

PRE-ELECTION PROCEDURES

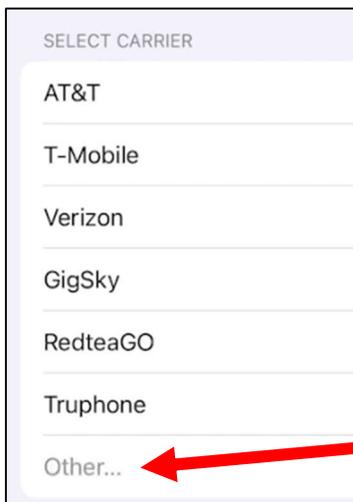
POLL PAD UPDATE (iSYNC)

STOP! If you are updating your Poll Pads on the day before the election, you should follow the “Poll Pad Update (Wireless)” guide. If that does not work, or you are updating your Poll Pads on election morning, only then follow these instructions. If you have any questions or errors, call election staff for assistance.



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

- 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.”

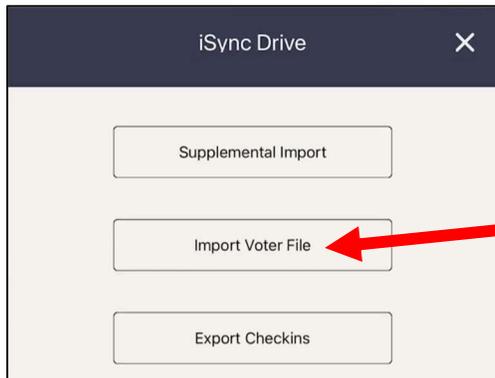


3. Launch Poll Pad app and insert iSync

- Press physical home button on edge of Poll Pad device.
- Tap lime green “P” app icon at bottom of screen.
- Insert the iSync drive into the lightning port connector on edge of device, near the physical home button.

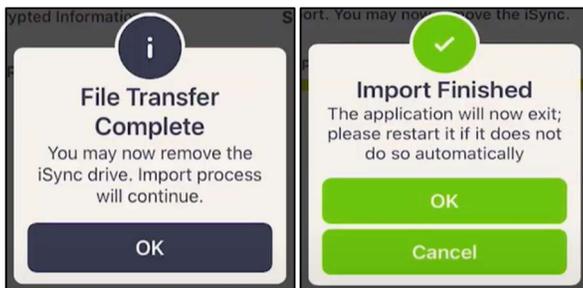
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4. Import voter file

- When the pop-up appears, tap the second option: Import Voter File.
- Once the card flips, tap Import Voter File again at the bottom.
- If a message about “Airplane Mode is not enabled...” appears, tap continue.



5. Remove iSync

- Once you see the File Transfer Complete message, remove the iSync and tap OK. The device will continue to download information. (You may now use the iSync to update another device if needed.)
- Tap OK when the Import Finished message appears.
- The Poll Pad application will automatically close.
- Tap the lime green “P” app icon at bottom of screen to reopen the application.



6. Verify that voter file successfully updated

- 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).
- 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.**
- Once you are finished, secure the iSync drive in the **#7 Orange Pouch**.