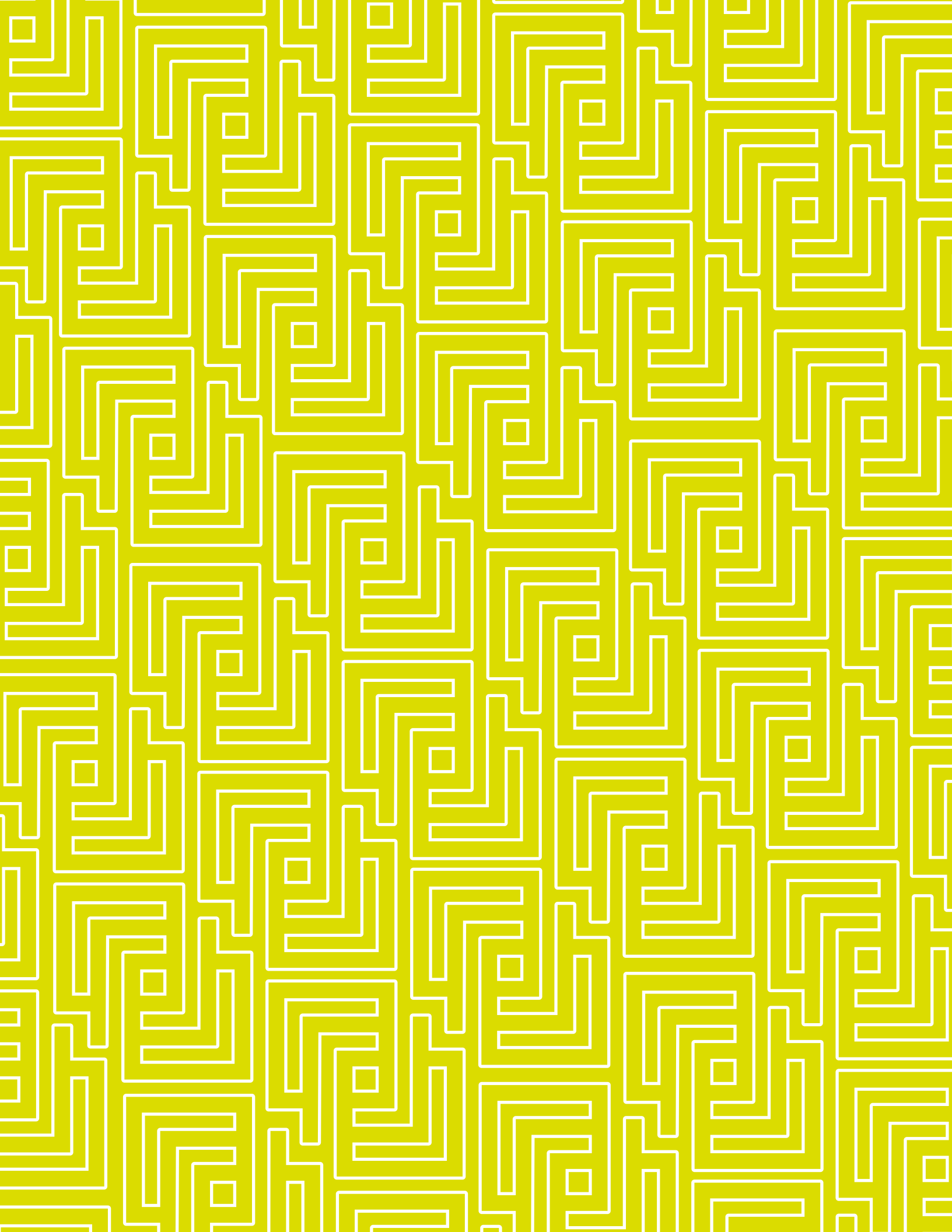


POLL PAD

Early Voting
Poll Worker
Training Manual

OCEAN COUNTY NEW JERSEY





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opening procedures

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processing voters

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closing procedures

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troubleshooting

meet the

POLL PAD[®]

