POLL PAD®

INDIANA POLL WORKER GUIDE

INDEX

CONTENTS OF POLL PAD CASE

STANDARD ITEMS	ENCODING ITEMS (if applicable)
• Poll Pad (Inside Lid) • Bluetooth Printer • Poll Pad Base • Lightning Cable • Power Block • Stylus • ID Tray • Printer Cords (Under Poll Pad Base) • Stand Arm (Under Poll Pad Base	• Encoder • Encoder Charging Cable

OPENING SETUP

1. **Connecting Printer**
- Remove Bluetooth Printer and Printer Cords from case.
- Connect Printer Cord to Printer Power Adapter and connect it to the back of the Printer.
- Plug Printer Cord into power source and turn Printer ON. The power switch is on the side of the Printer. An indicator light will turn on in the front panel of the Printer when it is powered on.

2. **Setting up the Poll Pad**
- Attach Stand Arm to the back of the Poll Pad, then insert Stand Arm into Poll Pad Base.
- Slide ID tray into Poll Pad Case. ID Tray should be on the left side of the Stand Arm.

POWERING ON THE POLL PAD

1. <u>**NO ENCODING**</u>
- Plug in Power Block into power source, then plug in Lightning Cable into Power Block and Poll Pad. Charging port will be on the right edge of the pad once it is correctly placed on the stand.
- Tap (or Press and Hold) the Power Button on the pad to turn the pad on. This is on the top left edge of the pad once it is on the stand.
- Press the Home Button on the right side of the pad screen to open the home page.
- Tap the Poll Pad app at the bottom of the screen to open the app.

2. <u>**ENCODING ONLY**</u>
- Tap (or Press and Hold) the Power Button on the pad to turn the pad on. This is on the top left edge of the pad once it is on the stand.
- Press the Home Button on the right side of the pad screen to open the home page.
- Tap the Poll Pad app at the bottom of the screen to open the app.
- Attach the encoder into the Poll Pad. The encoder port will be on the right edge of the pad once it is correctly placed on the stand.
- Plug in the Power Block into power source, then plug the Encoder Charging Cable into the Power Block, then into the Encoder. The port for this cable will be on the bottom edge of the encoder once it is plugged into the Poll Pad.

<u>Once you complete your process of powering ON the Poll Pad, you should be on the opening page of the Poll Pad application.</u>

CONNECTING TO WIFI

*This is to connect your Poll Pads (Electronic Poll Books) with the others in the county to maintain accurate voter check-in information only. If this is included in your Precinct/Vote Center kit, the exact model of your Hotspot/Mifi or Cradlepoint may vary.

Hotspot/Mifi

1. Connect the Hotspot/Mifi to a power source and hold the Power button (typically on the top edge of the device) for approximately 5-8 seconds un til you see the device activate.
2. Reposition the location of the Hotspot/Mifi to maximize your connectivity level. Check the number of bars on the home screen to determine signal strength.
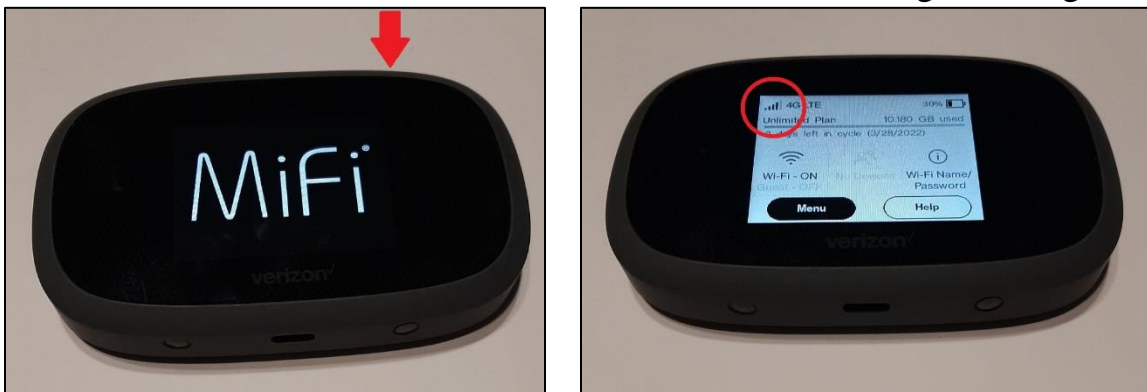
Cradlepoint

1. Screw the 2 rabbit ears into the Cradlepoint and connect it to a power source. There is not a Power button, and the device will power on once plugged in.

