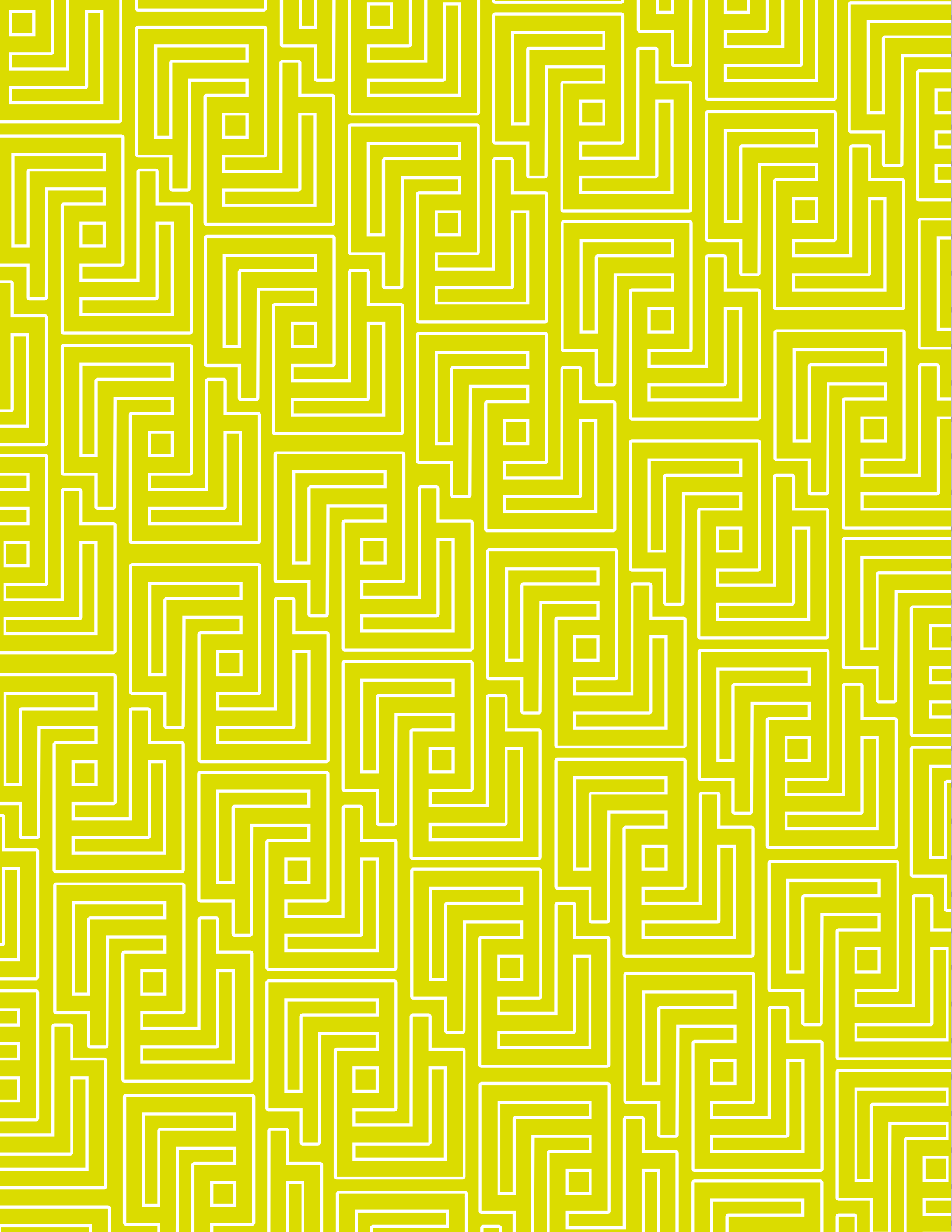


POLL PAD | training guide

THE STATE OF ALABAMA





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help desk

meet the

POLL PAD[®]

