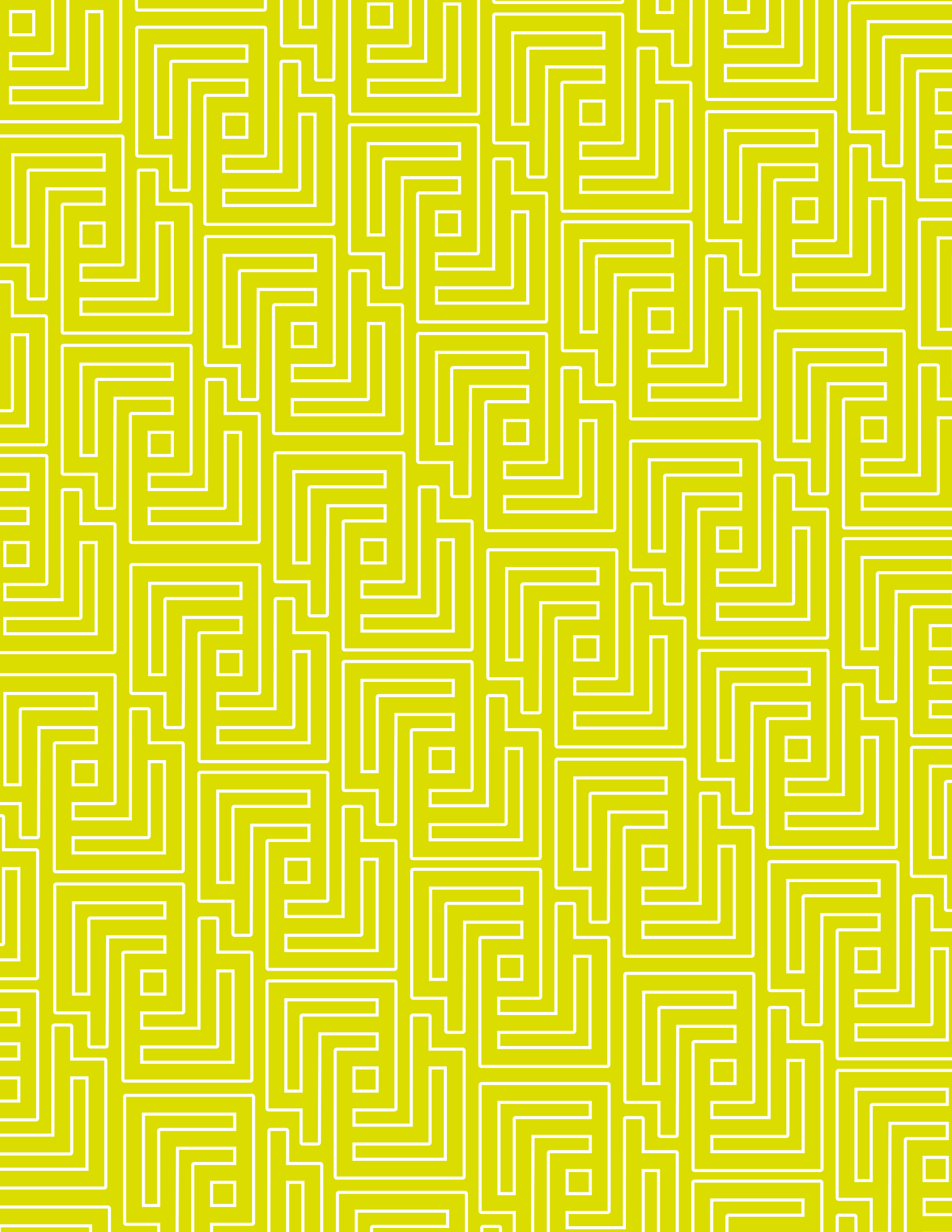


POLL PAD | training guide

THE STATE OF GEORGIA





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meet the

POLL PAD[®]



1 Power Button

2 Home Button

3 Poll Pad & Plastic Shell

4 Stand Arm

5 Poll Pad Base

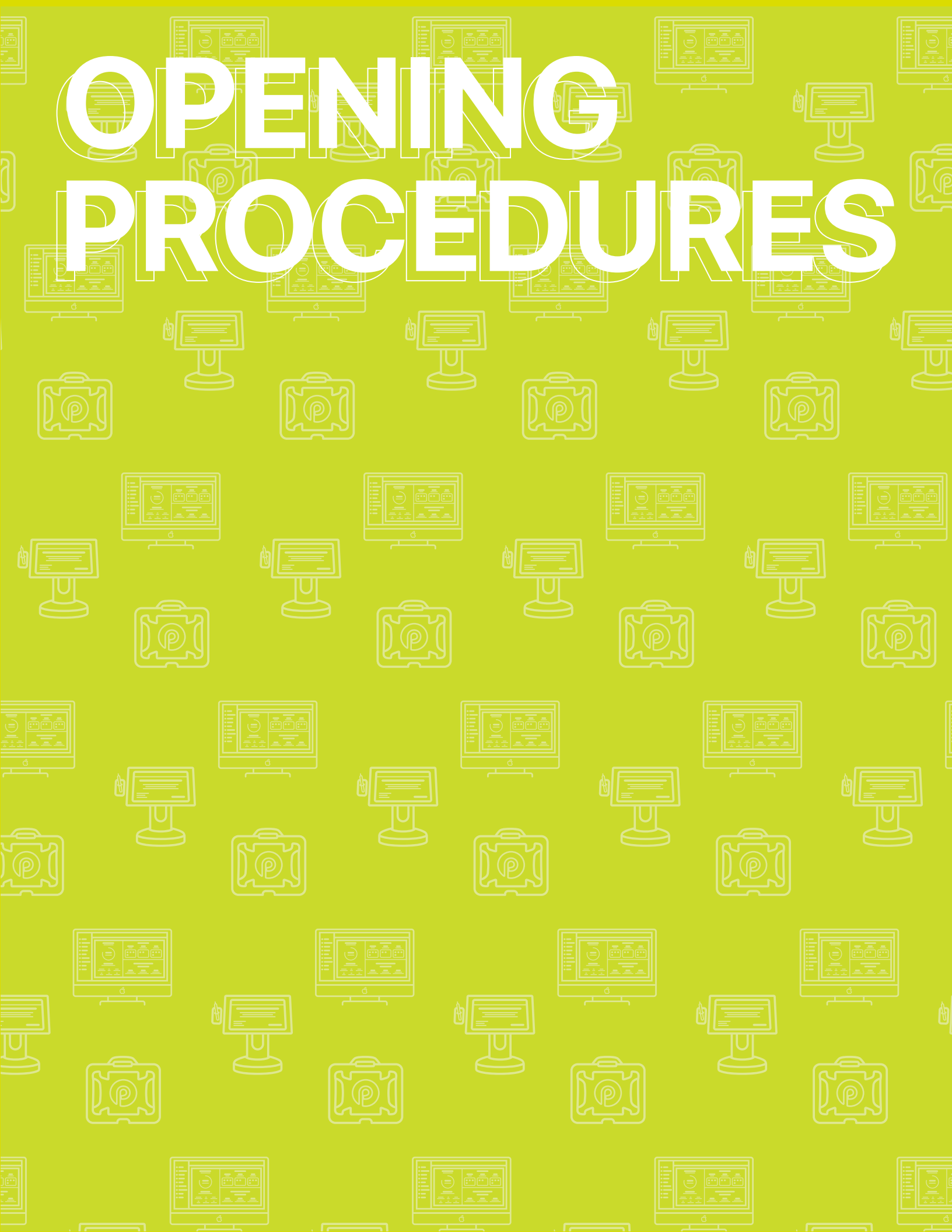
6 Encoder

7 ID Tray



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

OPENING PROCEDURES





1 STAND ARM

If arm is not already attached to 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.

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



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.

OPENING PROCEDURES | POLL PAD SETUP



4 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



5 INSERT ENCODER

Insert the encoder into the lightning port, located near the home button.

