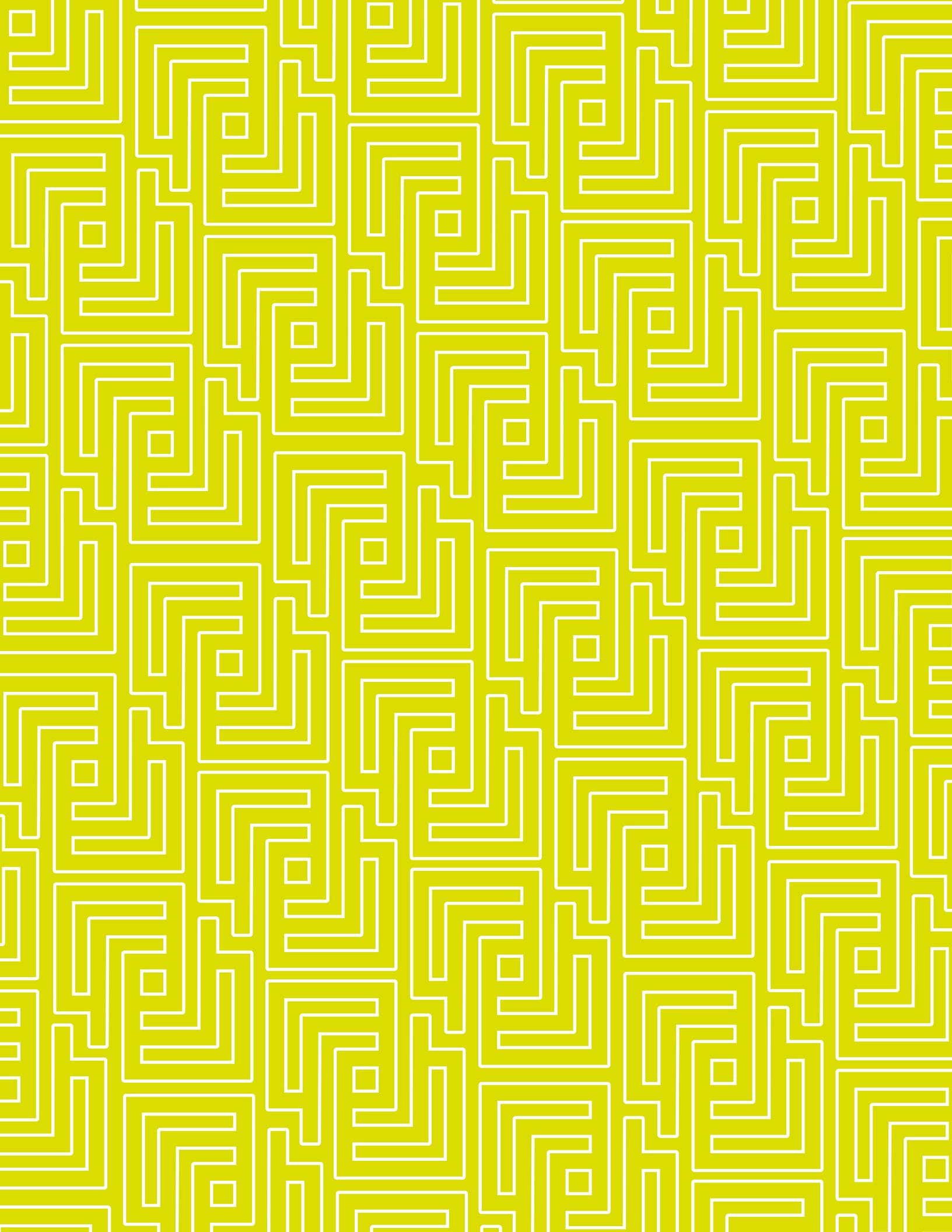


# POLL PAD | training guide

THE STATE OF NEW YORK





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meet the

# POLL PAD®

(UNIT WITH PRINTER - If not using a printer proceed to page 6)



**1** Power Button

**4** Stand Arm

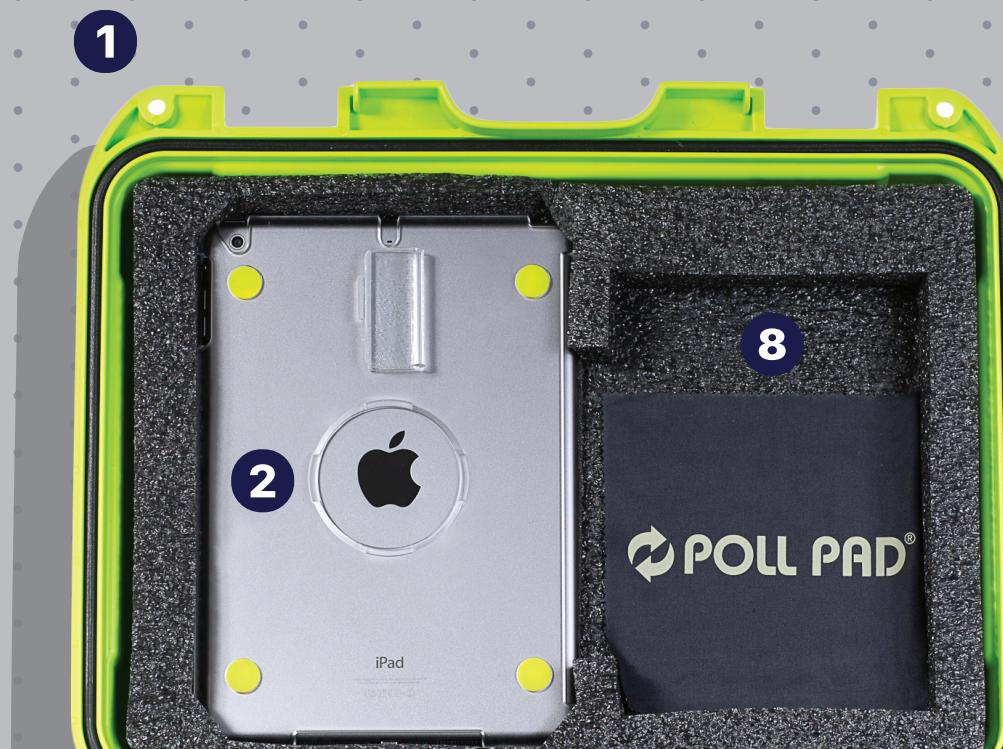
**2** Home Button

**5** Poll Pad Base

**3** Poll Pad & Plastic Shell

**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

meet the

# POLL PAD®

(NO PRINTER UNIT)



**1** Power Button

**4** Stand Arm

**2** Home Button

**5** Poll Pad Base

**3** Poll Pad & Plastic Shell

**6** Camera

**7** ID Tray

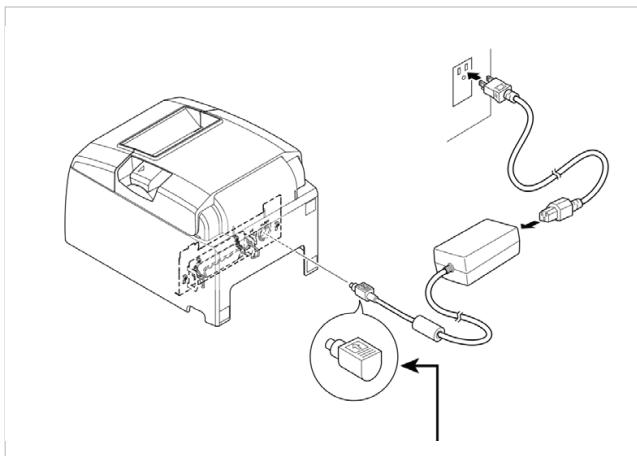


- 1 **Green Case**
- 2 **Poll Pad**  
(stand arm located on backside)
- 3 **Stand Base**
- 4 **Lightning to USB Cable & USB Power Adapter**
- 5 **(2) Stylus**
- 6 **ID Tray**
- 7 **Screen Cloth**  
(located under Stand Base)

# OPENING PROCEDURES

## OPENING PROCEDURES | POLL PAD SETUP

(If not using a printer please proceed to Step 6)



### 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**

## OPENING PROCEDURES | POLL PAD SETUP



### 4 PLUG PRINTER INTO OUTLET

Plug printer into a power source.