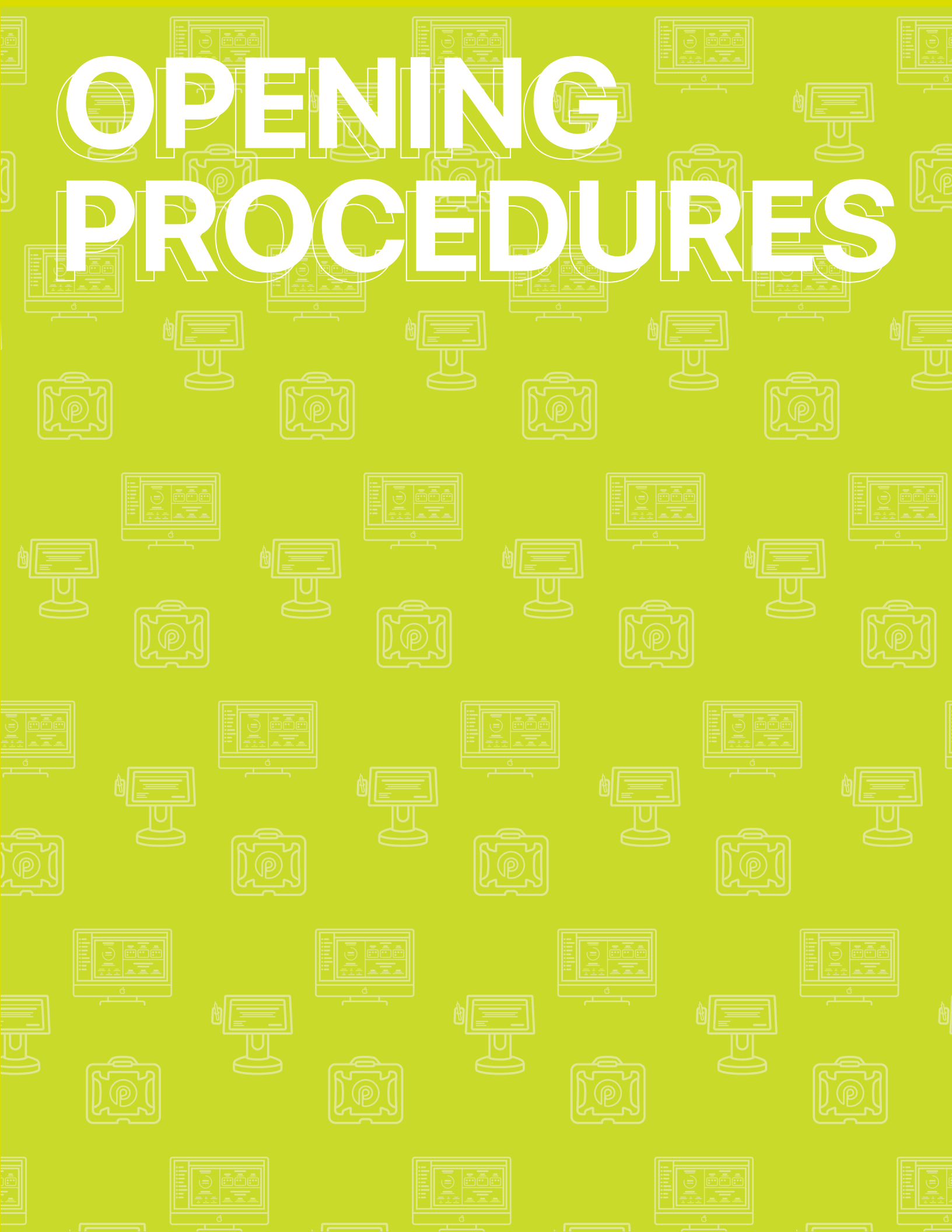


- 1 Power Button
- 2 Home Button
- 3 Poll Pad & Plastic Shell
- 4 Stand Arm
- 5 Poll Pad Base
- 6 Camera
- 7 ID Tray



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

OPENING PROCEDURES



OPENING PROCEDURES | POLL PAD SETUP



1 STAND ARM

To attach the stand arm to the iPad shell, press the buttons on the side of the arm and place in circular opening. Release buttons and rotate the arm until you hear a click.



2 CONNECT ARM TO BASE

Take arm and place into Poll Pad Base. Once attached rotate iPad making sure the camera is on top, oriented in a landscape position.



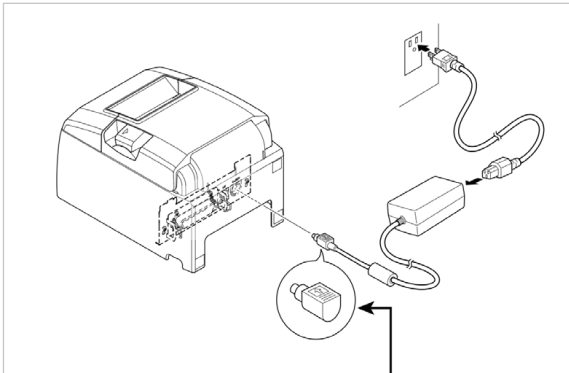
3 ATTACH PHOTO ID TRAY

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

NOTE: COMPLETE printer setup BEFORE powering on iPad

OPENING PROCEDURES | **PRINTER SETUP**

(If not using a printer advance to page 10)



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.

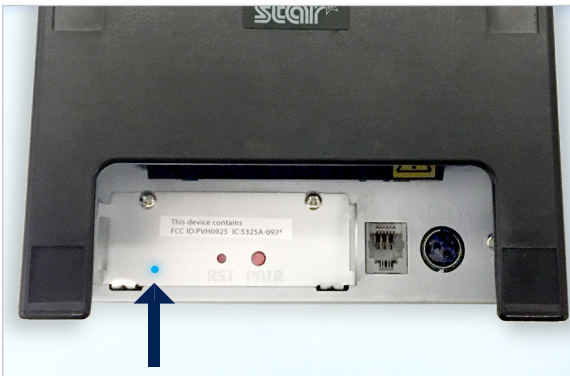
OPENING PROCEDURES | **PRINTER SETUP**

(If not using a printer advance to page 10)



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 CONFIRM CONNECTION

Look for blue light on the back of the printer to confirm the wireless printing connection is successful.

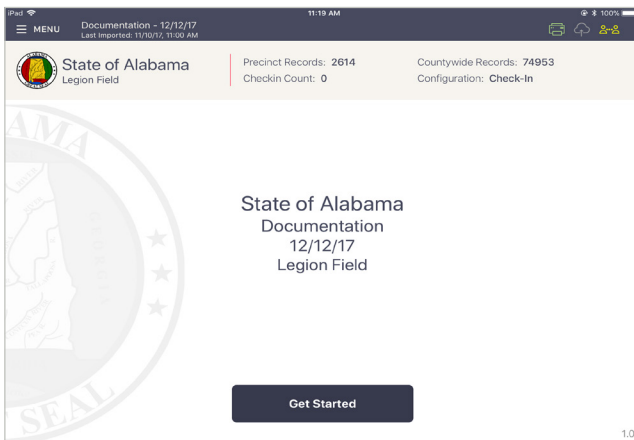
OPENING PROCEDURES | POLL PAD SETUP



1 POWER ON POLL PAD

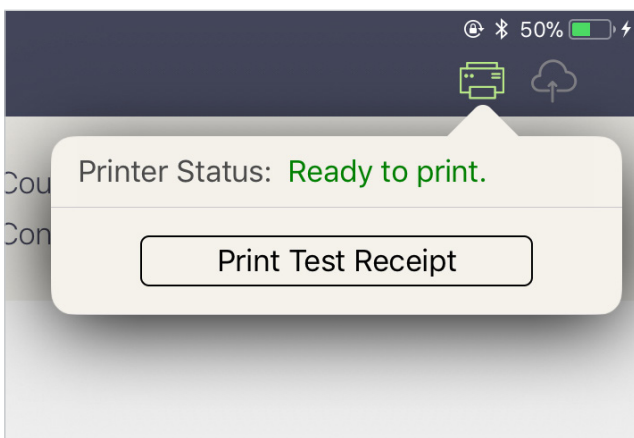
Press the power button on the top left edge of the unit until you see the Apple icon, then release. The iPad will power on, and the Poll Pad application will launch automatically.

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



2 HOME SCREEN CHECKLIST

- Name of Jurisdiction
- Election Name and Date
- Polling Place Location is Correct (Most Important)
- Check-in Count = 0
- Battery Life is Close to Full (90% or greater)