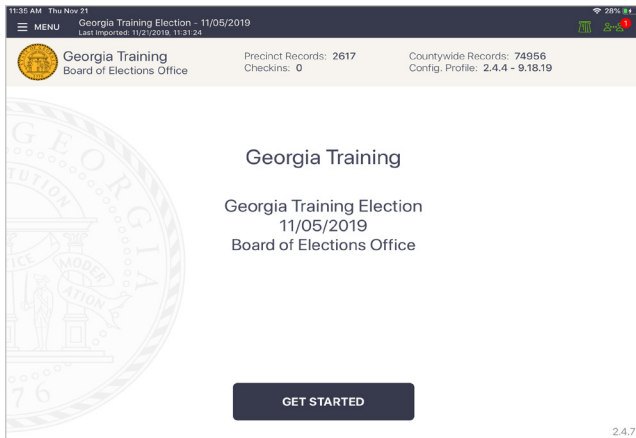
Touch the application icon at the bottom of the screen.



6 PLUG ENCODER INTO POWER

Plug the micro USB into the encoder, then plug the power adapter into an outlet.

OPENING PROCEDURES | POLL PAD SETUP



7 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)
- Encoder Icon is Green



8 GET STARTED

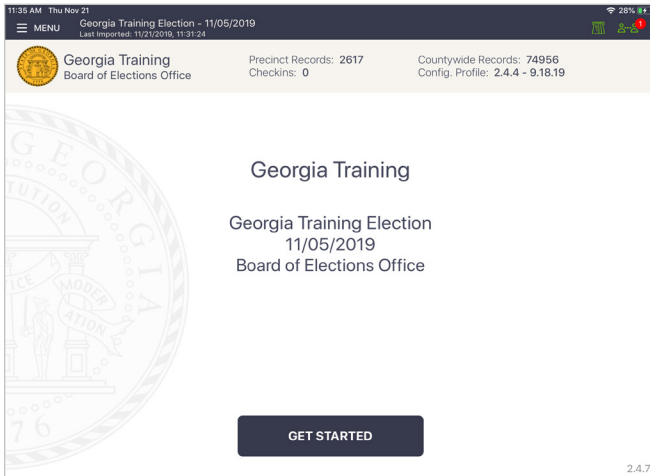
Select **Get Started** on the bottom of the home screen.



9 READY TO PROCESS VOTERS

You are now ready to begin processing voters.

OPENING PROCEDURES | POLL PAD ICONS



MULTI-PEER ICONS & COLORS



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



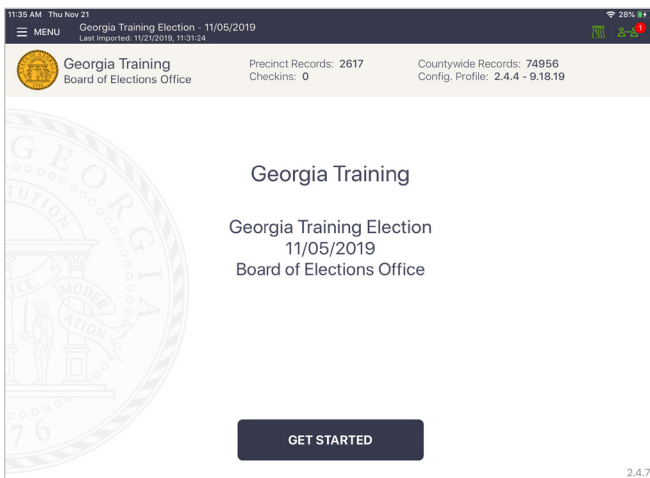
The number inside of the blue circle indicates the number of precinct units the Poll Pad is connected to.



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.



ENCODER ICONS & COLORS



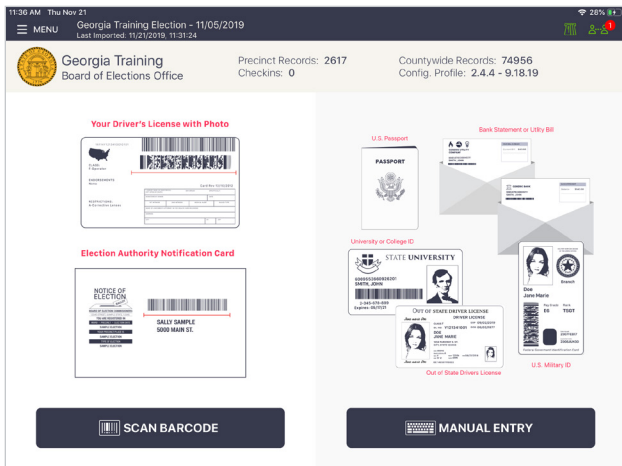
Encoder is active and able to program cards.



Encoder is not active. Remove and reinsert encoder.

PROCESSING VOTERS

PROCESSING VOTERS | SEARCH BY SCAN BARCODE



1 SCAN ID METHOD

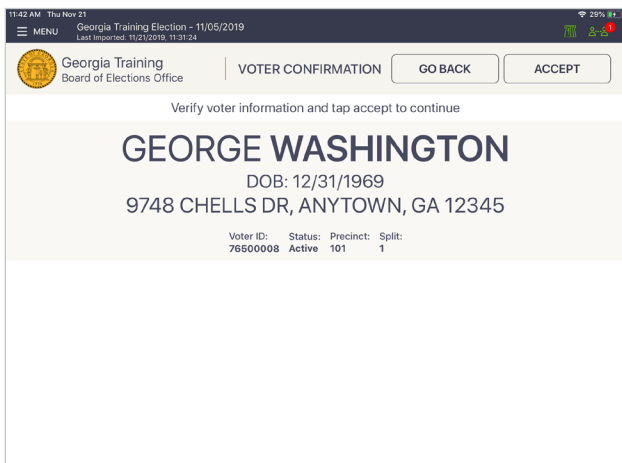
Ask the voter to provide an acceptable form of ID. After verifying the voter's ID is valid, start the check-in process by touching **Scan Barcode**.



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

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

PROCESSING VOTERS | SEARCH BY SCAN BARCODE

4 VOTER SIGNATURE

Rotate the Poll Pad to the voter to complete their oath and capture signature. Once complete, rotate back and press **DONE SIGNING**.

Georgia Training Election - 11/05/2019
Last imported: 11/02/2019 11:21:24

Georgia Training
Board of Elections Office

SIGNATURE CONFIRMATION GO BACK DONE SIGNING

Have voter sign and select DONE SIGNING.

GEORGE WASHINGTON
9748 CHELLS DR, ANYTOWN, GA 12345
Precinct: 101

LISTEN TO OATH
CLEAR SIGNATURE

I hereby certify that I am qualified to vote in this election and that I have not and will not vote elsewhere in this election, and that I am a citizen of the United States and have not been convicted of a felony.

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**.

Georgia Training Election - 11/05/2019
Last imported: 11/02/2019 11:21:24

Georgia Training
Board of Elections Office

POLL WORKER CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
9748 CHELLS DR, ANYTOWN, GA 12345
Precinct: 101 DOB: 12/31/1989
Split: 1 Voter ID: 76500008
Status: Active

Ballot Style: 101

Assistance Required

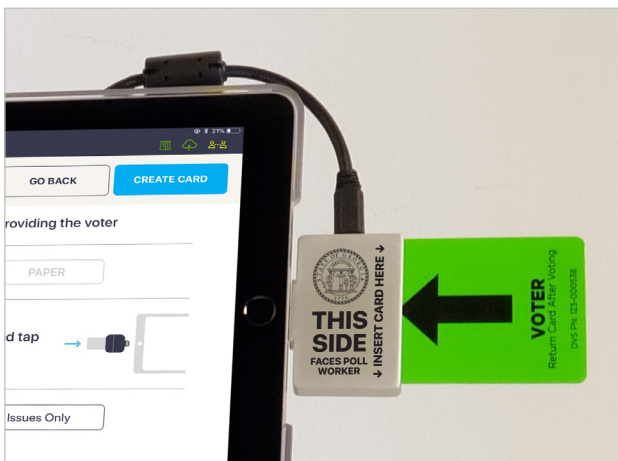
Signature on Election Day

PO
Poll Officer Initials

6 INSERT ENCODER CARD

Locate encoder card.

Insert card into encoder. Ensure card is inserted in the correct direction.