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

**NOTE:** If you see a red error light refer to page 30.



### 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 you hear a click.

**NOTE:** Sticker with jurisdiction name and number will be on top.

## OPENING PROCEDURES | POLL PAD SETUP



### 7 CONNECT ARM TO BASE

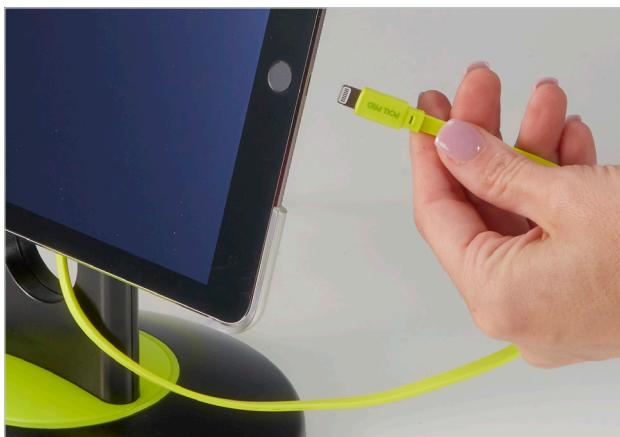
Take stand arm and place into Poll Pad base. Once attached rotate Poll Pad making sure the camera is on top, oriented in a landscape position.

**NOTE: Sticker with jurisdiction name and number will be on top.**



### 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 CONNECT POLL PAD TO POWER

Plug the lightning connector into the Poll Pad, then plug the power adapter into a power source.

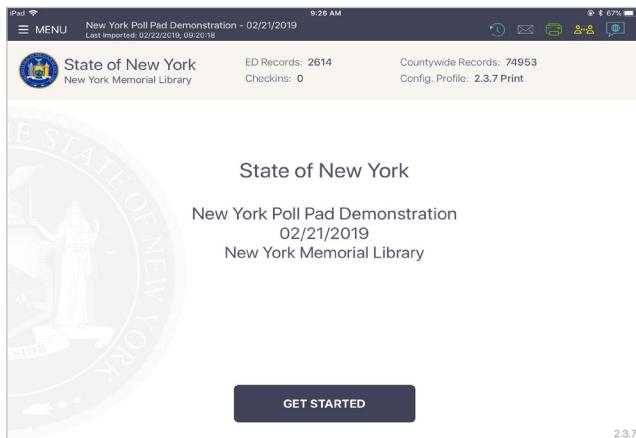
## OPENING PROCEDURES | POLL PAD SETUP



### 10 POWER ON POLL PAD

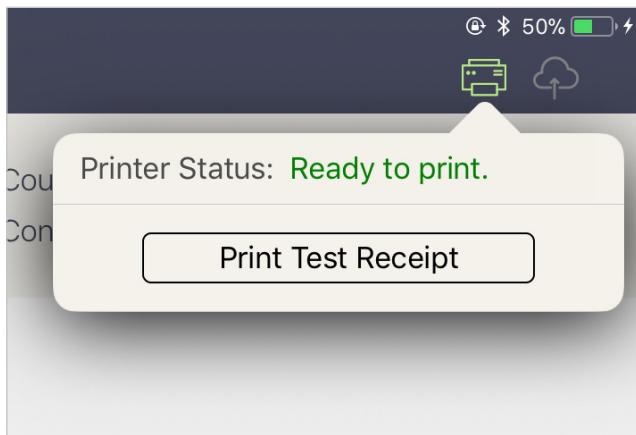
Press the power button on the top left edge of the unit until you see the Apple icon, then release. The Poll Pad will power on, and the Poll Pad application will launch automatically.

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



### 11 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)

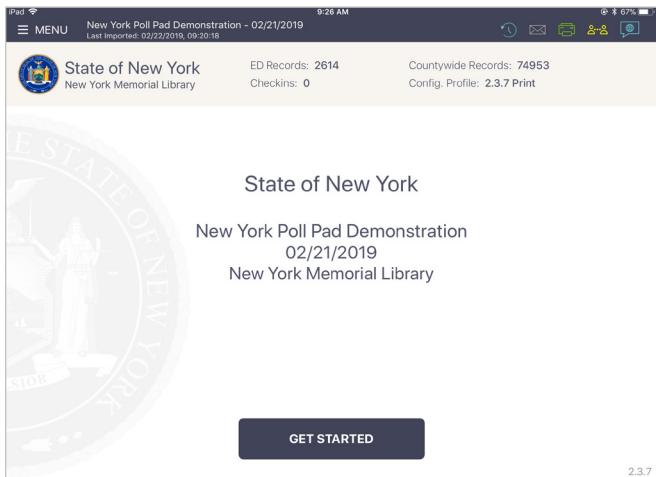


### 12 CONNECT & TEST PRINT (IF USING A PRINTER)

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 (IF USING A PRINTER)



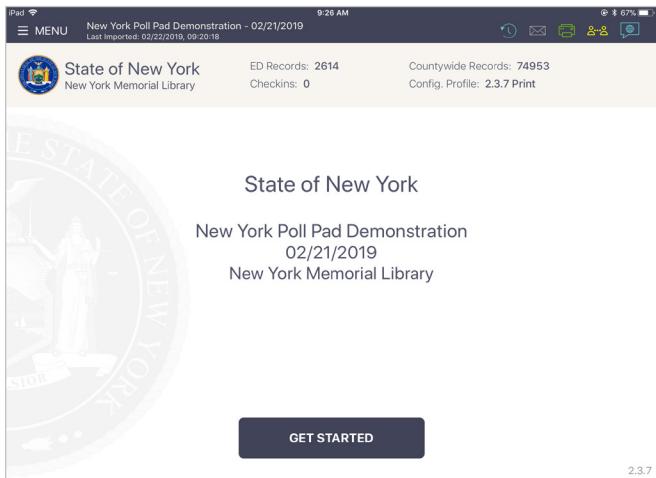
Poll Pad is paired with the printer. A receipt will print out for checked-in voters and those who are in the wrong precinct.



Poll Pad recognizes the printer and is currently in the process of pairing with the device.



Poll Pad is not paired with the printer. Confirm printer is turned on. Select the printer icon, followed by Pair and Connect.



### MULTI-PEER ICONS & COLORS



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



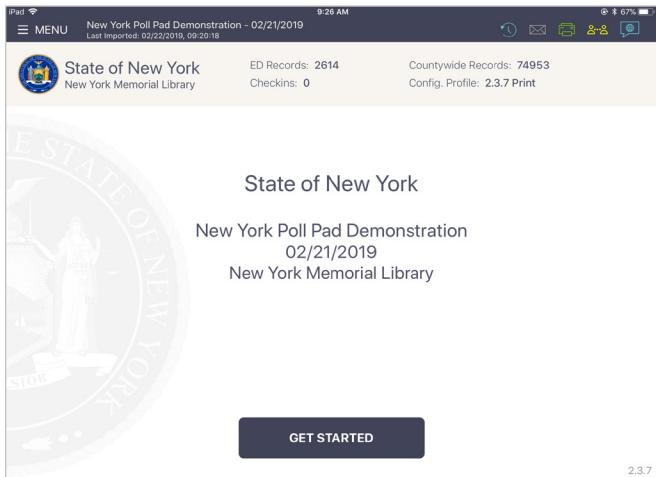
The number inside of the blue circle indicates the number of poll site units the Poll Pad is connected to.



Poll Pad recognizes the presence of other poll site Poll Pads but is not connected or synchronizing with these units.



The Poll Pad is currently disconnected and not synchronizing with the other poll site Poll Pads. CONTINUE TO PROCESS VOTERS. Contact the Coordinator.



### CLOUD SYNC ICONS & COLORS



Poll Pad is currently connected and synchronizing with the central election database.



