



POLL PAD ELECTION DAY GET STARTED GUIDE

	Morning Checklist
<input type="checkbox"/>	Hotspot - Plug it in & turn it ON
<input type="checkbox"/>	Printer - Plug it in & turn it ON
<input type="checkbox"/>	Poll Pad - Place in stand & attach ID clip
<input type="checkbox"/>	Launch the Poll Pad Application & verify that:
<input type="checkbox"/>	The Poll Pad is in the Correct Polling Location
<input type="checkbox"/>	Check-in Count = 0
<input type="checkbox"/>	Printer icon is GREEN , Press icon & 'Test Print' button
<input type="checkbox"/>	Cloud icon is GREEN
<input type="checkbox"/>	Review the Voter Processing Steps in this Guide
<input type="checkbox"/>	Have A GREAT Election Day!

GET STARTED GUIDE

HOTSPOT SETUP

1



2



3



4



IMPORTANT:

You must plug in & turn ON your Hotspot in order to receive any supplemental data!

Simply Plug In & Power On.

STEP 1: Locate Hotspot

In the equipment box you will have a Hotspot and a power cord.

STEP 2: Connect

Plug Power cord into the side of the hotspot. On cord 'Arrow' marks which side is up

STEP 3: Power Connection

Plug your Hotspot into a wall outlet.

Location: Make sure your check-in table is close to the wall outlet or you have an extension cord available.

NOTE: Your Hotspot has a 2 hour battery

STEP 4: Power on the Hotspot

Press & hold POWER button on the side of the Hotspot (5 seconds).

Wait for 'MiFi' to appear on the screen.





STEP 5: Hot Spot Connected

When connected, the display will look similar to a cell phone display. Make sure the hotspot has a good signal by checking the bars at the top left of the screen. If not, try moving to a different location or close to a window (within 80 feet of the Poll Pads).

NOTE: Tap the POWER button to “wake up” the Hotspot screen if you need to confirm connectivity during the day.

STEP 6: Powering Off

Press and hold POWER button.

STEP 7: Hotspot Powered Off

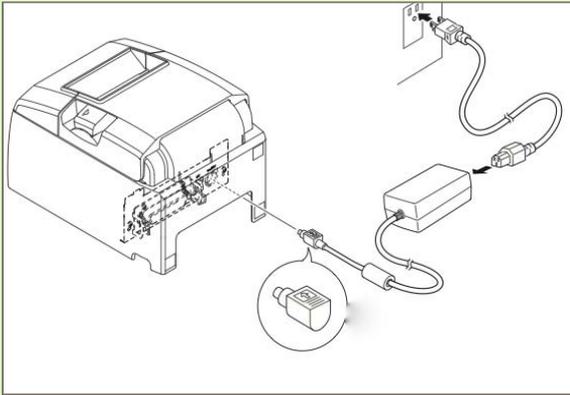
The screen will read ‘Verizon MiFi Powering Off’.

STEP 8: Return Items to County

Unplug the power cord and return the hotspot and power cord to the box or container and return to the Election Authority.

GET STARTED GUIDE

PRINTER SETUP



IMPORTANT:

You must plug in & turn ON your Printer in order to print ballot tickets.

Simply Plug In & Power On.

1



STEP 1: Locate Printer

Open the box and remove the Printer & Power cord.

Box Contents:

- Printer
- Adaptor
- Power Cord

2



STEP 2: Connect

Plug the connector into the back of the printer.

3



STEP 3: Plug Printer into Outlet

Plug your Printer into wall outlet.

Location: Make sure your checkin table is close to the wall outlet or you have an extension cord available.

4



5



STEP 4: Turn Printer ON

If you don't see a green power light on the front panel, check the power cord connections and make sure the outlet has power.

STEP 5: Confirm Connection

Look for blue light to confirm the wireless printing connection is successful.



