

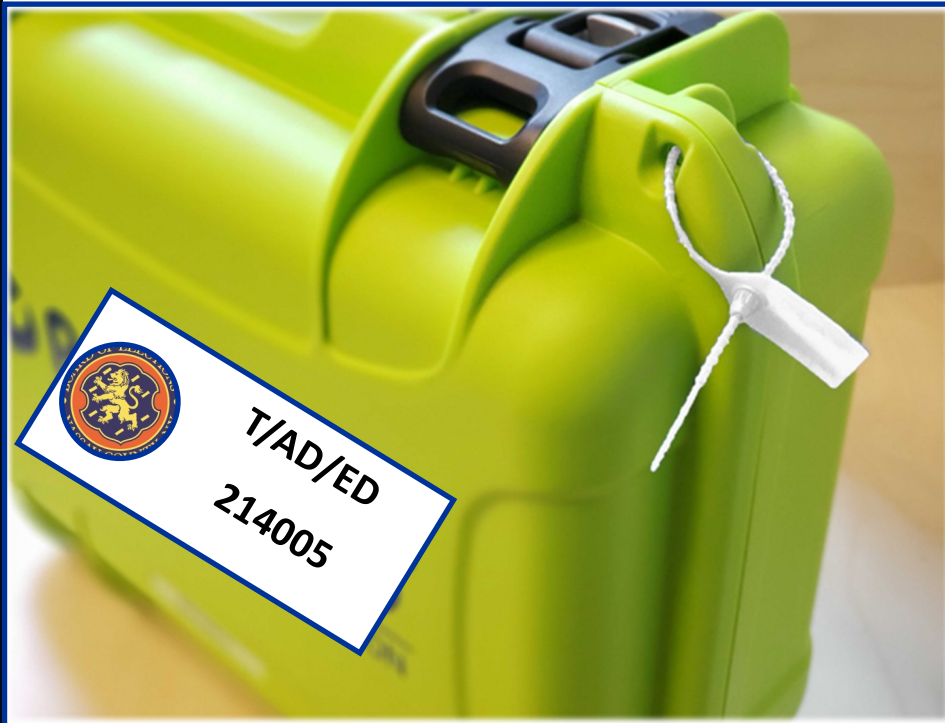
The background of the slide features a large, semi-transparent seal of the Board of Elections for Nassau County, New York. The seal is circular and contains a central shield with a lion rampant. The text "BOARD OF ELECTIONS" is arched across the top, and "NASSAU COUNTY N.Y." is arched across the bottom.

