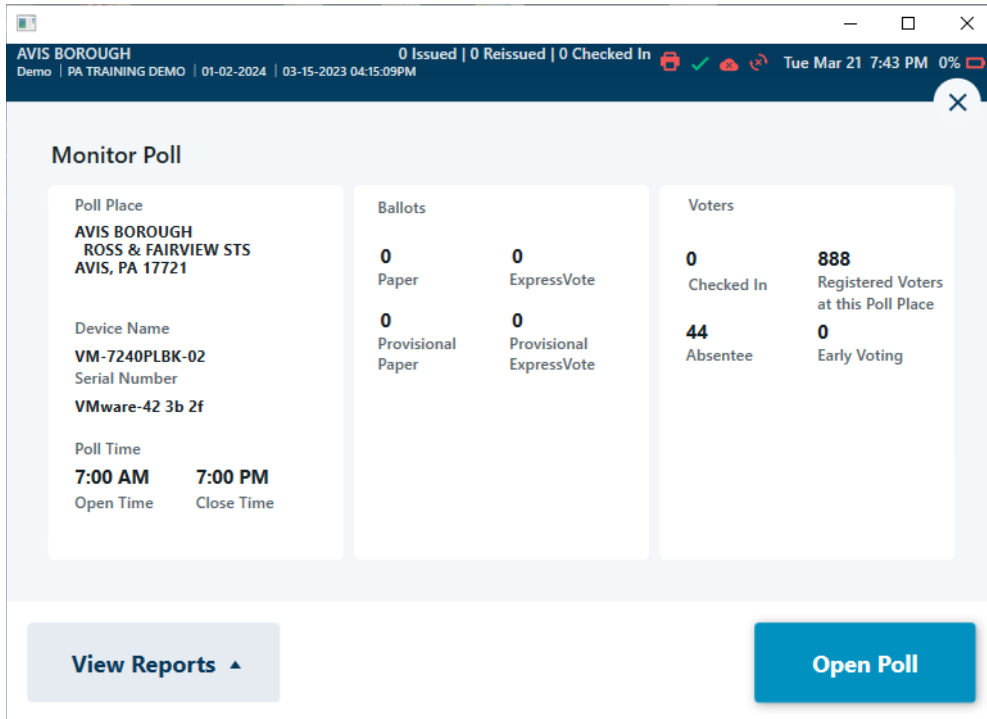
The user name and password are found in the yellow security bag in the envelope labeled “Election Code”.

Opening Poll

Monitor Poll

The next screen is the “Monitor Poll” screen.

- On the top left of the screen, the polling place will be listed.
- All numbers should be “zero” under “Ballots”.
- Once you have verified the information displayed on “Monitor Poll” is correct, touch “Open Poll” in the bottom right corner.