6

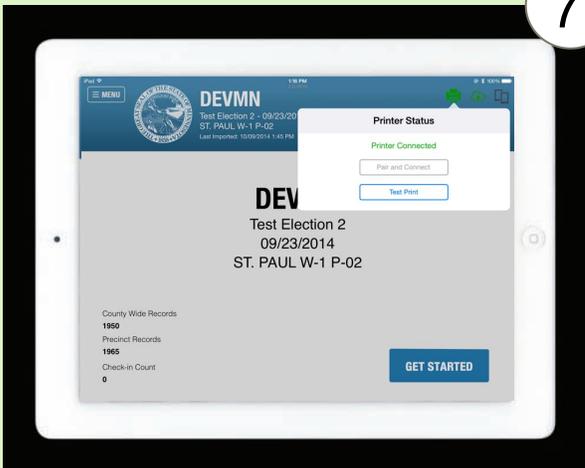


STEP 6: Poll Pad Connected

A green printer icon on the Poll Pad means you are connected as well.



7



STEP 7: Test Print

Press the green printer icon and select 'Test Print' and a sample receipt will print.



GET STARTED GUIDE

POLL PAD SETUP

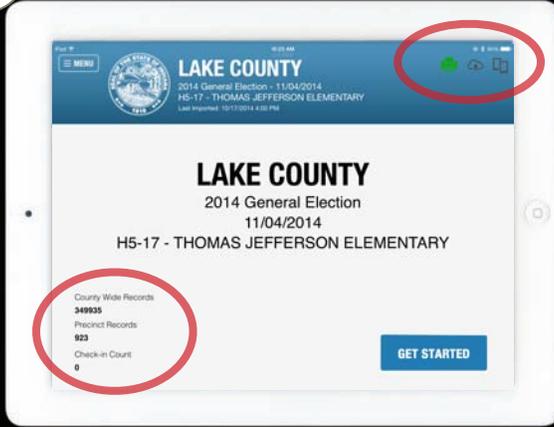
1



STEP 1 POWER on POLL PAD
Press button top left edge of unit with your finger, slide finger on screen to unlock iPad

NOTE: If you do not slide your finger to open iPad it will go back into sleep mode. Press the 'HOME KEY' again and side to UNLOCK.

2



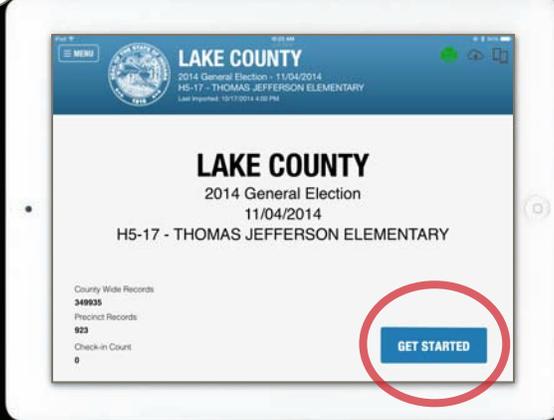
STEP 2 Check to make sure the following are accurate:

County Wide Records
20426
Precinct Records
20425
Check-in Count
0

- Correct Polling location
- Precinct count total
- Check-in Count is at 0
- Battery life is close to full
- Printer is connected



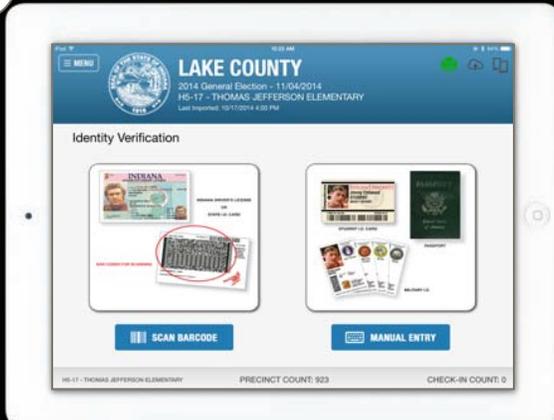
3



Contact the Election Authority if there is an issue.
If your Battery is low (0-20%) or if the iPad will not power on plug into outlet immediately.