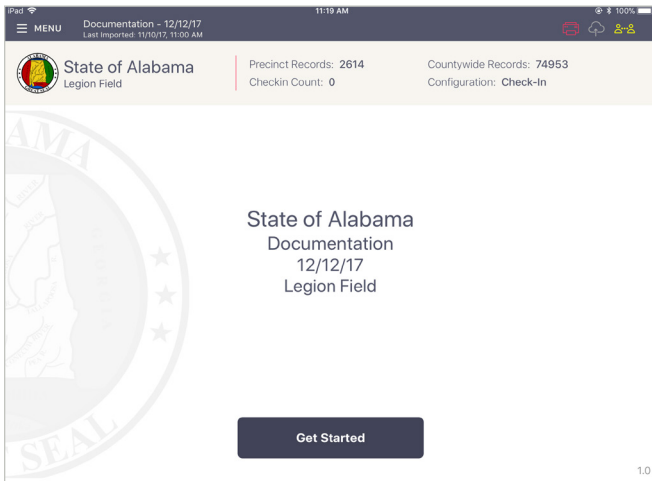


3 CONNECT & TEST PRINT

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



PRINTER ICONS & COLORS



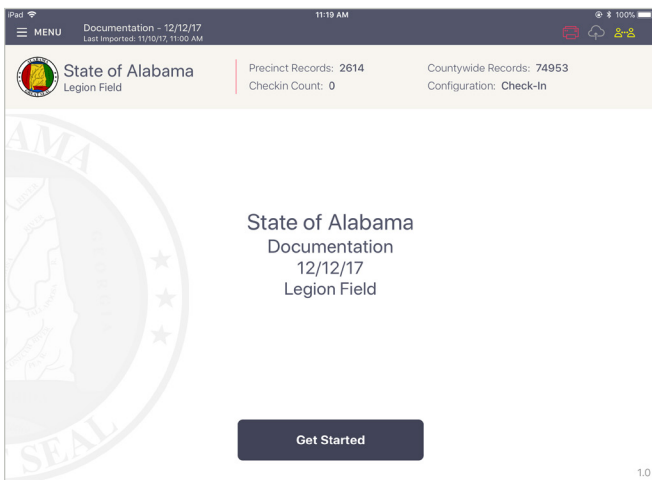
Poll Pad is paired with the printer. A receipt will print out for checked-in voters and those who are in the wrong precinct. **This feature is active.**



Poll Pad recognizes the printer and is currently in the process of pairing with the device. **This feature is active.**



Poll Pad is not paired with the printer. Select the printer icon, followed by Pair and Connect. **This feature is active.**



MULTI-PEER ICONS & COLORS



Poll Pad is currently connected and synchronizing with the other precinct Poll Pads.



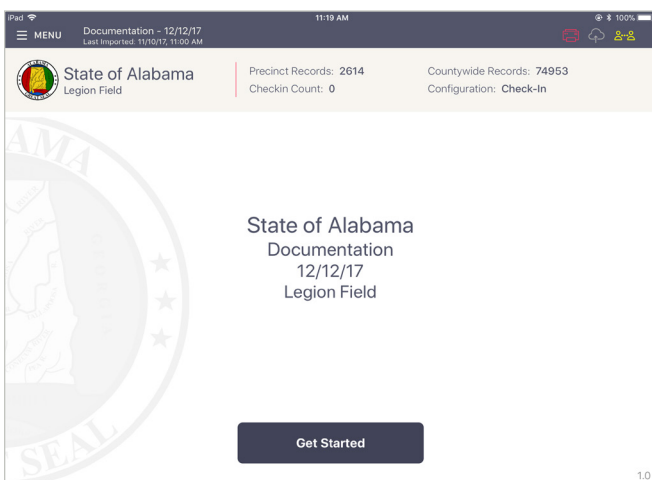
The number inside of the blue circle indicates the number of precinct units the Poll Pad is connected to.



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.



CLOUD SYNC ICONS & COLORS



Poll Pad is currently connected and synchronizing with the central election database. **This feature is active if applicable.**



Poll Pad is in the process of connecting to the central election database. **This feature is active if applicable.**



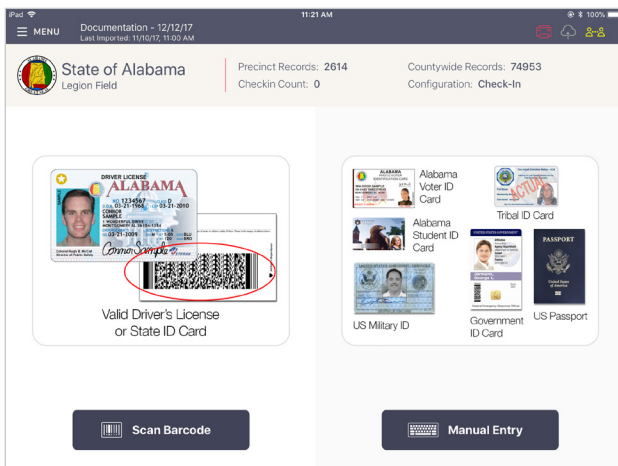
Poll Pad is currently disconnected and not synchronizing with the central election database. **This feature is active if applicable.**

PROCESSING VOTERS

PROCESSING VOTERS | SEARCH BY SCAN BARCODE

1 VERIFY VOTER'S INFO

Ask the voter to provide an acceptable form of ID. After verifying the voter's ID is valid, start the check-in process by touching **Scan Barcode**.



2 SCAN VOTER'S ID

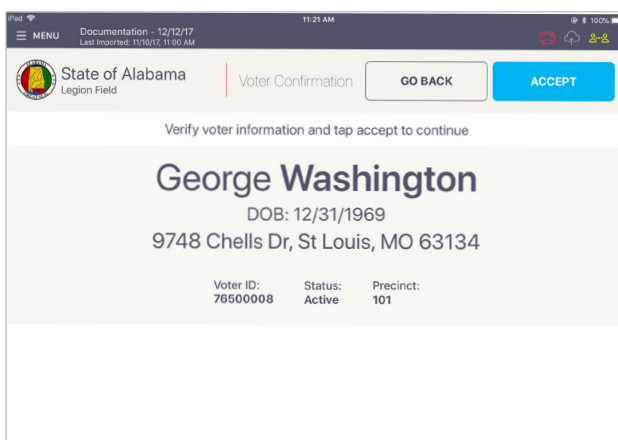
A live image of the Photo ID Tray displays on screen. Place his or her photo ID (with the barcode facing the camera) onto the ID Tray.



NOTE: If the camera is unable to scan the voter's photo ID or if the ID 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 VOTER CONFIRMATION

Once the barcode is recognized, the screen displays the voter's information. If all information is correct, press **ACCEPT**.



PROCESSING VOTERS | SEARCH BY SCAN BARCODE

4 VOTER SIGNATURE

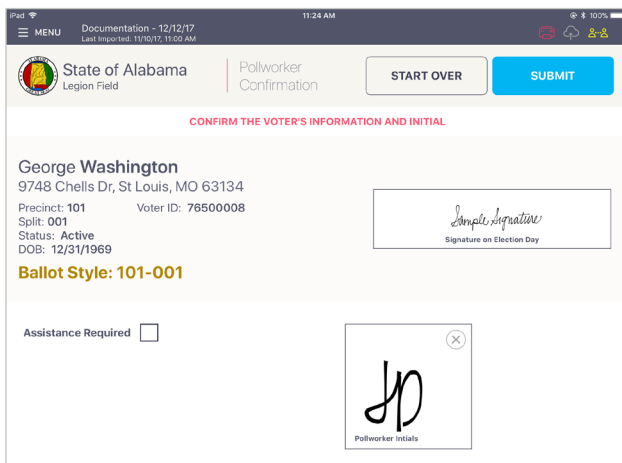
Rotate screen to capture voter's signature. Once complete, rotate back and press **DONE SIGNING**.