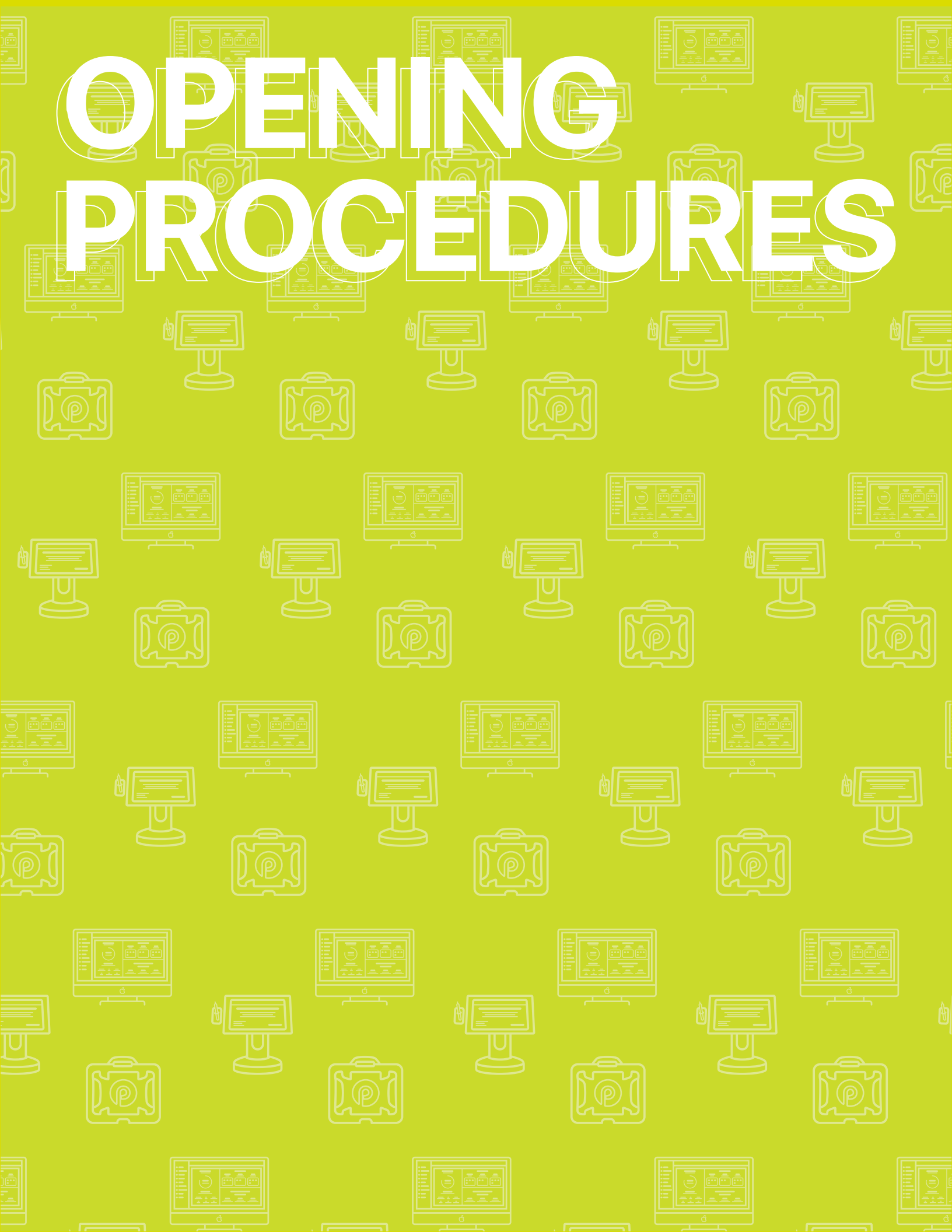


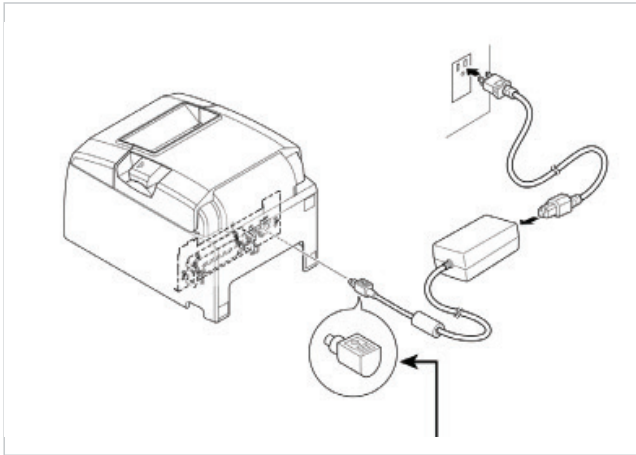
- 1 Power Button
- 2 Home Button
- 3 Poll Pad & Shell
- 4 Stand Arm
- 5 Poll Pad Base
- 6 Camera
- 7 Encoder
- 8 Lightning Port



- 1 Green Case
- 2 Poll Pad
- 3 Poll Pad Base
(stand arm located under Poll Pad base)
- 4 Lightning to USB Cable & USB Power Adapter
- 5 (2) Stylus
- 6 Encoder
- 7 Printer
(printer cords located under Poll Pad base)
- 8 Screen Cloth

OPENING PROCEDURES





1 LOCATE PRINTER

Open the transport case and remove printer, adapter, and power cord.



2 CONNECT TO POWER ADAPTER

Connect the power cord to the power adapter.

NOTE: Ensure secure connection.



3 CONNECT TO PRINTER

Plug the connector into the back of the printer.

NOTE: Ensure secure connection.



4 PLUG PRINTER INTO OUTLET

Plug your printer into a wall outlet.

NOTE: Make sure your check-in table is close to the wall outlet or you have an extension cord available.



5 TURN PRINTER ON

The ON/OFF switch is located on the left side of the printer. If you do not see a green power light on the front panel, check the power cord connections and make sure the outlet has power.



6 STAND ARM

To attach the stand arm to the Poll Pad shell, press the buttons on the side of the arm and place in circular opening. Release buttons and rotate the arm until it clicks.



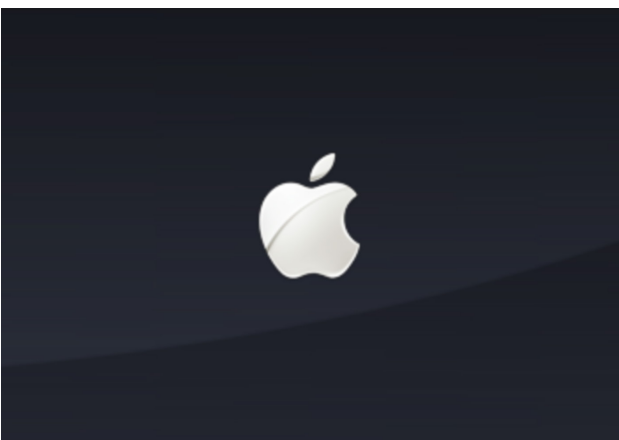
7 CONNECT ARM TO BASE

Place stand arm into Poll Pad base. Once attached, rotate Poll Pad making sure the camera is on top, oriented in a landscape position.



8 ATTACH PHOTO ID TRAY

Attach the ID tray to the Poll Pad using the mounting clip. Once attached, insert stylus into the holding slot. Adjust the Poll Pad to a suitable angle.



9 POWER ON POLL PAD

Press the power button on the top left edge of the unit you see the Apple icon, then release. The Poll Pad will power on, and the Poll Pad application will launch automatically.

NOTE: Poll Pad will automatically power on if connected to AC power.

OPENING PROCEDURES | POLL PAD SETUP



10 APPLICATION LAUNCHES

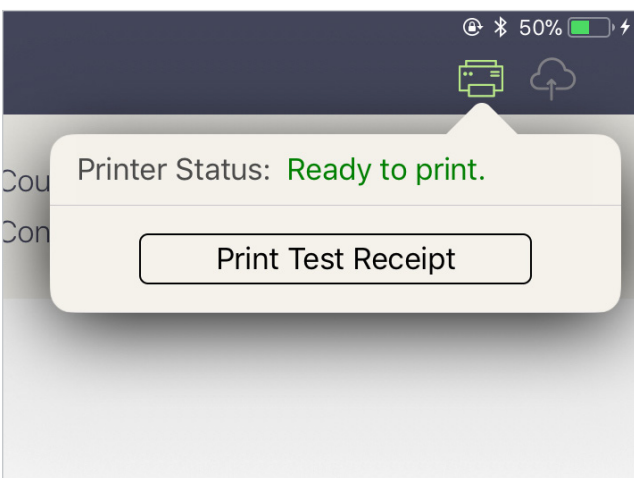
Press the application icon at the bottom of the screen.

When the application launches, you will be directed to your county's homepage.



11 HOME SCREEN CHECKLIST

- Name of jurisdiction
- Election name and date
- IMPORTANT: Verify polling place is correct
- Checkin Count = 0
- Battery life is close to full (90% or greater)

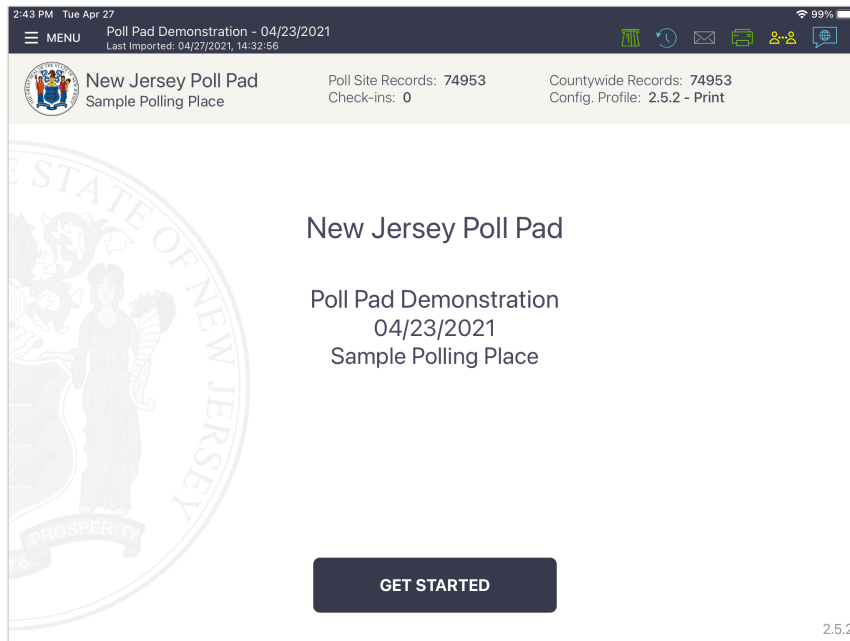


12 CONNECT & TEST PRINT




A green printer icon on the Poll Pad means you are connected to the printer.