STEP 3 PRESS GET STARTED

4



STEP 4 READY TO PROCESS VOTERS

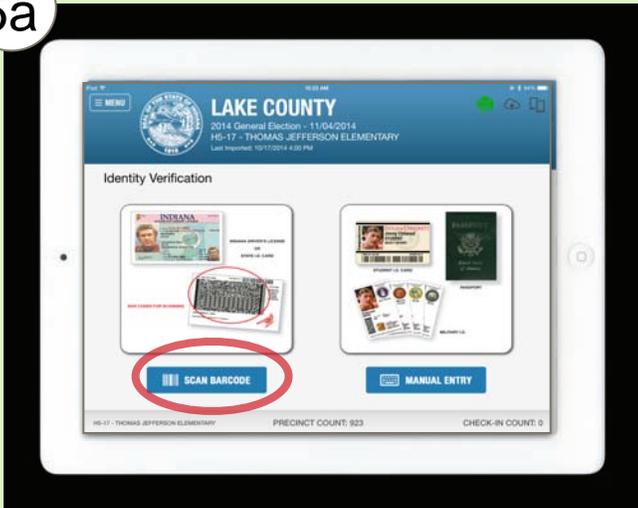


SCAN BARCODE



MANUAL ENTRY

5a



SCAN BARCODE

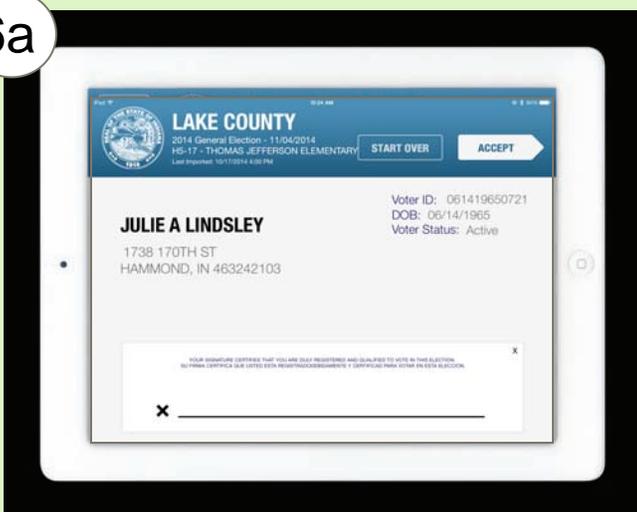
STEP 5 SELECT SCAN BARCODE

Place barcode ID in iClip holder & **PRESS SCAN BARCODE.**



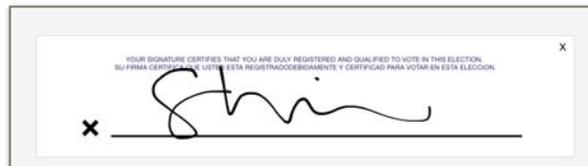
Barcode will focus & Poll Pad will beep when match is found.

6a

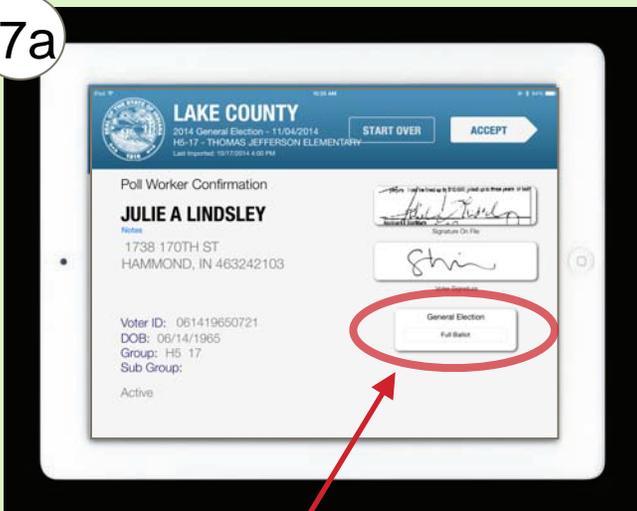


STEP 6 VOTER CONFIRMS STATUS

Voter affirms and signs his name.