5 POLL WORKER CONFIRMATION

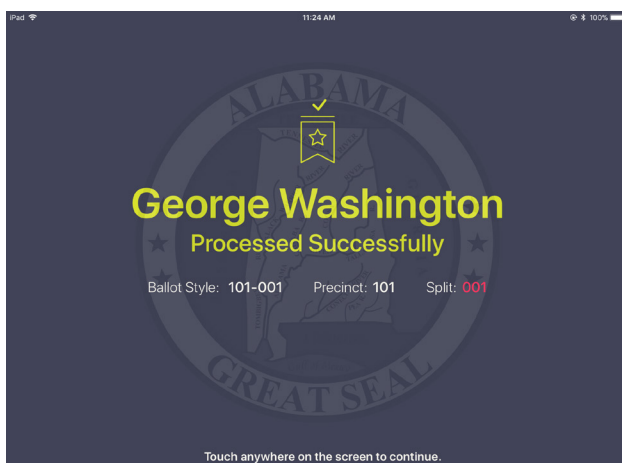
Poll worker confirmation page will appear. Poll worker to verify and confirm all information is correct. If correct, initial in provided field and press **SUBMIT**.

NOTE: Poll worker to initial in box if applicable to jurisdiction.



6 PROCESSED VOTER

Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.

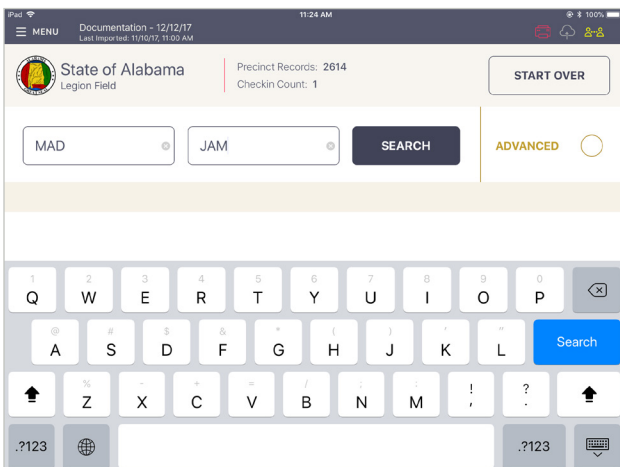


PROCESSING VOTERS | SEARCH BY MANUAL ENTRY



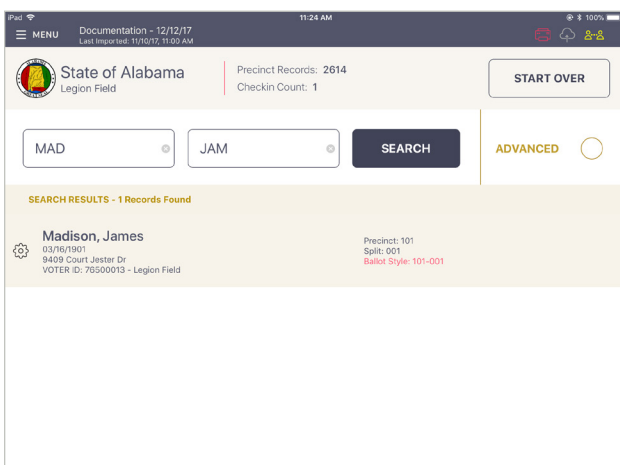
1 WHY SEARCH BY NAME?

Since not every voter has a form of identification that can be scanned, you may have to locate the voter using his or her first and last name.



2 ENTER VOTER'S NAME

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



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 touching his or her record.

NOTE: Search results show both in-precinct and out of precinct voters. In-precinct voters display in gray with an indicator that reads "Wrong Precinct."

PROCESSING VOTERS | SEARCH BY MANUAL ENTRY

4 VOTER CONFIRMATION

Screen displays voter's information.
Verify information, if all is correct press **ACCEPT**.

State of Alabama
Legion Field

Voter Confirmation

GO BACK ACCEPT

Verify voter information and tap accept to continue

James Madison
DOB: 03/16/1901
9409 Court Jester Dr, St Louis, MO 63134

Voter ID: 76500013 Status: Active Precinct: 101

5 VOTER SIGNATURE

Rotate screen to capture voter signature. Once complete, rotate back and press **DONE SIGNING**.

State of Alabama
Legion Field

Signature Confirmation

GO BACK DONE SIGNING

James Madison
9409 Court Jester Dr, St Louis, MO 63134

CLEAR SIGNATURE

Sample Signature

6 POLL WORKER CONFIRMATION

Poll worker confirmation screen will appear.
Poll worker to verify and confirm all information is correct. If correct, initial in provided field, then press **SUBMIT**.

NOTE: Poll worker to initial in box if applicable to jurisdiction.

State of Alabama
Legion Field

Pollworker Confirmation

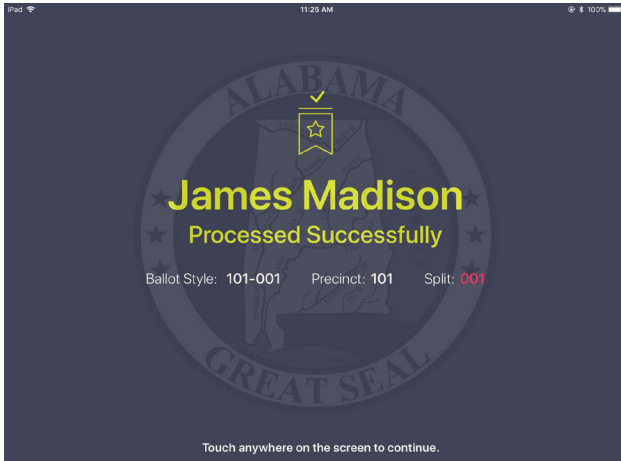
START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION AND INITIAL

James Madison
9409 Court Jester Dr, St Louis, MO 63134
Precinct: 101 Voter ID: 76500013
Split: 001
Status: Active
DOB: 03/16/1901
Ballot Style: 101-001

Assistance Required ☐

JP
Pollworker Initials



6 **PROCESSED VOTER**

Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.

PROCESSING VOTERS | INACTIVE VOTER

1 LOOK UP VOTER

Lookup the voter's record using either Scan Barcode or Manual Entry instructions. You'll notice their record contains a status that reads "Inactive." Press voter record.