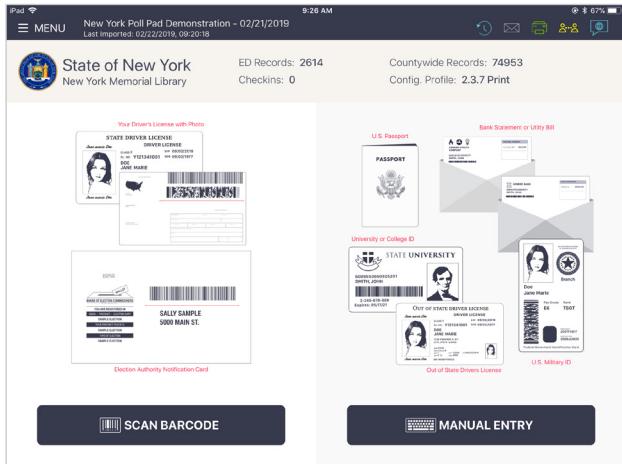
Poll Pad is in the process of connecting to the central election database.



The Poll Pad is currently disconnected and not synchronizing with the other poll site Poll Pads. CONTINUE TO PROCESS VOTERS. Contact the Coordinator.

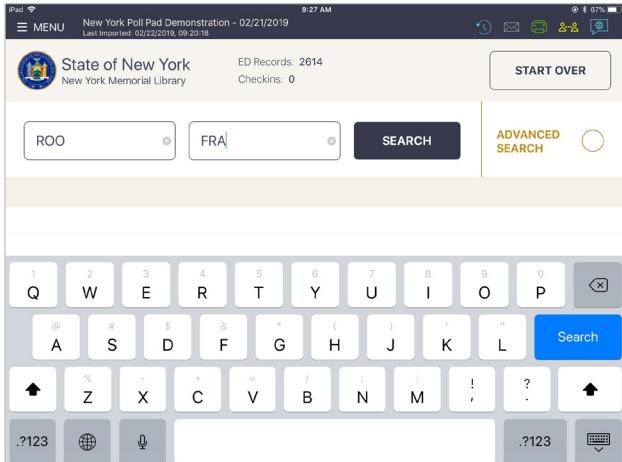
# PROCESSING VOTERS

## PROCESSING VOTERS | SEARCH BY MANUAL ENTRY



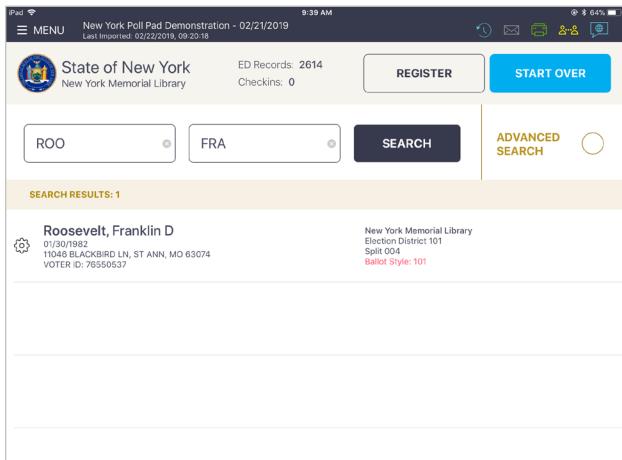
### 1 SEARCH BY NAME

Press **Manual Entry** to locate the voter by 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 voter's last and first name, then press **SEARCH**.

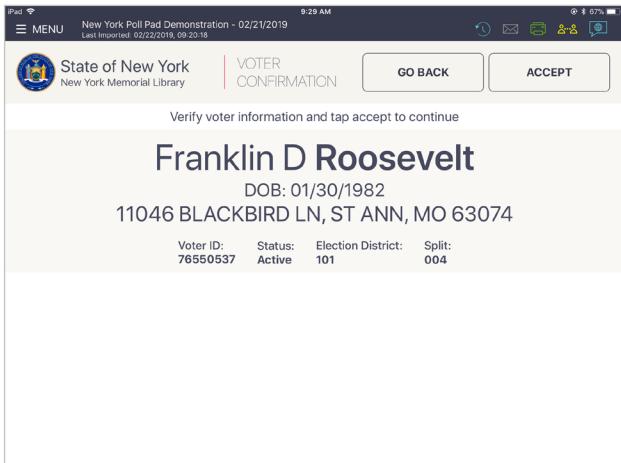


### 3 SELECT VOTER'S RECORD

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.

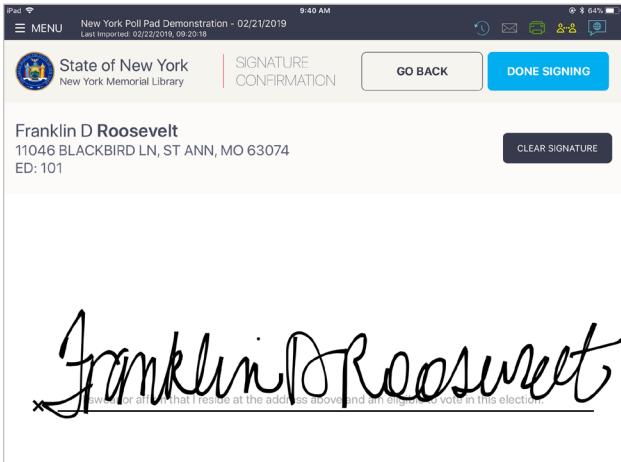
**NOTE:** Search results show both in-precinct and out of precinct voters. Out of precinct voters display in gray with an indicator that reads "Wrong Precinct."

## PROCESSING VOTERS | SEARCH BY MANUAL ENTRY



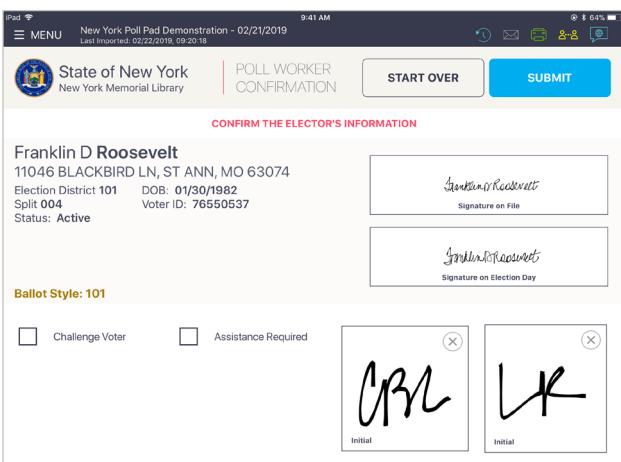
### 4 VOTER CONFIRMATION

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



### 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**.



### 6 POLL WORKER CONFIRMATION

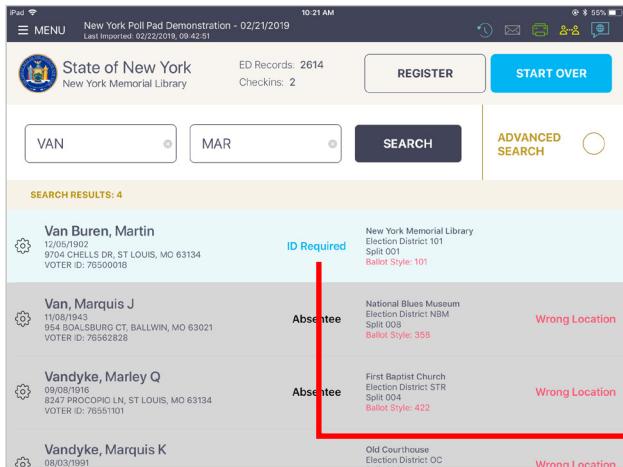
Poll worker confirmation screen will appear.  
Poll worker to verify signature and confirm all information is correct. If correct, initial and press **SUBMIT**.