PROCESSING VOTERS | SEARCH BY SCAN BARCODE

The screenshot shows the 'Georgia Training Election - 11/05/2019' interface. At the top, there's a status bar with the time '11:44 AM Thu Nov 21' and battery level '29%'. Below the status bar, there's a header with the Georgia Training Board of Elections Office logo and the text 'INSERT VOTER CARD'. There are two buttons: 'GO BACK' and 'CREATE CARD'. The main content area has a heading 'Choose the type of ballot you are providing the voter' with two options: 'TOUCHSCREEN' (selected) and 'PAPER'. Below this, there's a green checkmark icon and the text 'Choose the correct ballot type below and tap Create Card'. There's a visual representation of a ballot card. At the bottom, there's a section for 'Ballot Style: 101' and 'Activation Code: 0001', with checkboxes for 'AVS' and 'Provisional'.

7 CREATE CARD

Select **TOUCHSCREEN** and press **CREATE CARD**.

NOTE: If voter needs an Audio Visual ballot, select **AVS**, then press **CREATE CARD**.



8 CREATE CARD

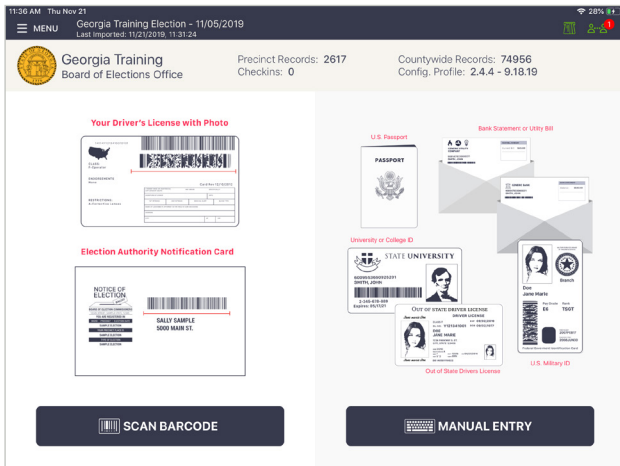
The screen will read "**Processed Successfully**".

Remove the card from reader and hand card to voter.

PROCESSING VOTERS | SEARCH BY MANUAL ENTRY

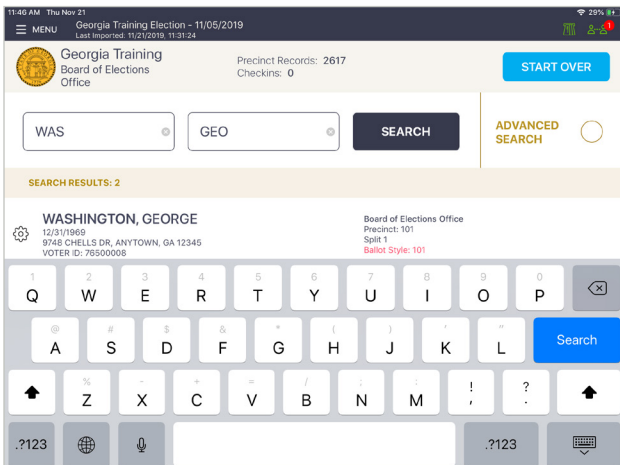
1 MANUAL SEARCH BY NAME

Press **Manual Entry** to locate the voter by using his or her first and last name.



2 ENTER VOTER'S NAME

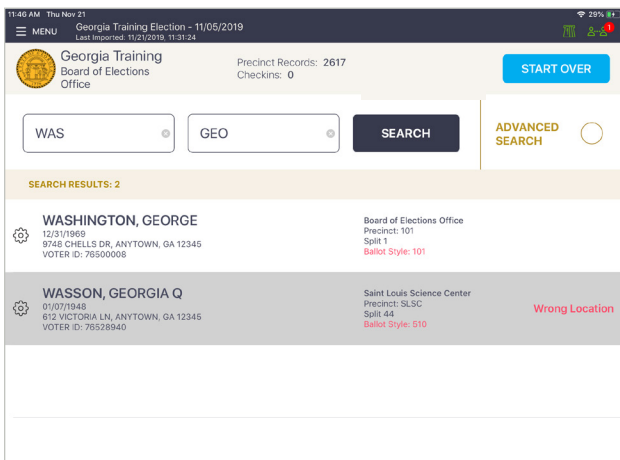
Use the on-screen keyboard to enter the first three (3) letters of the voters last and first name, then press **SEARCH**.



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. Out of precinct voters display in gray with an indicator that reads "Wrong Location."



PROCESSING VOTERS | SEARCH BY MANUAL ENTRY

11:42 AM Thu Nov 21
Georgia Training Election - 11/05/2019
Last Imported: 11/21/2019 11:31:24

Georgia Training
Board of Elections Office

VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

GEORGE WASHINGTON
DOB: 12/31/1969
9748 CHELLS DR, ANYTOWN, GA 12345

Voter ID: 76500008 Status: Active Precinct: 101 Split: 1

4 VOTER CONFIRMATION

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


11:42 AM Thu Nov 21
Georgia Training Election - 11/05/2019
Last Imported: 11/21/2019 11:31:24



Georgia Training
Board of Elections Office

SIGNATURE CONFIRMATION GO BACK DONE SIGNING

Have voter sign and select DONE SIGNING.

GEORGE WASHINGTON
9748 CHELLS DR, ANYTOWN, GA 12345
Precinct: 101



I hereby certify that I am qualified to vote in this election and that I have not and will not vote elsewhere in this election or on any other day, and that I am a citizen of the United States and am not under any legal disability for any conviction.

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**.

11:43 AM Thu Nov 21
Georgia Training Election - 11/05/2019
Last Imported: 11/21/2019 11:31:24

Georgia Training
Board of Elections Office


POLL WORKER CONFIRMATION START OVER SUBMIT


CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
9748 CHELLS DR, ANYTOWN, GA 12345
Precinct: 101 DOB: 12/31/1969
Split: 1 Voter ID: 76500008
Status: Active

Ballot Style: 101

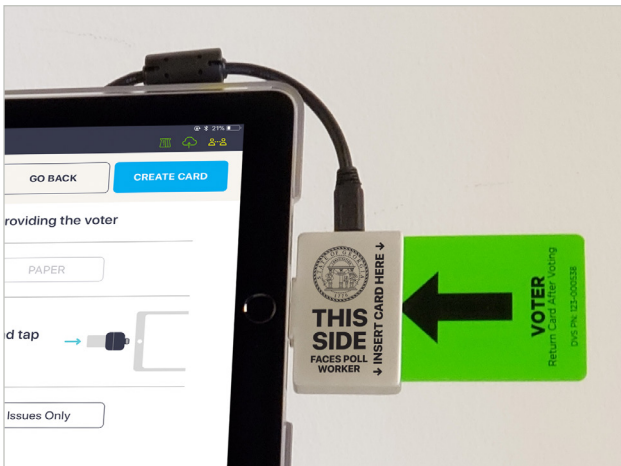
☐ Assistance Required


Signature on Election Day


Poll Officer Initials

6 POLL WORKER CONFIRMATION

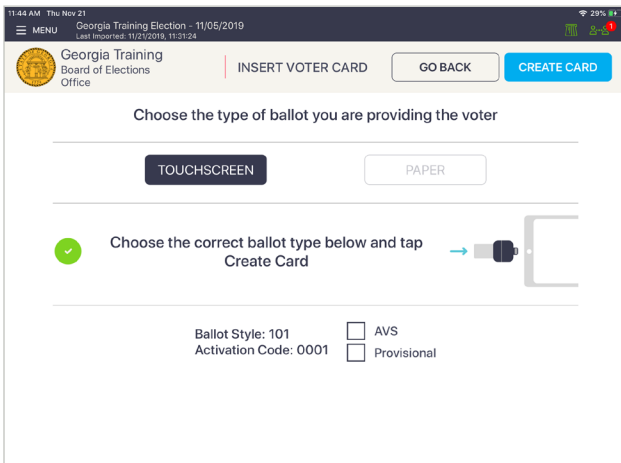
Poll worker confirmation screen will appear.
Poll worker to verify and confirm all information is correct. If correct, press **SUBMIT**.



7 INSERT ENCODER CARD

Locate encoder card.

Insert card into encoder. Ensure card is inserted in the correct direction.



