

POLL PAD CHECK-IN DEVICE OPENING PROCEDURES

Start by removing the Poll Pad Case and Plastic Tote from the voting machine cart. Place the case on its base, then verify the green numbered seal securing the case matches **Envelope #7**. Cut the seal and place it inside of the envelope.



To unlock the Poll Pad Case, press down the grey buttons securing the lid, then lift the black latches up and out to open the lid. Verify the contents of the case and the wireless profile of the precinct match what is listed on the internal index card.



To open the Plastic Tote, lift up on both lids and extend them up and out so that the contents of the tote are visible. Count the number of Poll Pad Bases and Photo ID Holders and verify they match the number of Poll Pads.



If your precinct has a Mobile Hotspot, remove the hotspot and its supplies from the Poll Pad Case. Plug the Power Cord into the Adapter, then plug the cord into the hotspot. Press the **Power** button and verify the signal strength shows at least two bars.



Remove the Poll Pad Base and Photo ID Holder from the Plastic Tote, and the Poll Pad from the Poll Pad Case. Assemble the Poll Pad by inserting the Swivel Attachment into the base and attaching the ID holder to the back of the Poll Pad.



Remove the Printer and its supplies from the Poll Pad Case. Plug the Power Cord into the Adapter, then plug the cord into the Printer. Verify the **on/off** switch is set to **on**, then press the **Feed** button to ensure the paper roll is positioned properly.



On the Poll Pad, press and hold the **Sleep/Wake** button until the Apple logo displays. Once the unit initializes, insert the iSync Drive into the Lightning Connector. After a second or two, a popup displays. Touch **Import Voter File** from the list of options.



Use the onscreen keyboard to enter the **IMPORT Password**, then touch **Done**. Once the data import is complete, touch **OK** and remove the iSync Drive. Verify the current date/time displays in the header.

*** Upload the voter file on EVERY Poll Pad ***



Remove the Power Cube and Cable from the Poll Pad Case. Assemble the cube, then plug the cable into the Lightning Connector. Verify the battery indicator turns green and a **Charge** icon appears to the right of it. Press **Get Started** at 6:00 a.m.

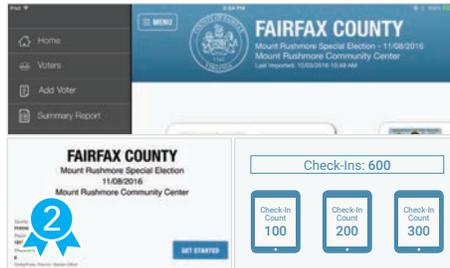


POLL PAD CHECK-IN DEVICE CLOSING PROCEDURES

To verify the total number of curbside voters, use the Admin Poll Pad, then touch **Menu**, followed by **Summary Report**. Refer to the **Outside Polls** field, and record the total number of curbside voters on the **Poll Pad Certification Sheet**.



To return the Poll Pad to the Home screen, touch **Menu**, followed by **Home**. Refer to the Check-In Count at the bottom left of the screen, then record the total number of check-ins, for every Poll Pad, on the **Poll Pad Certification Sheet**.

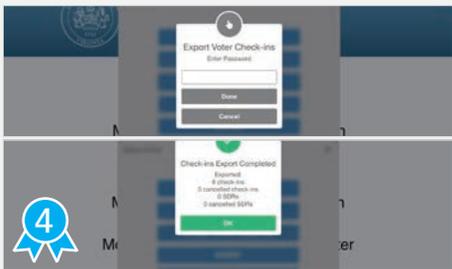


Plug the iSync Drive into the Lightning Connector. After a second or two, a popup displays. Touch **Export Voter Check-Ins** from the list of options.

*** Perform the export process on EVERY Poll Pad ***



Use the onscreen keyboard to enter the **ADMIN Password**, then touch **Done**. Once the data export is complete, touch **OK**, then remove the iSync Drive and secure it in **Envelope #2**.



To power off the Poll Pad, verify the Power Cable is disconnected, then hold down the **Sleep/Wake** and **Home** buttons simultaneously until the Poll Pad screen turns black.



If your precinct has a Mobile Hotspot, verify the Power Cord is disconnected, then press the **Power** button until the hotspot screen turns black.



Disassemble the Poll Pad and return the supplies to the Poll Pad Case and Plastic Tote. Close the case and secure it with a red numbered seal, then record the seal number on **Envelope #7**. Place the tote in the cart, and return the case to the office.





QUESTIONS/CONCERNS

Contact the Fairfax County Office of Elections
703.324.4101