IF YOU ARE HAVING CONNECTIVITY ISSUES WITH YOUR POLL PADS, CONTACT YOUR COUNTY OFFICE FOR GUIDANCE

LOGGING IN AND SYNCING

1. Tap "Get Started" from the opening page of the application to access the log-in pages.

2. Both the Republican and Democratic Clerks will enter their respective User Names and Password and tap "Sign In." Your county office will provide the log-in information.
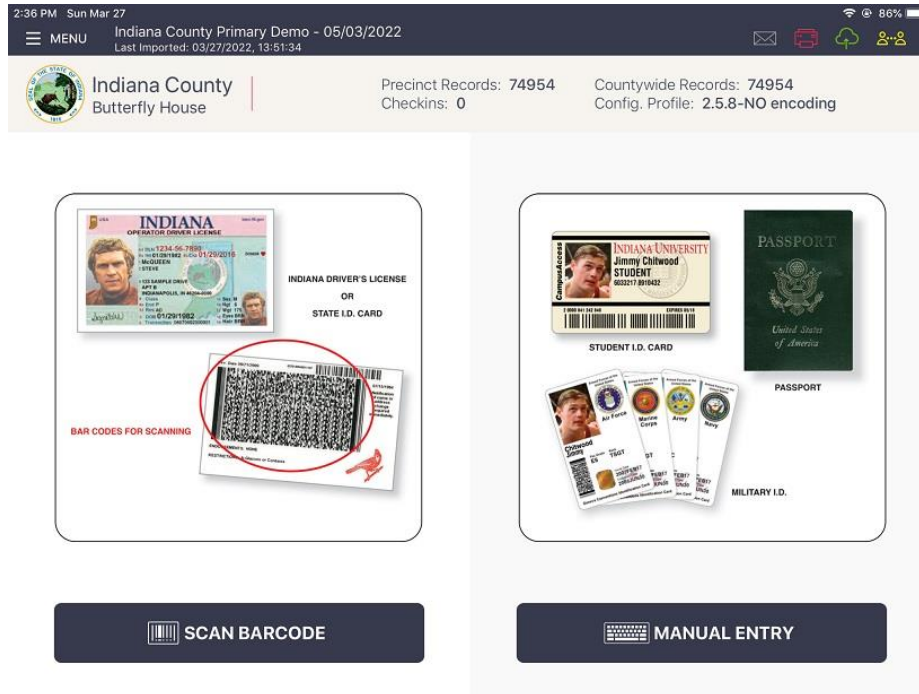

3. After logging in, tap the Cloud Icon in the top right corner of the screen. In the drop-down box, select "Synchronize Now." This will pull in all remaining information regarding absentee voters from Early Voting and voters who cast their ballots by mail or traveling board. Once tapped, the box will change to read "Currently Syncing" and will revert back to "Synchronize Now" when complete, which may take a few minutes. **This should also be done each morning during Early Voting.**

YOU ARE NOW SET TO CHECK IN VOTERS WHEN THE POLLS OPEN

PROCESSING VOTERS
NO ENCODING

1. Ask the voter for their Photo ID and inspect it to ensure it meets voting standards.
2. If it is an Indiana Driver's License or Photo ID, place it in the ID tray with the barcode facing the camera, then tap "Scan Barcode."
3. Once scanned, the pad should take you directly to the Address Confirmation page for the voter. (If the pad gives you a list of voters, locate the correct one and tap on it to bring you to this page.

4. Ask the voter if the address on the Poll Pad is correct. If so, choose "ADDRESS UNCHANGED" to move forward to the Voter Confirmation page.
   a. IF the voter has moved or changed their name, choose "ADDRESS CHANGED." The Poll Pad will then notify you the voter will need to complete the VRG 4/12 form to update their information after the election. Choose "Continue" on this page to advance to the Voter Confirmation page.