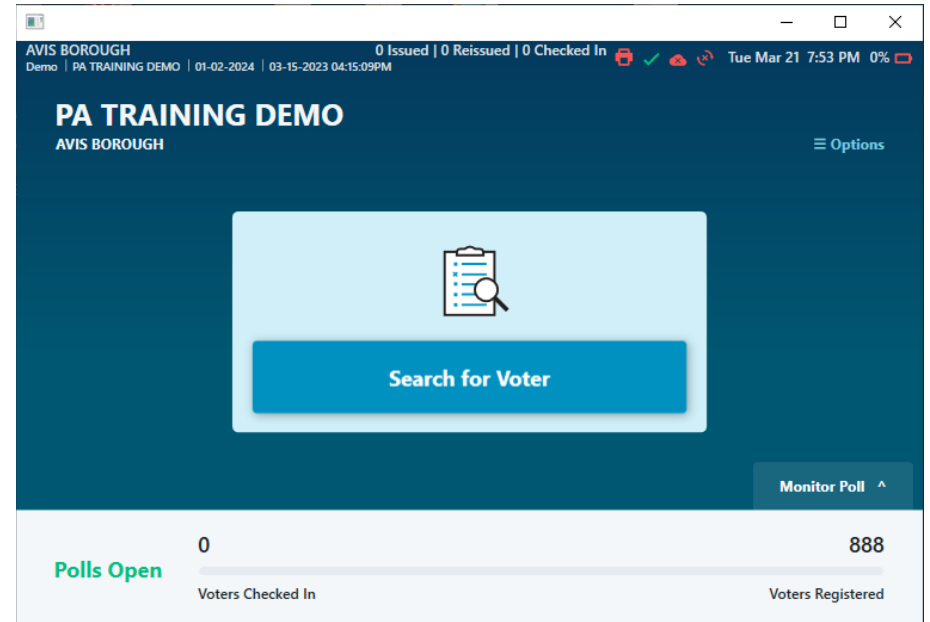
5

Using ExpressPoll for

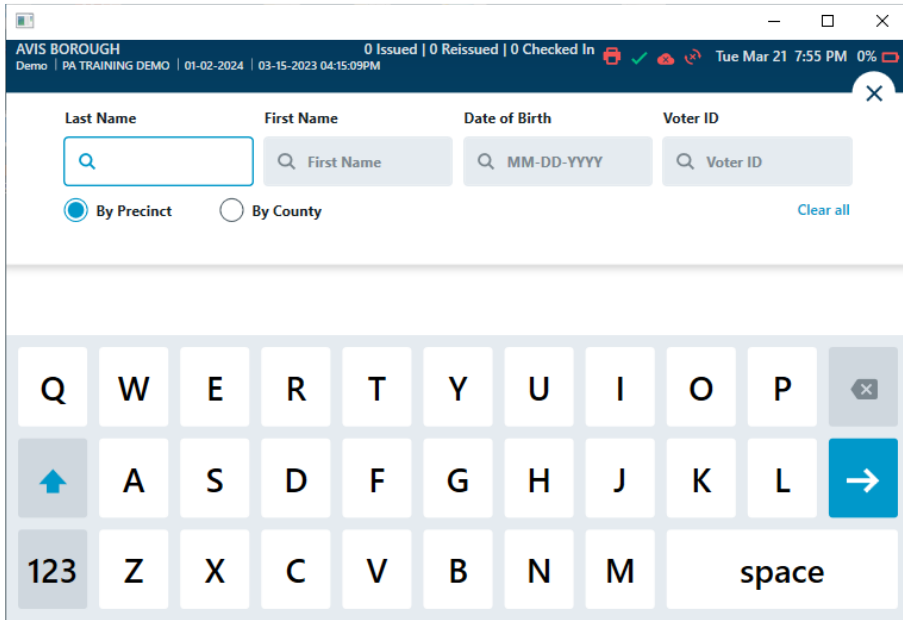
Voter Check-In

Searching for Voters

The next screen is the “Search for Voter” screen.



Touch “Search for Voter”.

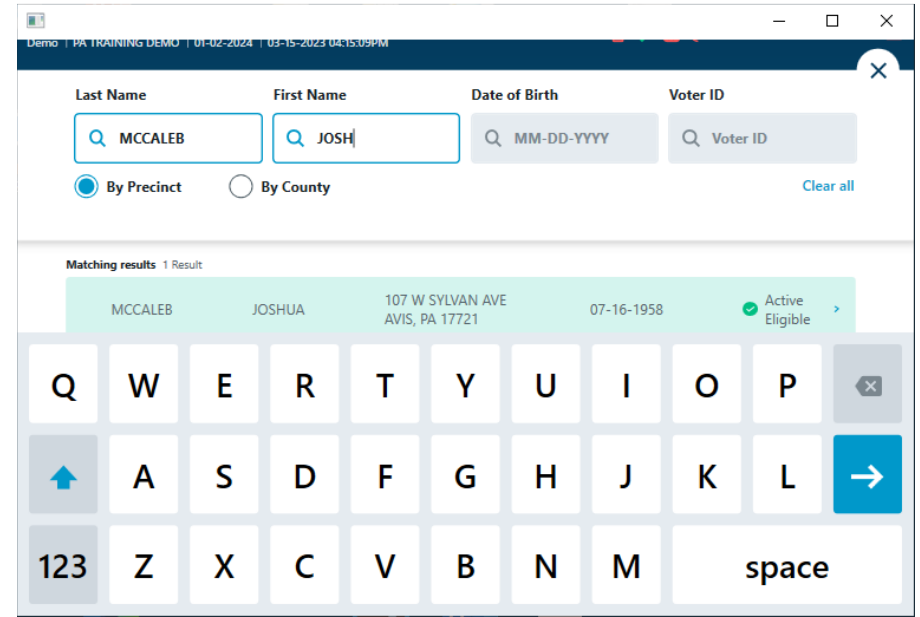


Touch in the search field marked “Last Name” to begin search for voter.

A touch screen keypad will appear.

Begin typing in the voter’s last name.

You can search by last name, first name, and date of birth or a combination of these items.



The matching results will display.

Voter Details & Status

Voter results will appear using a red, yellow, or green color-coding system.