**POLL PAD<sup>®</sup>**

**Nassau County | New York**

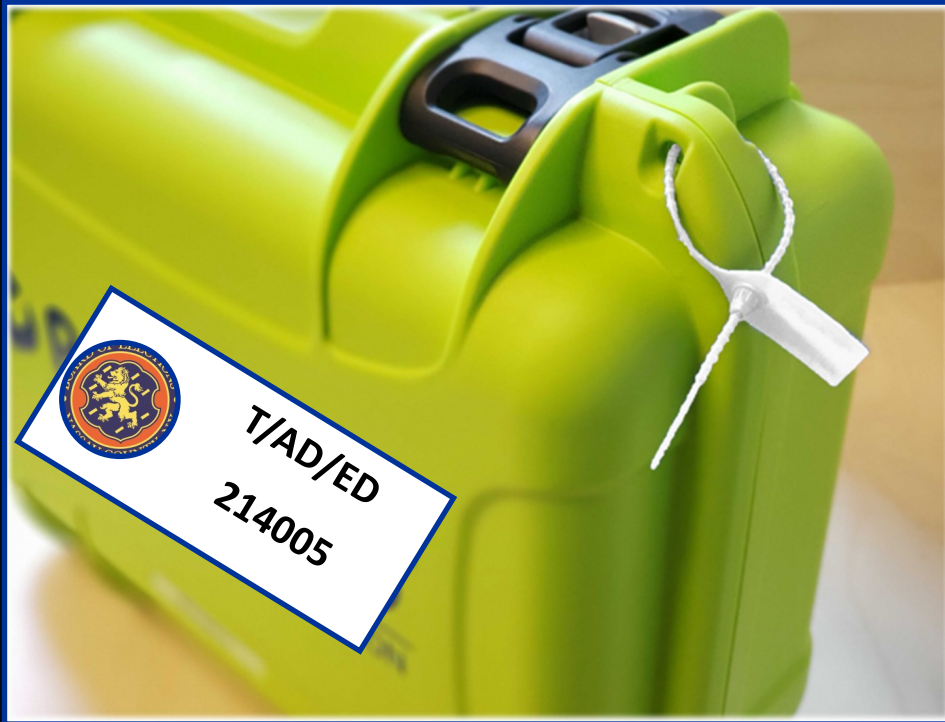
# **Opening and Closing Handbook**

# OPENING PROCEDURES



**Poll Pads must  
be opened  
FIRST.**

# OPENING PROCEDURES



**Poll Pads will be  
identified by:**

**Town (T)**

**Assembly District  
(AD)**

**Election District  
(ED)**

***Check for accuracy***

# OPENING PROCEDURES



**Poll Pads have 2  
bar coded  
strap seals.**

*Verify the numbers on  
Seals Report of the  
Return of Canvass.*

Cut seals off with scissors (*not provided*), place used seals in the **Red** Data Bag.



# OPENING PROCEDURES



**Poll Pads will have 2 luggage style tags, 1 on each side of the case identifying each Poll Pad unit inside the Poll Pad case.**

***Verify numbers on Seals  
Report of the  
Return of Canvass.***

# OPENING PROCEDURES



**Place the Poll Pad case on its base with the Board of Elections Logo facing up.**



**To unlock the Poll Pad Case, press down on the grey buttons securing the case lid.**

**Lift the black latches up and out to open the lid.**

# OPENING POLL PAD UNIT

## *What's in the Case?*



- A. (1) Poll Pad Case
- B. (2) Poll Pad Stand Arms
- C. (2) Power Cubes and Cords
- D. (2) Poll Pad Screen Cloths
- E. (2) Poll Pad Bases
- F. (4) Stylus
- G. (2) Bar Code Trays
- H. (2) Poll Pads

***Remove supplies for one (1) Poll Pad, but take out 2 Poll Pads  
Leave remaining Poll Pad supplies in the Poll Pad Case.***

# SETTING UP THE POLL PAD



Take the folded  
Poll Pad Stand  
Arm and  
Open it up flat.



# SETTING UP THE POLL PAD



Take Poll Pad and place it face down showing the Nassau County Label on top and the circular opening with the Apple logo.