Press the green printer icon and select **Print Test Receipt** and a sample receipt will print. You are now ready to sign in and process voters.




OPENING PROCEDURES | POLL PAD ICONS







CLOUD SYNC ICONS & COLORS

-  Poll Pad is currently connected and synchronizing with the central election database.
-  Poll Pad is in the process of connecting to the central election database.
-  Poll Pad is currently disconnected and not synchronizing with the central election database. Poll Pad will continue to work and check-in voters. Contact your Election Authority.



PRINTER ICONS & COLORS

-  Poll Pad is paired with the printer. A receipt will print out for checked-in voters and those who are in the wrong precinct.
-  Poll Pad recognizes the printer and is currently in the process of pairing with the device.
-  Poll Pad is not paired with the printer. Select the printer icon, followed by Pair and Connect.

MULTI-PEER ICONS & COLORS

-  Poll Pad is currently connected and synchronizing with the other precinct Poll Pads.
-  The number inside of the blue circle indicates the number of precinct units the Poll Pad is connected to.
-  Poll Pad recognizes the presence of other precinct Poll Pads but is not connected or synchronizing with these units.
-  The Poll Pad is currently disconnected and not synchronizing with the other precinct Poll Pads. Contact Election Authority.

ENCODER ICONS & COLORS

-  Encoder is active and able to program cards.
-  Encoder is not active. Remove and reinsert encoder.

PROCESSING VOTERS

PROCESSING VOTERS | SEARCH BY MANUAL ENTRY

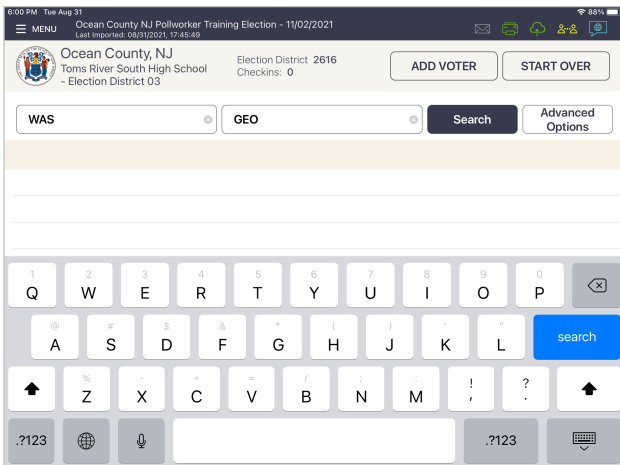
1 SEARCH BY NAME

Press **MANUAL ENTRY** to locate the voter by using their first and last name.



2 ENTER VOTER'S NAME

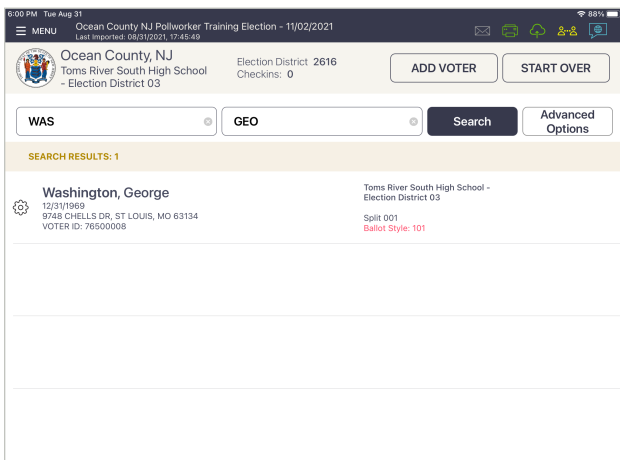
Use the on-screen keyboard to enter the first three (3) letters of the voter's last and first name, then press either **SEARCH** button.



3 SELECT VOTER'S RECORD

Records matching the search criteria display on-screen. Locate the voter's record and verify it does not contain any exceptions, then select the voter by pressing their record.

NOTE: Search results show both in and out of ward/district voters. Out of ward/district voters display in gray with an indicator that states **Wrong Ward/District**.



PROCESSING VOTERS | SEARCH BY MANUAL ENTRY

4 VOTER CONFIRMATION

The voter's information is displayed on-screen. Verify the information is correct. If so, press **ACCEPT**.

Ocean County, NJ
Toms River South High School
- Election District 03

VOTER CONFIRMATION

GO BACK ACCEPT

Verify voter information and tap accept to continue

George Washington
DOB: 12/31/1969
9748 CHELLS DR, ST LOUIS, MO 63134

Voter ID: 76500008 Status: ACTIVE Election District: 101 Split: 001

Provisional

5 VOTER SIGNATURE

Rotate the Poll Pad to the voter to complete their oath and capture signature. Once complete, rotate back and press **DONE SIGNING**.

Ocean County, NJ
Toms River South High School
- Election District 03

SIGNATURE CONFIRMATION

GO BACK DONE SIGNING

Have voter sign and select DONE SIGNING.

George Washington
9748 CHELLS DR, ST LOUIS, MO 63134
Election District: 101 Split: 001

LISTEN TO OATH
CLEAR SIGNATURE

George Washington

"I swear or affirm that I reside at the address above and am eligible to vote in this election."

6 POLL WORKER CONFIRMATION

Poll worker confirmation screen will appear. Poll worker to verify signature and confirm all information is correct. If correct, **initial** (left box) and enter the **Voter Authority #** (right box) and press **SUBMIT**.

Ocean County, NJ
Ocean County Early Voting
Location #1

POLL WORKER CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

George Washington
9748 CHELLS DR, ST LOUIS, MO 63134
Election District: 101 DOB: 12/31/1969
Split: 003 Status: ACTIVE
Voter ID: 76500008

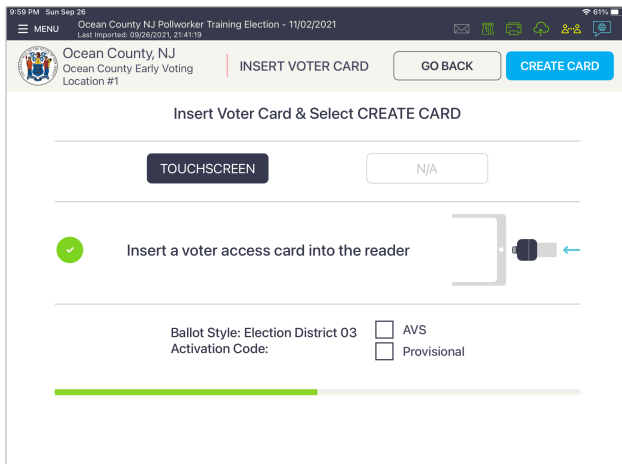
Ballot Style: Election District 03

Challenge Voter Assistance Required

Pw 123

Pollworker Initials Pollworker Initials

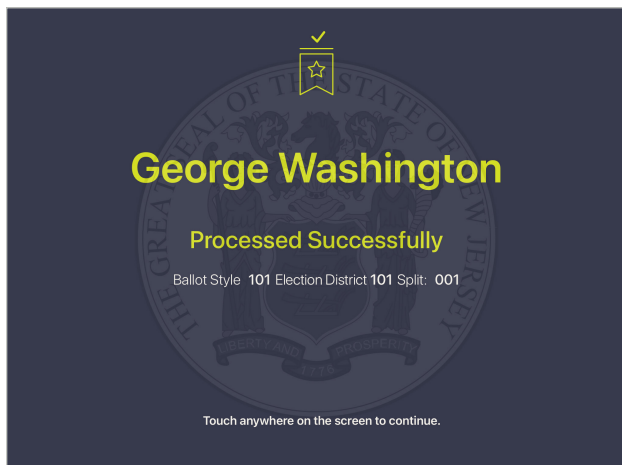
PROCESSING VOTERS | SEARCH BY MANUAL ENTRY



7 CREATE VOTER CARD

Poll worker should insert Voter Card and select **CREATE CARD**.