8 CREATE CARD

Select **TOUCHSCREEN** and press **CREATE CARD**.

NOTE: If voter needs an Audio Visual ballot, select **AVS**, then press **CREATE CARD**.

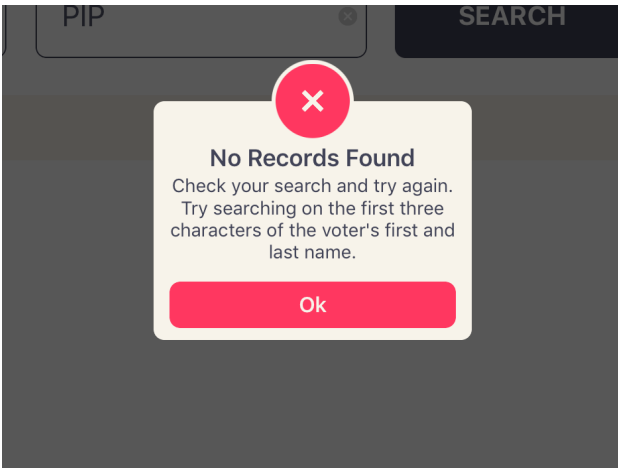


9 CREATE CARD

The screen will read **"Processed Successfully"**.

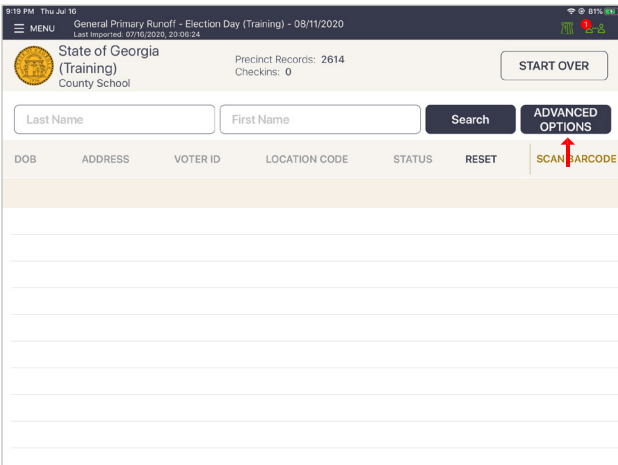
Remove the card from reader and hand card to voter.

PROCESSING VOTERS | **ADVANCED SEARCH**



1 **VOTER NOT FOUND**

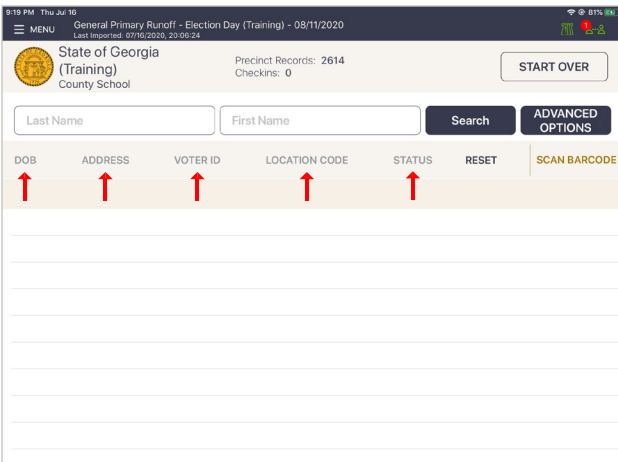
If Scan Barcode and Manual Entry have been used to find a voter, and he or she is still not found, a pop-up will appear reading, **No Records Found**. Press **OK** to go back to Voter Lookup.



2 **ADVANCED SEARCH**

Once back on the Voter Lookup Screen, press **ADVANCED OPTIONS**.

NOTE: Clear name fields by pressing X in first and last name boxes before searching or by pressing Reset in the middle bar.



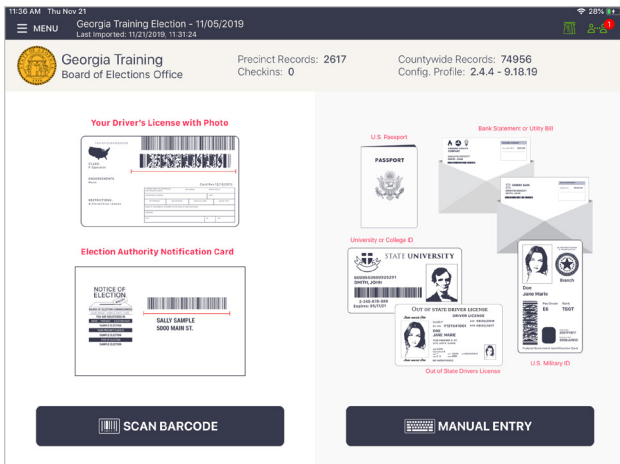
3 **SEARCH BY:**

Lookup voter by using **DATE OF BIRTH (DOB), ADDRESS, 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 | ABSENTEE ISSUED

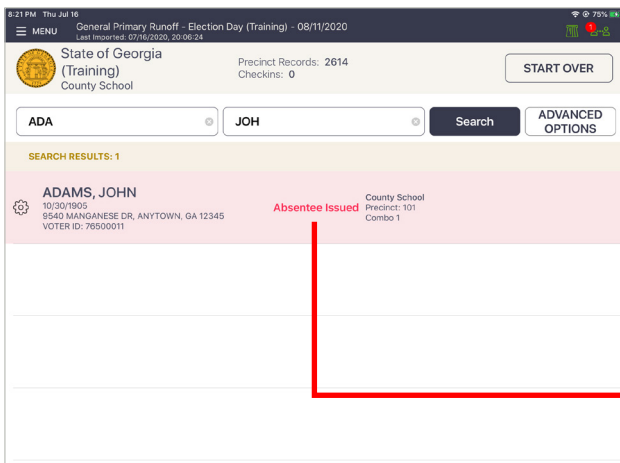
1 LOOK UP VOTER

Lookup the voter's record by Manual Entry or Scan Barcode.



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 Issued." Press voter record.

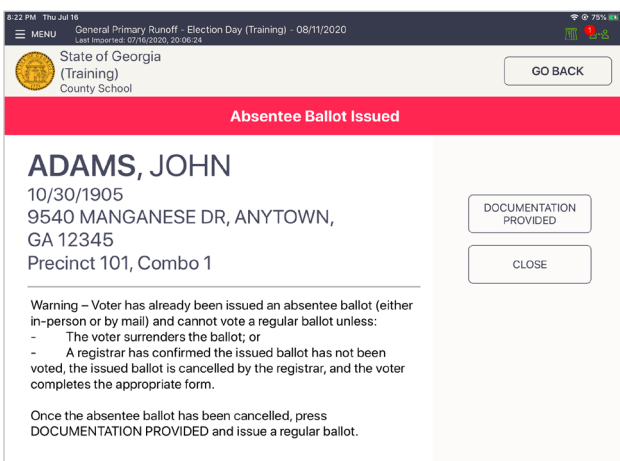


Absentee Issued

3 FOLLOW PROMPT

Confirm that the voter has either surrendered the ballot or that the registrar has confirmed the issued ballot has not been voted. To allow the voter to vote, select **Documentation Provided** and process the voter as a new voter.

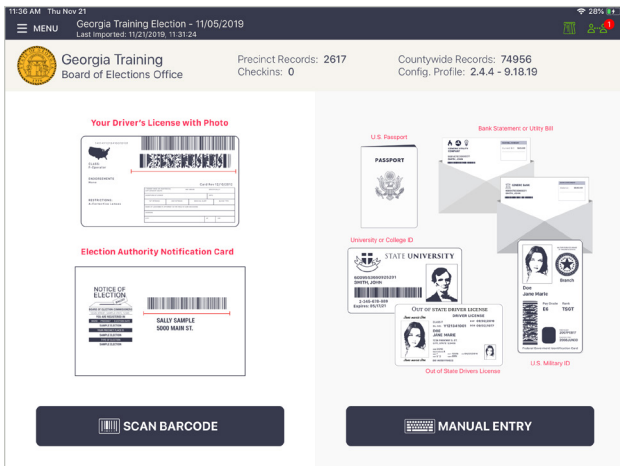
If voter does not surrender their absentee ballot or the registrar has informed you that the issued ballot has been voted, press **CLOSE**.



