### 1. Get number of check-ins from each Poll Pad
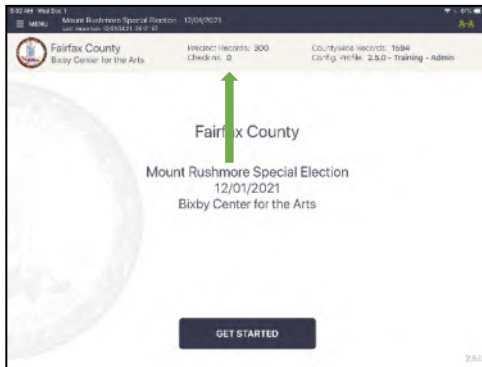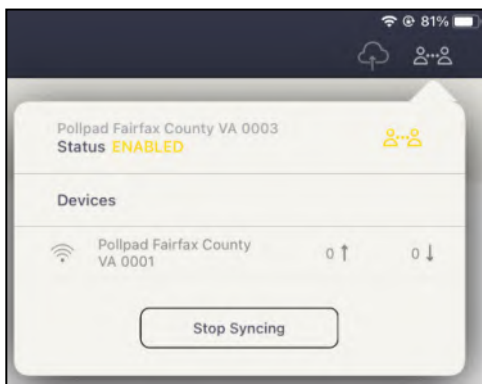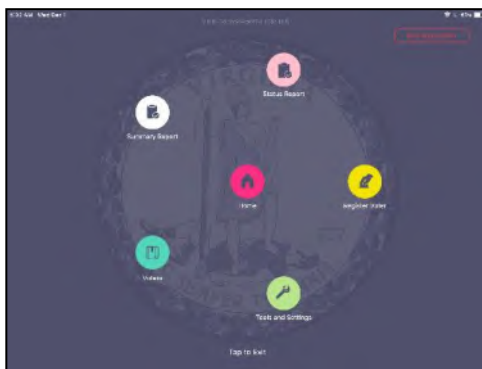
☐ Find number of **Check-ins** in the top middle of the screen.

☐ Record this number in Part 1 on both copies of the **Statement of Results**.

☐ Repeat this step on each Poll Pad.



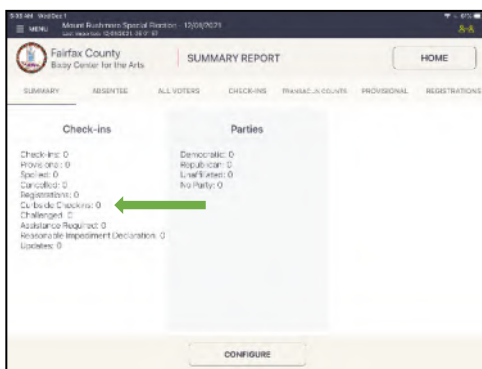### 2. Verify syncing with other Poll Pads is complete

☐ Tap the **yellow sync icon** in the top right corner of the screen.

☐ If this Poll Pad has finished syncing with the others, a zero (0) appears next to the up and down arrows.

☐ If numbers are not zero, tap **Stop Syncing**, wait 10 seconds, then tap **Start Syncing**. Poll Pad should start syncing within 2 minutes.

☐ Wait for Poll Pad to finish syncing before starting the next one.



### 3. Display Summary Report on one Poll Pad

☐ Tap **Menu** in top left corner of screen of any Poll Pad.

☐ Tap **white Summary Report icon**.



### 4. Get number of curbside voters

☐ Find number of **Curbside Check-ins** on left side of the screen.

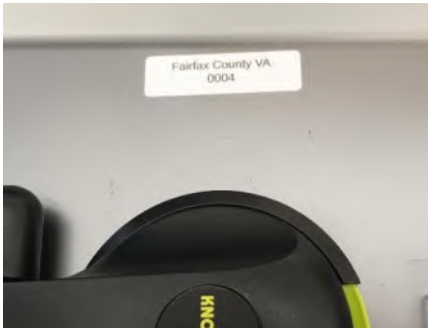☐ Record this number in Part 2 on both copies of the **Statement of Results**.

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**Voters checked in**
From each Poll Pad's home screen, review the top tan banner for the number of voters checked in. If there is an EDR number, add it to the number of voters checked in. For example, if it says "Check-ins: 99 (EDR: 1)", that is actually 99 + 1 = 100 voters.

| | | |
|---|---|---|
| Number of voters checked in on Poll Pad #1 | | 600 |
| Number of voters checked in on Poll Pad #2 | + | 520 |
| Number of voters checked in on Poll Pad #3 | + | 758 |
| Number of voters checked in on Poll Pad #4 | + | |
| Number of voters checked in on Poll Pad #5 | + | |
| Total number of voters checked in | = | 1,878 |

**Curbside voters**
On any Poll Pad, open Menu, then Summary Report.

| | |
|---|---|
| Total number of curbside check-ins | 9 |

## 5. Do **NOT** power off Poll Pads

☐ **STOP! Check the Statement of Results to verify that Poll Pad check-in and curbside numbers were entered correctly.**

☐ Leave the Poll Pads turned on when packing them away.

☐ The screens will dim after a while.

## 6. Identify matching case for each Poll Pad

☐ Each Poll Pad must be packed in its matching case.

☐ Find the white label on the back of the Poll Pad.

☐ Match the Poll Pad label (e.g. 0004) to the number on the blue case tag (e.g. EPB-0004).

## 7. Disassemble Poll Pad

☐ Disconnect the power cable from the Poll Pad and charger, and then unplug the charger from the surge suppressor.

☐ Remove stylus from ID holder.

☐ Carefully slide the ID holder sideways off the back.

☐ Hold down the base with one hand. Grasp the arm and pull up out of the base. Pull on the arm, **not** on the Poll Pad itself.

☐ Pack the base, ID card holder, stylus, charger, and power cable in the bottom of the case.

## 8. Pack Poll Pad

☐ Hold the Poll Pad sideways so that the home button is on the right. Rotate the arm so that it points at your right hand.

☐ Lay the Poll Pad in the case with the home button on the right. Remember—the Poll Pad stays powered on!

☐ Close the lid and make sure the latches are secure.

☐ Put all Poll Pad cases with material to be loaded in Chief's car.

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