



POLL BOOK SET UP & ADVANCED FUNCTIONS GUIDE

Opening Procedures	1
Closing Procedures	4
Troubleshooting	7
Poll Pad Icons & Colors	9
<u>Advanced Functions</u> (Password Required – <u>with Head Judge Materials</u>)	
Accessing Summary Report	10
Cancel Voter Check-In	11
Reprint Voter Certificates	13

1 LOCATE PRINTER

Open the transport case and remove printer, adapter and power cord.

2 CONNECT TO POWER ADAPTER

Connect the power cord to the power adapter.

NOTE: Ensure secure connection

3 CONNECT TO PRINTER

Plug the connector into the back of the printer.

NOTE: Ensure secure connection

OPENING PROCEDURES | POLL PAD SETUP

4 PLUG PRINTER INTO OUTLET

Plug your printer into a wall outlet.

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

REMINDER: If you are using a power strip, be sure it is turned on.

5 TURN PRINTER ON

The ON/OFF switch is located on the left side of the printer. If you do not see a green power light on the front panel, check the power cord connections and make sure the outlet has power.

6 STAND ARM

To attach the stand arm to the iPad shell, pinch the buttons on the side of the arm and place in circular opening. Release buttons and rotate the arm until you hear a click.

7 CONNECT ARM TO BASE

Take arm and place into Poll Pad Base. Once attached rotate iPad making sure the camera is on top, oriented in a landscape position.

8 ATTACH PHOTO ID TRAY

Slide the ID tray to the iPad using the mounting slide. Once attached, insert stylus into the holding slot. Adjust the iPad to a suitable angle.

9 POWER ON POLL PAD

Press the power button on the top left edge of the unit until you see the Apple icon, then release. The iPad will power on, and the Poll Pad application will launch automatically.

NOTE: Poll Pad will power on automatically if connected to AC power.

OPENING PROCEDURES | POLL PAD SETUP

7 HOME SCREEN CHECKLIST

- Name of Jurisdiction
- Election Name and Date
- Polling Place Location is Correct (Most Important)
- Check-in Count = 0
- Battery Life is Close to Full (90% or greater)

8 CONFIRM CONNECTION

Look for blue light on the back of the printer to confirm the wireless printing connection is successful.

9 CONNECT & TEST PRINT

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

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

You are now ready to sign in and process voters.

POWER OFF & UNPLUG PRINTER

Power off the printer and unplug from outlet, disconnect printer cable from transformer box and printer.

NOTE: Keep Poll Pad powered ON

FOLD STAND ARM

After disconnecting hardware from the iPad, place components back in carrying case. Once the stand arm has been removed from the iPad and battery base, fold the stand arm backwards to fit in the case.

NOTE: Keep Poll Pad powered ON

POWER OFF IPAD

Turn off iPad by holding the power button and the home button (pictured) simultaneously until the screen goes black. Place iPad in the carrying case.

1 PACK POLL PAD CASE

Disassemble the Poll Pad and return the supplies to the Poll Pad Case.

Close the lid and secure.

- 1 Green Case
- 2 Poll Pad & Stand Arm
- 3 Poll Pad Base
- 4 Power Cube and Cord
- 5 (2) Stylus
- 6 Photo ID Tray
- 7 iPad Screen Cloth
- 8 Printer

2 RETURN SUPPLIES

Return Poll Pad Case to the Election's office on election night, along with other precinct supplies.

NOTE: To ensure accuracy, remember to place the Poll Pad supplies in the appropriate case/tote.

TROUBLESHOOTING

CHARGING POLL PAD

- 1 Plug USB end of power cable into power cube
- 2 Plug power cube into an AC wall outlet
- 3 Plug power cable into Lightning Connector on Poll Pad
- 4 Wait about five minutes for the Poll Pad to charge
- 5 Once there is sufficient power, Poll Pad will auto power on
- 6 Resume normal operations

NOTE: To confirm your unit is charging, verify battery icon is green and lightning bolt is displayed.