5. On the Voter Confirmation page, select "Accept" in the top right corner to move forward.
6.

7. For Primary Elections, ask the voter which ballot they would like, make that selection, and choose "Accept."

8. Compare the voter signature from the Poll Pad with the one on file then select "Submit" to complete processing of the voter.
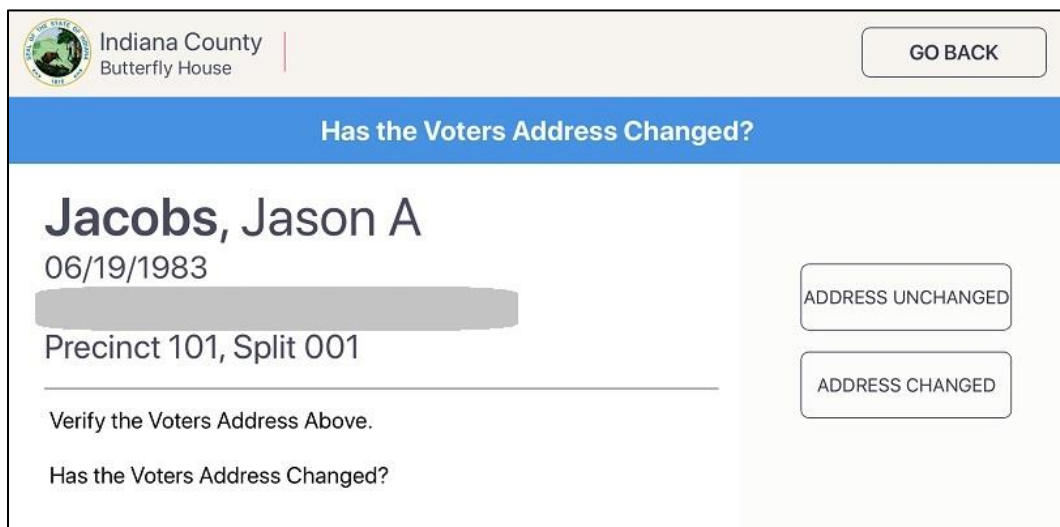

9. You will receive a confirmation that the voter has been processed, and a voter slip will generate from the Bluetooth Printer. Give this slip to the Poll Judge, who will accompany the voter to the voting booth.
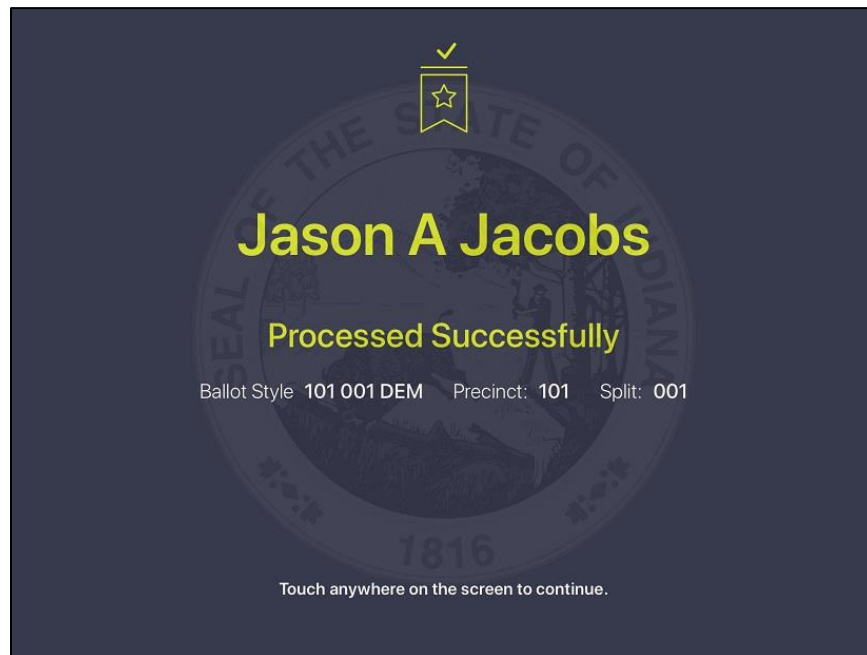
PROCESSING VOTERS
WITH ENCODING

1. Ask the voter for their Photo ID and inspect it to ensure it meets voting standards.
2. If it is an Indiana Driver's License or Photo ID, place it in the ID tray with the barcode facing the camera, then tap "Scan Barcode."
3. Once scanned, the pad should take you directly to the Address Confirmation page for the voter. (If the pad gives you a list of voters, locate the correct one and tap on it to bring you to this page.

4. Ask the voter if the address on the Poll Pad is correct. If so, choose "ADDRESS UNCHANGED" to move forward to the Voter Confirmation page.
   a. <u>IF the voter has moved or changed their name, choose "ADDRESS CHANGED." The Poll Pad will then notify you the voter will need to complete the VRG 4/12 form to update their information after the election. Choose "Continue" on this page to advance to the Voter Confirmation page.</u>
   b.