Green – Voter may vote a standard ballot

Yellow – An action is required before the voter can be issued a standard ballot

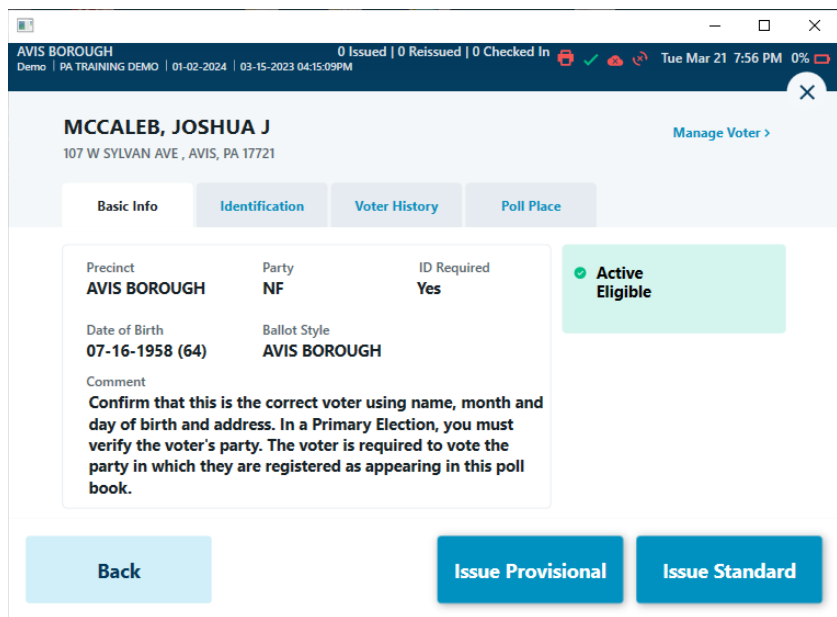
- Inactive – Complete Affirmation of Elector
- Abs/Mail Issued – Surrender absentee or mail in ballot and declaration envelope and sign “Elector’s Declaration to Surrender Their Mail Ballot”.

Red – Voter cannot vote standard ballot

Issuing a Standard Ballot

Touch the voter's name line to display more details.

On the voter's record the comment section will provide instructions on how to proceed based on the voter's status.



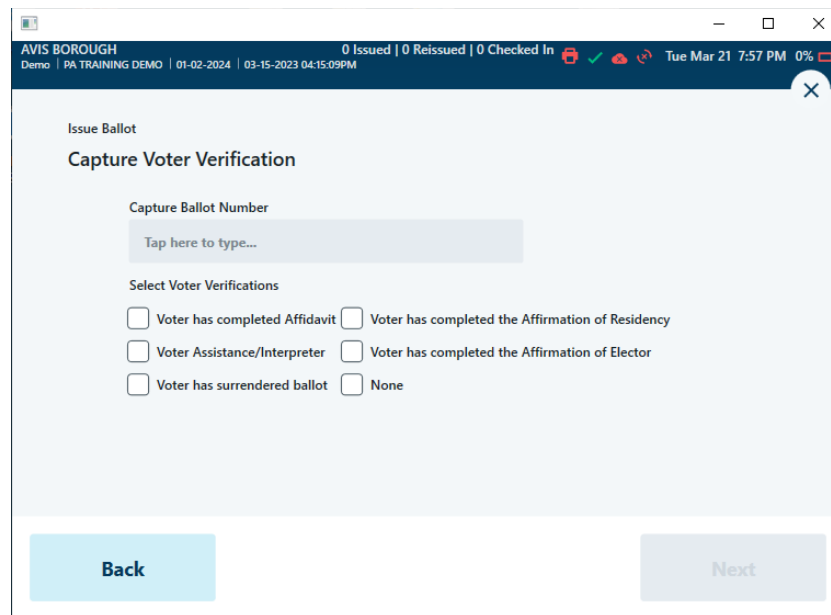
To complete issuing a standard ballot, touch "Issue Standard".

For "Capture Ballot Number" type in the voter's number from the "Numbered List of Voters" book.

Under "Select Voter Verifications" touch to place a check in the box if any of the below apply. If none applies select "None".

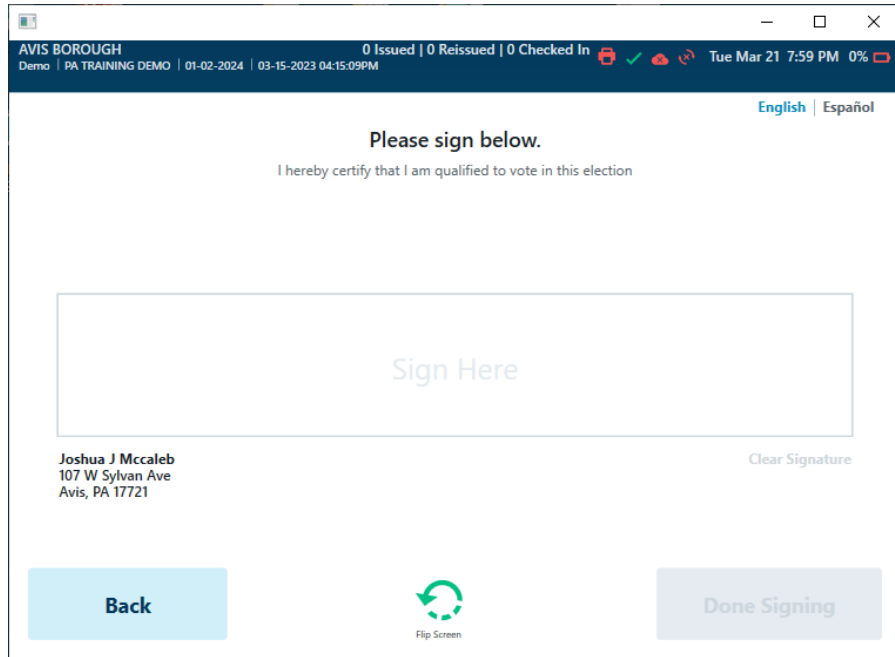
The voter verification options are:

