



Opening Procedures for Poll Pads

1. Confirm that the Poll Pad case seal numbers matches the numbers on the “Poll Pad Recap Sheet.”
2. Break seals and remove Poll Pad and contents from case.
3. The stand arm should already be attached to the Poll Pad. If not, lay the Poll Pad face down on a table. Pinch the tabs on the stand arm and connect them to the Poll Pad.
4. Rotate the Poll Pad arm so it will fit in the base appropriately. After you rotate the Poll Pad, the barcode on the back of the Poll Pad should be on the top side.
5. Place stand arm into base. **DO NOT PUSH DOWN ON THE SCREEN!** To connect the stand arm to the base, follow these steps:
 - a. Place the round base on a table.
 - b. Place the stand arm in the base.
 - c. Place two thumbs inside the stand arm and push down.
6. Tilt screen to adjust viewing angle.
7. Attach ID clip to back of Poll Pad.
8. Attach encoder with the silver side facing the poll worker.
9. Attach black power cord to the encoder. Route the cord through the Stand Arm Base.
10. Plug USB into power block.
11. Plug power block into a power source.
12. Power on the Poll Pad. The power button is on the upper left hand side of the Poll Pad.
13. Launch the Poll Pad application by tapping the “P” icon at bottom of screen.
 - a. In the upper left hand corner verify the Poll Pad is showing the correct Polling Location.

- b. Check-in count at the top center of the screen should be 0 (zero). Call the elections office if the check-in count is not zero.
- c. The beginning count of Zero (0) should be recorded in the Opening column of the "Poll Pad Recap Sheet."

14. Poll Pads are ready to process voters.