PROCESSING VOTERS | ABSENTEE RECEIVED

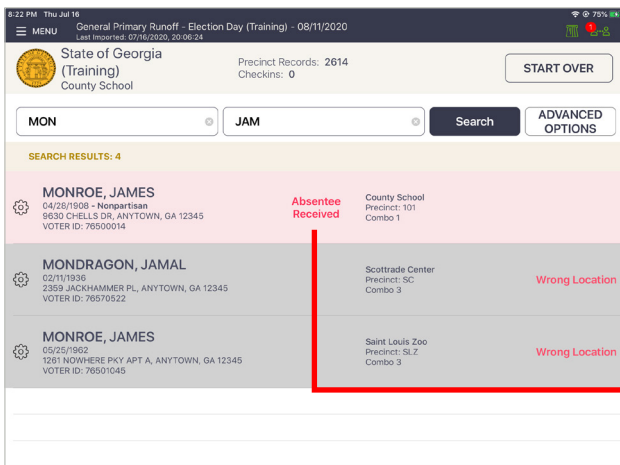
1 LOOK UP VOTER

Lookup the voter's record by Manual Entry or Scan Barcode.



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 Received." Press voter record.

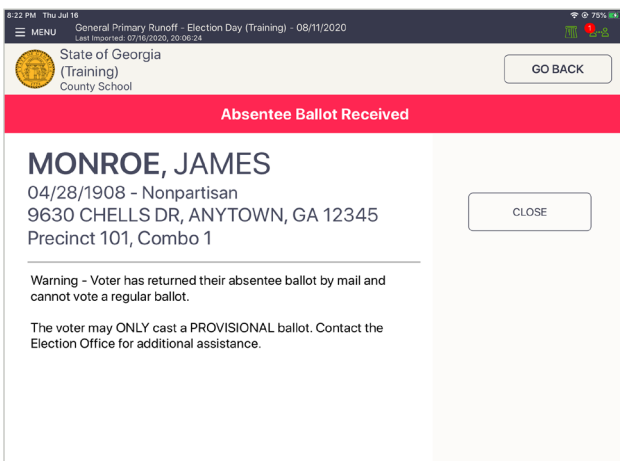


Absentee
Received

3 FOLLOW PROMPT

Voter has returned their absentee ballot by mail and cannot vote a regular ballot.

The voter may **ONLY** cast a **PROVISIONAL** ballot. Contact the Election Office for additional assistance.



PROCESSING VOTERS | PENDING

1 LOOK UP VOTER

Lookup the voter's record by Manual Entry or Scan Barcode. Press voter record.

Georgia Training Election - 11/05/2019
Last imported: 09/19/2019, 09:28:49

Georgia Training
Board of Elections Office

Precinct Records: 2615
Checkins: 0

START OVER

BRO CAL SEARCH ADVANCED SEARCH

SEARCH RESULTS: 2

BROYLES, CALEB
11/20/1993
9674 CHELLS DR, ANYTOWN, GA 12345
VOTER ID: 76500046
Board of Elections Office
Precinct: 101
Split 1
Ballot Style: 101

BROCKMAN, CALLEN
12/22/1962
128 WINDMILL AVE E, ANYTOWN, GA 12345
VOTER ID: 76540112
Carondelet Park
Precinct: CP
Split 2
Ballot Style: 338
Wrong Location

2 FIRST TIME REGISTRANT

Read prompt in its entirety. If voter provides an acceptable form of ID, press **ID PROVIDED**. If they are unable or unwilling to provide ID, select **NO ID PROVIDED** and direct voter to provisional station.

Georgia Training Election - 11/05/2019
Last imported: 09/19/2019, 09:28:49

Georgia Training
Board of Elections Office

GO BACK

First Time Registrant

Voter is a first time registrant whose application has not been fully verified. Voter must show an acceptable form of ID before voting. If no acceptable ID is provided send the voter to the Provisional station.

ID PROVIDED
NO ID PROVIDED

3 VOTER CONFIRMATION

Screen displays voter's information. Verify information, if all is correct press **ACCEPT** and complete check-in process.

Georgia Training Election - 11/05/2019
Last imported: 09/19/2019, 09:28:49

Georgia Training
Board of Elections Office

VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

CALEB BROYLES
DOB: 11/20/1993
9674 CHELLS DR, ANYTOWN, GA 12345

Voter ID: 76500046 Status: Active Precinct: 101 Split: 1

PROCESSING VOTERS | POTENTIAL NON-CITIZEN

1 LOOK UP VOTER

Lookup the voter's record by Manual Entry or Scan Barcode. Press voter record.

Georgia Training Election - 11/05/2019
Last imported: 09/19/2019, 09:28:49

Georgia Training
Board of Elections Office

Precinct Records: 2615
Checks: 0

START OVER

LUN BLA SEARCH ADVANCED SEARCH

SEARCH RESULTS: 1

LUNA, BLAKE
12/14/1981
9425 MANGANESE DR, ANYTOWN, GA 12345
VOTER ID: 76500045

Board of Elections Office
Precinct: 101
Split: 1
Ballot Style: 101

2 POTENTIAL NON-CITIZEN

Read prompt in its entirety. If directed by County Registrar, press **DOCUMENTATION PROVIDED**. Otherwise, press **CLOSE** and issue the voter a challenged ballot.

12:35 PM Tue Jul 21
General Primary Runoff - Election Day (Training) - 09/11/2020
Last imported: 07/10/2020, 20:06:24

State of Georgia
(Training)
County School

GO BACK

Potential Non-Citizen

LUNA, BLAKE
12/14/1981
9425 MANGANESE DR, ANYTOWN,
GA 12345
Precinct 101, Combo 1

DOCUMENTATION PROVIDED
CLOSE

Voter has been flagged in the Voter Registration System as a possible Non-Citizen. If the voter can provide proof of citizenship press DOCUMENTATION PROVIDED and issue a regular ballot. Fill out a form documenting the proof of citizenship provided so that the citizenship status can be updated by the registrars.

If the voter cannot produce the documentation, the poll official should close out the search and send the voter to the Provisional Ballot station and issue the Voter a Challenged Ballot. Contact the County Registrar for individual's current status.

3 VOTER CONFIRMATION

If the voter's status has been updated, screen will display voter's information. Verify information, if all is correct press **ACCEPT** and complete check-in process.

Georgia Training Election - 11/05/2019
Last imported: 09/19/2019, 09:28:49

Georgia Training
Board of Elections Office

VOTER CONFIRMATION

GO BACK ACCEPT

Verify voter information and tap accept to continue

BLAKE LUNA
DOB: 12/14/1981
9425 MANGANESE DR, ANYTOWN, GA 12345

Voter ID: 76500045 Status: Active Precinct: 101 Split: 1

PROCESSING VOTERS | CHALLENGED STATUS

The screenshot shows the 'Georgia Training Election - 11/05/2019' interface. At the top, it displays 'Precinct Records: 2617' and 'Checkins: 0'. Below this, there are input fields for 'WRI' and 'STE', a 'SEARCH' button, and an 'ADVANCED SEARCH' link. The search results section shows one result for 'WRIGHT, STEVEN' with details: '10/12/1922', '8040 RACE AVE, ANYTOWN, GA 12345', 'VOTER ID: 5793984', and 'Challenged'. To the right of the name, it says 'Board of Elections Office', 'Precinct: 101', 'Split: 1', and 'Ballot Style: 101'. A 'START OVER' button is located at the top right.

1 LOOK UP VOTER

Lookup the voter's record by Manual Entry or Scan Barcode. Press voter record.