- Voter has completed affidavit
- Voter Assistance/Interpreter
- Voter has surrendered ballot
- Voter has completed the Affidavit of Residency
- Voter has completed the Affirmation of Elector
- None



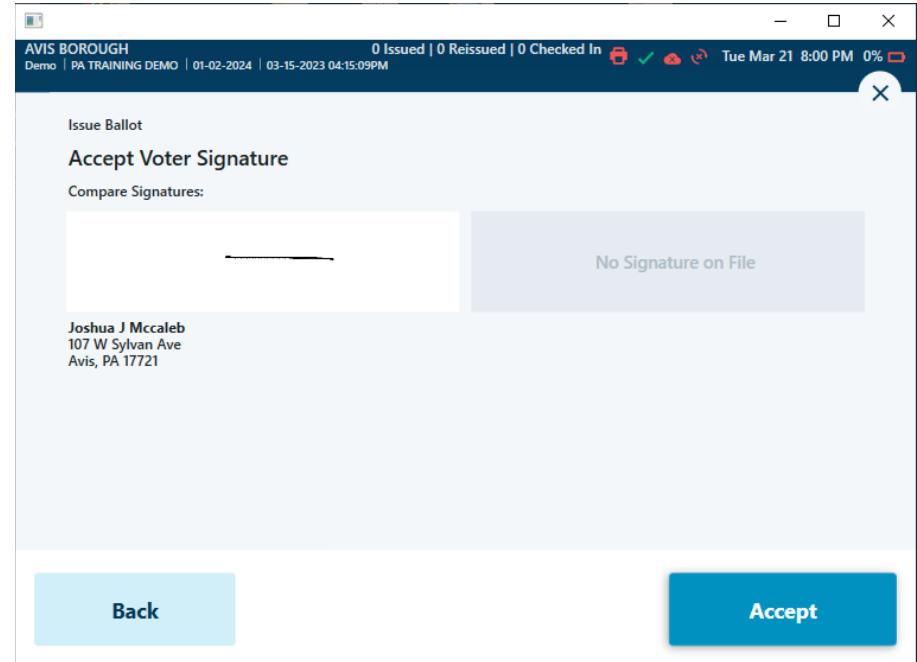
Once complete touch "Next".

Touch “flip screen” then physically flip the unit forward for the voter to sign.



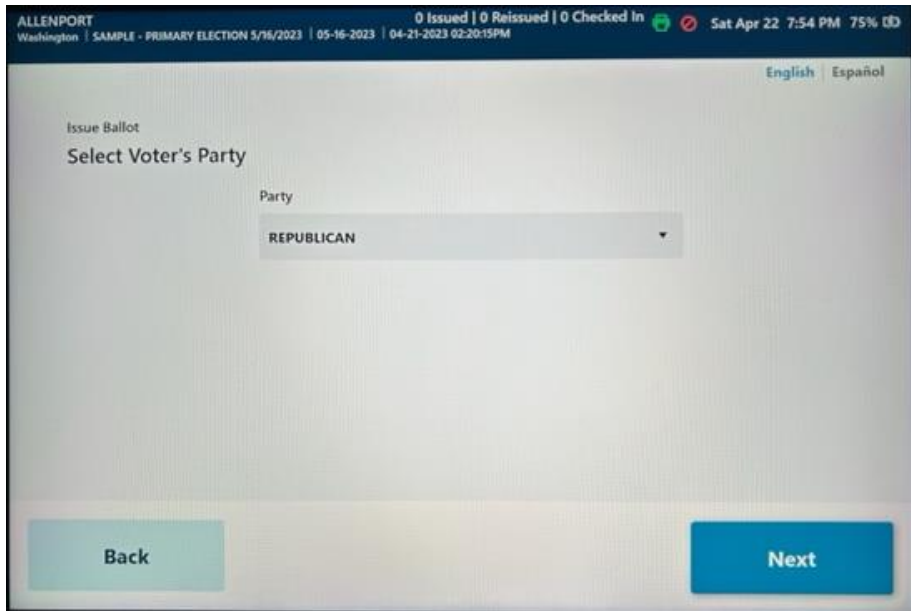
When the voter is done signing physically flip the unit back.
Touch “Done Signing”.