OPENING POLL PAD

- 1 If application does not automatically launch when powered on, touch the Poll Pad App at the bottom of the Home Screen
- 2 Verify the Minnesota homepage displays on screen

iOS SOFTWARE UPDATE

DO NOT perform a software update on the Poll Pad. In the unlikely event that an iOS update prompt displays on the device, perform the following steps:

- 1 Touch Later from the list of on screen options
- 2 Press the Home button and verify Poll Pad app remains open

TROUBLESHOOTING

POLL PAD SCREEN IS UNRESPONSIVE

- ① Unplug unit from power source (electrical outlet, battery, etc.)

If the Poll Pad screen is unresponsive, perform the following steps:

- ② Hold down the Sleep/Wake and Home buttons simultaneously
- ③ Release both buttons once the Apple logo displays on screen
- ④ After application launches, return to previous activity.

NOT PRINTING / STOPS PRINTING

Connected

- ① Make sure the printer is turned 'ON.'
- ② Confirm the printer is plugged into outlet and cords are securely connected.
- ③ Check paper is installed correctly.
- ④ Confirm connection with Poll Pad (green icon).

Not Connected

CHANGING PAPER

- ① Open printer
- ② Reload paper with the paper flap toward you, feeding from the bottom/underneath roll.
- ③ Close and Print Test Certificate

POLL PAD ICONS

PRINTER ICON COLORS

Poll Pad is paired with the printer. A certificate will print out for checked-in voters and those who are in the wrong precinct.

Poll Pad recognizes the printer and is currently in the process of pairing with the device.

Poll Pad is not paired with the printer. Select the printer icon, followed by Pair and Connect.

MULTI-PEER ICON COLORS

Poll Pad is currently connected and synchronizing with the other precinct Poll Pads.

The number inside of the blue circle indicates the number of precinct units the Poll Pad is connected to.

Poll Pad recognizes the presence of other precinct Poll Pads but is not connected or synchronizing with these units.

The Poll Pad is currently disconnected and not synchronizing with the other precinct Poll Pads. Contact your Election Authority.

CLOUD SYNC ICONS & COLORS

Poll Pad is currently connected and synchronizing with the central election database.

Poll Pad is in the process of connecting to the central election database.

Poll Pad is currently disconnected and not synchronizing with the central election database. Contact your Election Authority.

SUMMARY REPORT – HEAD JUDGE ONLY

1 MENU

To access Summary Report contained in the Poll Pad, press **MENU** > **Summary Report**.

2 ENTER PASSWORD

Enter the **Extra Functions Password**

(with Head Judge materials)

3 SUMMARY REPORT

Use this report to complete your precinct statistics worksheet.

CANCEL VOTER CHECK-IN – HEAD JUDGE ONLY

1 LOOK UP VOTER

Look up voter needed to cancel check-in. Enter the first three letters of last and first names.

2 PRESS SETTINGS BUTTON

Press the **Settings** icon which is located beside first letter of voter's last name.

3 ENTER PASSWORD

Enter the **Extra Functions Password**

(with Head Judge materials)

4 CANCEL THE CHECK-IN

Press **Cancel Voter Check-In**.

CANCEL VOTER CHECK-IN – HEAD JUDGE ONLY

5 POLLWORKER NAME & REASON

Election Judge canceling voter check-in enters their name. From the drop-down box, select reason. If you choose **Other** for reason, you must enter details to proceed. Press **NEXT**.

6 REVIEW, SIGN & SUBMIT

Election Judge must sign using their FULL NAME and press **SUBMIT**.

7 CHECK-IN CANCELED

Voter will be cleared from check-in count.

VOID VOTER CERTIFICATE

- Write “VOID” across cancelled voter certificate
- Note in INCIDENT LOG – include voter name
- Place voided receipt in container with other voter certificates

REPRINT VOTER CERTIFICATES– HEAD JUDGE ONLY

1 LOOK UP VOTER

Look up voter needed to reprint voter certificate. Enter the first three letters of last and first names.

2 PRESS SETTINGS BUTTON

Press the **Settings** icon which is located beside first letter of voter's last name.

3 ENTER PASSWORD

Enter the **Extra Functions Password**

(w/ Head Judge materials)

4 REPRINT VOTER CERTIFICATE

Press Reprint Voter Certificates and a duplicate will automatically print. Then press **START OVER**.

- Printed certificate will be marked “DUPLICATE”
- Note in INCIDENT LOG – include voter name
- Place both receipts (if available) in container with other voter certificates