The screenshot shows the Alabama Poll Pad app interface. At the top, it says 'State of Alabama' and 'Legion Field'. Below that, there are search fields for 'BAL' and 'QUI', and a 'SEARCH' button. To the right, it says 'Precinct Records: 2614' and 'Checkin Count: 2'. Below the search fields, it says 'SEARCH RESULTS - 1 Records Found'. The result is for 'Ballew, Quincy Z' with DOB '06/19/1949' and address '9522 Vespucci Circus Dr, VOTER ID: 76511001 - Legion Field'. The status is 'Inactive'. To the right of the name, it says 'Precinct: 101', 'Split: 001', and 'Ballot Style: 101-001'. A red line connects the 'Inactive' status to a callout box.

Inactive

2 FOLLOW PROMPT

A prompt will appear reading, "Voter is marked Inactive. Direct voter to complete Voter's Re-identification/Update Form before being processed." Follow polling place protocol for form completion. Once form is complete, press **"Form Completed."**

The screenshot shows the Alabama Poll Pad app interface. At the top, it says 'State of Alabama' and 'Legion Field'. Below that, there is a 'GO BACK' button. The main heading is 'Inactive Voter'. Below that, it says 'Ballew, Quincy Z' with DOB '06/19/1949' and address '9522 VESPUCCI CIRCUS DR, ST LOUIS, MO 63134'. Below the address, it says 'Voter is marked inactive. Direct voter to complete Voter's Re-identification/Update Form before being processed.' To the right of the text, there are two buttons: 'Form Completed' and 'Cancel'.

3 VOTER CONFIRMATION

Screen displays voter's information. Verify information, if all is correct press **ACCEPT**.

The screenshot shows the Alabama Poll Pad app interface. At the top, it says 'State of Alabama' and 'Legion Field'. Below that, there is a 'Voter Confirmation' section with 'GO BACK' and 'ACCEPT' buttons. Below that, it says 'Verify voter information and tap accept to continue'. The main heading is 'Quincy Z Ballew' with DOB '06/19/1949' and address '9522 Vespucci Circus Dr, St Louis, MO 63134'. Below the address, it says 'Voter ID: 76511061', 'Status: Inactive', and 'Precinct: 101'.

PROCESSING VOTERS | INACTIVE VOTER

Documentation - 12/12/17
Last Imported: 11/01/17, 11:00 AM

State of Alabama
Legion Field

Signature Confirmation

GO BACK DONE SIGNING

Quincy Z Ballew
9522 Vespucci Circus Dr, St Louis, MO 63134

CLEAR SIGNATURE

Sample Signature

4 VOTER SIGNATURE

Rotate screen to capture voter signature. Once complete, rotate back and press **DONE SIGNING**.

Documentation - 12/12/17
Last Imported: 11/01/17, 11:00 AM

State of Alabama
Legion Field

Pollworker Confirmation

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION AND INITIAL

Quincy Z Ballew
9522 Vespucci Circus Dr, St Louis, MO 63134
Precinct: 101 Voter ID: 76511061
Split: 001
Status: Inactive
DOB: 06/19/1949
Ballot Style: 101-001

Signature on Election Day

Assistance Required ☐

Pollworker Initials

5 POLL WORKER CONFIRMATION

Poll worker confirmation page will appear. Poll worker to verify and confirm all information is correct. If correct, initial in provided field then press **SUBMIT**.

NOTE: Poll worker to initial in box if applicable to jurisdiction.

Documentation - 12/12/17
Last Imported: 11/01/17, 11:00 AM

Alabama
GREAT SEAL

Quincy Z Ballew
Processed Successfully

Ballot Style: 101-001 Precinct: 101 Split: 001

Touch anywhere on the screen to continue.

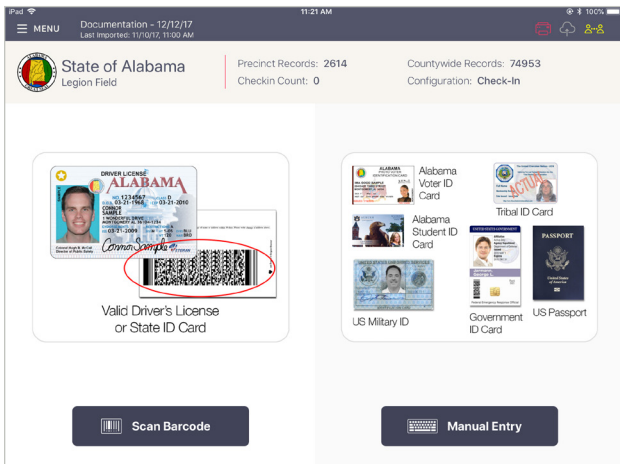
6 PROCESSED VOTER

Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.

PROCESSING VOTERS | ABSENTEE STATUS OR ABS

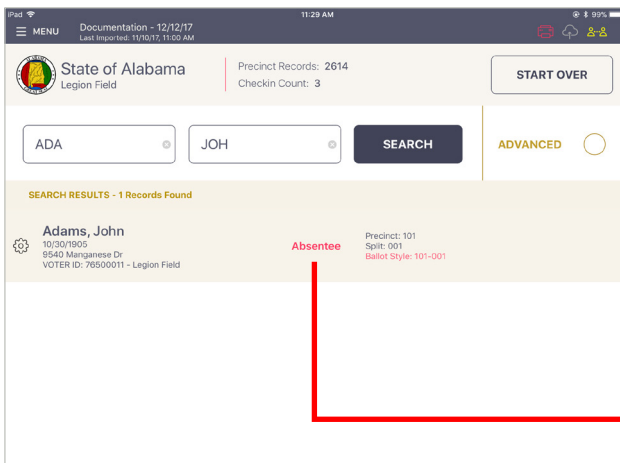
1 LOOK UP VOTER

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.



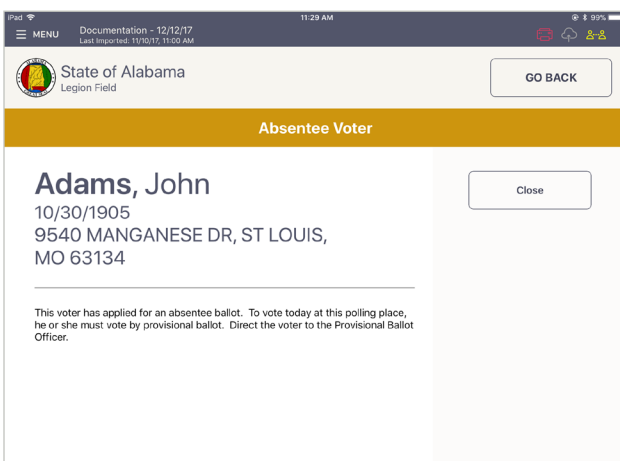
2 LOCATE VOTER'S RECORD

Records matching the search criteria display on screen. You'll notice the voter's record contains a status that reads "Absentee." Press voter record.