If the error "CARD CREATION FAILED!" appears at the bottom, pollworker should simply flip Voter Card over to the opposite side and re-insert.



8 VOTER PROCESSED

Voter successfully processed. Follow polling place protocol to direct voter to next polling station.

PROCESSING VOTERS | ID REQUIRED

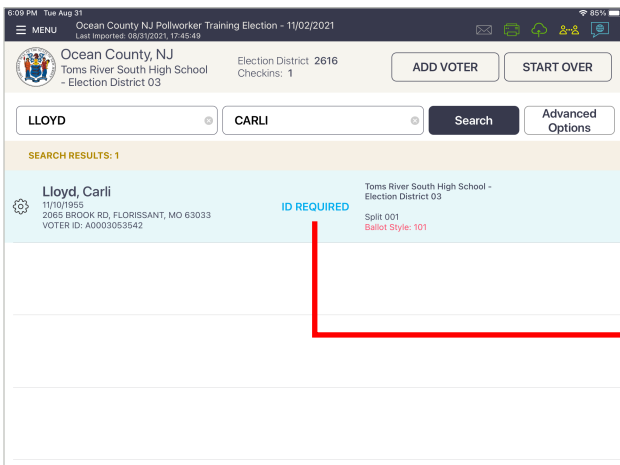
1 LOOK UP VOTER

Look up the voter's record using **MANUAL ENTRY**.



2 LOCATE VOTER'S RECORD

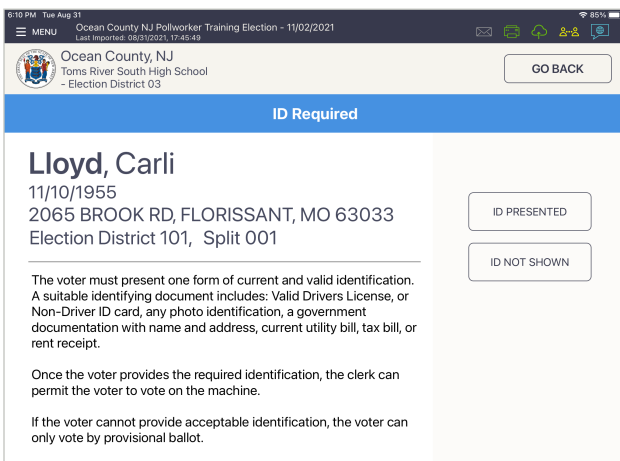
You will notice the voter record contains a status that reads "ID Required." Press voter record.



ID REQUIRED

3 FOLLOW PROMPT

A prompt will appear. Follow the instructions on the screen.



PROCESSING VOTERS | AFFIRMATION OF ADDRESS

1 LOOK UP VOTER

Look up the voter's record using **MANUAL ENTRY**.

The screenshot shows the app interface for the Ocean County NJ Pollworker Training Election. At the top, it displays the election name, date (11/02/2021), and location (Toms River South High School - Election District 03). Below this, there is a large 'GET STARTED' button. The background features a faint seal of the State of New Jersey.

2 LOCATE VOTER'S RECORD

You will notice the voters record contains a status that reads "Affirmation of Address." Press voter record.

The screenshot shows the search results for a voter named Madison, James. The status 'AFFIRMATION OF ADDRESS' is highlighted in yellow. A red line points from this status to a callout box on the right.

**AFFIRMATION
OF ADDRESS**

3 FOLLOW PROMPT

A prompt will appear. Follow the instructions on the screen.

The screenshot shows the 'AFFIRMATION OF ADDRESS' prompt for Madison, James. It includes his personal information and instructions for the pollworker. On the right, there are three buttons: 'FORM COMPLETED', 'PROVISIONAL BALLOT', and 'GO BACK'.

AFFIRMATION OF ADDRESS

Madison, James
03/16/1954
9409 Elm DR, ST LOUIS, MO 63134
Election District 101, Split 001

- This voter must complete the "Affirmation of Address" affidavit.
- If the address is the same as listed above, the pollworker should select the "Form Completed" button and check in voter.
- If the address is different, please select "Provisional Ballot" button.
- The voter is NOT required to present ID or proof of address.
- This voter CANNOT be challenged solely because there is an "Affirmation of Address" status.

FORM COMPLETED
PROVISIONAL BALLOT
GO BACK

PROCESSING VOTERS | APPLIED MAIL IN BALLOT

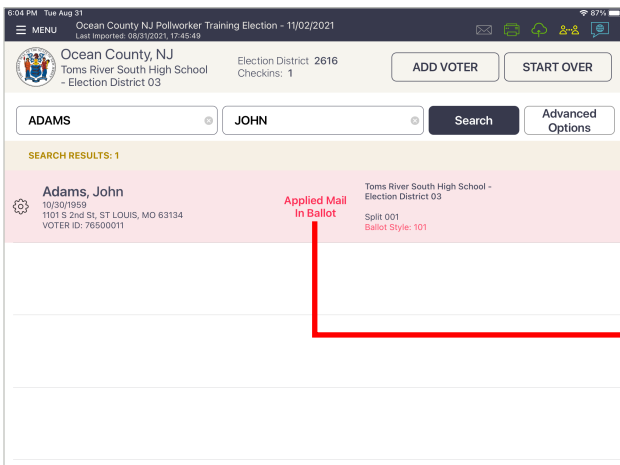
1 LOOK UP VOTER

Look up the voter's record using **MANUAL ENTRY**.



2 LOCATE VOTER'S RECORD

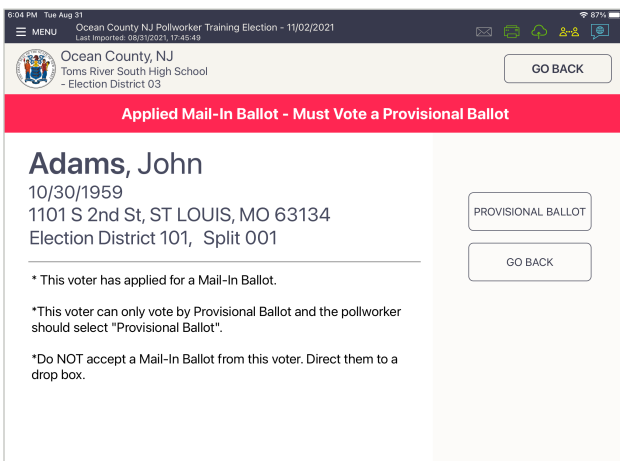
You will notice the voter record contains a status that reads "Applied Mail In Ballot." Press voter record.



Applied Mail
In Ballot

3 FOLLOW PROMPT

A prompt will appear. Follow the instructions on the screen.



