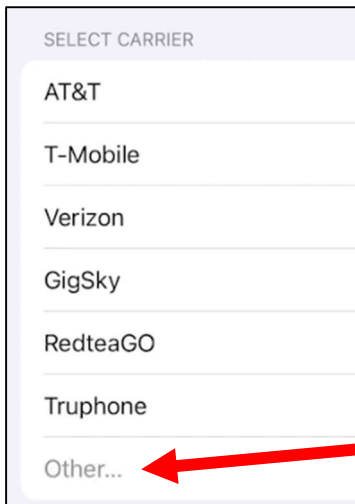# PRE-ELECTION PROCEDURES
POLL PAD UPDATE (WIRELESS)

NOTE: These instructions are for regular Poll Pads. For Provisional Pads, follow separate instructions.

1. Power on devices

- ☐ If case has not been opened, seal will be green.
  If case was opened on Monday, seal will be yellow.
- ☐ Verify blue tag number (EPB-0000) and seal number match the **Machine Certification Form**.
- ☐ Cut seal and put in **#7 Orange Pouch**.
- ☐ Remove only the iPad device from the case.
- ☐ Power on the device by holding down button on left side until Apple logo appears. Release the button.

2. Activate cellular connection

SELECT CARRIER

- AT&T
- T-Mobile
- Verizon
- GigSky
- RedteaGO
- Truphone
- Other…

- ☐ Tap the Settings application icon on the home screen of the device.
- ☐ Tap Cellular Data on the left panel.
- ☐ Tap "Other…" at the bottom of the list.
- ☐ A card will appear asking you to "Add Cellular Plan." Tap on the blue "Install Cellular Plan" button. It may take a few moments to activate.
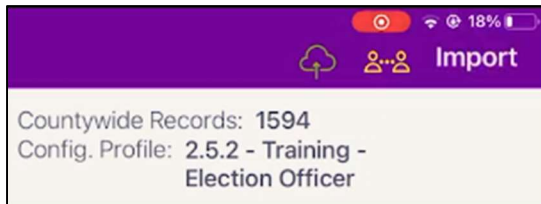- ☐ Once the plan activates, a blue check mark will appear next to the word "Verizon."

3. Relaunch Poll Pad application

Exit Application?
Are you sure you wish to close PollPad?

Exit Application

Cancel

- ☐ Press physical home button on edge of Poll Pad device.
- ☐ Tap lime green "P" app icon at bottom of screen.
  STOP! Do <u>NOT</u> tap Import.
- ☐ Tap Menu at the top left corner of the screen.
- ☐ Tap on the words "Exit Application" in dark red letters toward the top right corner of the Menu screen.
- ☐ Tap "Exit Application" button when the prompt appears. The Poll Pad application will close.
- ☐ Tap on the same "P" icon at the bottom of the screen. The application will relaunch.
- ☐ After relaunch, verify the name and date of the election in the center of the screen are correct.

4. Import voter file

- ☐ Tap Import in the purple banner at the top right corner of the screen.
- ☐ Once you see the Import Voter File prompt, tap Import.
- ☐ Tap Yes on the following prompts, if they appear:
    1. Import Voter History prompt
    2. Export Voter History prompt
    3. Download Voters prompt
- ☐ The percentage will increase as the voter file downloads. This process might take a few minutes.

5. Verify that voter file successfully updated

- ☐ Once the device has updated, you will see the Success message. Tap OK. Tap OK on any other download messages.
- ☐ Verify the last imported date is **June 20** or **June 21**.
- ☐ Verify that the election name, date, and location in the middle of the screen are correct.
- ☐ Verify that the precinct records count and the countywide records count in the header match the numbers on Voter File Cross-Check form in Sheriff's envelope. Verify that check-ins are zero (0).
- ☐ If completing on Monday, power off the Poll Pads and re-pack them. Re-seal the cases with yellow zip-tie seals and record the numbers on the **Machine Certification Form**.
- ☐ **IMPORTANT: Repeat all steps for all Poll Pads. You must perform the update on every Poll Pad, whether or not you use each one to check in voters.**