3 FOLLOW PROMPT

A prompt will appear reading, "This voter has applied for an absentee ballot. To vote today at this polling place he or she must vote by provisional ballot. Direct the voter to the Provisional Ballot Officer." Press **Close** then **START OVER**.



PROCESSING VOTERS | VOTER REQUIRES ASSISTANCE

1 VOTER ASSISTANCE

If a voter requires assistance, an Assistance Required box is found on the Poll Worker Confirmation page. Poll worker checks Assistance Required box.

State of Alabama
Legion Field

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION AND INITIAL

Zachary Taylor
9460 Court Jester Dr, St Louis, MO 63134
Precinct: 101 Voter ID: 76500023
Split: 001
Status: Active
DOB: 11/24/1904
Ballot Style: 101-001

Assistance Required ☒

Signature on Election Day

Pollworker Initials

Assistance Required ☒

2 ASSISTANT SIGNATURE

A pop-up will instruct the assistant to sign in the box below. Once signed poll worker presses **CONTINUE**. Poll worker then verifies voter's information and ballot style. If all is correct, press **SUBMIT**.

State of Alabama

START OVER SUBMIT

Assistance Required CONTINUE

Instruct the assistant to sign in the box below

Zacha
9460 C
Precinct: 001
Split: 001
Status: A
DOB: 11/
Ballot

Assistant

CLEAR SIGNATURE

Pollworker Initials

3 PROCESSED VOTER

Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.

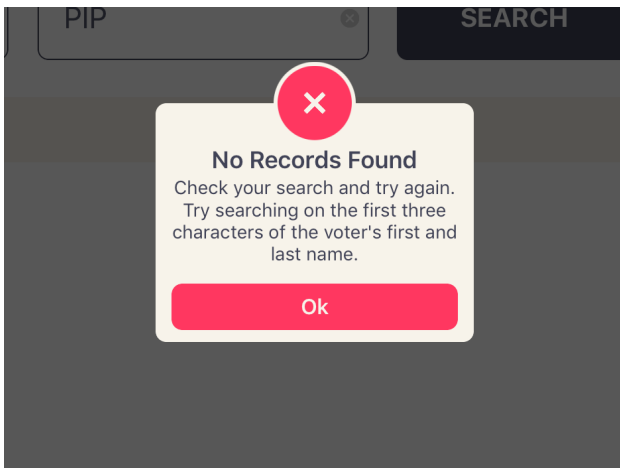
Alabama
GREAT SEAL

Zachary Taylor
Processed Successfully

Ballot Style: 101-001 Precinct: 101 Split: 001

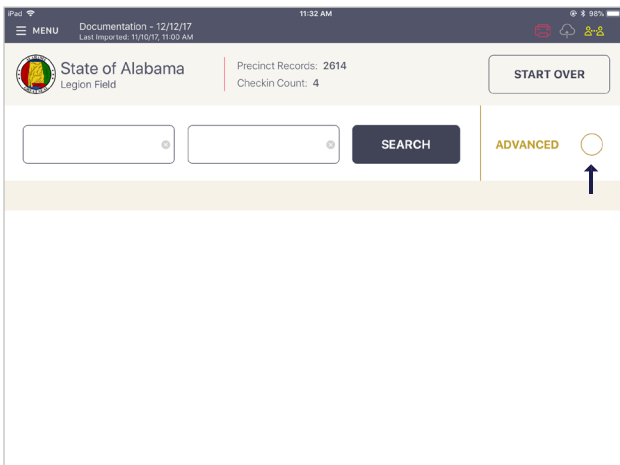
Touch anywhere on the screen to continue.

PROCESSING VOTERS | **ADVANCED SEARCH**



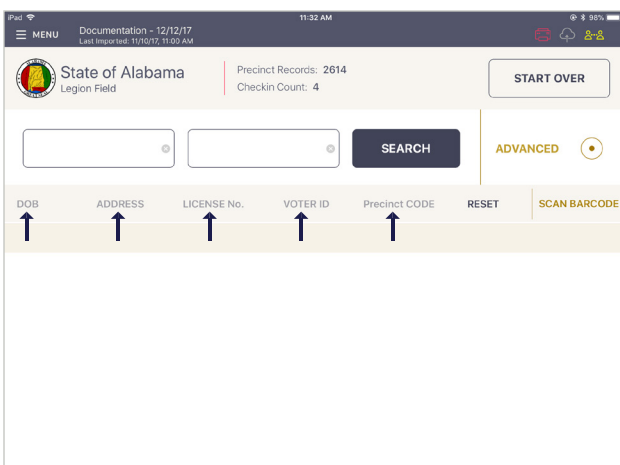
1 **VOTER NOT FOUND**

If Scan Barcode and Manual Entry have been used to find a voter, and he or she is still not found, a pop-up will appear reading, **No Records Found**. Press **OK** to go back to Voter Lookup.



2 **ADVANCED SEARCH**

Once back on the Voter Lookup Screen, clear fields by **PRESSING X** beside Last and First Names. Then press **ADVANCED**.



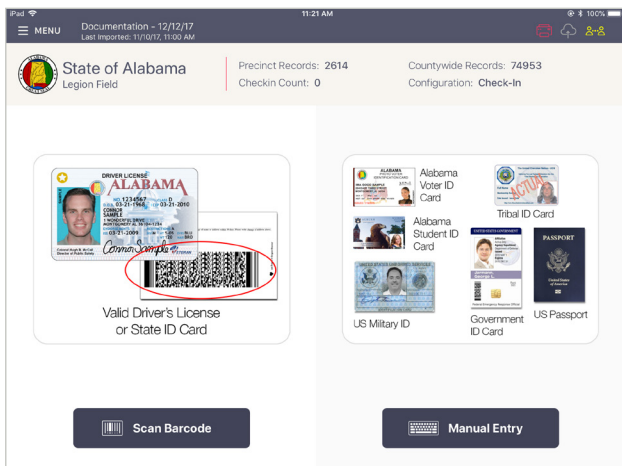
3 **SEARCH BY:**

Lookup voter by using **DATE OF BIRTH (DOB), ADDRESS, LICENSE NUMBER, VOTER ID, etc.**, press **DONE** then **SEARCH**. If voter is found using Advanced Search, follow same protocol as scan barcode/manual entry to process voter.

PROCESSING VOTERS | WRONG LOCATION

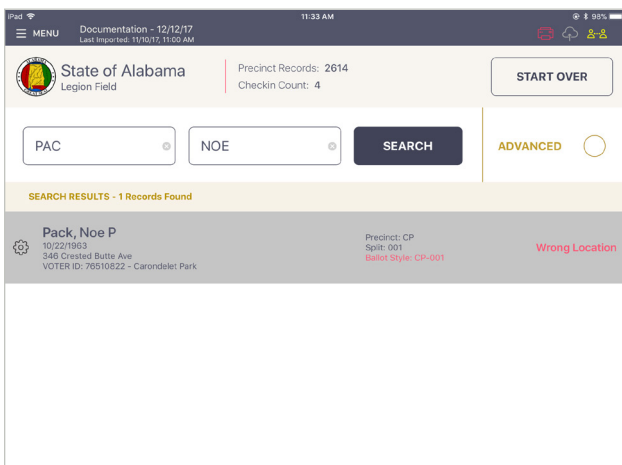
1 LOOKUP VOTER

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.