*Verify number on Seals  
Report of the  
Return of Canvass.*

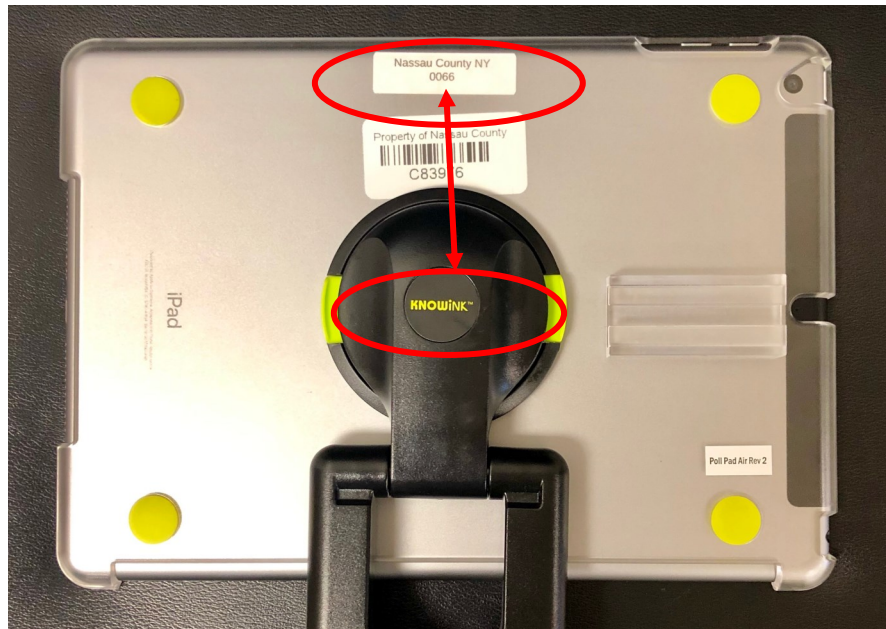
# SETTING UP THE POLL PAD



- Attach the Poll Pad Stand Arm to the Poll Pad shell.**
- Press the green buttons on the side of the arm.**
- Place it in the Poll Pad's circular opening.**
- Release green buttons and gently move Arm side to side until you hear a click.**



# SETTING UP THE POLL PAD



The Arm Stand  
**‘KnowiNK’** Logo  
should face the  
Nassau County  
Label on the  
Poll Pad.

# SETTING UP THE POLL PAD



Placing your fingers inside the Arm Stand opening, connect the Arm to the Poll Pad Base.

***Do not use the Poll Pad to push in the Arm Stand.***



Once attached, the camera should be on top .

**Poll Pad needs to be in what's known as the 'landscape' position.**

# SETTING UP THE POLL PAD



**Take Bar Code Tray and slide it into the mounting clips in the back of the Poll Pad.**

**Arrow should be facing up and facing you.**

# SETTING UP THE POLL PAD



Facing the front of the Poll Pad, take the stylus and place it in the Stylus holder of the Bar Code tray.

# POWERING UP THE POLL PAD



Take the White Cable known as the “*lightning cable*” and plug the USB end of it into the Power Cube.

# POWERING UP THE POLL PAD



Thread the white  
*“lightning cable”*  
through the Arm  
Stand from the back  
of the Poll Pad.

Plug it into the  
Poll Pad.



# POWERING UP THE POLL PAD



Plug Power Cube  
into the Power  
Supply found in  
the **Blue**  
Supply Tote Bag.

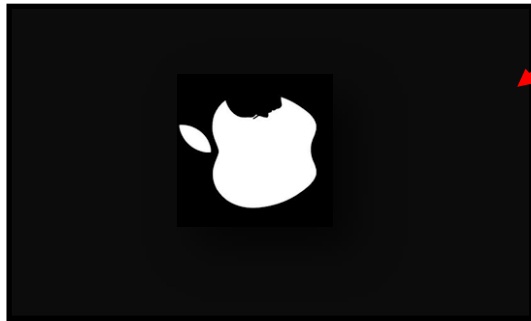
# POWERING UP THE POLL PAD



Connect the Power Supply to an outlet.

Leave the Power Supply on table. Poll Pad is to remain plugged in until Closing.

# POWER ON THE POLL PAD



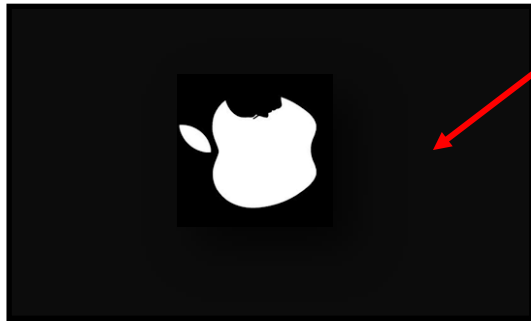
If the Poll Pad does not power on automatically,

Press the power button on the top left edge of the unit until you see the Apple logo, 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 power**

# POWER ON THE POLL PAD



Power up the 2nd Poll Pad ***without*** plugging it into the power supply.

Press the power button on the top left edge of the unit until you see the Apple logo, then release.

Place this Poll Pad back in the Poll Pad Case, screen facing up.

# OPENING PROCEDURES



Take 1 –strap seal from the **Red** Data Bag and seal one side of the Poll Pad case

Return the sealed Poll Pad Case to the **Red** supply cart.



