

# POLL PAD

## Training Guide



## What's in the case?

1. Poll Pad Case
2. Poll Pad
3. Poll Pad Base
4. Lightning Cable and USB Power Adapter
5. Stylus
6. ID Tray
7. Printer and Cords
8. Screen Cleaning Cloth



# POLL PAD

## Parts of the Poll Pad

1. Power Button
2. Home Button
3. Plastic Shell
4. Stand Arm
5. Poll Pad Base
6. Camera
7. ID Tray

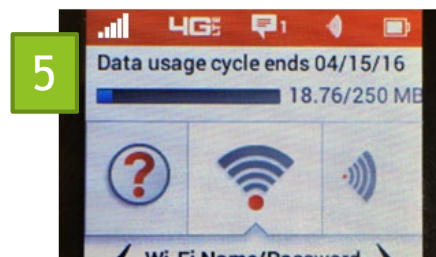
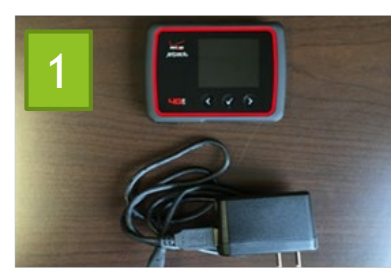


# Opening Procedures: Hotspot Setup

Important: You must plug in and turn ON your Hotspot. They must remain connected to the Poll Pad.

1. Locate your Hotspot: It is in the Poll Pad case
2. Connect: Plug the power cord into the side of the Hotspot. On the cord, the arrow marks which side is up
3. Power Connection: Plug your Hotspot into an outlet  
NOTE: YOUR HOTSPOT HAS A 2- HOUR BATTERY.
4. Power on Hotspot: Press and hold the power button on the side of the Hotspot for five seconds.
5. Hotspot Connected: When connected, the display will look similar to a cell phone display. Make sure the signal is good by checking the bars. Keep it within 80 feet of the Poll Pad.

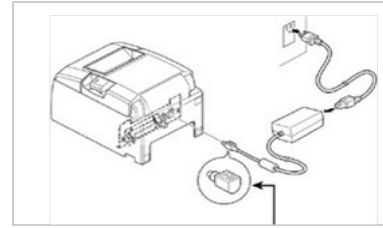
NOTE: Tap the power button to “wake up” the Hotspot screen to confirm connectivity during the day.



## Opening Procedures: Printer Setup

1. Locate Printer: Open the Poll Pad case, find the printer, adapter, and cords
2. Connect to Power adapter: Connect the power cord to the power adapter.
3. Connect to Printer: Plug the connector into the back of the printer.
4. Plug Printer into Outlet: Plug your printer into an outlet.

NOTE: Make sure your check-in table is close to an outlet, or use the provided extension cord.



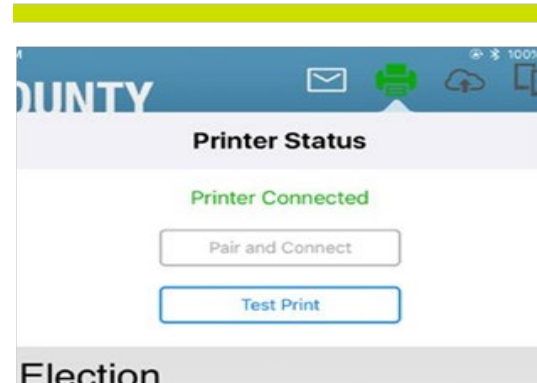
## Opening Procedures: Poll Pad Setup.

1. **Attach Arm:** To attach the stand arm to the iPad shell, press the buttons on the side of the ARM and place in circular opening. Release the buttons and spin the arm until you hear a click.
2. **Connect Arm to Base:** Place the arm in the Poll Pad base.
3. **Attach ID Clip:** Attach the ID tray to the back of the stand tray. Adjust the iPad to a good angle if needed.
4. **Power on Poll Pad:** Press the power button on the top left edge of the iPad until you see the Apple icon.