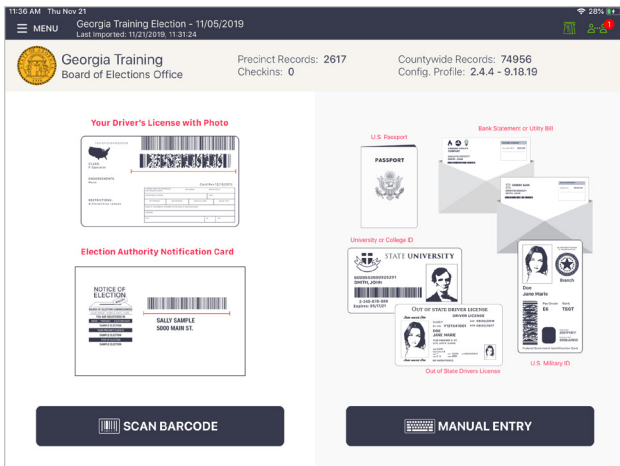
The screenshot shows the 'State of Georgia (Training) County School' interface. A red banner at the top states 'This Voter is in a Challenged status.' Below this, the voter's name 'WRIGHT, STEVEN' and details '10/12/1922', '9769 CHELLS DR, ANYTOWN, GA 12345', and 'Precinct 101, Combo 1' are displayed. To the right, there are two buttons: 'DOCUMENTATION PROVIDED' and 'CLOSE'. A text block explains the process: 'This voter is in a challenged status. If the voter provides the needed documentation, press DOCUMENTATION PROVIDED and process the voter as a regular voter. Otherwise, CLOSE, the search and send the voter to the Provisional Ballot station. Contact the Board of Elections to verify this information and further instructions.' A 'GO BACK' button is located at the top right.

2 CHALLENGED STATUS

Read prompt in its entirety. If directed by County Registrar, press **DOCUMENTATION PROVIDED**.

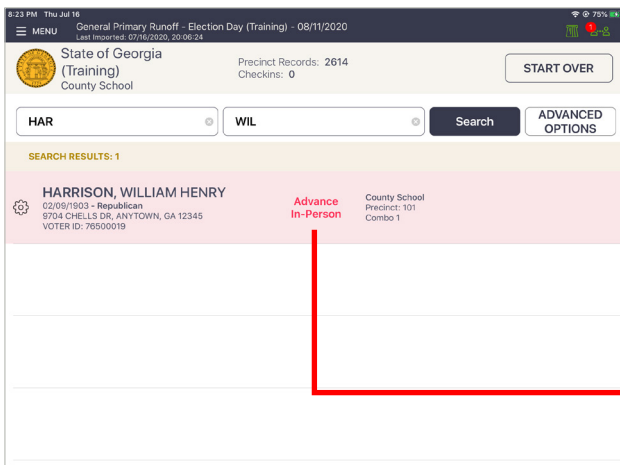
Otherwise, press **CLOSE** and issue the voter a challenged ballot.

PROCESSING VOTERS | ADVANCE IN-PERSON VOTER



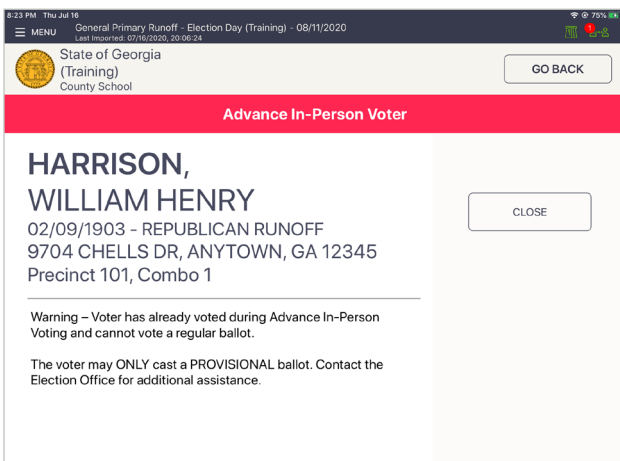
1 LOOK UP VOTER

Lookup the voter's record by Manual Entry or Scan Barcode.



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 Received." Press voter record.



3 FOLLOW PROMPT

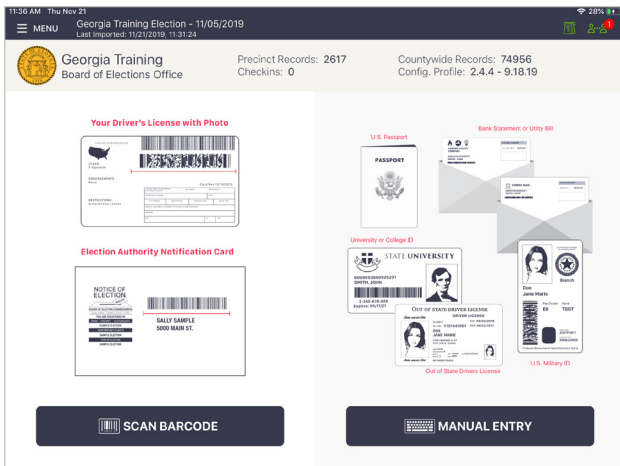
Voter has already voted during Advance In-Person Voting and cannot vote a regular ballot.

The voter may **ONLY** cast a **PROVISIONAL** ballot. Contact the Election Office for additional assistance.

PROCESSING VOTERS | NO BALLOT AVAILABLE

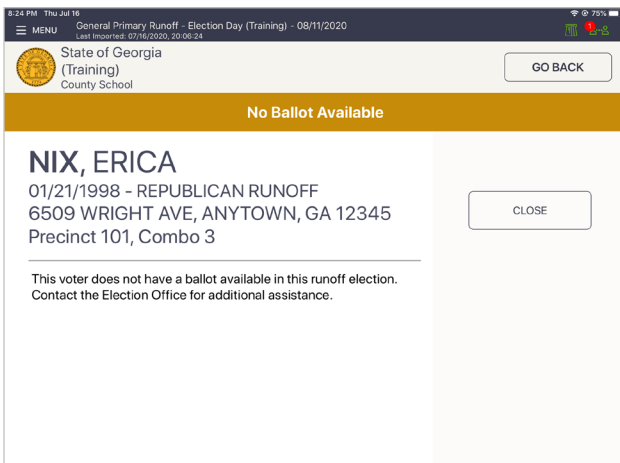
1 LOOK UP VOTER

Lookup the voter's record by Manual Entry or Scan Barcode.



2 FOLLOW PROMPT

This voter does not have a ballot available in this runoff election. Contact the Election Office for additional assistance.



PROCESSING VOTERS | POTENTIAL FELONY SENTENCE

1 LOOK UP VOTER

Lookup the voter's record by Manual Entry or Scan Barcode.

The screenshot shows the 'Georgia Training Election - 11/05/2019' interface. At the top, it displays 'Precinct Records: 2617', 'Checks: 0', and 'Countywide Records: 74956'. Below this, there are two main sections: 'Your Driver's License with Photo' and 'Election Authority Notification Card'. Each section has a corresponding barcode image. At the bottom, there are two buttons: 'SCAN BARCODE' and 'MANUAL ENTRY'.

2 FOLLOW PROMPT

Read prompt in its entirety. If the voter signs the affidavit, press **DOCUMENTATION PROVIDED** and issue a regular ballot. If the voter refuses to sign the affidavit, but still insists on voting, the poll official should close out the search and send the voter to the Provisional Ballot Station and issue a Challenged Ballot. Contact the County Registrar for individual's current status.

The screenshot shows the 'General Primary Runoff - Election Day (Training) - 08/11/2020' interface. At the top, it displays 'State of Georgia (Training) County School'. Below this, there is a red banner that reads 'Potential Felony Sentence'. The main section displays the voter's name 'BLANK, LEXI', birth date '12/29/1994', address '6812 CHICORY LN, ANYTOWN, GA 12345', and precinct 'Precinct 101, Combo 3'. To the right of the voter information, there are two buttons: 'DOCUMENTATION PROVIDED' and 'CLOSE'. Below the voter information, there is a text prompt: 'Voter has been flagged in the Voter Registration System as currently serving a felony sentence, which includes probation and parole. Privately inform the voter of their eligibility issue. If the voter knows they are not currently serving a felony sentence, including probation or parole, they can sign an affidavit affirming their eligibility and be allowed to vote a regular ballot. If the voter signs the affidavit, press DOCUMENTATION PROVIDED and issue a regular ballot. If the voter refuses to sign the affidavit, but still insists on voting, the poll official should close out the search and send the voter to the Provisional Ballot Station and issue a Challenged Ballot. Contact the County Registrar for'.

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.

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**.