*Record the Seal Number on the Return of Canvass.*

# POWER ON THE POLL PAD



In the top right corner of the Home screen is the battery indicator.

Verify it turns **green**.

A **CHARGE** icon  appears to the right.



# THE POLL PAD SET UP



1. Power Button

2. Home Button

3. Poll Pad & Protective Shell

4. Stand Arm

5. Poll Pad Base

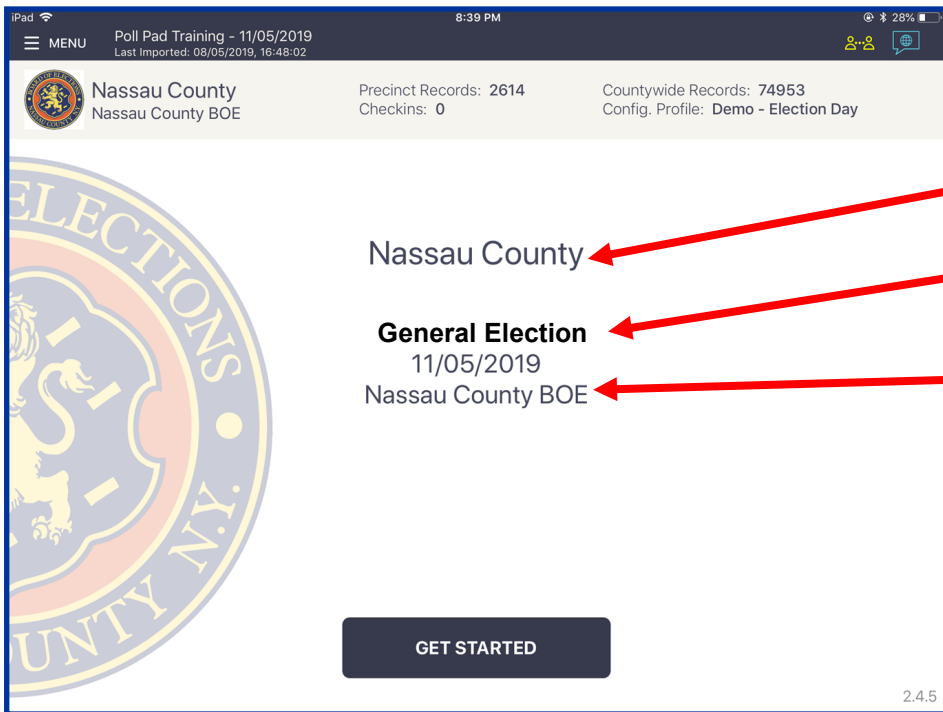
6. Camera

7. Stylus Holding slot

8. Bar Code Tray

