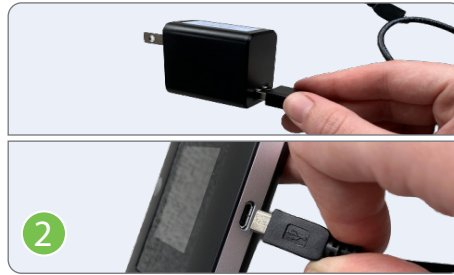


POLL PAD

OPENING PROCEDURES



Remove the contents from the green Poll Pad case and the gray plastic tote.



Plug the black power cord into the adapter, plug the adapter into a surge protector connected to an outlet, and finally plug the power cord into the mobile hotspot.



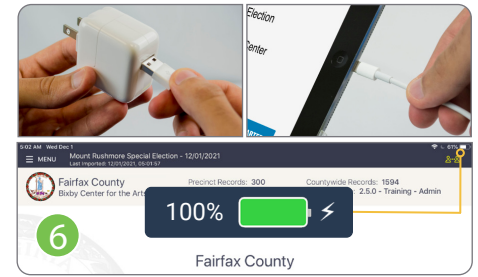
Press and hold the power button until the hotspot turns on. Verify that it has at least 2 bars of signal strength.



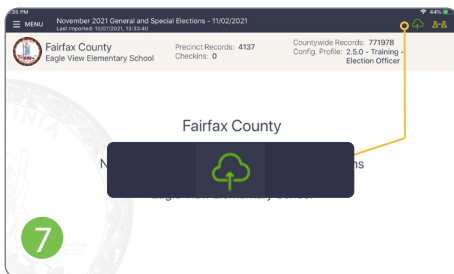
Assemble each Poll Pad by gently inserting the Poll Pad arm into the base and attaching the ID holder to the back of the Poll Pad.



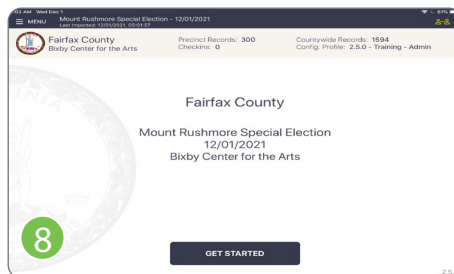
On the Poll Pad, press and hold the power button (near camera) until the Apple logo appears.



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 the charging icon appears.



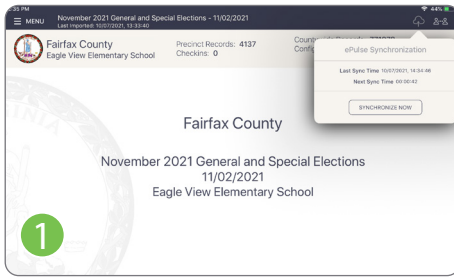
Verify that the cloud icon turns green and that the Poll Pad is communicating with the hotspot device.



The Poll Pad is now ready to be used for checking in voters! Repeat steps 4-7 on all Poll Pads.

POLL PAD

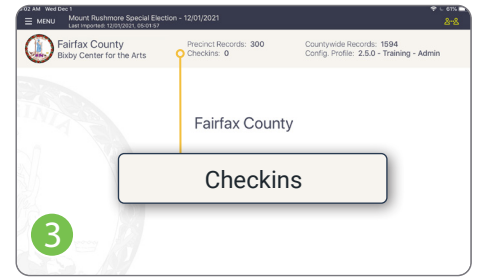
CLOSING PROCEDURES



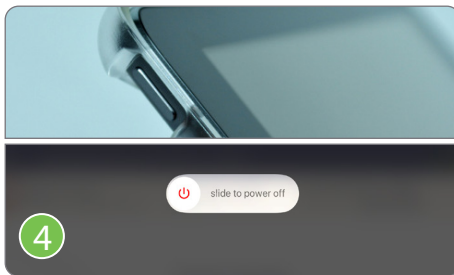
Ensure that all Poll Pads are syncing. Tap on the cloud icon and then tap **Synchronize Now**. Do this on all Poll Pads.



Using the last Poll Pad you synced, tap **Menu**, followed by **Summary Report**. Use this report to record the total curbside voters and total registrations on the **Poll Pad Certification Form**.



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.



Power off the Poll Pads by holding down the power button (near camera) for 5 seconds and then slide to power off on the screen.



Unplug and turn off the mobile hotspot by pressing the power button until the screen turns black. Return the hotspot and its power supply in the lime green Poll Pad case.



Disassemble the Poll Pads and return all supplies to the appropriate case/tote.



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**.