PROCESSING VOTERS | VOTE BY MAIL RECEIVED

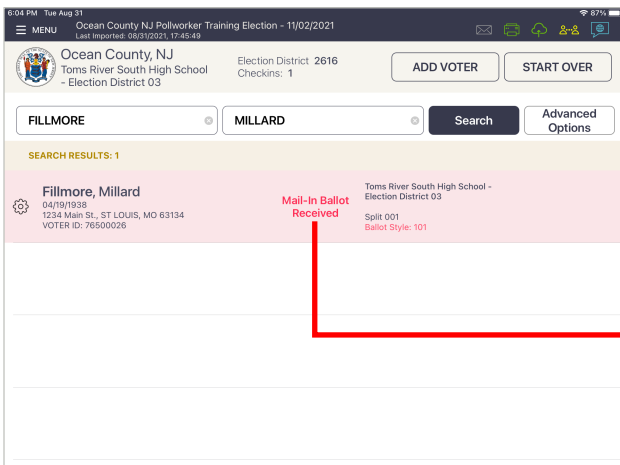
1 LOOK UP VOTER

Look up the voter's record using **MANUAL ENTRY**.



2 LOCATE VOTER'S RECORD

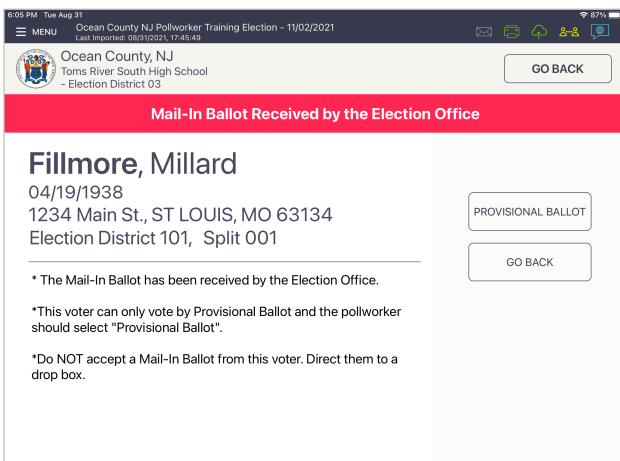
You will notice the voter record contains a status that reads "Mail-In Ballot Received." Press voter record.



Mail-In Ballot
Received

3 FOLLOW PROMPT

A prompt will appear. Follow the instructions on the screen.



PROCESSING VOTERS | WRONG ELECTION DISTRICT ELECTION DAY ONLY SCENARIO

1 LOOKUP VOTER

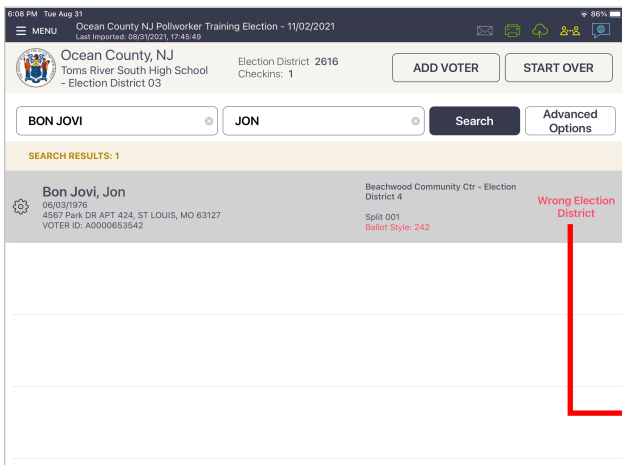
Look up the voter's record using either **SCAN BARCODE** or **MANUAL ENTRY**.



2 LOCATE VOTER'S RECORD

If the voter is at the wrong polling location, their record will be highlighted in gray and contain a status that states **Wrong Election District**.

Press voter record.

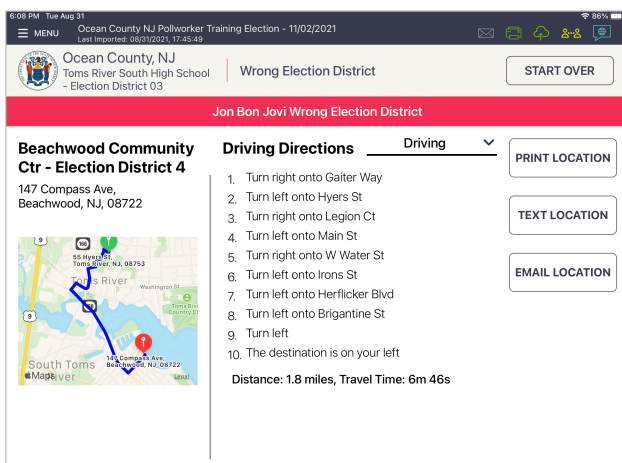


Wrong Election District

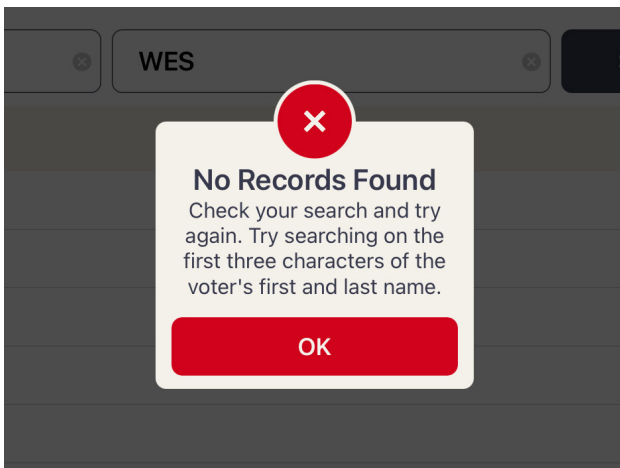
3 PROVIDE DIRECTIONS

A map will appear with the correct polling location and address. Direct the voter to the correct polling location by text or print. Press **GO BACK** then **START OVER**.

NOTE: Mapping and Text features are only available if using connectivity in polling location.



PROCESSING VOTERS | **ADVANCED OPTIONS**



1 **VOTER NOT FOUND**

If Scan Barcode and Manual Entry have been used and the voter cannot be found, a pop-up displays: **No Records Found**.

Press **Ok** to go back to Voter Lookup.

A screenshot of a mobile application interface for voter lookup. The top bar shows 'Set Up Election - 12/25/2021' and 'Last imported: 09/03/2021, 07:55:39'. Below this, the location is 'Ocean County, NJ' and 'Toms River South High School'. The election district is '2620' and there are '9' checkins. There are buttons for 'ADD VOTER' and 'START OVER'. Below these are input fields for 'Last Name' and 'First Name', followed by 'Search' and 'Advanced Options' buttons. At the bottom, there are labels for 'DOB', 'ADDRESS', 'STATUS', and 'RESET'.

2 **ADVANCED SEARCH**

Once back on the voter lookup screen, press **ADVANCED OPTIONS**, and reset your search criteria.

NOTE: Clear name fields by pressing X in first and last name boxes before searching.

A screenshot of a mobile application interface for voter lookup, similar to the previous one. It shows the same top bar and location information. Below the search fields, there are arrows pointing to the 'DOB' and 'ADDRESS' labels, indicating where to tap to search by these criteria.

3 **SEARCH BY**

Look up voter by using **DOB (DATE OF BIRTH)** or **ADDRESS**. Press **DONE** on the keyboard then press **SEARCH**.

If voter is found using Advanced Options, follow same protocol as scan barcode/manual entry to process voter.