# POLL PAD CHECKLIST

**SAMPLE**



## Home Screen Checklist:

Name of Jurisdiction

Election Name and Date

Polling Site Location

*(verify all information is correct)*

# POLL PAD CHECKLIST

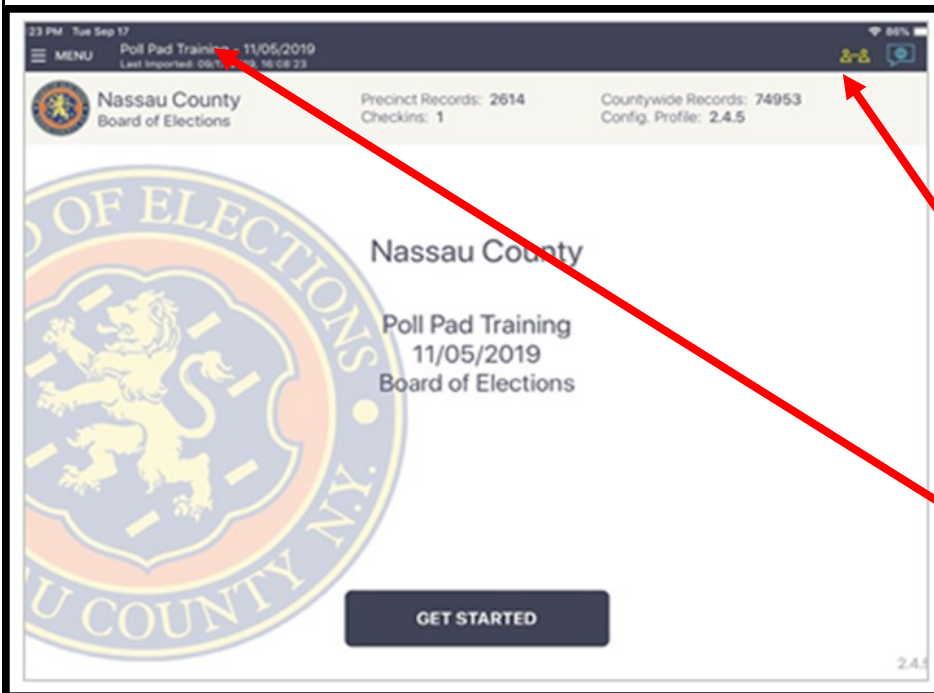
## Home Screen Checklist:

Battery Life should be close to Full (90%)

*(example shows battery life only 88%)*

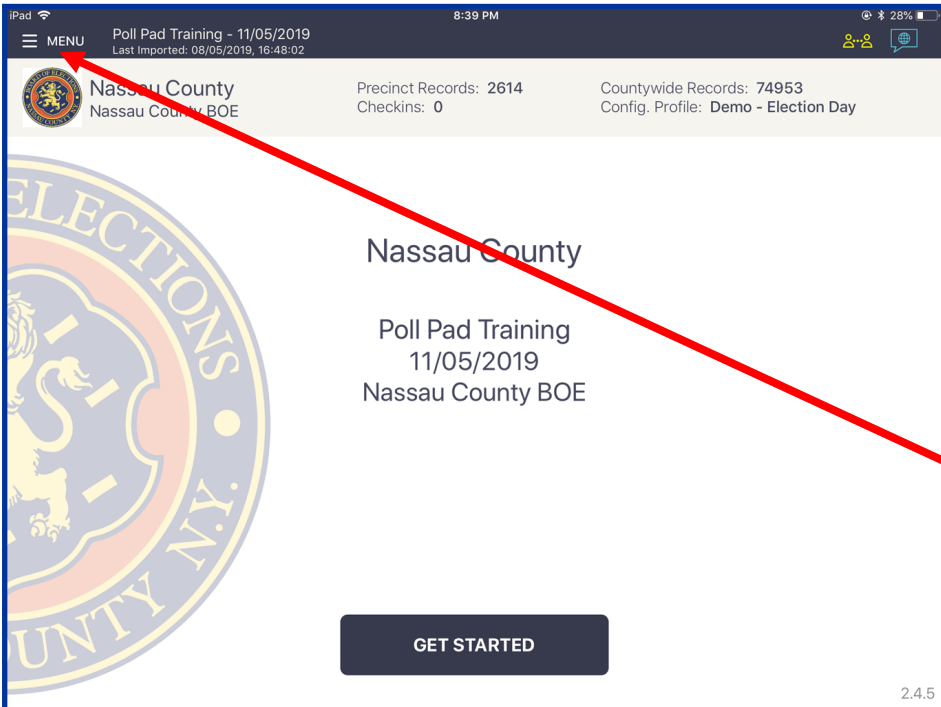
Check-In Count = 0

*(If Check-In Count is not '0' when opening, call the Board of Elections immediately)*



