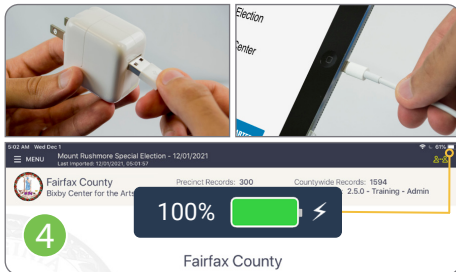# POLL PAD
OPENING PROCEDURES

1 Remove the contents from the green Poll Pad case and the gray plastic tote. Leave the mobile hotspot in the case - it will not be used on election day.
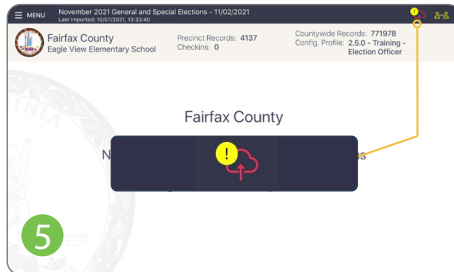

2 Assemble all Poll Pads by gently inserting the Poll Pad arm into the base and attaching the ID holder to the back of the Poll Pad.
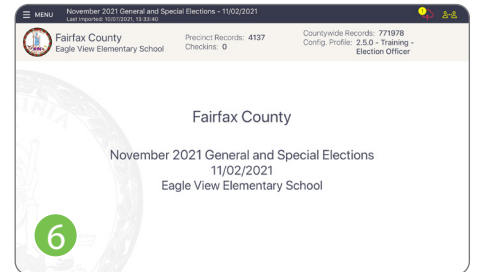

3 On the Poll Pad, press and hold the power button (near camera) until the Apple logo appears.

4 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.
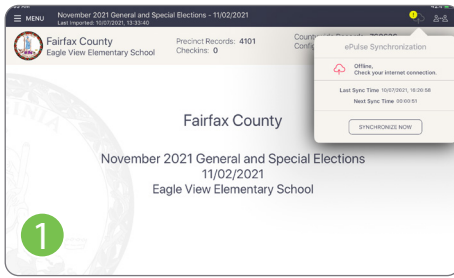

5 You should either see a a red cloud icon or no cloud icon in the top right corner. This is the expected behavior on election day.

6 The Poll Pad is now ready to be used for checking in voters! Repeat steps 3-5 on all Poll Pads.
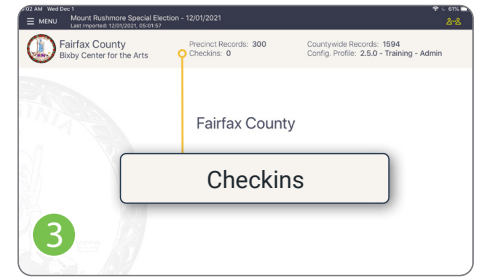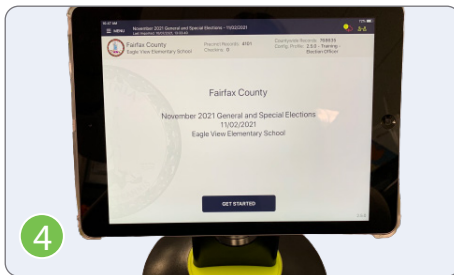
POLL PAD
CLOSING PROCEDURES

1 Ensure that all Poll Pads are syncing. Tap on the cloud icon and then tap **Synchronize Now**. Do this on all Poll Pads. If your Poll Pads do not have a cloud icon, simply skip this step.

2 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**.

3 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.

4 Keep the Poll Pad app open. You will return the Poll Pads to their case while powered on. **Do not lock or turn off the Poll Pads.**

5 Disassemble the Poll Pads and return all supplies to the appropriate case/tote. Again, ensure the Poll Pads are all powered on and the Poll Pad app is visible.

6 Place the plastic tote in the gray supply cart.

Give the Poll Pad Case to the Chief who will return it to the office on election night.

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.**