



Closing Procedures for Poll Pads

1. Complete the “Poll Pad Recap Sheet.”
 - a. Using one Poll Pad, select Menu in the top left.
 - b. Select Summary Report
 - c. Record information on the screen in the appropriate places on the “Poll Pad Recap Sheet” section B.
2. Power off Poll Pad by holding the power button then sliding the power off button on screen.
3. Remove ID tray from back of Poll Pad and place the tray inside the case.
4. Unplug Poll Pad and return power cord to case.
5. Remove Encoder and return to case.
6. Remove Poll Pad stand arm from base and place the base inside the case. Keep the stand arm attached to the Poll Pad.
7. Rotate the Poll Pad on the stand arm so it will fit in the case as it was originally.
8. Return the Poll Pad to the case and close the case.
9. Seal the case with two seals.
10. Record both seals on the “Poll Pad Recap Sheet.”