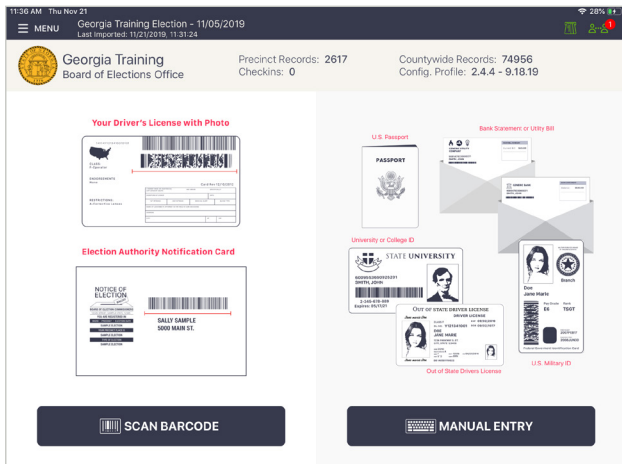
3 PROCESSED VOTER

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

PROCESSING VOTERS | WRONG LOCATION

1 LOOKUP VOTER

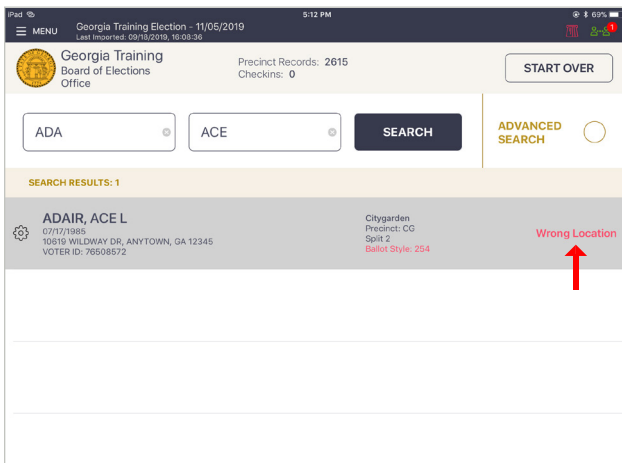
Lookup the voter's record using either Scan Barcode or Manual Entry instructions.



2 LOCATE VOTER'S RECORD

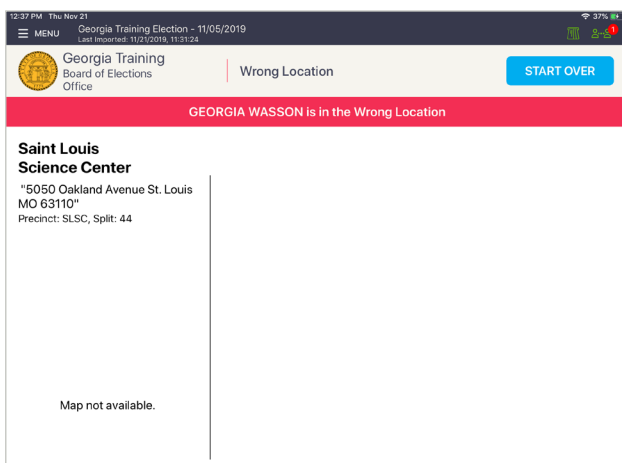
If the voter is at the wrong polling location, their record will be highlighted in gray and contain a status that reads "Wrong Location."

If the voter's address is correct, direct the voter to the listed Polling Place/Precinct. Otherwise, follow your county's procedure to process the voter with an address change.



3 PROVIDE DIRECTIONS

A pop-up 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 **START OVER**.



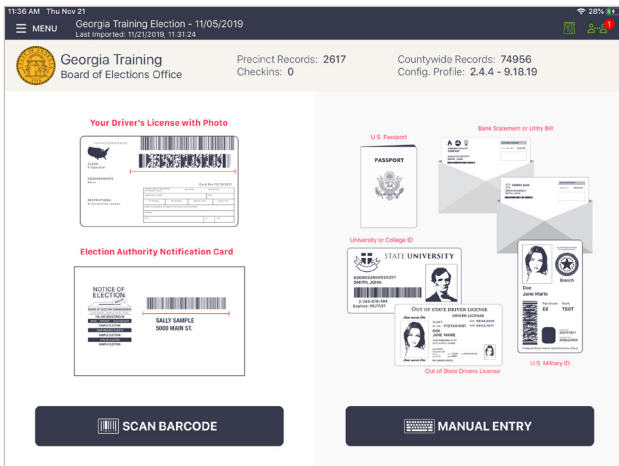
PROCESSING VOTERS

Primary Election

PROCESSING VOTERS | PRIMARY ELECTION

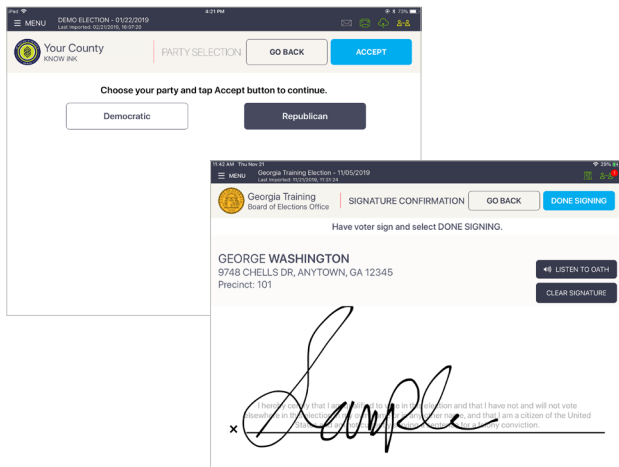
1 LOOKUP VOTER

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



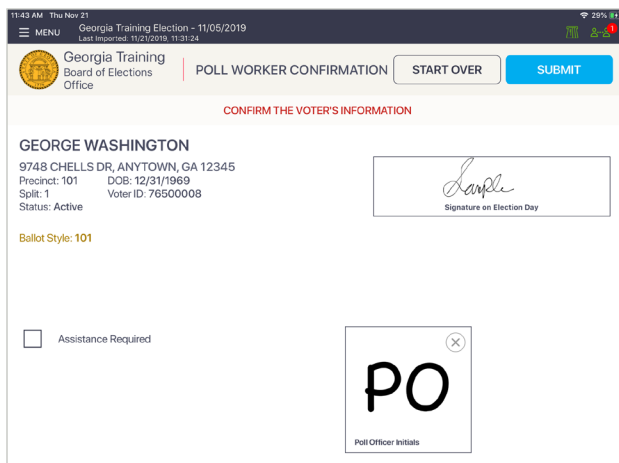
2 PARTY SELECTION

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 create card using regular procedures.



CLOSING PROCEDURES

CLOSING PROCEDURES | SUMMARY REPORT

11:36 AM Thu Nov 21
MENU Georgia Training Election - 11/05/2019
Last Imported: 11/21/2019, 11:31:24

Georgia Training Board of Elections Office

Precinct Records: 2617
Checkins: 0

Your Driver's License with Photo

U.S. Passport

Election Authority Notification Card

NOTICE OF ELECTION

STATE UNIVERSITY

SMITH, JOHN

3-345-678-888

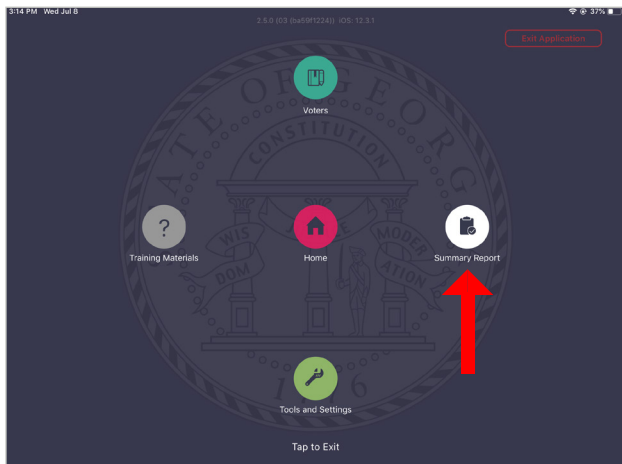
EXPIRATION: 05/2023

A red arrow points to the 'Checkins: 0' field.

1 POLL PAD RECAP SHEET

Record voter check-in information on Poll Pad Recap Sheet.