**SAMPLE**

# POLL WORKER SIGN IN



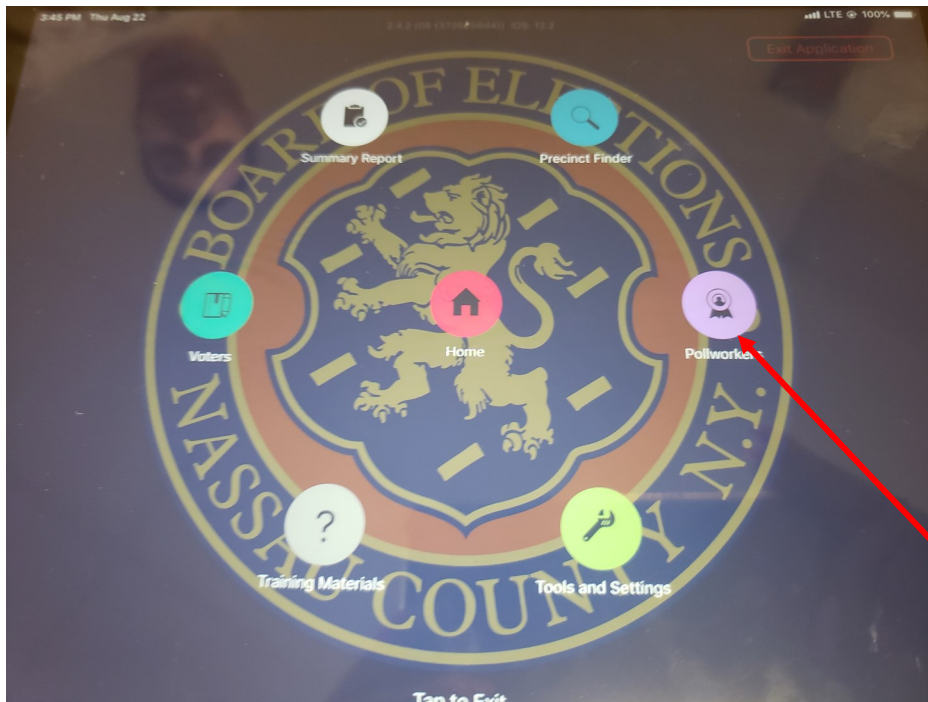
Locate the **Menu** button on the top left of the Poll Pad.

*Using the soft end of your stylus to click on it.*



**WHEN USING THE STYLUS, ONLY USE THE SOFT END OF IT**

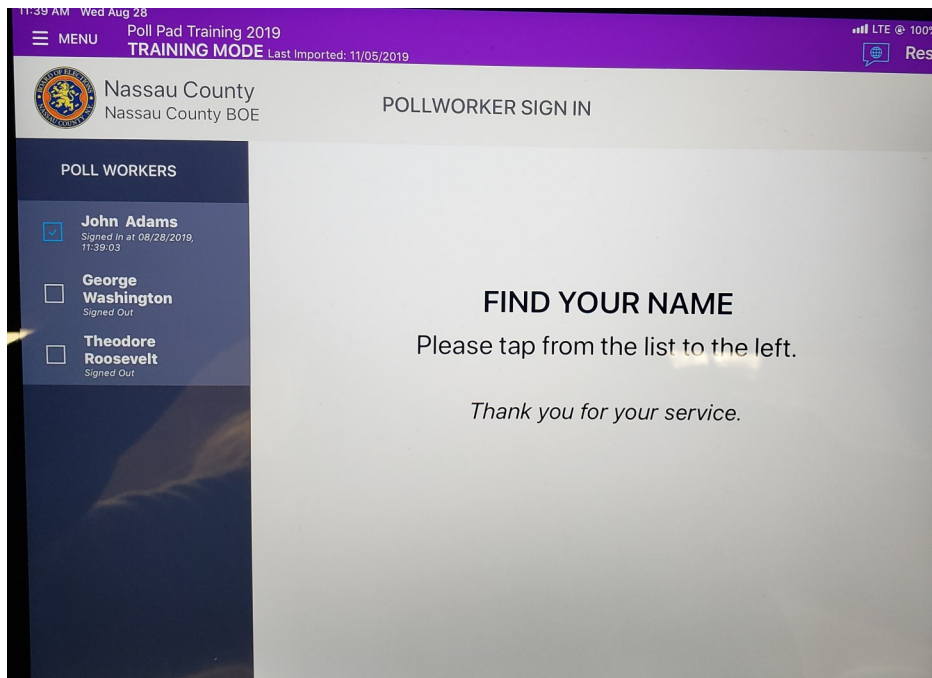
# POLL WORKER SIGN IN



Several menu options appear on the Nassau County Board of Elections logo.