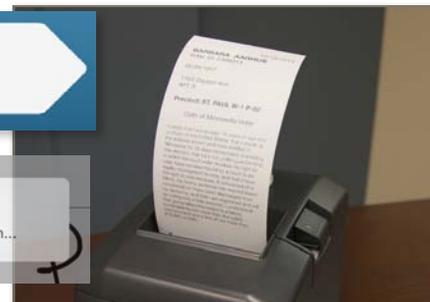
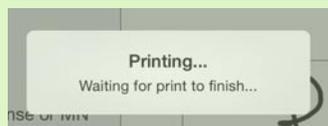
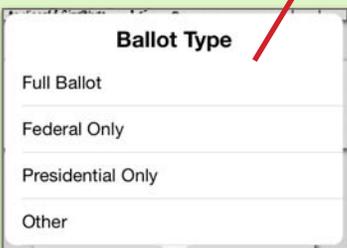


7a



STEP 7 ACCEPT & PROCESS VOTER

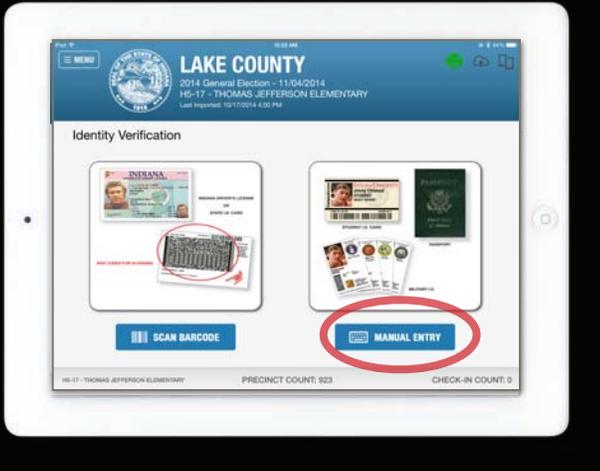
VERIFY the voters signature
SELECT the voters ballot type
ACCEPT & PRINT ballot slip



Your Check-In-Count will tally every voter processed.

CHECK-IN COUNT: 1

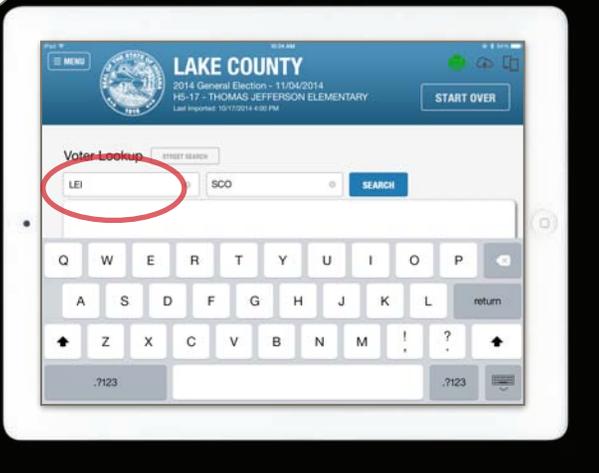
5b



MANUAL ENTRY

STEP 5 SELECT MANUAL ENTRY

6b



STEP 6 VOTER LOOKUP

Enter (3) characters of 'LAST NAME' & 'FIRST NAME' and select 'SEARCH'

ENTRY MISTAKE: If you enter a name incorrectly delete characters by pressing the **BACKSPACE KEY**

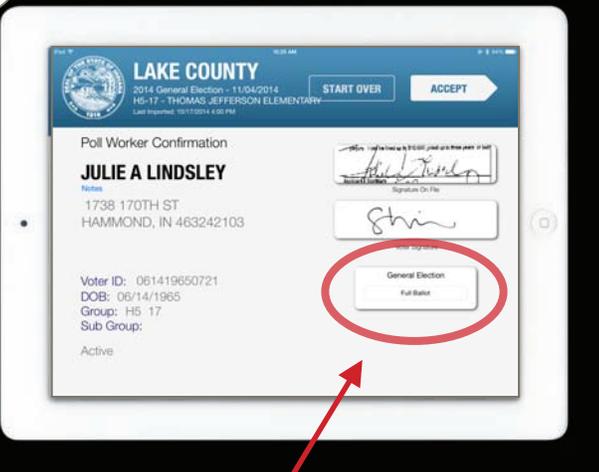


If the voter is registered the 'VOTER LOOKUP' Screen will appear.

Confirm voter & **PRESS** on his name to advance.