## **7 PROCESSED VOTER**

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

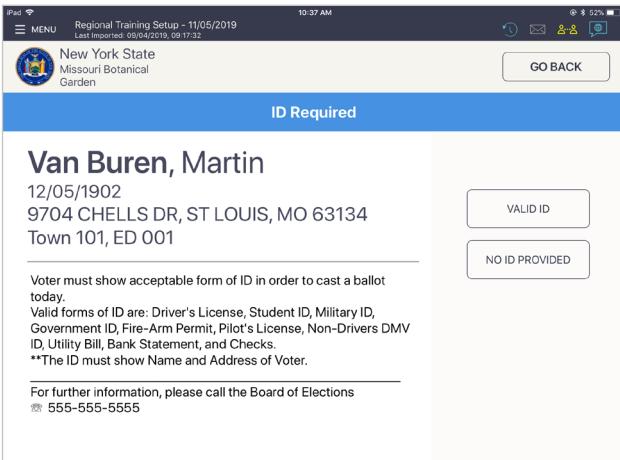
# PROCESSING VOTERS | ID REQUIRED



10:21 AM  
MENU New York Poll Pad Demonstration - 02/21/2019  
Last Imported: 02/22/2019, 09:42:51  
ED Records: 2614  
Checkins: 2  
REGISTER START OVER  
VAN MAR SEARCH ADVANCED SEARCH  
SEARCH RESULTS: 4  
Van Buren, Martin  
12/05/1902  
9704 CHELLS DR, ST LOUIS, MO 63134  
VOTER ID: 76500018  
ID Required  
New York Memorial Library  
Election District 101  
Split 001  
Ballot Style: 101  
Van, Marquis J  
11/05/1945  
954 BOALSBURG CT, BALLWIN, MO 63021  
VOTER ID: 76562828  
Absentee  
National Blues Museum  
Election District NBM  
Split 008  
Ballot Style: 358  
Wrong Location  
Vandyke, Marley Q  
09/05/1916  
8347 PROCOPIO LN, ST LOUIS, MO 63134  
VOTER ID: 76551101  
Absentee  
First Baptist Church  
Election District STR  
Split 004  
Ballot Style: 422  
Wrong Location  
Vandyke, Marquis K  
08/03/1991  
Old Courthouse  
Election District OC  
Wrong Location

## 1 LOOK UP VOTER

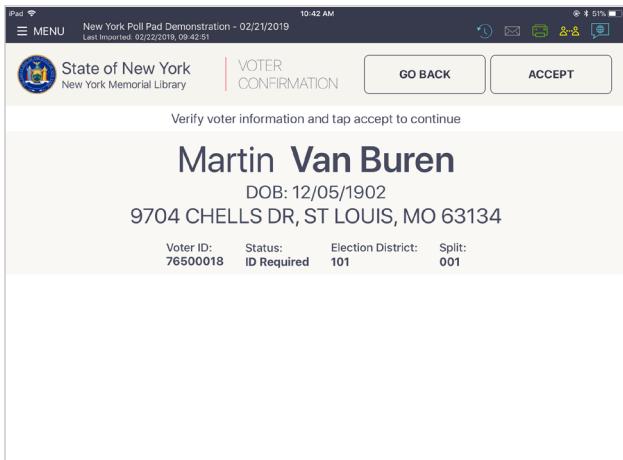
Lookup the voter's record. You'll notice their record contains a status that reads "ID Required." Press voter record.



10:37 AM  
MENU Regional Training Setup - 11/05/2019  
Last Imported: 09/04/2019, 09:17:32  
New York State  
Missouri Botanical  
Garden  
ID Required  
Van Buren, Martin  
12/05/1902  
9704 CHELLS DR, ST LOUIS, MO 63134  
Town 101, ED 001  
Voter must show acceptable form of ID in order to cast a ballot today.  
Valid forms of ID are: Driver's License, Student ID, Military ID, Government ID, Fire-Arm Permit, Pilot's License, Non-Drivers DMV ID, Utility Bill, Bank Statement, and Checks.  
\*\*The ID must show Name and Address of Voter.  
For further information, please call the Board of Elections  
555-555-5555

## 2 FOLLOW PROMPT

A prompt will appear, follow written instructions. If the voter has a valid form of identification, press **Valid ID**.

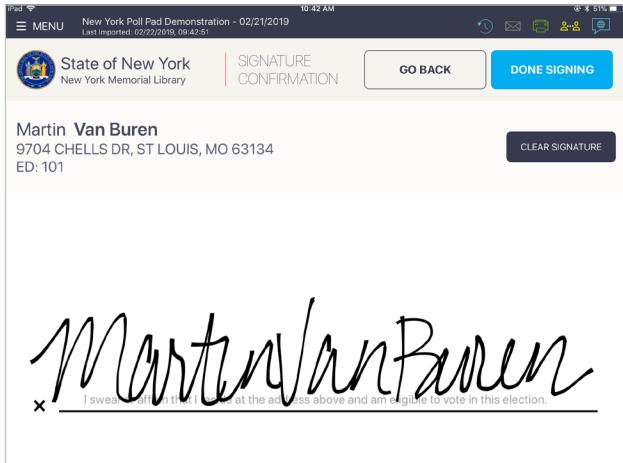


10:42 AM  
MENU New York Poll Pad Demonstration - 02/21/2019  
Last Imported: 02/22/2019, 09:42:51  
State of New York  
New York Memorial Library  
VOTER CONFIRMATION GO BACK ACCEPT  
Verify voter information and tap accept to continue  
Martin Van Buren  
DOB: 12/05/1902  
9704 CHELLS DR, ST LOUIS, MO 63134  
Voter ID: 76500018 Status: ID Required Election District: 101 Split: 001

## 3 VOTER CONFIRMATION

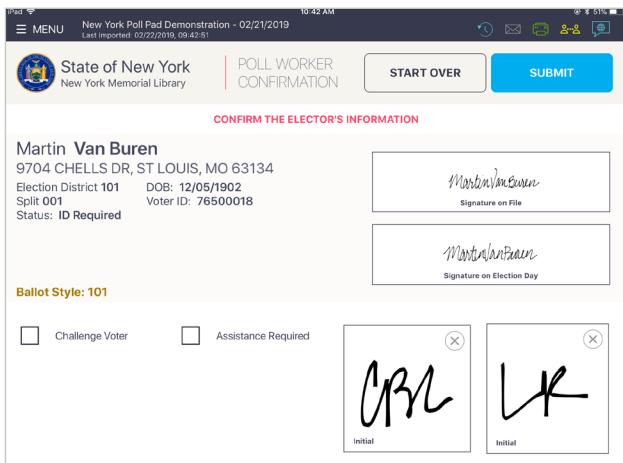
Screen displays voter's information. Verify information, if all is correct press **ACCEPT**.

## PROCESSING VOTERS | ID REQUIRED



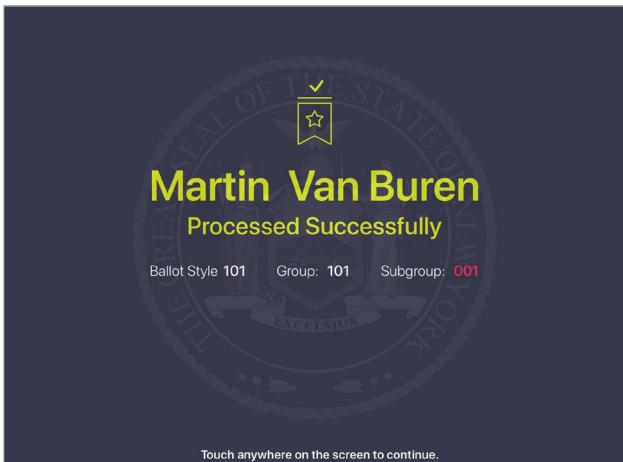
### 4 VOTER SIGNATURE

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



### 5 POLL WORKER CONFIRMATION

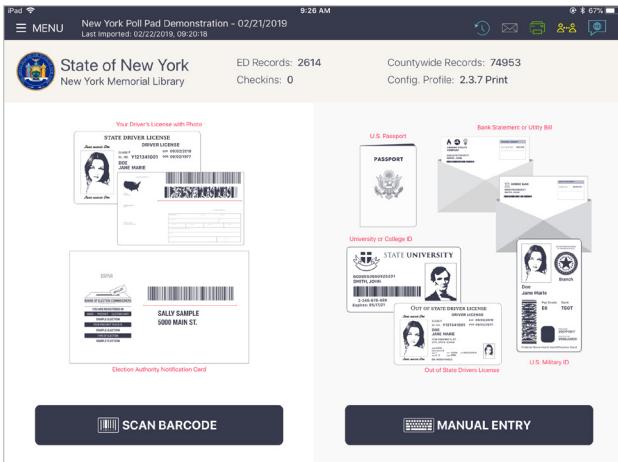
Poll worker confirmation screen will appear. Poll worker to verify signature and confirm all information is correct. If correct, initial in provided field then press **SUBMIT**.