***Using your stylus, click on the purple icon 'Poll Workers.'***

# POLL WORKER SIGN IN

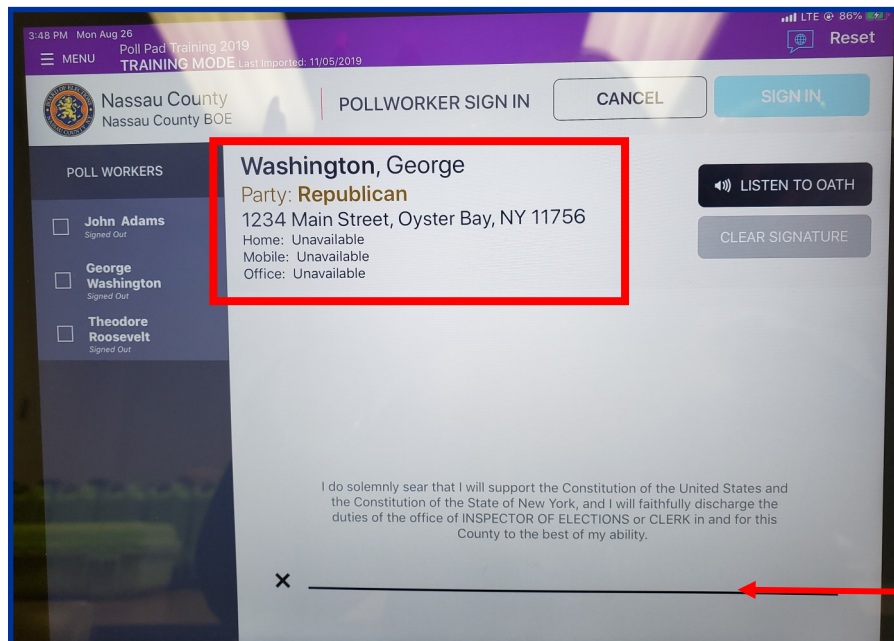


Poll workers locate their name on the screen and using the stylus, click on it.

*Ex. George Washington*



# POLL WORKER SIGN IN



Poll worker's name and information appears.

*Using the stylus,* Poll worker is to sign on the line.

*(If poll worker cannot see/read the Oath, they can listen to it on the Poll Pad)*

# POLL WORKER SIGN IN

11:40 AM Wed Aug 28  
Poll Pad Training 2019  
TRAINING MODE Last Imported: 11/05/2019  
Reset

Nassau County  
Nassau County BOE

POLLWORKER SIGN IN CANCEL SIGN IN

POLL WORKERS

- John Adams  
Signed In at 08/28/2019, 11:39:03
- George Washington  
Signed Out
- Theodore Roosevelt  
Signed Out

Washington, George  
Party: Republican  
1234 Main Street, Oyster Bay, NY 11756  
Home: Unavailable  
Mobile: Unavailable  
Office: Unavailable