Review the signature against the signature on file.



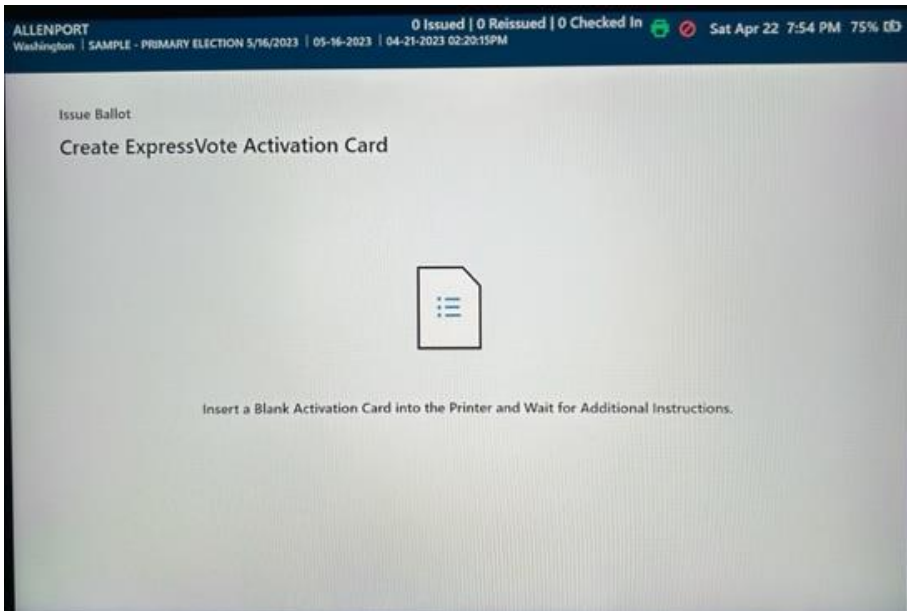
Touch “Accept”.

Voter's registered party will display.



Touch "Next".

The next screen prompts you to create the ballot activation card for the voter.



Create ExpressVote activation card by inserting the top of a blank ballot activation card in the ExpressVote printer.

The cut out notch should be in the top right corner.

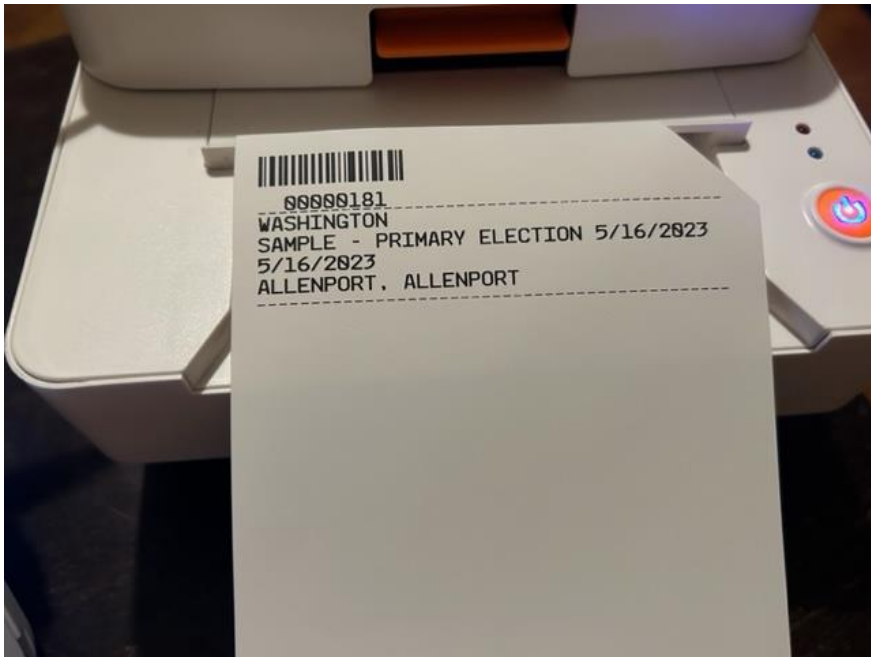


When printing is complete, pull the activation card from the printer.