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 reads "Wrong Location." Touch voter record.

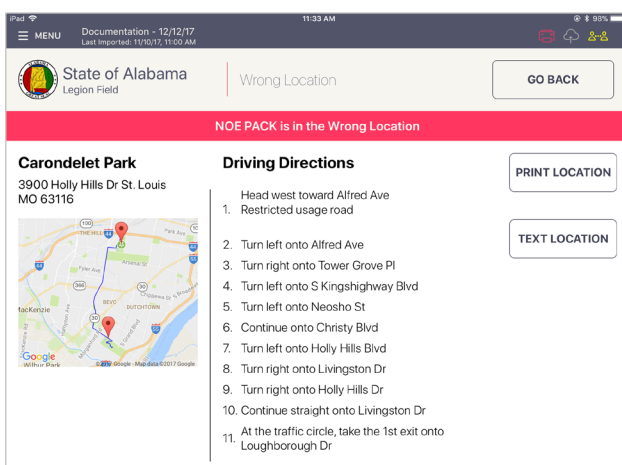


Wrong Location

3 PROVIDE DIRECTIONS

A popup will appear reading, "(Voter's Name) is in the Wrong Location." Correct polling location name and address will be provided. Direct voter to correct polling location. Press **GO BACK** then **START OVER**.

NOTE: Map will appear if using WiFi connectivity in polling location.



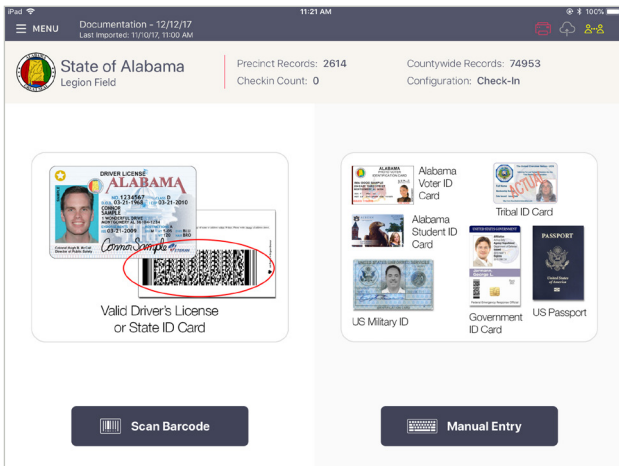
PROCESSING VOTERS

Primary Election | Runoff Election

PROCESSING VOTERS | PRIMARY ELECTION

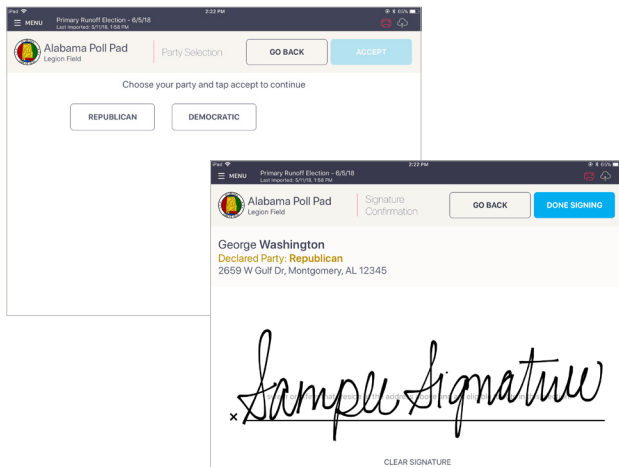
1 LOOKUP VOTER

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.



2 PARTY SELECTION

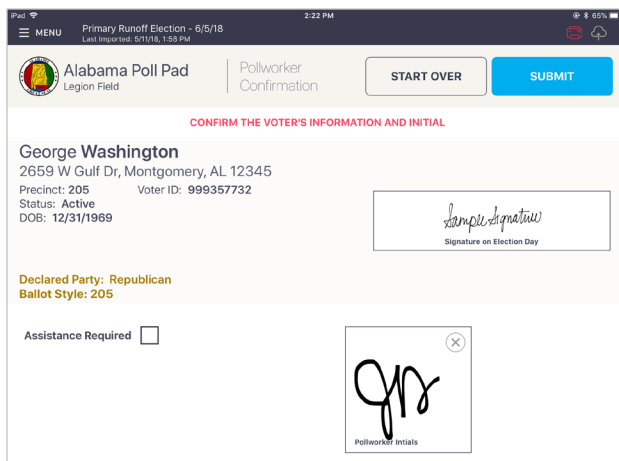
Rotate screen to voter for party selection. Once party has been selected, have voter tap **ACCEPT**. Voter to verify information and sign. Once completed, poll worker rotates screen and taps **DONE SIGNING**.



3 CONFIRMATION SCREEN

Poll worker to confirm information is correct. Once confirmed, press **SUBMIT** and direct voter to next polling station.

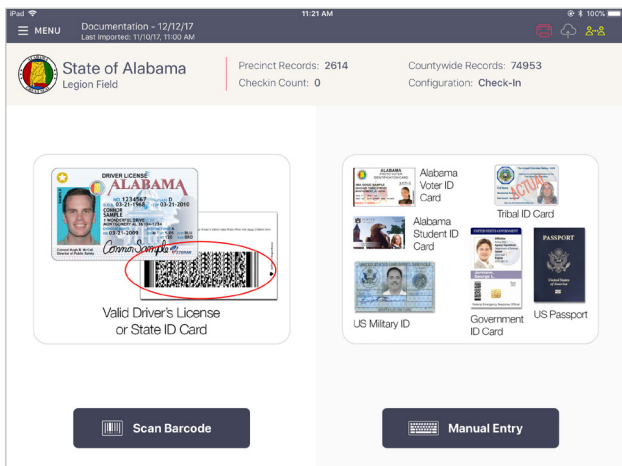
NOTE: Poll worker to initial in box if applicable to jurisdiction.