PROCESSING VOTERS | ADVANCED OPTIONS

4 SEARCH BY DOB

If Scan Barcode and Manual Entry have been used and the voter cannot be found, a pop-up displays: **No Records Found.**

Press **Ok** to go back to Voter Lookup.

7:58 AM Fri Sep 3 Set Up Election - 12/25/2021 Last imported: 09/03/2021, 07:55:39

Ocean County, NJ Election District 2620 Checks: 9

ADD VOTER START OVER

Last Name First Name Search Advanced Options

DOB ADDRESS STATUS RESET

01 / 21 / 1971 CLEAR

MONTH DAY YEAR

5 SEARCH BY ADDRESS

Enter the voter's house number and select the correct address.

Enter the voter's address.

78 CLEAR

78 E WATER ST. TOMS RIVER, NJ 08753

78 STATE CT CHESTERFIELD, MO 63017

780 BLUFF EDGE DR FLORISSANT, MO 63031

780 BOULEVARD DEL PERRO DR FLORISSANT, MO 63033

780 CAT-CLAW DR FLORISSANT, MO 63033

1 2 3 4 5 6 7 8 9 0

@ # \$ % & * () ' " return

#+= % - + = / < > ! ? #+=

ABC undo ABC

6 SELECT ADDRESS

Once the correct address is selected, press **Search**.

7:59 AM Fri Sep 3 Set Up Election - 12/25/2021 Last imported: 09/03/2021, 07:55:39

Ocean County, NJ Election District 2620 Checks: 9

ADD VOTER START OVER

Last Name First Name Search Advanced Options

DOB ADDRESS STATUS RESET

Enter the voter's address.

78 E WATER ST. TOMS RIVER, NJ 08753 CLEAR

ADDRESS*

PROCESSING VOTERS

ASSISTANCE REQUIRED / CHALLENGE

1 VOTER ASSISTANCE / CHALLENGE

If a voter requires assistance or is challenged, choose the correct box on the poll worker confirmation screen to the bottom left.

NOTE: For Assistance Required go to Step 2. For Challenge Voter go to Step 3.

The screenshot shows the 'POLL WORKER CONFIRMATION' screen for George Washington. The voter's information is displayed: 9748 CHELLS DR, ST LOUIS, MO 63134, Election District: 101, DOB: 12/31/1969, Split: 001, Voter ID: 76500008, Status: ACTIVE. There are two signature boxes: 'Signature on File' and 'Signature on Election Day'. Below the signatures, there are two checkboxes: 'Challenge Voter' and 'Assistance Required'. A 'POLL WORKER' stamp is visible on the right side of the screen.

2 ASSISTANCE REQUIRED

Capture the required information from the pop-up on the screen.

The screenshot shows the 'Assistance Required' pop-up screen. It prompts the user to 'Instruct the assistant to sign in the box below.' There is a 'CHOOSE REASON' dropdown menu and a 'CLEAR SIGNATURE' button. A signature line is visible at the bottom of the pop-up.

3 VOTER IS CHALLENGED

Capture the required information from the pop-up on the screen.

The screenshot shows the 'Challenge Report' pop-up screen. It prompts the user to 'Instruct the assistant to sign in the box below.' There is a 'CHALLENGE REASON' dropdown menu and a 'CLEAR SIGNATURE' button. A signature line is visible at the bottom of the pop-up.

PROCESSING VOTERS | SEARCH BY SCANNING SAMPLE BALLOT OR ID



1 LOOK UP VOTER BY SCAN BARCODE

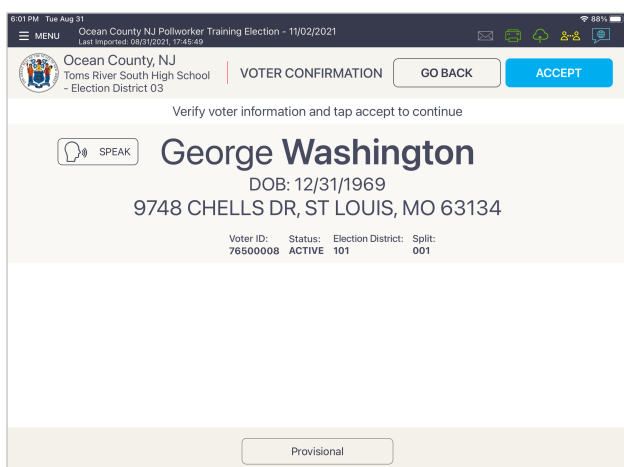
If the voter presents a sample ballot with a Voter ID # or driver's license, start the check-in process by touching **Scan Barcode**.



2 SCAN BARCODE

A live image of the Photo ID Tray displays on screen. Place the voter's sample ballot or license (with the barcode facing the camera) onto the ID Tray.

NOTE: If the camera is unable to scan the voter's barcode or if it is not placed onto the holder within five seconds, the Poll Pad will display "Barcode Not Found." If this occurs find the voter using the manual search method.



3 VERIFY VOTER'S INFORMATION

Verify information. If all is correct, press **ACCEPT** and continue the check-in process.

PROCESSING VOTERS | CANCELLING A VOTER CHECKIN ADMINISTRATORS & TROUBLESHOOTERS ONLY

1 LOOK UP VOTER

Look up the voter's record using **MANUAL ENTRY**.

The screenshot shows the app interface for Ocean County, NJ. At the top, it says "Ocean County, NJ Pollworker Training Election - 11/02/2021". Below this, there's a header with "Ocean County, NJ", "Toms River South High School - Election District 03", "Election District: 2616", and "Checks: 2". There are buttons for "ADD VOTER" and "START OVER". Below the header, there are input fields for "SMITH" and "JOHN", a "Search" button, and an "Advanced Options" button. The "SEARCH RESULTS: 2" section shows two results for "Smith, John Jr" and "Smith, John". The "Smith, John" result is highlighted in green and marked as "Voted".

2 ENTER PASSWORD

Press the **settings icon** to prompt password entry.

The screenshot shows the app interface with a password entry prompt overlaid. The prompt has a "password" input field, a "Done" button, and a "Cancel" button. The background shows the same search results as the previous screenshot.

3 PASSWORD PROTECTED OPTIONS

Select **CANCEL VOTER CHECKIN**.

The screenshot shows the app interface with the "John Smith" result selected. Below the result, there are three buttons: "Mark Voter Absentee", "REPRINT VOTER RECEIPTS", and "CANCEL VOTER CHECKIN". An arrow points to the "CANCEL VOTER CHECKIN" button.

PROCESSING VOTERS | CANCELLING A VOTER CHECKIN ADMINISTRATORS & TROUBLESHOOTERS ONLY

The screenshot shows a mobile application interface for "Step 1: Poll Worker Name and Reason". At the top, there is a title bar with a back arrow, the step title, and a close button. Below the title bar, the main heading is "Cancel Voter Check-In" with a "NEXT" button to its right. The form contains a text input field for "Poll Worker Name" with the value "Mike Jones". Below this is a "Type Details" label and a larger text area. To the right of the text area is a dropdown menu currently showing "WRONG VOTER PROCESSED". The dropdown menu is open, displaying a list of options: "Wrong Voter Processed", "Voter Left Without Voting", "Voted Voted Provisionally", "Voter Selected Wrong Party", and "Other".

4 PASSWORD PROTECTED OPTIONS

Poll worker should enter their name and select a cancellation reason from the drop-down menu.