### 6 PROCESSED VOTER

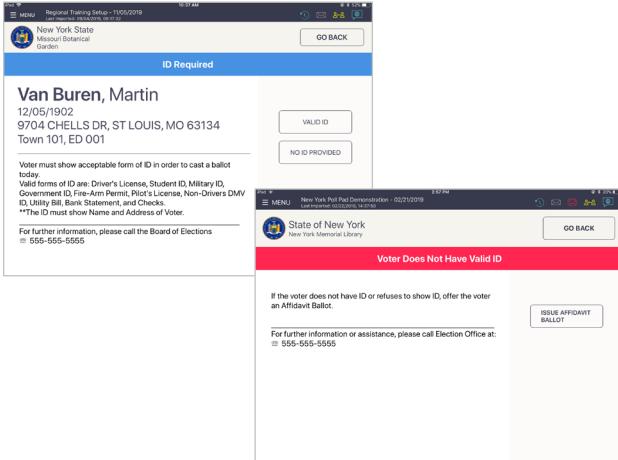
Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.

# PROCESSING VOTERS | AFFIDAVIT BALLOT



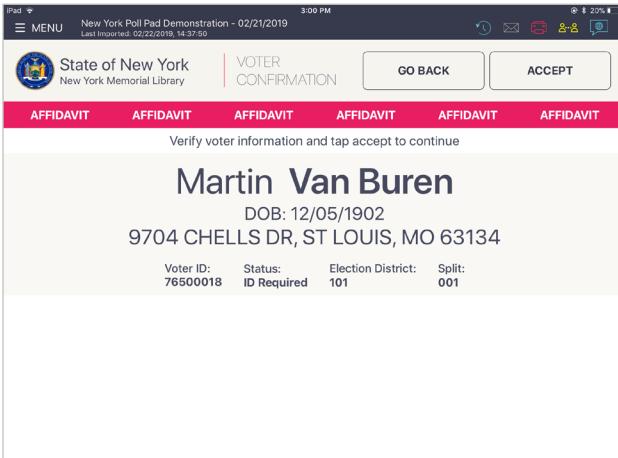
## 1 LOOK UP VOTER

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



## 2 LOCATE VOTER'S RECORD AND READ PROMPT

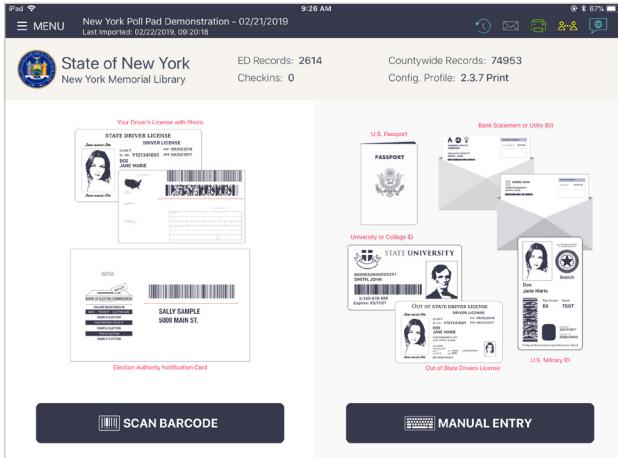
A prompt will appear, follow written instructions to process by affidavit ballot press **ISSUE AFFIDAVIT BALLOT**.



## 3 FOLLOW PROMPT

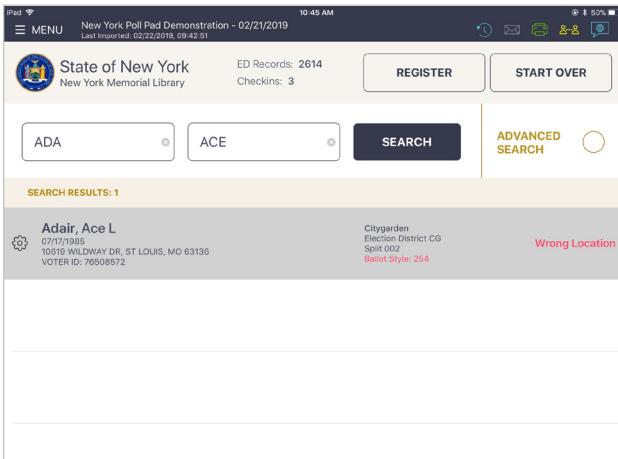
An affidavit banner will appear across the top of the screen. Verify voter information and complete check-in process.

# PROCESSING VOTERS | WRONG LOCATION



## 1 LOOKUP VOTER

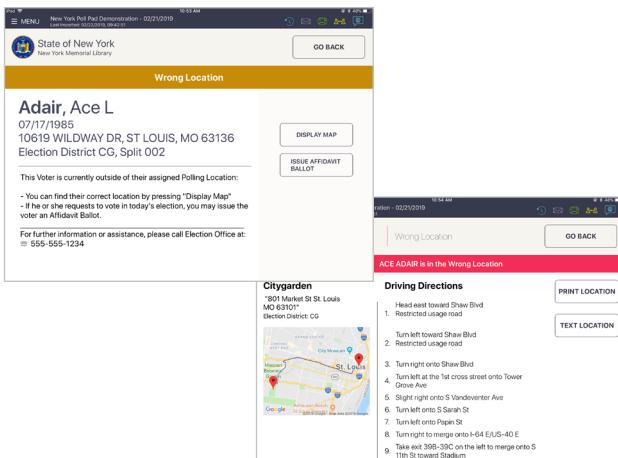
Lookup the voter's record using either Scan Barcode or Manual Entry instructions.



## 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



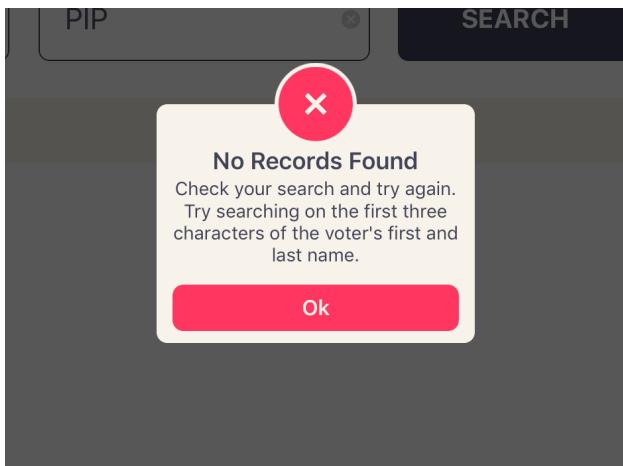
## 3 FOLLOW PROMPT

A popup will appear, follow written instructions.

## 4 PROVIDE DIRECTIONS

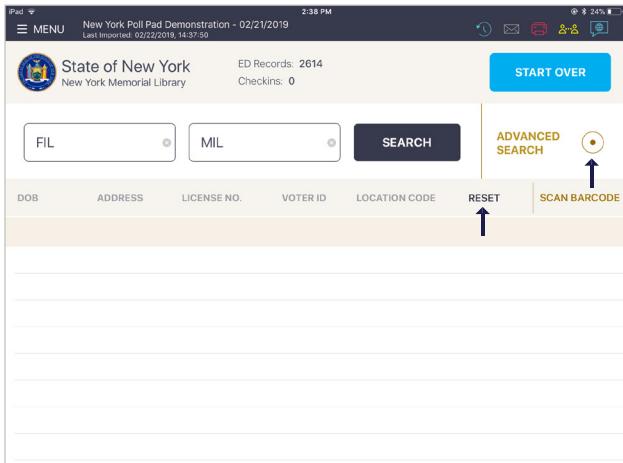
A popup will appear reading, "(Voter's Name) is in the Wrong Location." Correct polling location name and address will be provided. Direct voter to correct polling location by Text or Print. Press **GO BACK** then **START OVER**.