PROCESSING VOTERS | RUNOFF ELECTION

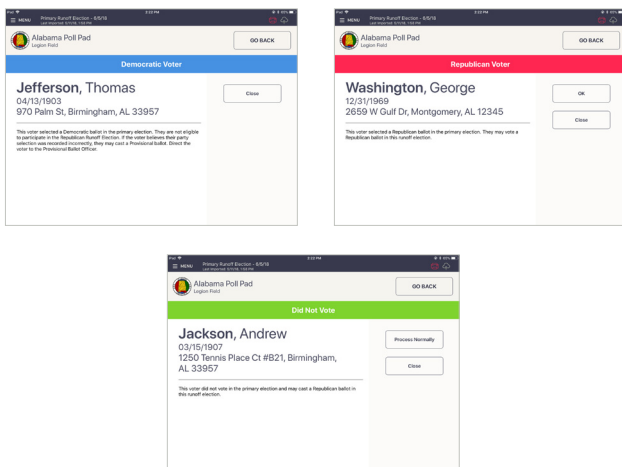
1 LOOKUP VOTER

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.



2 PARTY AFFILIATION

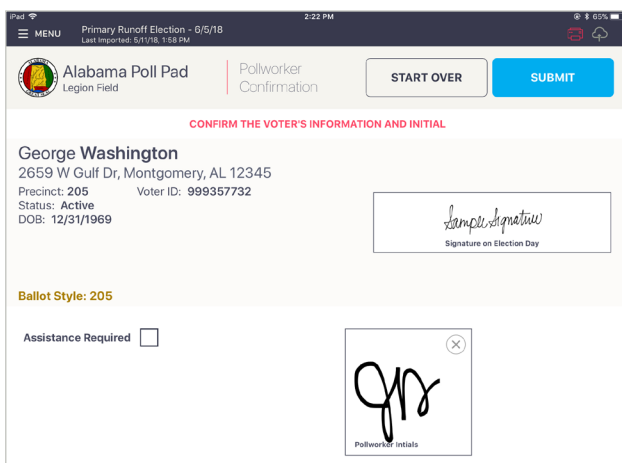
Once the voter record is located and opened, a popup will appear with the voter's political party they affiliated with during primary election. Read the prompt in its entirety for voter instructions. Once completed, press **OK** or **CLOSE**. If eligible to vote in election, rotate screen for voter signature and confirmation.



3 CONFIRMATION SCREEN

Poll worker to confirm information is correct. Once confirmed, press **SUBMIT** and direct voter to next polling station.

NOTE: Poll worker to initial in box if applicable to jurisdiction.





CLOSING PROCEDURES

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 Photo ID Tray
- 7 iPad Screen Cloth
- 8 Printer



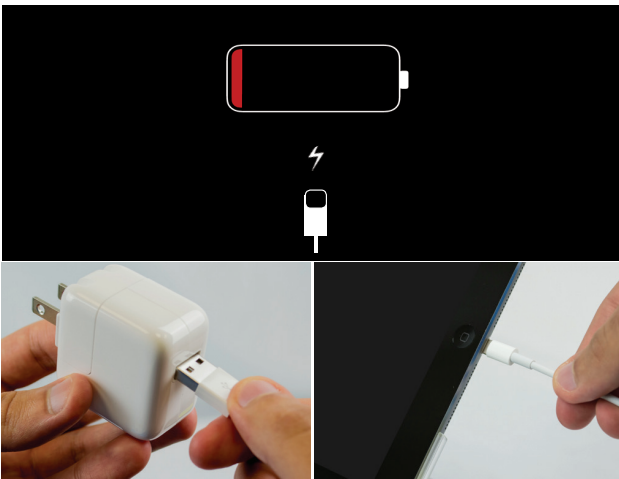
2 RETURN SUPPLIES

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.



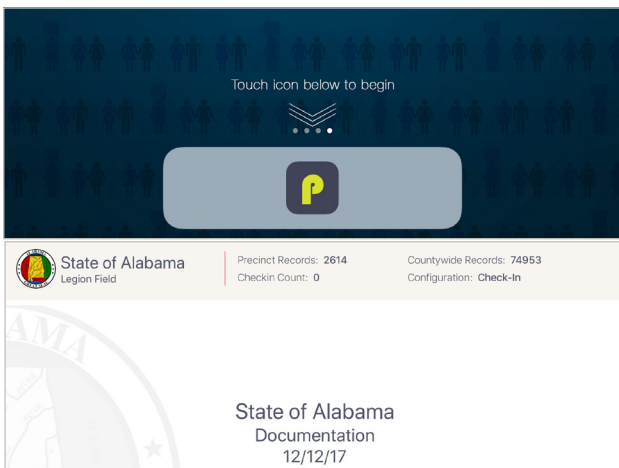
HELP DESK



CHARGING POLL PAD

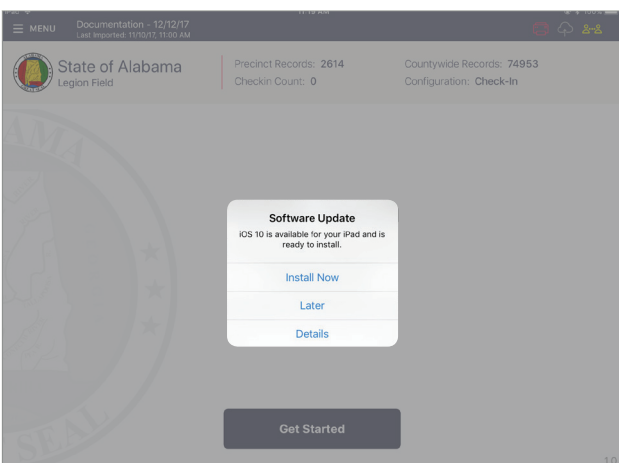
- 1 Plug USB end of power cable into power cube
- 2 Plug power cube into an AC wall outlet
- 3 Plug power cable into Lightning Connector on Poll Pad
- 4 Wait about five minutes for the Poll Pad to charge
- 5 Once there is sufficient power, Poll Pad will auto power on
- 6 Resume normal operations

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 at the bottom of the Home Screen
- 2 Verify the Alabama homepage 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 steps:

- 1 Touch Later from the list of on screen options
- 2 Press the Home button and verify Poll Pad app remains open

HELP DESK



POLL PAD SCREEN IS UNRESPONSIVE

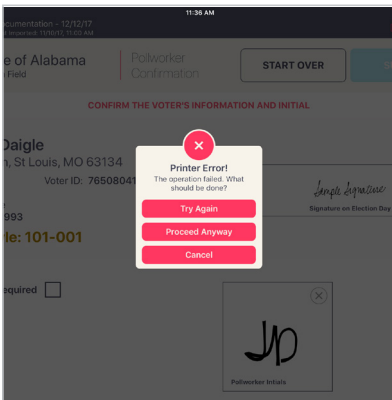
❶ Unplug unit from power source (electrical outlet, battery, etc.)

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 Print Test Receipt

ELECTION DAY | **POLL PAD GUIDE** | THE STATE OF ALABAMA