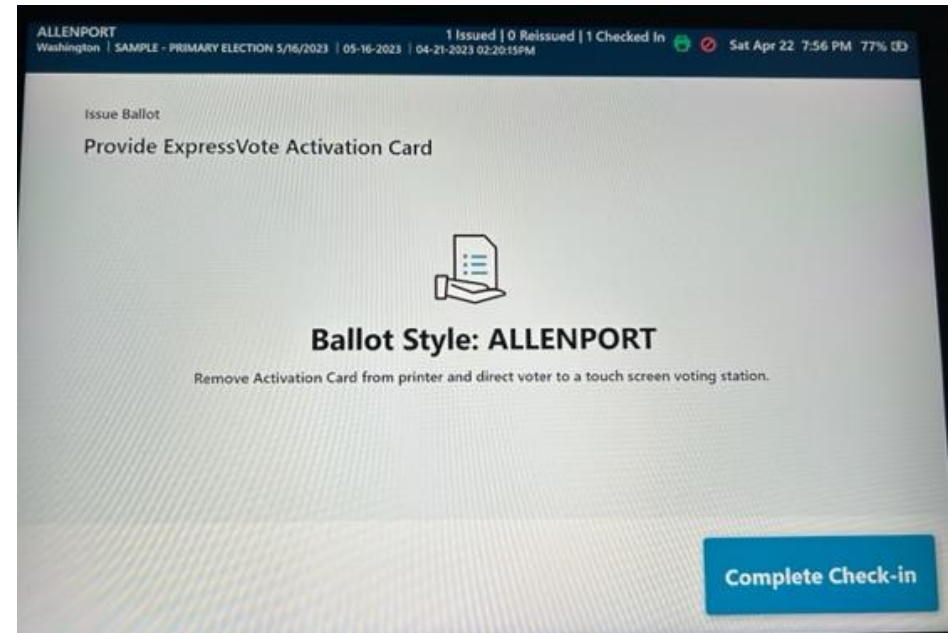
The election name and date and precinct will print along with a bar code. The bar code denotes the party affiliation of the voter.

- **No personal information for the voter is contained on the ballot. The ballot cannot be tied back to a specific voter.**

When the voter inserts their ballot activation card in the ExpressVote ballot marking device the ballot for their party will automatically load.



Touch “Complete Check-in” to return to the Search for Voters screen to search and check in the next voter.



You will be returned to the “Search for Vote” screen to check in the next voter.

Reissuing Ballot

If you need to re-issue a ballot and spoil the original ballot issued, follow these steps:

1. Search for the voter under “Search for Voter” and chose voter’s name.

The screenshot shows a web application interface for managing voters. At the top, it displays 'AVIS BOROUGH' and 'Demo | PA TRAINING DEMO | 01-02-2024 | 03-15-2023 04:15:09PM'. The voter's name is 'MCCALED, JOSHUA J' with address '107 W SYLVAN AVE, AVIS, PA 17721'. There are tabs for 'Basic Info', 'Identification', 'Voter History', and 'Poll Place'. The 'Identification' tab is active, showing fields for Precinct (AVIS BOROUGH), Party (NF), ID Required (Yes), Date of Birth (07-16-1958 (64)), and Ballot Style (AVIS BOROUGH). A red warning box states 'Active Ballot Issued' with the note 'Ballot has already been issued'. A comment at the bottom reads 'Reissue Standard Ballot if spoiling original or Provisional Ballot if original is not provided.' At the bottom of the screen are three buttons: 'Back', 'Reissue Provisional', and 'Reissue Standard'.

2. Touch “Reissue Standard”.

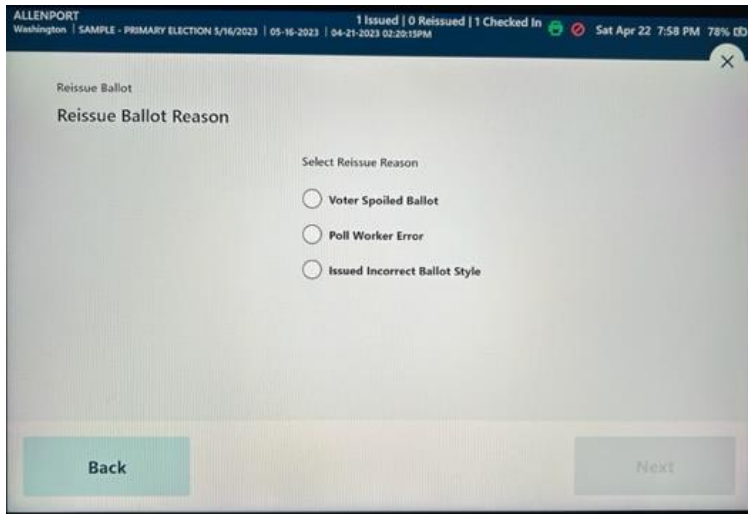
2. Enter the “Capture Ballot Number”. This is their number from the Numbered List of Voters book.

