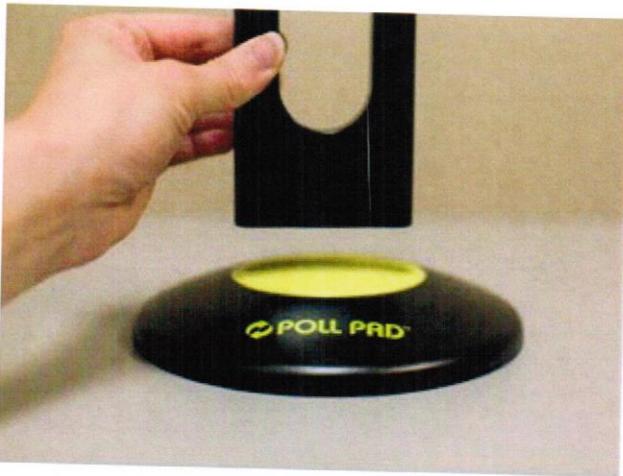


OPENING PROCEDURES | POLL PAD SETUP



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.

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

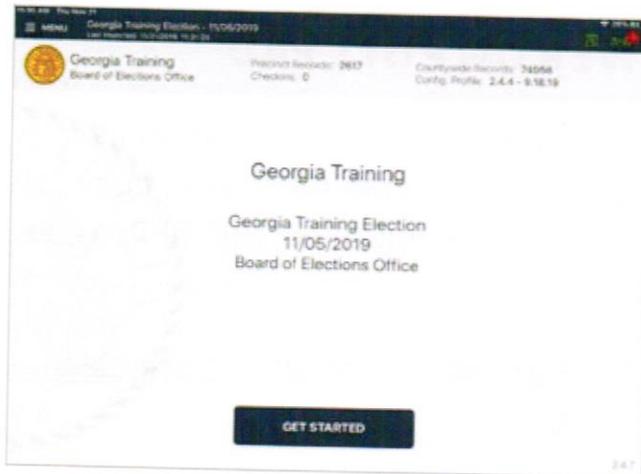
Plug the micro USB into the encoder, then plug the power adapter into an outlet.



OPENING PROCEDURES | POLL PAD SETUP

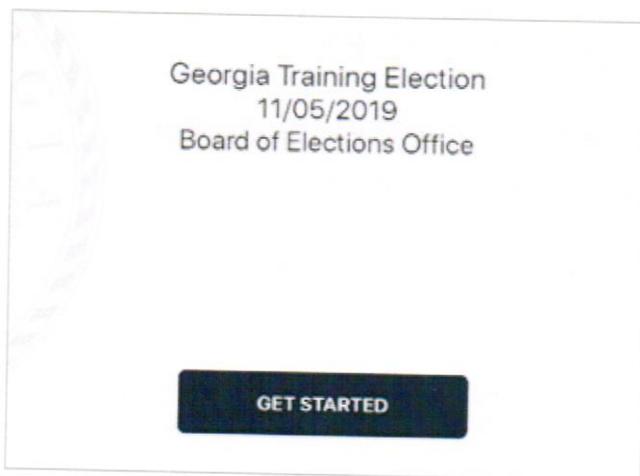
7 HOME SCREEN CHECKLIST

- 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



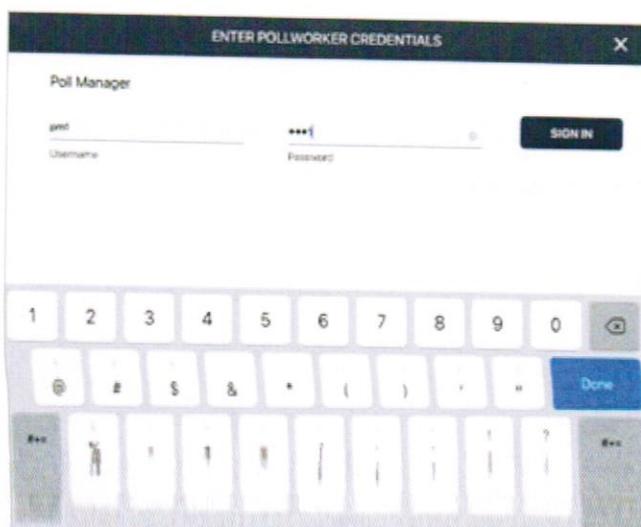
8 GET STARTED

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

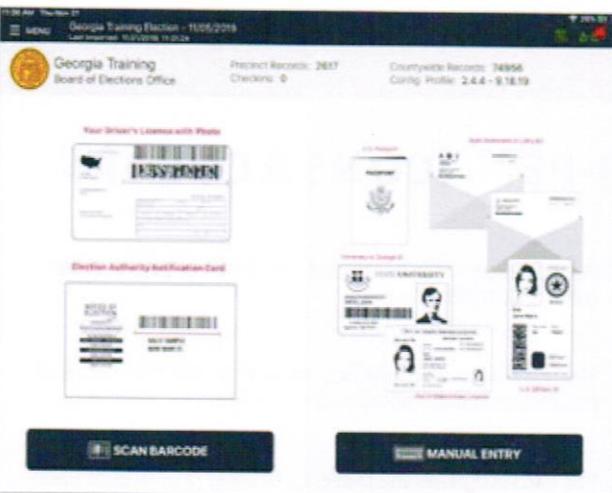


9 ENTER CREDENTIALS

Election Official #1 to enter credentials, then press **SIGN IN**.



OPENING PROCEDURES | POLL PAD SETUP



10⁺ READY TO PROCESS VOTERS

You are now ready to begin processing voters.