

# OPENING PROCEDURES

# POLL PAD ASSEMBLY



## 1. Check security of case

**STOP! If Poll Pads were not updated with latest voter file, first use separate Poll Pad Update guide. Notify Chief.**

- If Poll Pad has not been opened, seal will be green.  
If Poll Pad was updated on Monday, seal will be yellow.
- Verify that the blue tag number (EPB-0000) and the seal number match the **Machine Certification Form**.
- Cut seal and put in **#7 Orange Pouch**.



## 2. Remove contents from the cases

- Remove the contents from the green cases.
- Each case contains one Poll Pad and its peripherals:
  - Poll Pad
  - Poll Pad base
  - Power cord and charger
  - Clear plastic ID holder
  - Stylus



## 3. Assemble base

- Hold the Poll Pad sideways so that the home button is on the right.
- Rotate the arm so that it points toward you.
- Insert the arm into the slot in the green circle in the base.  
**CAUTION!** Push down on the arm, not on the Poll Pad.



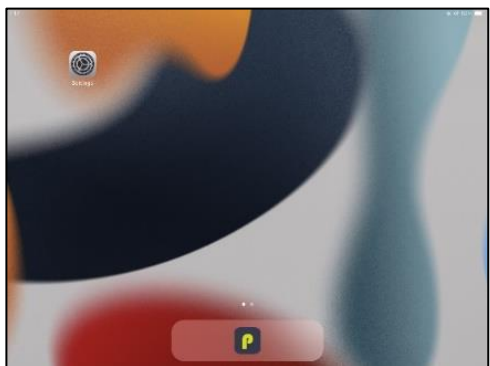
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## 4. Assemble ID holder and plug in to power

- Slide the clear plastic ID holder sideways onto the back of the Poll Pad with the white label facing up. Gently—they are easy to break!
- Insert the stylus into the round hole of the ID holder.
- Plug small end of power cable into Poll Pad below Home button, then plug large end of power cable into charger.
- Plug charger into a surge protector and keep plugged in all day.



## 5. Turn on Poll Pad

- Find the power button on the left side of the Poll Pad.
- Press and hold the power button until the Apple logo appears.
- Tap the **green “P” icon** on the bottom of the screen to start the Poll Pad application.



## 6. Finish assembly

- Make sure battery icon is green with a lightning bolt through it.
- Position Poll Pads within 30 feet of each other so they can sync.
- Check the **sync icon** that looks like two people. If the **sync icon** is red, tap it and then tap **Start Syncing**. The icon will turn yellow.
- The cloud icon may be **red** or not visible while polls are open. This is OK!