The screenshot shows a mobile application screen titled 'Reissue Ballot' with a sub-header 'Capture Voter Verification'. It features a text input field labeled 'Capture Ballot Number' with the placeholder text 'Tap here to type...'. At the bottom of the screen are two buttons: 'Back' and 'Next'.

3. Touch “Next”.

Closing Poll

4. Select the reason a ballot is being reissued.



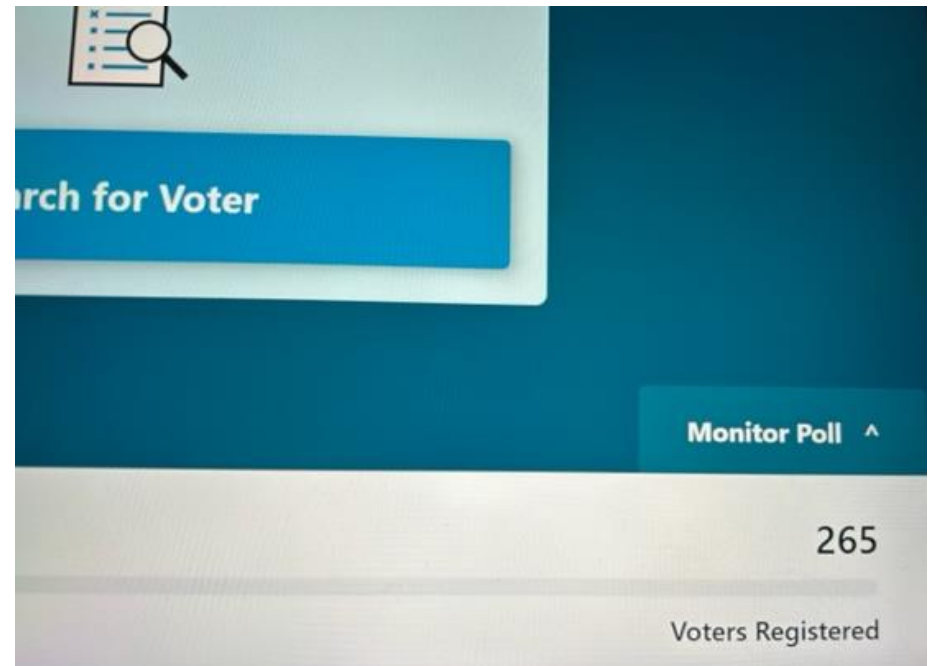
5. Touch "Next".

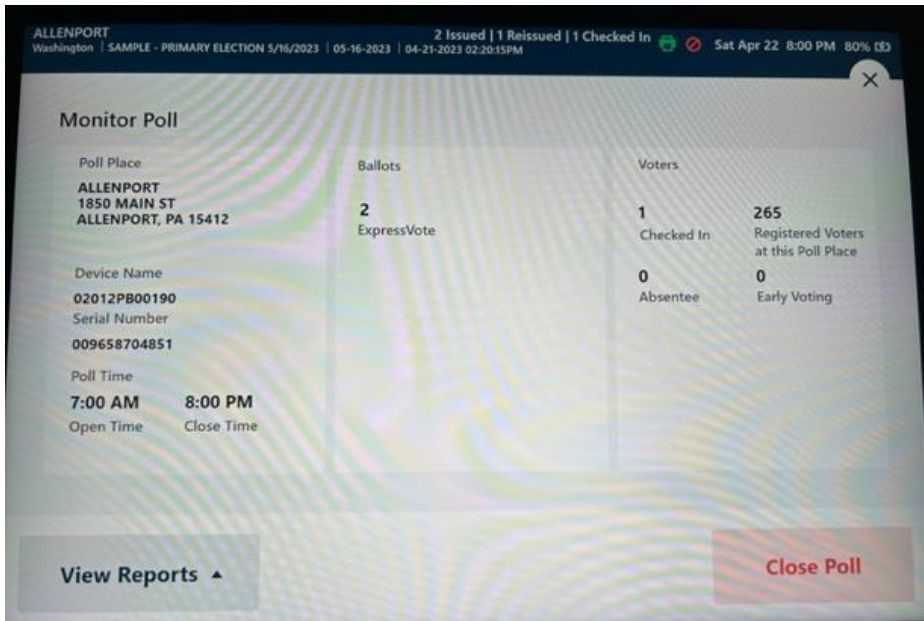
6. The voter needs to re-sign. Follow the previous steps from issuing a ballot.

5. You are prompted to enter a new blank ballot activation card in the ExpressVote printer.

At 8:00 pm after all voters have been checked in for voting, you are ready to close the poll on the electronic poll book.