The screenshot shows a mobile application interface for "Step 2: Review, Sign and Submit". At the top, there is a title bar with a back arrow, the step title, and a close button. Below the title bar, the main heading is "Cancel Voter Check-In" with a "SUBMIT" button to its right. The form displays "Voter Information" including "Smith, John - 07/27/1925" and "46 Overlook Rdge, ST LOUIS, MO 63134". Below this is the "Cancellation Reason: Wrong Voter Processed". A "CLEAR SIGNATURE" button is located to the right of the voter information. The main area of the form is a large text input field containing a handwritten signature "Mike Jones". At the bottom, there is a line for the "Election Judge Signature" with a small "x" icon to its left.

5 PASSWORD PROTECTED OPTIONS

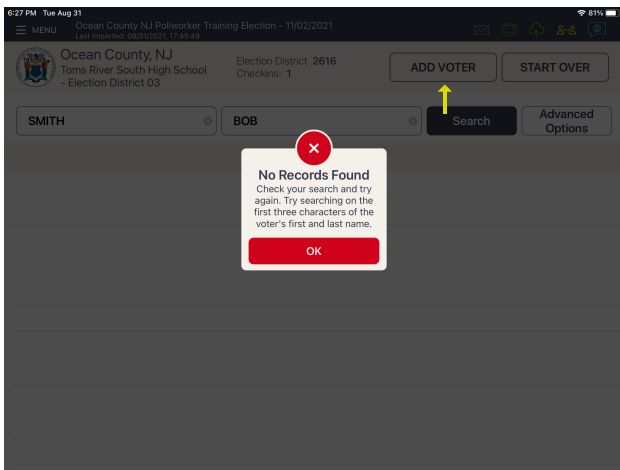
Poll worker will sign their name, then press **SUBMIT**.

PROCESSING VOTERS | ADD PROVISIONAL VOTER

1 ADD VOTER

Select manual entry and look up voter. If No Records Found, select OK.

To add a Provisional Voter select **ADD VOTER**.



2 VOTER NAME

Enter the **FIRST** and **LAST name** of the voter. Select **Next** in the upper right hand corner.

A screenshot of a mobile application interface for 'Provisional Registration'. At the top, there's a 'Previous Step' button and a 'Next' button. Below this, there's a section titled 'Enter Voter Information'. It has input fields for 'First Name' (containing 'BOB'), 'Middle Name', 'Last Name' (containing 'SMITH'), and 'Suffix'. Below these fields is a 'Dob' field. A red asterisk indicates a required field. At the bottom right, there's a note: '* Indicates a required field'.

3 VOTER ADDRESS

Enter the **HOUSE NUMBER** and **FIRST LETTER** of the street. Locate and select the desired street and **Next** in the upper right hand corner.

A screenshot of a mobile application interface for 'Voter Address'. At the top, there's a 'Previous Step' button and a 'Next' button. Below this, there's a section titled 'Voter Address'. It has input fields for 'House #', 'Suffix', 'Pre Direc', 'Type', and 'Post Direction'. The 'House #' field contains '9674'. The 'Type' field contains 'DR'. Below these fields, there's a dropdown menu for 'Unit Type' and 'Unit Number'. A keyboard is visible at the bottom of the screen. The keyboard has a 'return' button. Below the keyboard, there's a 'Same Mailing Address' section with 'YES' and 'NO' buttons. The 'YES' button is selected.

PROCESSING VOTERS | ADD PROVISIONAL VOTER

6:28 PM Tue Aug 31

< Previous Step

Jurisdiction Details

1 2 3

Submit

Region

101

Group

001

Subgroup

* Indicates a required field

4 ELECTION DISTRICT

Election District information is automatically populated from the address entered on the previous screen. Select **Submit**.

6:29 PM Tue Aug 31

< Previous Step

Jurisdiction Details

1 2 3

Submit

Region

101

Group

001

Subgroup

* Indicates a required field

Added BOB SMITH

Accept

5 ACCEPT

Select **Accept**.

6:29 PM Tue Aug 31

Ocean County NJ Pollworker Training Election - 11/02/2021

Menu

Ocean County, NJ

Toms River South High School - Election District 03

VOTER CONFIRMATION

GO BACK

ACCEPT

PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL

Verify voter information and tap accept to continue

SPEAK

Bob Smith

9674 CHELLS DR, ST LOUIS, NJ 63134

Status: Provisional Split: 001 Election District: 101

Provisional

6 PROCESS PROVISIONALLY

The voter now can be processed and receive a Provisional ballot. Select **ACCEPT**.

PROCESSING VOTERS | ADD PROVISIONAL VOTER

7 VOTER SIGNATURE

Instruct the Provisional voter to sign their name.

Ocean County, NJ
Toms River South High School
- Election District 03

SIGNATURE
CONFIRMATION

GO BACK DONE SIGNING

PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL

Have voter sign and select DONE SIGNING.

Bob Smith
9674 CHELLS DR, ST LOUIS, NJ 63134
Election District: 101 Split: 001

LISTEN TO OATH
CLEAR SIGNATURE

Bob Smith

Provisional Voter Signature Oath if desired

8 POLL WORKER CONFIRMATION

The poll worker should enter their initials.

Ocean County, NJ
Toms River South High School
- Election District 03

POLL WORKER
CONFIRMATION

START OVER SUBMIT

PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL

CONFIRM THE VOTER'S INFORMATION

Bob Smith
9674 CHELLS DR, ST LOUIS, NJ 63134
Election District: 101
Split: 001
Status: Provisional

Ballot Style: 101

Challenge Voter Assistance Required

REFRESH
Signature on File

Bob Smith
Signature on Election Day

POLL WORKER Initial

9 ENTER VOTER AUTHORITY

Enter the **Voting Authority Number** by tapping above the line.