## Opening Procedures: A few Reminders.

1. The printer must be connected to the Poll Pad via Bluetooth. Make sure the printer icon is green. Do a test print.
2. The Poll Pad must remain connected to the Hotspot. Make sure the cloud icon is green.
3. Home Screen Checklist: Make sure all of the information is correct. County, election name and date, polling place.
4. Make sure the check-in count is 0.
5. Make sure the battery life is close to full (90% or greater).
6. A bi-partisan team will need to long into the Poll Pad. The login information will be located in the Poll Pad Case.



# Processing Voters: Scanning Barcodes of ID's.



1. **IMPORTANT:** ID's may be expired no later than 11/05/2024
2. Scan Barcode: Place the photo ID (barcode facing the camera) on the ID tray. Start the Check-in process by touching SCAN BARCODE.
3. Voter Record Located: Once a match has been located, Poll Pad will take you directly to the signature page.

**NOTE:** During a primary, TURN THE POLL PAD TO THE VOTER AND ALLOW THEM TO CHOOSE A PARTY. DO NOT VERBALLY ASK THEM.

4. Confirm information: Confirm the Voter's name, address, and photo. If nothing has changed, click "Address unchanged". The voter will sign, and press accept.
5. If the address has changed, the voter must FIRST complete the VRG 4/12 Form located in the Inspector Binder. Once the form is filled out, give it to the inspector and continue processing the voter. Click "Address changed" and then "VRG 4/12 completed"
6. Verify that signatures LOOK SIMILAR.
7. A Receipt will print. Voters take this receipt to the ballot table (if separate). POLL WORKS TAKE RECEIPT AND PLACE IT IN THE PROVIDED ZIPLOCK BAG.



# Processing Voters: Manual Search

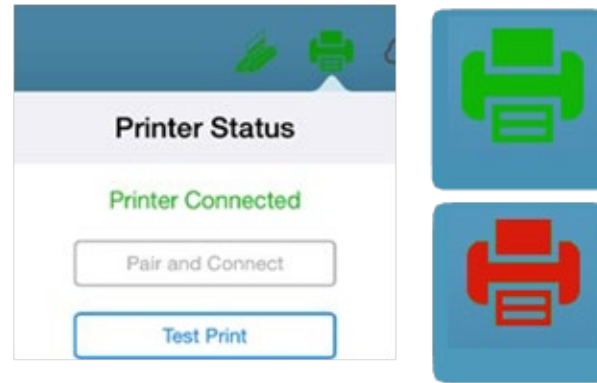


1. If an ID will not scan, use the Manual Entry to search for the voter.
2. Type the first THREE letters of the last name, and first THREE letters of the first name in the correct boxes.
3. When you have the correct voter, continue with the steps on the previous page.
4. If you cannot locate a voter, contact the Voter Registration Office.



# Changing the Receipt Paper:

1. Open the printer
2. Reload paper with the paper flap toward you, feeding from the bottom/underneath roll.
3. Close and test print. Continue checking in Voters



# Sync Cloud:

**IMPORTANT: The poll pad must stay connected to the Hotspot.**

- If icon is GREEN, the Poll Pad is fully connected and operational
- If icon is YELLOW, the Poll Pad may need to be synced to pull in all information
  - Tap the icon, and in the drop-down box tap “Synchronize Now”
- If icon is RED, the Poll Pad has lost its connectivity
  - Check your Hotspot/Cradle point to make sure it is plugged in and ON
  - If you cannot get your Poll Pad connected, contact your County Office for guidance on how to proceed



## Closing Procedures:

1. Give the number of Check-ins to the Inspector
2. Power off the Hotspot and remove the power cord.
3. Unplug the Printer and Poll Pad, turn them off, disassemble the Poll Pad, and place them back in the case.



- 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 Pad Screen Cloth
- 8 Printer



# Don't Worry, you'll do great!

- ▶ The Poll Pad system is very simple once you use it!
- ▶ If you have any questions, there will be training guides and manuals at the Polling Locations.
- ▶ Voter registration Clerks are available for questions, concerns, and assistance on Election Day.
- ▶ Voter Registration: (812)285-6329 (Please be patient as our phones will be busy throughout the day!)