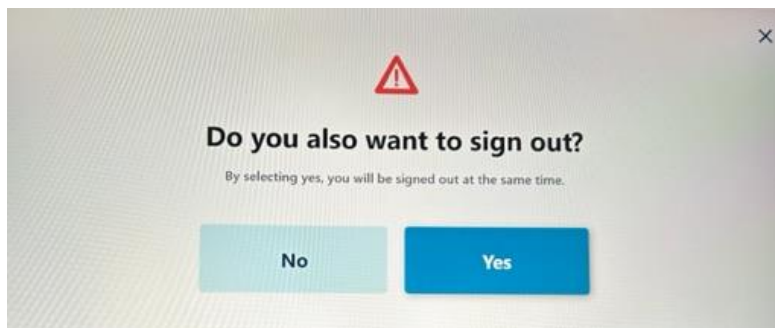
Touch "Monitor Poll" in the lower right corner on the "Search for Voter" screen.



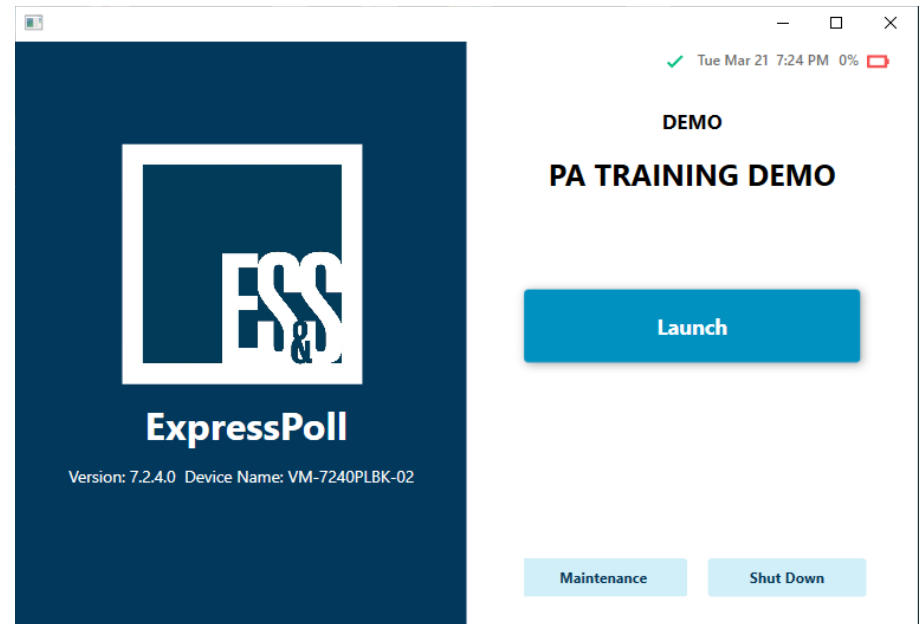


Touch "Close Poll".

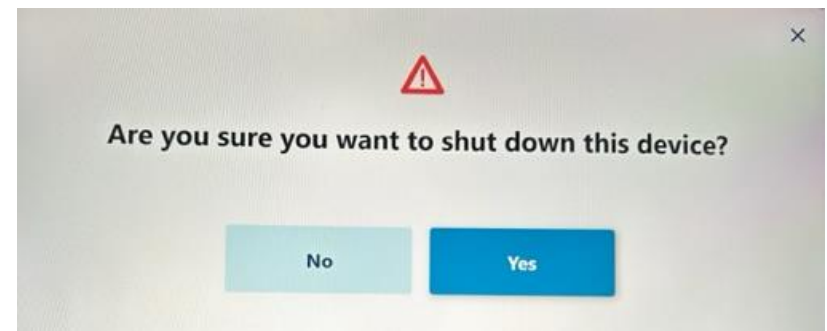
Touch "Yes" to the question, "Do you also want to sign out?"



Touch "Shut Down".



Touch "Yes" to the question, "Are you sure you want to shut down this device?"



When the screen goes black follow these steps to tear down the ExpressPoll and ExpressVote printer:

1. When the screen goes black remove the magnetic power supply cord from the right side.
2. Turn off the ExpressVote printer by pushing the orange button.
3. Remove the ExpressVote printer cord from the USB slot on the electronic poll book.
4. Remove the other end of the USB cord from the back of the ExpressVote printer.
5. Remove the power supply cord from the back of the ExpressVote printer.
6. Return the electronic poll book and its power supply cord to the black and orange case.
7. Zip the case closed and place it in the blue supply bag on wheels.
8. Return the ExpressVote printer and its power supply cord and USB cord to the cardboard box.
9. Place the cardboard box in the bottom of the DS200 scanner along with the white box(es) of unused ballot activation cards.