5. On the Voter Confirmation page, select "Accept" in the top right corner to move forward.
6.

7. For Primary Elections, ask the voter which ballot they would like, make that selection, and choose "Accept."

8. Compare the voter signature from the Poll Pad with the one on file then select "Submit" to advance to the Card Encoding page.

9. Insert Blue Vote Card **(or grey Vote N Card during Early Voting)** into the Encoder, with the chip facing inward.
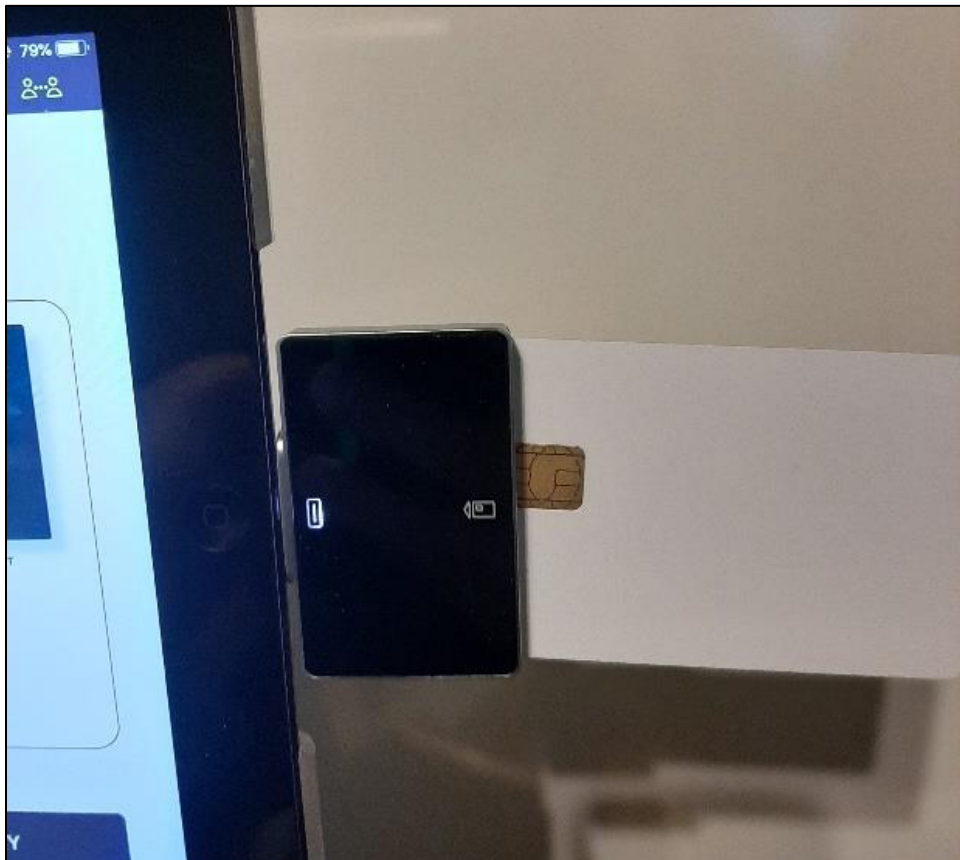
10. Confirm on the Poll Pad screen there is a green check mark to indicate the card is in the Encoder correctly and is ready, then press "Create Card" to write ballot information to the card.
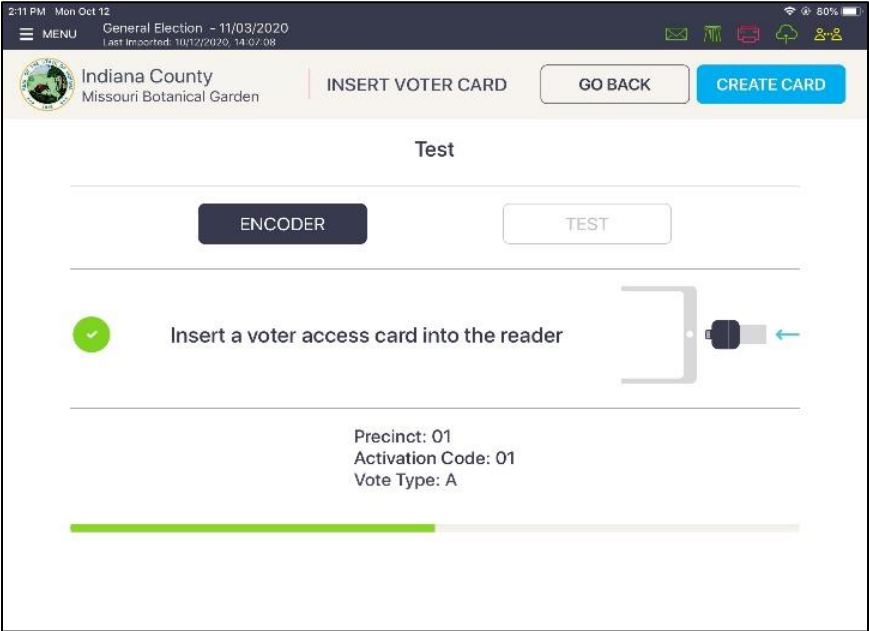