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



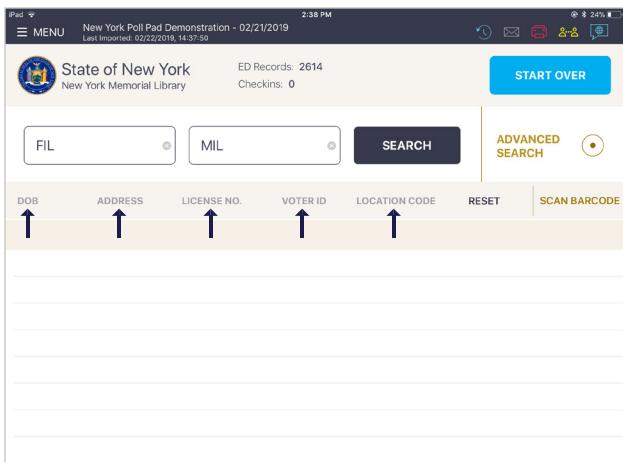
### 1 VOTER NOT FOUND

If Manual Entry has 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

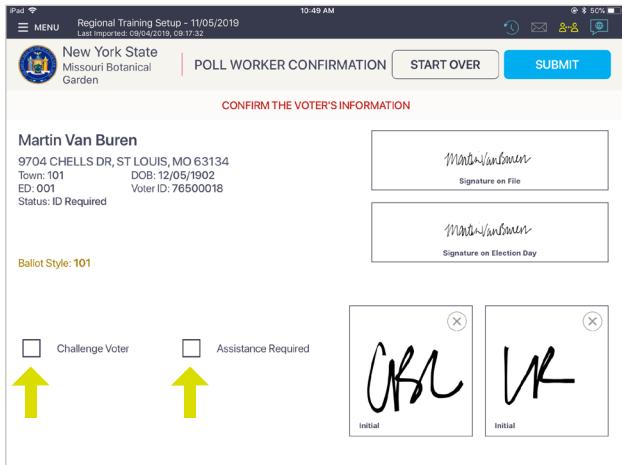
Once back on the Voter Lookup Screen, press **ADVANCED**. When Advanced Search bar appears, press **RESET**.



### 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 manual entry to process voter.

# PROCESSING VOTERS VOTER REQUIRES ASSISTANCE / CHALLENGE



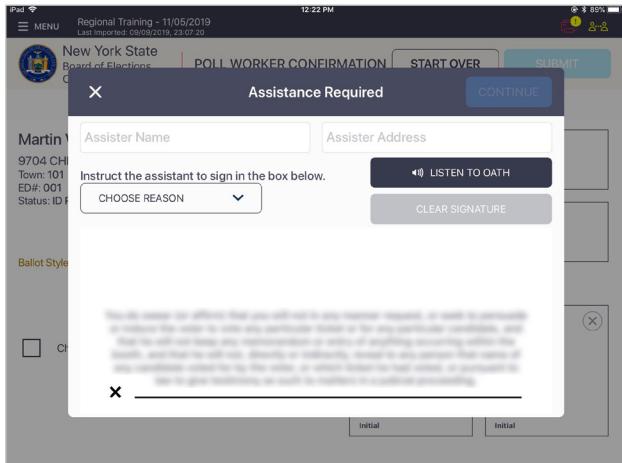
10:49 AM  
Regional Training Setup - 11/05/2019  
Last Imported: 09/04/2019, 09:17:32  
New York State Missouri Botanical Garden  
POLL WORKER CONFIRMATION START OVER SUBMIT  
CONFIRM THE VOTER'S INFORMATION  
Martin Van Buren  
9704 CHELLS DR, ST LOUIS, MO 63134  
Town: 101 DOB: 12/05/1902  
ED: 001 Voter ID: 76500018  
Status: ID Required  
Signature on File  
Signature on Election Day  
Ballot Style: 101  
Challenge Voter Assistance Required  
Initial Initial

## 1 VOTER ASSISTANCE / CHALLENGE

If a voter requires assistance or is challenged, press either the Assistance Required box or Challenge Voter box found on the Poll Worker Confirmation page.

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

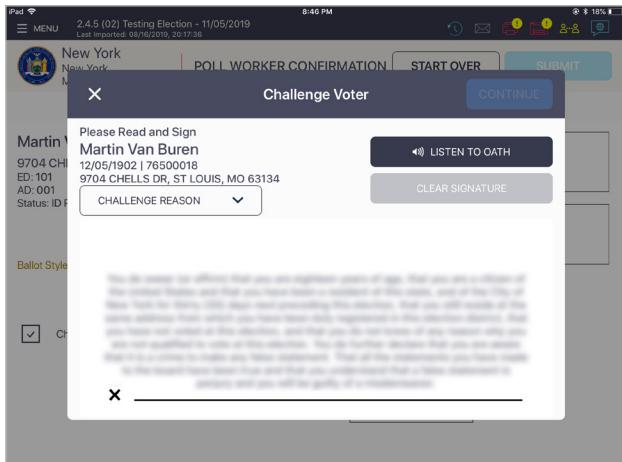
Challenge Voter  Assistance Required



12:22 PM  
Regional Training - 11/05/2019  
Last Imported: 09/04/2019, 23:07:20  
New York State Board of Elections  
POLL WORKER CONFIRMATION START OVER SUBMIT  
Assister Name Assister Address  
Instruct the assister to sign in the box below.  
CHOOSE REASON LISTEN TO OATH CLEAR SIGNATURE  
X  
Initial Initial

## 2 ASSISTANCE REQUIRED

Enter the assister's name and address. Instruct the assister to read the Assistance Required Oath and sign on the signature line. Once signed, poll worker presses **CONTINUE**. Poll worker to complete voter check-in process.

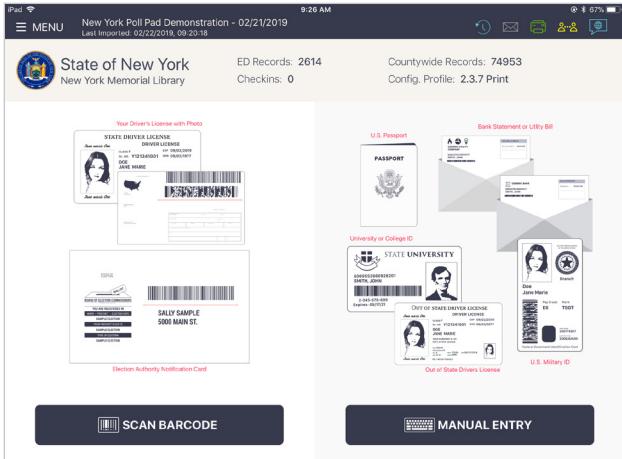


8:46 PM  
2.4.5 (02) Testing Election - 11/05/2019  
Last Imported: 08/06/2019, 20:17:36  
New York  
POLL WORKER CONFIRMATION START OVER SUBMIT  
Challenge Voter CONTINUE  
Please Read and Sign  
Martin Van Buren  
12/05/1902 76500018  
9704 CHELLS DR, ST LOUIS, MO 63134  
CHALLENGE REASON LISTEN TO OATH CLEAR SIGNATURE  
X  
Initial Initial

## 3 VOTER IS CHALLENGED

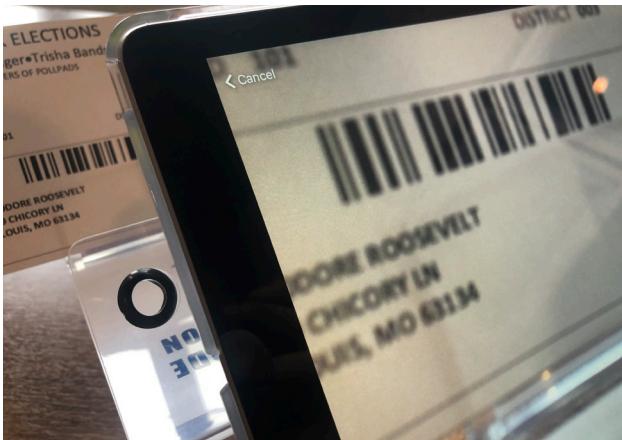
The Challenge Oath and Challenge Reason drop down box will appear on the screen. Choose the reason for the Challenge. Instruct voter to read Challenge Oath and have the voter sign on the signature line. Once signed, poll worker presses **CONTINUE**. Poll worker to complete voter check-in process.

# PROCESSING VOTERS SEARCH BY SCANNING VOTER NOTIFICATION CARD



## 1 VERIFY VOTER'S INFO

If the voter presents a Voter Notification Card, start the check-in process by touching **Scan Barcode**.