NOTE: Check-in number will need to be recorded off of each Poll Pad.



2 SUMMARY REPORT

Select ONE Poll Pad to pull the summary report

1 Select **Menu**

2 Select **Summary Report**

NOTE: The Summary Report may take several minutes to complete processing.

3 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 Encoder



4 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.



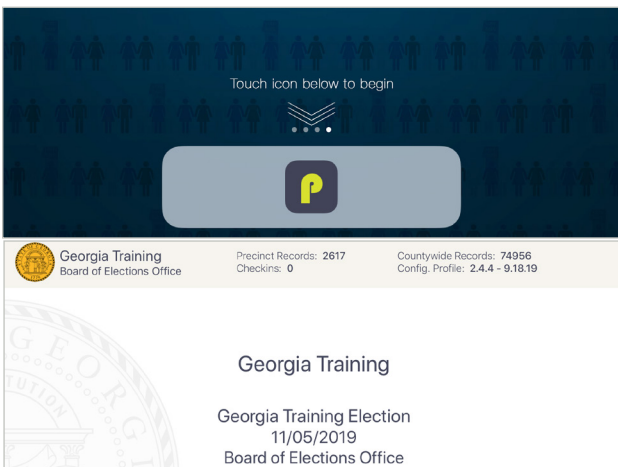
HELP DESK



CHARGING POLL PAD WITH ENCODER

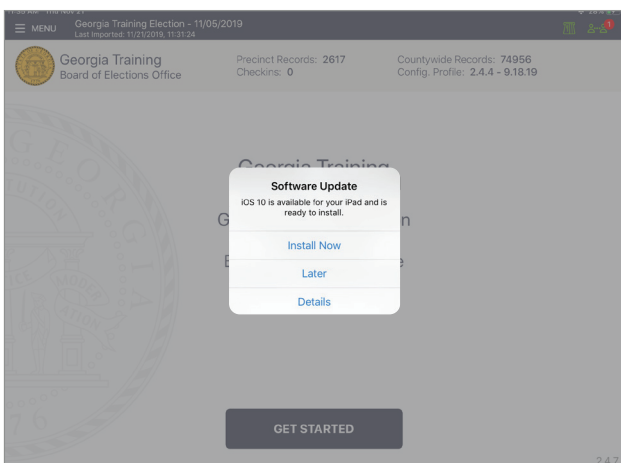
- 1 Plug USB end of power cable into power cube.
- 2 Plug power cube into an AC wall outlet.
- 3 Plug power cable into Micro USB port on the encoder.
- 4 Wait about five minutes for the Poll Pad to charge.
- 5 Once there is sufficient power, Poll Pad will auto power on.
- 6 Resume normal operations.

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 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.

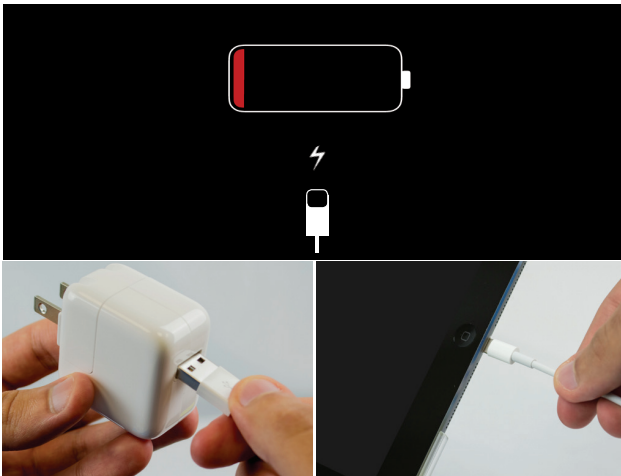


POLL PAD SCREEN IS UNRESPONSIVE

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 Power and Home buttons simultaneously.
- ❸ Release both buttons once the Apple logo displays on screen.
- ❹ After application launches, return to previous activity.



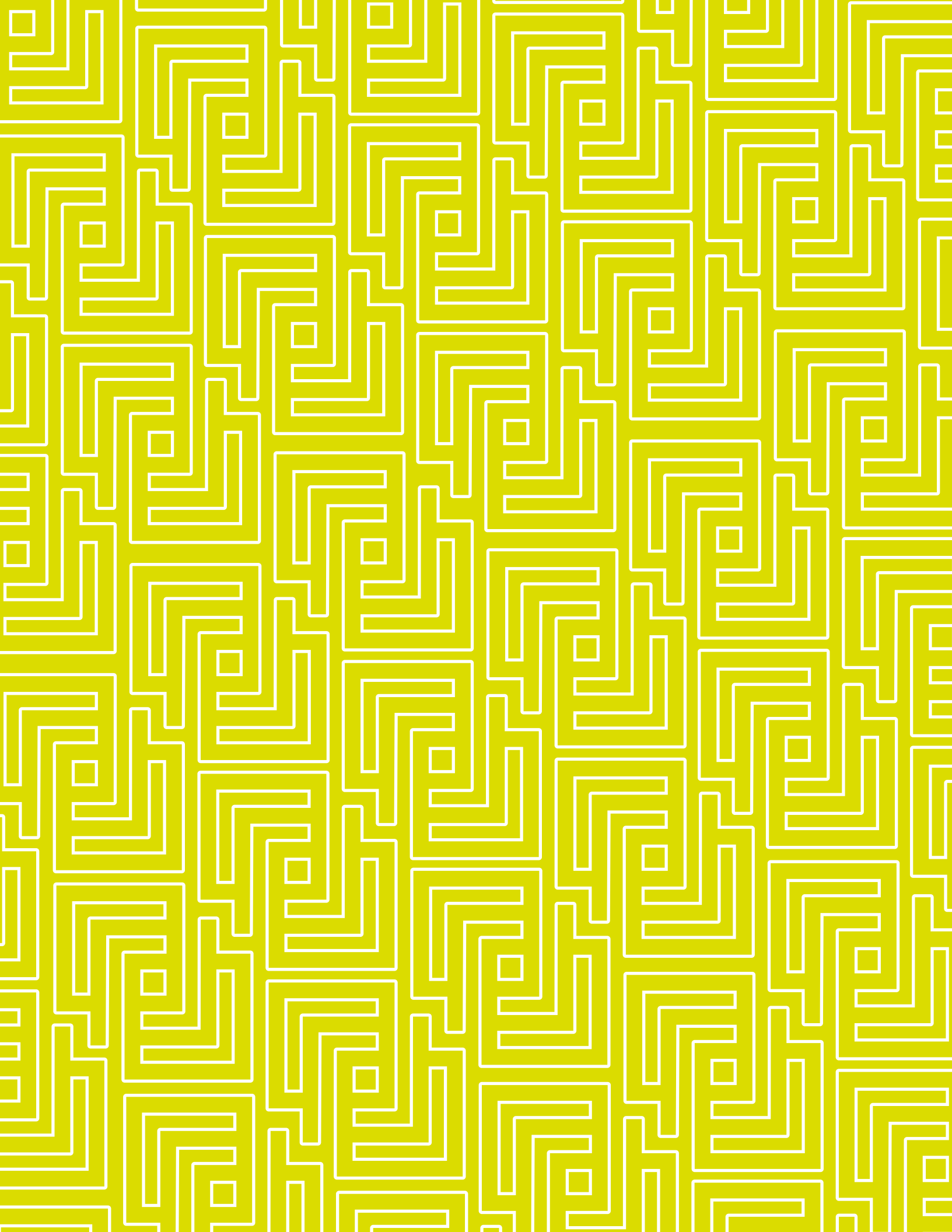
CHARGING POLL PAD IF BATTERY IS DEAD

If the Poll Pad battery is dead, the Poll Pad should not be charged with the encoder inserted.

- ❶ Plug USB end of lightning cable into power cube.
- ❷ Plug power cube into an AC wall outlet.
- ❸ Plug lightning cable into lightning connector on Poll Pad.
- ❹ Wait about five minutes for the Poll Pad to charge.
- ❺ Once there is sufficient power, Poll Pad will auto power on.
- ❻ Reinsert encoder and power cord and resume normal operations.

NOTE: To confirm your unit is charging, verify battery icon is green and lightning bolt is displayed.

[illegible]



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