11. You will receive a confirmation the voter has been processed, and a voter slip will generate from the Bluetooth Printer. Give this slip, and the Vote Card, to the Poll Judge, who will accompany the voter to the voting booth.

MANUAL SEARCH

For voters with a Passport or Military ID (or the license does not scan, you can perform a Manual Search by selecting that button from the Main Screen.

You may enter a few letters of the voter's last name, then a few letters of the first name, then press "Search" to bring up all matching options. You can then scroll the screen upwards to find the voter match. Tap on the voter's name to advance to the Address Confirmation screen.
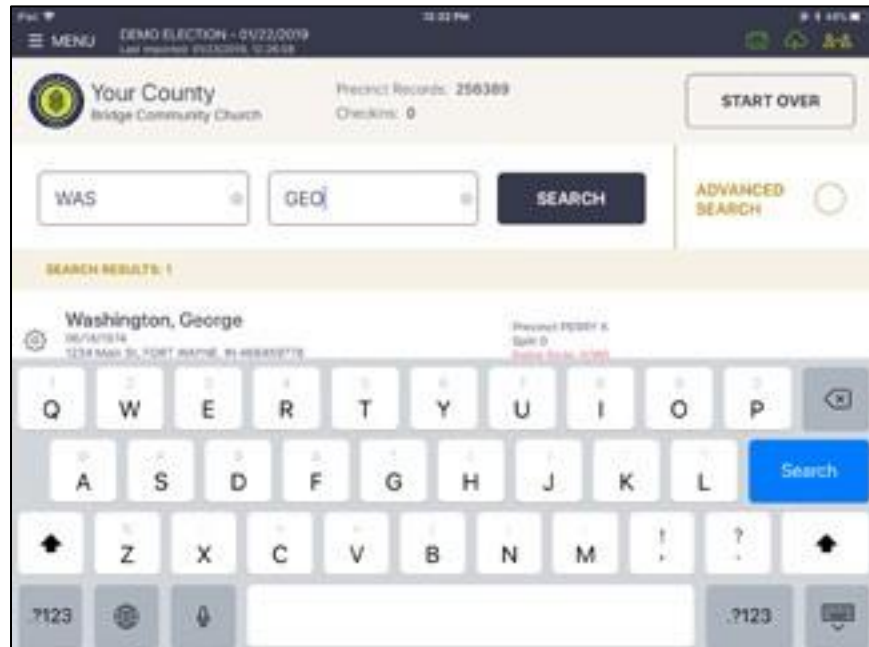
On the Manual Search screen, you may also select "Advanced Options" and choose to enter other information, such as Date Of Birth to further narrow down the options to find the correct voter.
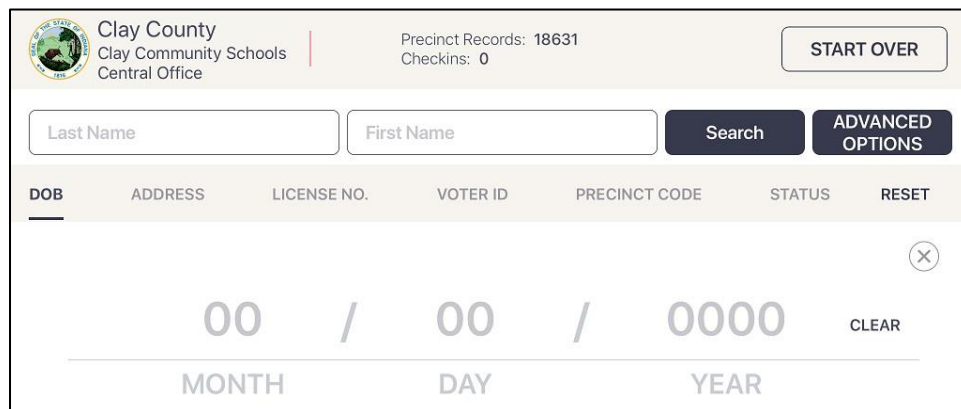
IF YOU CANNOT LOCATE A VOTER ON THE POLL PAD, CONTACT YOUR COUNTY OFFICE FOR GUIDANCE.