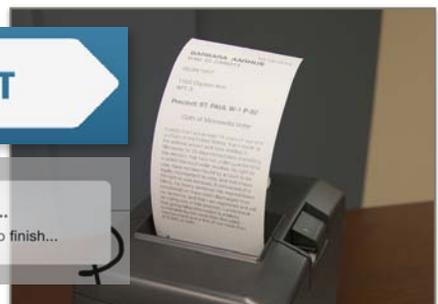
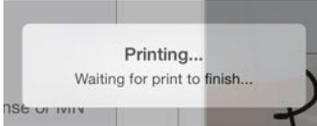


7b



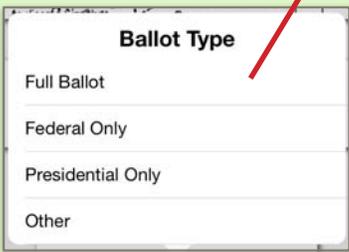
STEP 7 ACCEPT & PROCESS VOTER

VERIFY the voters signature
SELECT the voters ballot type
ACCEPT & PRINT ballot slip



Your Check-In-Count will tally every voter processed.

CHECK-IN COUNT: 1



97%



TROUBLE SHOOTING

Printer / Battery / Hotspot / Scanner

CHANGING PAPER



Open printer and reload paper.



Paper roll needs to feed from the bottom/underneath the roll to the top of the printer. *Close & begin printing*

PRINTER TROUBLE SHOOTING

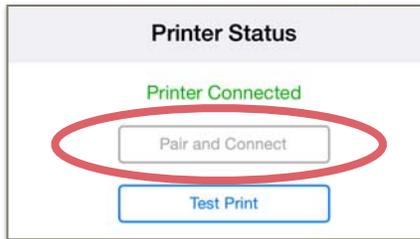
PRINTER IS NOT PRINTING:

- 1) Make sure the printer is turned 'ON'
- 2) Check to confirm the printer is plugged into outlet
- 3) Paper is installed incorrectly
- 4) Lost pairing with the Poll Pad (red icon)

Lost Pairing - Press the Printer icon
A drop down will appear



Press
'Pair and Connect'



CONNECTED



NOT
CONNECTED

HOTSPOT TROUBLE SHOOTING

If sync cloud is **RED** - Tap the power button on the hotspot.

If the display "wakes up" - confirm a good WiFi signal and connected device count

If the display does NOT "wake up":

- Check that the device is plugged in
- Hold the power button until **MiFi** appears
- After device powers up, confirm that there is a good WiFi signal and the device count is correct



NOTE: Refer to the **Hotspot** section of this guide for more information

LOW BATTERY TROUBLE SHOOTING

CONSERVING THE BATTERY LIFE THROUGHOUT THE DAY

- Place Poll Pad in sleep mode by pressing the ON/OFF button
- Take out of sleep mode by pressing the HOME KEY & with your finger - **'Slide to Unlock'**



HOME
KEY



Press to put into
sleep mode



NOTE: If your Poll Pad gets below 20% plug into wall outlet.

SCANNING TROUBLE SHOOTING



BARCODE NOT SCANNING:

1. Barcode not lined up properly / **Be sure to place ID bar code within the frame on the Poll Pad screen.** Top or Bottom alignment can affect the scanner. Optimal placement is in the center of the window.
2. A Glare from lighting could affect the scanning / **adjust the ID or even move the stand and resume.**
3. Barcode may be damaged.
4. Voter is not registered.
5. DMV record does not match the Voter Registration record. (examples: Bill / William)

NOTE: If barcode is not scanned immediately simply search manually.

Voter Not Found

Issue: Voter record is not returned after performing a scan and a manual search.

- All voters downloaded from the original voter file will be displayed on the Poll Pad, even partial records.
- Check to be sure that the name is typed correctly. Use fewer letters of the voter's name or search by first name or last name only.
- Still having trouble locating a voter? Refer voter to the Specialist within the polling place or call the Election office

POLL PAD STAND ASSEMBLY

1



2



3



4



- 1) Fit the left side of the iPad into the open side of the shell. Press the iPad in along the edges and it will click.
- 2) Assemble per diagram, Simple assembly.
- 3) Press buttons on the side of the stand, attach shell, release buttons, and spin until you hear the click.
- 4) Slide the ID Clip onto the back of the shell. Adjust to the suitable angle.