POLL PAD
OPENING PROCEDURES

1 Verify the green seal securing the Poll Pad Case matches the **Machine Certification Form**. Once verified, cut the seal and place it inside of the **#7 Orange Pouch.**

2 Remove the contents from the green Poll Pad Case and the gray Plastic Tote. Assemble each Poll Pad by gently inserting the Poll Pad Arm into the Base and attaching the ID Holder to the back of the Poll Pad. Do not connect to power yet.


3 Locate the printer and its supplies. Plug the power cord into the adapter, then plug the cord into the printer. Use a surge protector to connect to power. Flip the power switch to **ON**, then press the **Feed** button for 3 seconds to test printer.

4 On the Poll Pad, press and hold the **Power Button** (near camera) until the Apple logo appears. After the Poll Pad powers on and the app launches, insert the iSync drive into the **Lightning Connector** (near home button).

5 Tap **Import Voter File** from the list of options. The screen will update and you should tap **Import Voter File** at the bottom of the window. If you see a message about airplane mode, tap **Continue.**
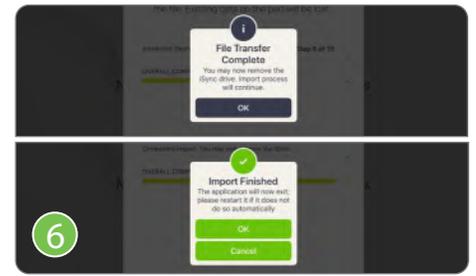
6 When you receive the **File Transfer Complete** message, remove the iSync drive and tap **OK.** The Poll Pad will continue the import process for a few minutes. Tap **OK** when you receive the **Import Finished** message.

7 The Poll Pad application will restart and open to the home screen. Verify that the **Last Imported** date in the top left corner has been updated to today's date (election day).

8 Plug the charging cable into the power cube, then plug the cable into the Lightning Connector. Use a surge protector to connect to power. Verify the battery indicator turns green and a **Charge** icon appears.

9 The Poll Pad is now ready to be used for checking in voters! Repeat steps 4-8 on all Poll Pads and put the iSync drive in the **#7 Orange Pouch** for safe keeping.

# CLOSING PROCEDURES

1 Ensure that all Poll Pads are syncing. Using the **Admin Poll Pad**, tap **Menu**, followed by **Summary Report**. Use this report to record the total curbside voters and total registrations on the **Poll Pad Certification Form**.


2 Go to the home page on all Poll Pads. Record the number of check-ins from each Poll Pad on the **Poll Pad Certification Form.** This number is visible in the top tan banner.
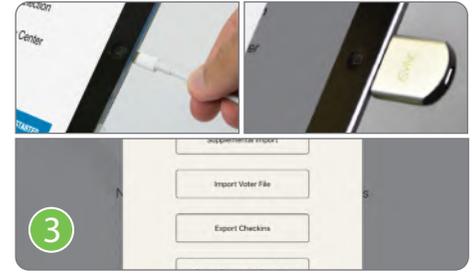
3 Unplug the power cord, then insert the iSync drive into the Lightning Connector. Tap **Export Checkins** from the list of options.

4 The screen will update and you should tap **Export Checkins** at the bottom of the window.
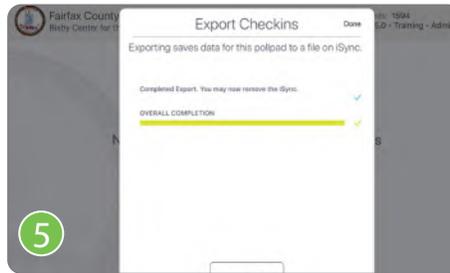
5 Once the text at the top of the window reads **Completed Export**, remove the iSync drive. Tap **Done** in the top-right corner. Finally, tap the **'X'** in the top-right corner to close the window.

6 Power off the Poll Pad by holding the **Power Button** (near camera) and **Home Button** (near Lightning Connector) down until the screen turns black. Repeat steps 3-6 on every Poll Pad.

7 Once you have completed the export on all Poll Pads, return the iSync to the Chief who will secure it in the **#7 Orange Pouch.**

8 Disassemble the Poll Pads and return the supplies to the appropriate case/tote. Secure the green Poll Pad Case with a red zip-tie seal, then record the seal number on the **Machine Certification Form**.

9 The gray Plastic Tote and green Poll Pad Case are returned to the office in two different ways. The Plastic Tote is placed in the gray supply cart, whereas the **Poll Pad Case is returned to the office by the Chief**.

Signature Stop:
- Remember to record the number of checked-in voters from **each** Poll Pad on the **pink Poll Pad Certification form!** All officers working on the Poll Pads when polls close should sign.
- Use the pink Poll Pad Certification Form to complete the **SOR,** then place in the **Blue #2 Pouch.**
- Place the printer output tickets in Envelope #8.