ITEMS YOU MAY SEE

Absentee Received

Voters who have cast an Absentee Ballot by Mail or Traveling Board will be highlighted in RED and have a status of "Absentee Received." This indicates the County Office has received their voted ballot and are not eligible to cast another ballot.

Absentee Issued

Voters who have been sent an Absentee Ballot by Mail will be highlighted in YELLOW and have a status of "Absentee Issued." These voters will have to complete the proper form (ABS-5 or PRE-5) prior to casting a ballot at the polls. HOWEVER, if the voter has their unvoted paper ballot in hand with them, consult with your County Office for the proper procedure to surrender their ballot prior to casting a vote at the polls. This may be either surrendering their ballot at the Polling Location, or surrendering it directly to the Election Board at the County Office. You will see 2 separate confirmation screens with pertinent instructions prior to advancing to the Address Confirmation screen.

Wrong Location
Precinct-Based Counties Only

Voters who arrive at your Polling Location, whose precinct votes at a different location, will be highlighted in GREY and have a status of "Wrong Location" in red lettering.

You may select this voter, and it will bring you to a screen indicating the correct location for the voter to cast their ballot. You may print a slip for the voter which will include the Location Name, address and directions to the location.

ICON INDICATORS

PRINTER ICON

- If icon is GREEN, the printer is ON and fully operational
- If icon is RED, the printer is OFF, or not operational
    - Check power cord to ensure it is completely plugged in
    - Check Printer Power Switch to ensure it is on
    - Open printer to ensure it has paper

CLOUD ICON

- If icon is GREEN, the Poll Pad is fully connected and operational
- If icon is YELLOW, the Poll Pad may need to by synced to pull in all information
    - Tap the icon, and in the drop-down box tap "Synchronize Now"
- If icon is RED, the Poll Pad has lost its connectivity
    - Check your Hotspot/Cradlepoint to make sure it is plugged in an ON
    - If you cannot get your Poll Pad connected, contact your County Office for guidance on how to proceed

ENCODER ICON (Encoding Counties Only)

- If icon is GREEN, the Encoder is Active and ready for Vote Card Creation
- If icon is RED, the Encoder is Not Active, and cannot write information to cards
    - Tap the icon to refresh the Encoder
    - If tapping the icon does not solve the issue, unplug the Encoder Charging Cable from the Encoder
    - Unplug the Encoder from the Poll Pad (leave the app open)
    - Wait 5-10 seconds, then plug the Encoder back into the Poll Pad
    - Re-insert the Encoder Charging Cable into the Encoder, then tap the Encoder Icon
    - If the Encoder is still Not Active, contact your County Office for guidance

CHANGING PRINTER PAPER

1. Open printer lid (latch is on the top of the printer)
2. Remove empty paper roll core
3. Load in new paper roll, feeding the paper from underneath the roll
4. Close the lid and continue processing voters

<u>IMPORTANT NOTE!</u>

Keep the Poll Pad plugged into the charger ALL DAY.
In the event of a power outage, having a
full charge on the pad will allow you to
continue processing voters for a few hours.

CLOSING PROCEDURES

1. Once the final voter has been processed, document the number of Voter Check-ins on the proper election forms. This is located near the top of the screen.
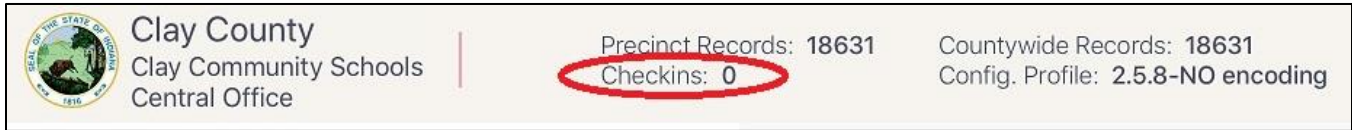
2. Complete one final sync. Tap the Cloud icon, and select "Synchronize Now" in the drop-down box, and allow to complete the process. This will ensure all information from Election Day **(and each day of Early Voting)** is sent to the proper location to allow the County Office to have full and accurate information for reporting purposes.

3. Unplug and turn off all Poll Pad components and return them to the Poll Pad Case in the same manner as it was in the case at the beginning of the day. Return the case with all of its contents to the County Office with the rest of the Election equipment, **unless otherwise instructed by the county**.