Ocean County, NJ
Toms River South High School
- Election District 03

Ballot Entry

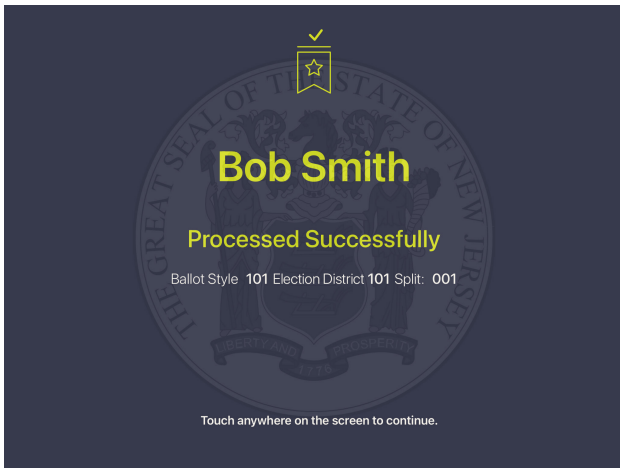
GO BACK SUBMIT

PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL

BALLOT STYLE: Unknown

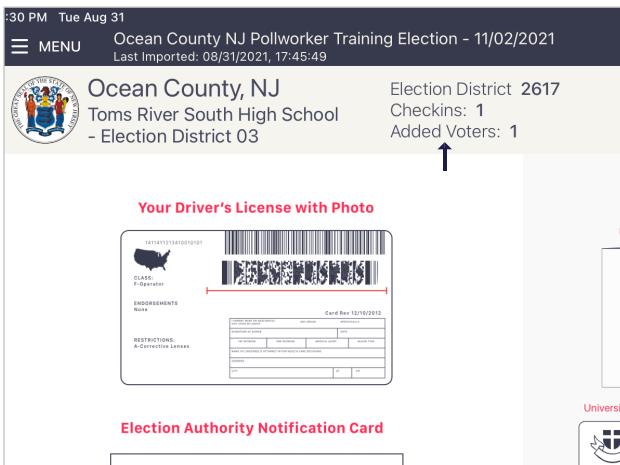
789

Enter Voting Authority Number



10 VOTER PROCESSED

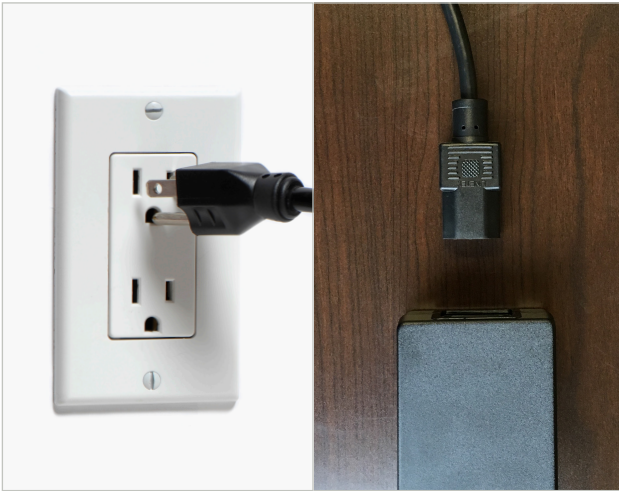
The voter has been successfully processed as a Provisional voter.



11 ADDED VOTERS CATEGORY

In the main header below Check-ins a new category **Added Voters** has been created to account for all newly added Provisional voters.

CLOSING PROCEDURES



1 POWER OFF & UNPLUG PRINTER

Power off the printer and unplug from outlet, disconnect printer cable from transformer box and printer.

NOTE: Keep Poll Pad powered ON.



2 FOLD STAND ARM

After disconnecting hardware from the Poll Pad, place components back into carrying case. Once the stand arm has been removed from the Poll Pad and stand base, fold the stand arm backwards to fit in the case.

NOTE: Keep Poll Pad powered ON



3 POWER OFF POLL PAD

Turn off Poll Pad by holding the power button and the home button (pictured) simultaneously until the screen goes black. Place Poll Pad in the carrying case.

1 PACK POLL PAD CASE

Disassemble the Poll Pad and return the supplies to the Poll Pad Case. Close the lid and secure.

- 1 Green Case
- 2 Poll Pad & Stand Arm
- 3 Poll Pad Base
- 4 Power Cube and Cord
- 5 (2) Stylus
- 6 Encoder
- 7 iPad Screen Cloth
- 8 Printer



2 RETURN SUPPLIES

Return Poll Pad Case to the Election's office on election night, along with other precinct supplies.

NOTE: To ensure accuracy, remember to place the Poll Pad supplies in the appropriate case/tote.

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TROUBLESHOOTING

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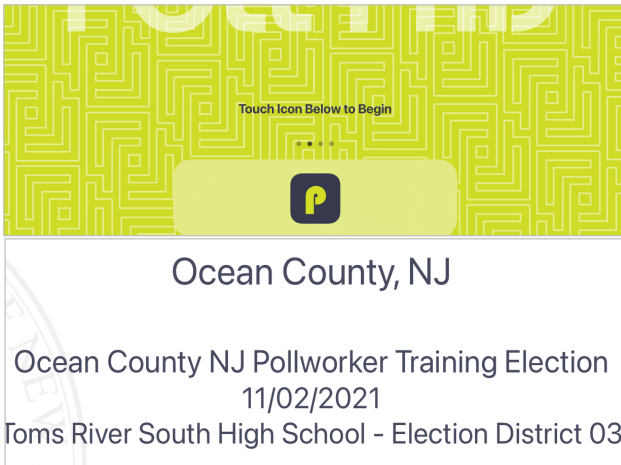
CHARGING POLL PAD



- 1 Plug USB end of power cable into power cube.
- 2 Plug power cube into an AC wall outlet.
- 3 Plug power cable into encoder on Poll Pad.
- 4 Wait about five minutes for the Poll Pad to charge.
- 5 Once there is sufficient power, Poll Pad will auto power on.
- 6 Resume normal operations.

NOTE: To confirm your unit is charging, verify battery icon is green and lightning bolt is displayed.

OPENING POLL PAD

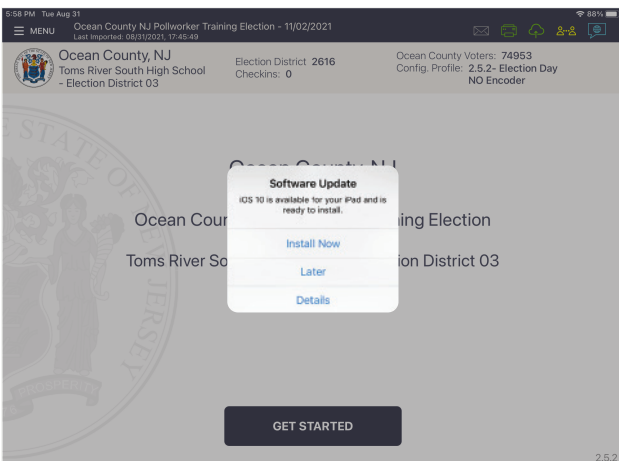


- 1 If application does not automatically launch when powered on, touch the Poll Pad app icon at the bottom of the Home Screen.
- 2 Verify the correct home page displays on-screen.

iOS SOFTWARE UPDATE

DO NOT perform a software update on the Poll Pad. In the unlikely event that an iOS update prompt displays on the device, perform the following:

- 1 From the list of on-screen options, select **Later**.
- 2 Press the **Home** button and verify Poll Pad app remains open.



TROUBLESHOOTING



POLL PAD SCREEN IS UNRESPONSIVE

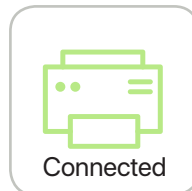
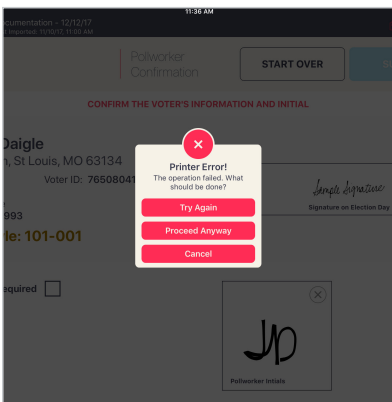
❶ Unplug unit from power source (electrical outlet, battery, etc.).

If the Poll Pad screen is unresponsive, perform the following steps:

❷ Hold down the **Sleep/Wake** and **Home** buttons simultaneously.

❸ Release both buttons once the Apple logo displays on screen.

❹ After application launches, return to previous activity.



NOT PRINTING / STOPS PRINTING

❶ Make sure the printer is turned ON.

❷ Confirm the printer is plugged into outlet and cords are securely connected.

❸ Check paper is installed correctly.

❹ Confirm connection with Poll Pad (green icon).



CHANGING PAPER

❶ Open printer.

❷ Reload paper with the paper flap toward you, feeding from the bottom/underneath roll.

❸ Close and press **Print Test Receipt**.

SAMPLE POLL PAD GUIDE | THE STATE OF NEW JERSEY