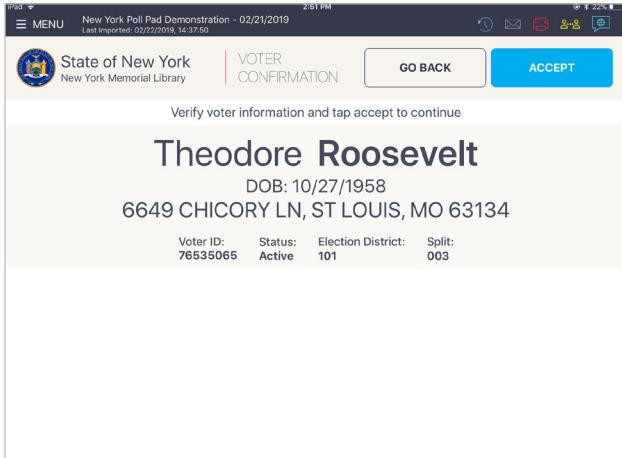
## 2 SCAN VOTER'S ID

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

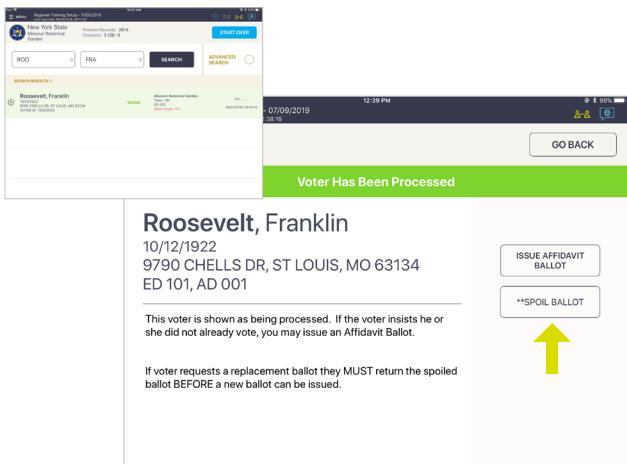
**NOTE:** If the camera is unable to scan the voter's card or if it is not placed onto the holder within five seconds, the Poll Pad will display "Barcode Not Found." If this occurs find the voter using the manual search method.

## 3 VOTER CONFIRMATION

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



# PROCESSING VOTERS | SPOILED BALLOT

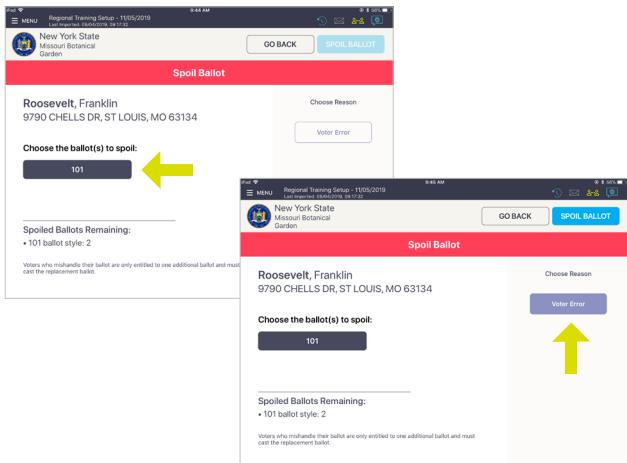


## ① LOOK UP VOTER

Look up the voter's record. Once located you will notice the record is shaded green and is marked as **Voted**.

Press on the record and read the prompt in its entirety. To spoil ballot press **SPOIL BALLOT AND ENTER PASSWORD**.

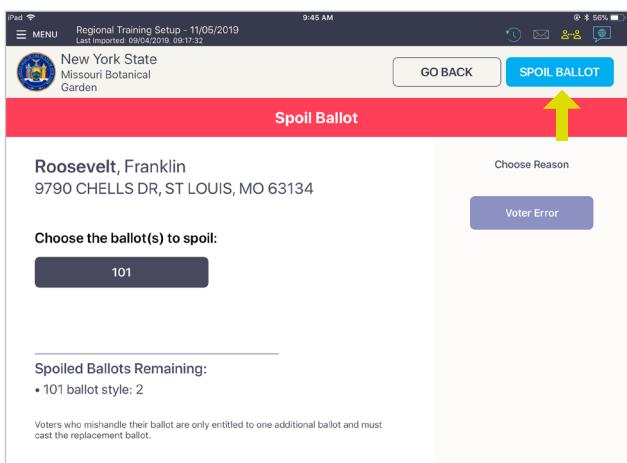
**NOTE:** Password is 1234



## ② SELECT SPOIL BALLOT

Banner will read **Spoil Ballot**. Choose the ballot(s) to spoil. Choose reason to spoil (Ex. Voter Error).

**NOTE:** You will notice Spoiled Ballots Remaining Count will decrease for each ballot that is spoiled. Maximum number is 3.

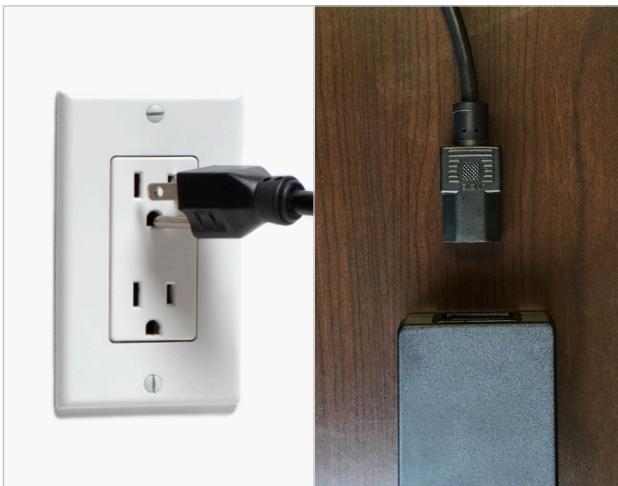


## ③ SPOIL BALLOT

Press **SPOIL BALLOT** to complete the process.

# CLOSING PROCEDURES

## CLOSING PROCEDURES | **SECURE POLL PAD SUPPLIES**



### **POWER OFF & UNPLUG PRINTER (IF USING A PRINTER)**

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

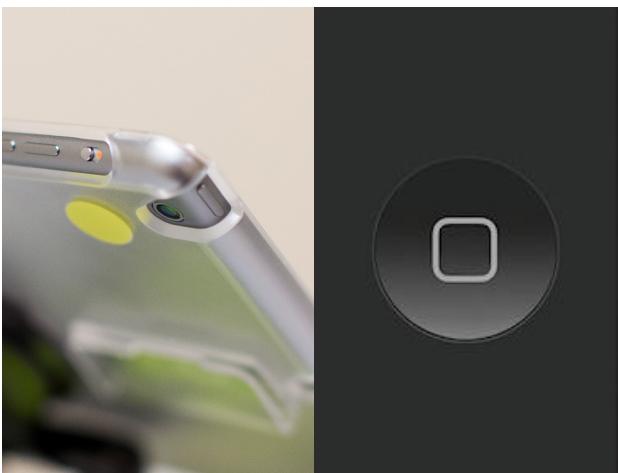
**NOTE: Keep Poll Pad powered ON**



### **FOLD STAND ARM**

After disconnecting hardware from the Poll Pad, place components back in 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**



### **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.

## CLOSING PROCEDURES | **SECURE POLL PAD SUPPLIES**

### **PACK POLL PAD CASE (With Printer)**



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

- ① Green Case
- ② Poll Pad
- ③ Poll Pad Base
- ④ Power Cube and Cord
- ⑤ (2) Stylus
- ⑥ Photo ID Tray
- ⑦ Poll Pad Screen Cloth
- ⑧ Printer (and Cords)
- ⑨ Stand Arm

### **PACK POLL PAD CASE (Without Printer)**



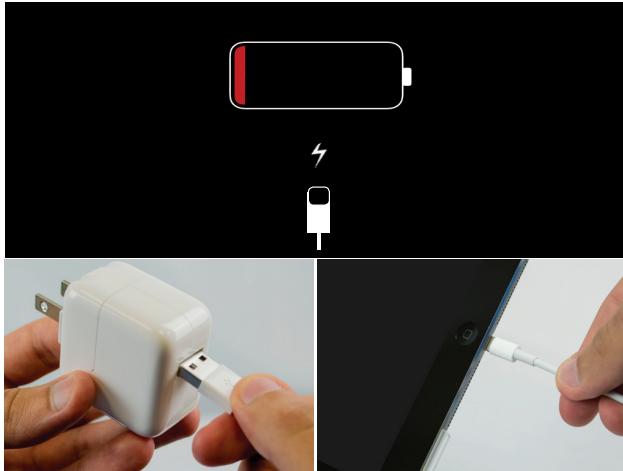
Disassemble the Poll Pad and return the supplies to the Poll Pad Case.  
Close the lid and secure.

