

# **MARK-A-VOTE BOOTH ASSEMBLY INSTRUCTIONS**

**USE WITH PAGES 2 AND 6 OF "PRECINCT OFFICERS' CHECKLIST & INSTRUCTIONS"  
FOR OPENING AND CLOSING POLLS PROCEDURES**

**STEP 1:** Release latches of "suitcase-style" booth; lift lid.  
Do not allow lid to lean back without support;  
hold or lean lid against a wall until you complete Step #3.



**STEP 2:** Remove legs (and small leg extenders, if present); set aside.

**STEP 3:** Raise left and right plastic "privacy shields;"  
use clips to secure to booth lid (holds booth open).



**STEP 4:** Tip booth backward to expose underside.

**STEP 5:** Insert metal leg tube into leg hole.  
Turn leg clockwise to lock. Repeat for each leg.



**STEP 6:** To create a wheelchair accessible booth,  
retrieve large leg extenders from the Ballot Box.  
Insert large extenders into front leg holes.  
Insert small extenders into rear leg holes.  
Repeat STEP 5.



**STEP 7:** Return booth to upright position and place on floor.  
Unwind electrical chord.



**STEP 8:** Create a "daisy chain" by plugging each booth into the  
adjacent booth's outlet (inside lid, next to the light panel).  
Plug the last booth of the daisy chain into the wall outlet.



## **FOR DISASSEMBLY (CLOSING POLLS PROCEDURES):**

follow steps above in reverse to disassemble booths, EXCEPT place all 4 leg extenders in Ballot Box.