

# ASSEMBLY INSTRUCTIONS

# ABSENTEE BALLOT DROP BOX



## 1. Unpack contents from box

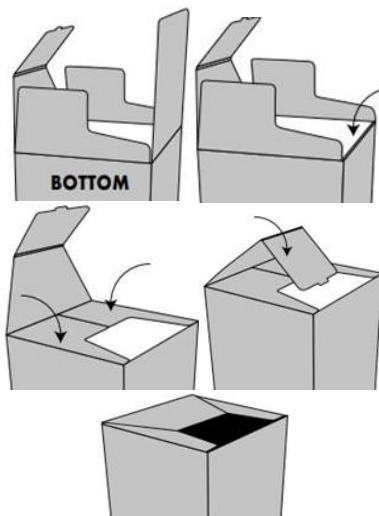
Verify you have the following items:

- One (1) gray base body.
- One (1) top lid panel.
- One (1) weighted base.



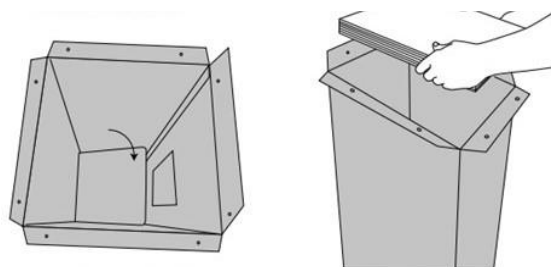
## 2. Remove the hardware from the clear plastic portfolio

- The clear plastic portfolio is stored in the gray cart. The hardware is in a clear plastic bag inside the portfolio.
- Remove the lock and key.
- There are eight bolts and eight wingnuts.



## 3. Unfold main body and fold side and back flaps

- Unfold main body unit with large flaps (bottom of unit) on top.
- Fold large end flap over and into unit as shown.
- Fold two side flaps into unit as shown.
- Bend back flap over and insert into unit.
- Fold end piece back towards rear of unit.
- Insert tab into pre-cut slot. Unit should appear as shown.



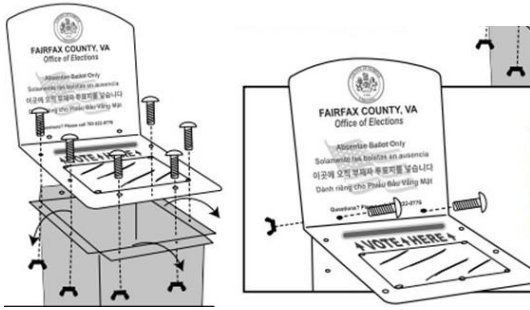
## 4. Insert weighted base and top lid panel

- Carefully turn unit right side up.
- Press large flap down into bottom of unit.
- Flap will lock into place through pre-cut slit inside of unit.
- Insert weighted base into unit and place squarely at bottom.



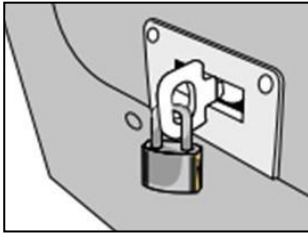
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## 5. Secure top lid panel

- Fold upper flaps on base of unit outward.
- Set lid with door down into position.
- Align holes in lid with holes in flap.
- Secure with six (6) nuts and bolts as shown.
- Use two (2) bolts to secure back graphic to body of unit.



## 6. Secure back door during the day

- The drop box must be secured during the day.
- Close the door on the back of the box.
- Use the lock to secure the swivel hasp on the back door.



### DROP-OFF BOX FOR FAIRFAX COUNTY ABSENTEE BALLOTS

**Did you seal your ballot in Envelope B?**

**Did you fill in the following on Envelope B?**

- o Your **NAME**?
- o Your registered **ADDRESS** (not mailing address)?
- o Your **SIGNATURE** on the voter signature line?

**¿Selló su boleta en el Sobre B?**

**¿Completó lo siguiente en el Sobre B?**

- o Tu **NOMBRE**?
- o ¿Su **DIRECCIÓN** registrada (no dirección postal)?
- o ¿Su **FIRMA** en la línea de firma del votante?

**- Bạn có niêm phong lá phiếu của mình trong Phong bì B không?**

**- Bạn đã điền thông tin sau vào Phong bì B chưa?**

- o TÊN của bạn?
- o ĐỊA CHỈ đã đăng ký của bạn (không phải địa chỉ gửi thư)
- o CHỮ KÝ của bạn trên dòng chữ ký cử tri?

**- 투표 용지를 봉투 B로 봉인 했습니까?**

**- 봉투 B에 다음 사항을 기입하십니까?**

- o 귀하의 이름은?
- o 등록 된 주소 (우편 주소 아닙니까)?
- o 유권자 서명란에 귀하의 서명이 있습니까?

## 7. Insert multi-lingual sign

- Insert the “Drop box for Fairfax County absentee ballots” multi-lingual sign from right side of the acrylic window.



## 8. Position the drop box

- The drop box should be located near the building entrance or near the voting room entrance, at the discretion of the Chief.
- The drop box should be ready for voter use by 6:00 AM.

