

OPENING PROCEDURES

POLL PAD ASSEMBLY



1. Check security of case

STOP! If Poll Pads were not updated with latest voter file, first use separate Poll Pad Update guide. Notify Chief.

- ☐ If Poll Pad has not been opened, seal will be green.
If Poll Pad was updated on Monday, seal will be yellow.
- ☐ Verify that the blue tag number (EPB-0000) and the seal number match the **Machine Certification Form**.
- ☐ Cut seal and put in **#7 Orange Pouch**.



2. Remove contents from the cases

- ☐ Remove the contents from the green cases.
- ☐ Each case contains one Poll Pad and its peripherals:
 - Poll Pad
 - Poll Pad base
 - Power cord and charger
 - Clear plastic ID holder
 - Stylus



3. Assemble base

- ☐ Hold the Poll Pad sideways so that the home button is on the right.
- ☐ Rotate the arm so that it points toward you.
- ☐ Insert the arm into the slot in the green circle in the base.
CAUTION! Push down on the arm, not on the Poll Pad.



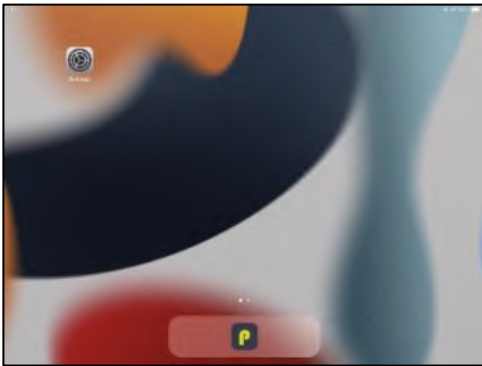
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4. Assemble ID holder and plug in to power

- ☐ Slide the clear plastic ID holder sideways onto the back of the Poll Pad with the white label facing up. Gently—they are easy to break!
- ☐ Insert the stylus into the round hole of the ID holder.
- ☐ Plug small end of power cable into Poll Pad below Home button, then plug large end of power cable into charger.
- ☐ Plug charger into a surge protector and keep plugged in all day.



5. Turn on Poll Pad

- ☐ Find the power button on the left side of the Poll Pad.
- ☐ Press and hold the power button until the Apple logo appears.
- ☐ Tap the **green “P” icon** on the bottom of the screen to start the Poll Pad application.



6. Finish assembly

- ☐ Make sure battery icon is green with a lightning bolt through it.
- ☐ Position Poll Pads within 30 feet of each other so they can sync.
- ☐ Check the **sync icon** that looks like two people. If the **sync icon** is red, tap it and then tap **Start Syncing**. The icon will turn yellow.
- ☐ The cloud icon may be **red** or not visible while polls are open. This is OK!