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

## **RETURN SUPPLIES**

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

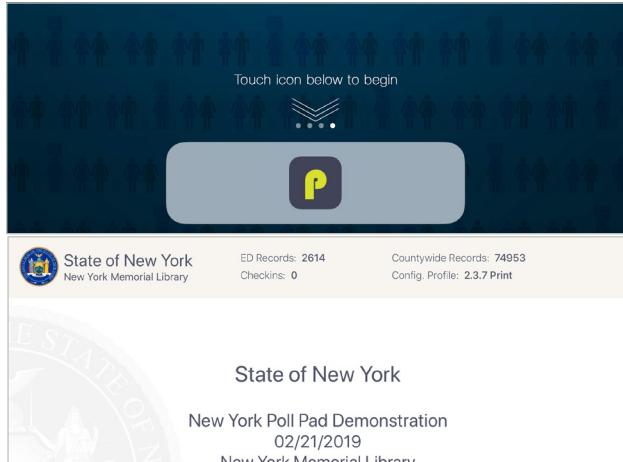
**NOTE:** To ensure accuracy, remember to place the Poll Pad supplies in the appropriate case/tote.



## CHARGING POLL PAD

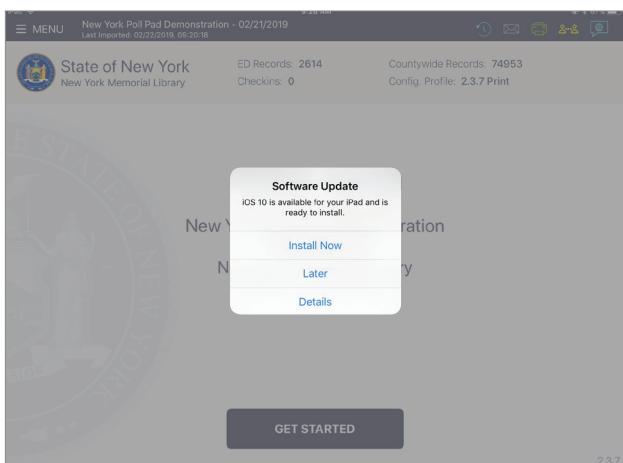
- 1 Plug USB end of power cable into power cube
- 2 Plug power cube into an AC wall outlet
- 3 Plug power cable into Lightning Connector on Poll Pad
- 4 Wait about five minutes for the Poll Pad to charge
- 5 Once there is sufficient power, Poll Pad will auto power on
- 6 Resume normal operations

**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 correct 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

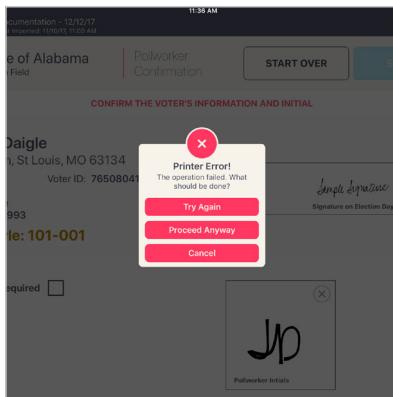


### POLL PAD SCREEN IS UNRESPONSIVE

- ① Unplug unit from power source (electrical outlet, battery, etc.)

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

- ② Hold down the Sleep/Wake and Home buttons simultaneously
- ③ Release both buttons once the Apple logo displays on screen
- ④ After application launches, return to previous activity



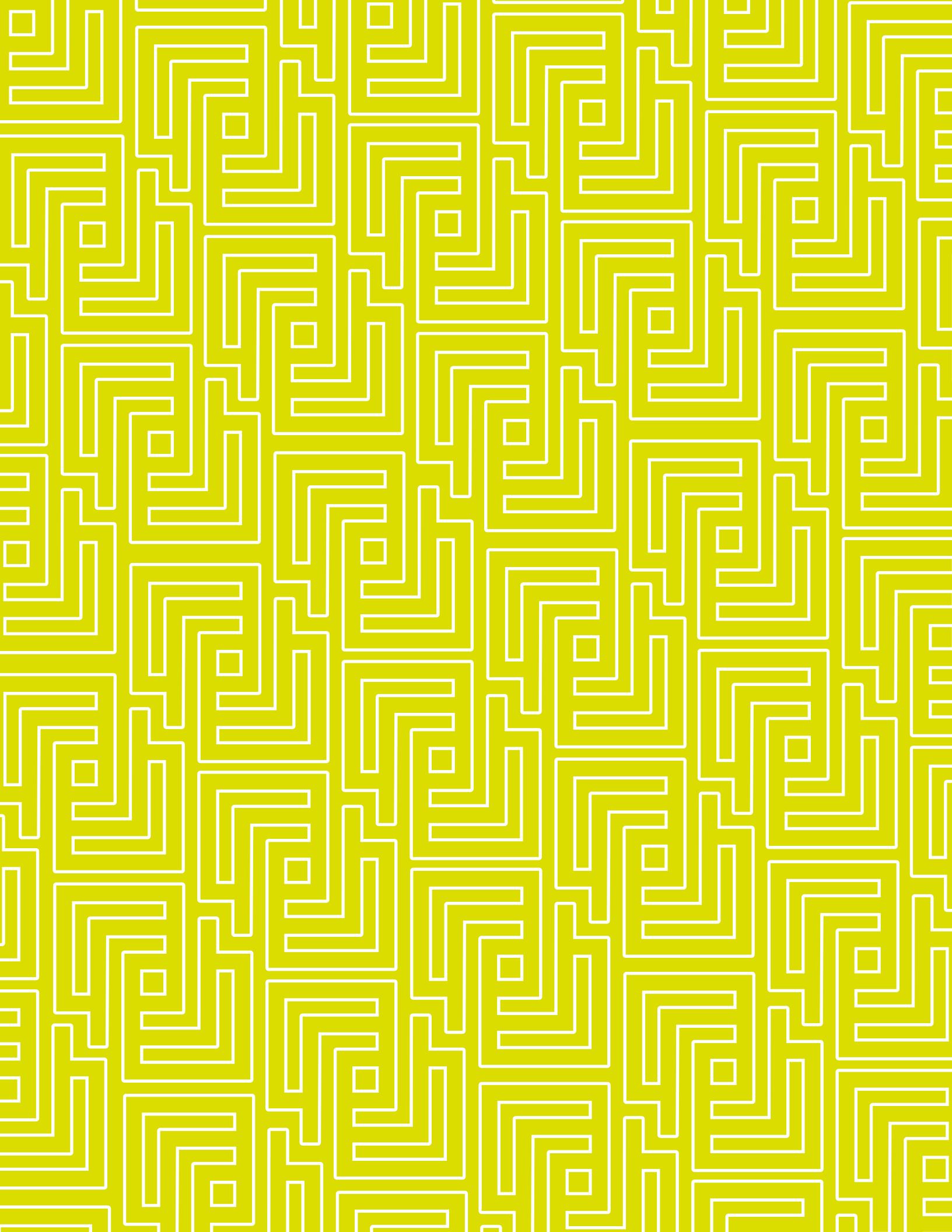
### NOT PRINTING / STOPS PRINTING (IF USING A PRINTER)

- ① Make sure the printer is turned 'ON'
- ② Confirm the printer is plugged into outlet and cords are securely connected
- ③ Check paper is installed correctly
- ④ Confirm connection with Poll Pad (green icon)



### CHANGING PAPER (IF USING A PRINTER)

- ① Open printer
- ② Reload paper with the paper flap toward you, feeding from the bottom/underneath roll
- ③ Close and Print Test Receipt



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