LISTEN TO OATH  
CLEAR SIGNATURE

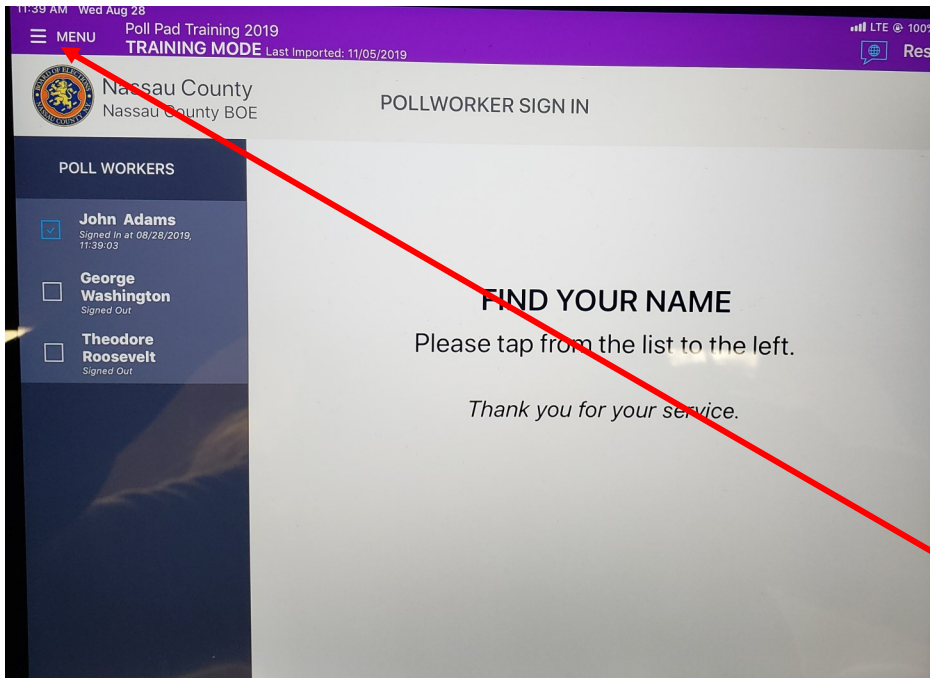
I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and I will faithfully discharge the duties of the office of INSPECTOR OF ELECTIONS or CLERK in and for this County to the best of my ability.

x \_\_\_\_\_

After signing, the  
Poll worker, *uses the  
stylus to press:*

**SIGN IN**

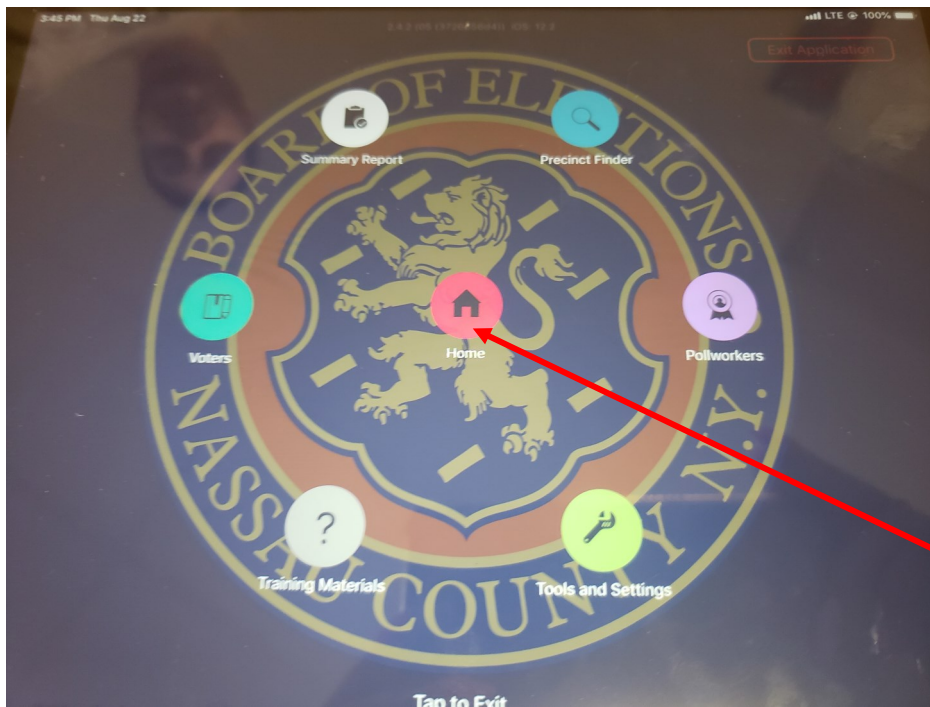
# POLL WORKER SIGN IN



The list of poll workers screen reappears.

*Using the stylus*, click on the “**Menu**” on the top left side of the Poll Pad to return to the circle with category options.

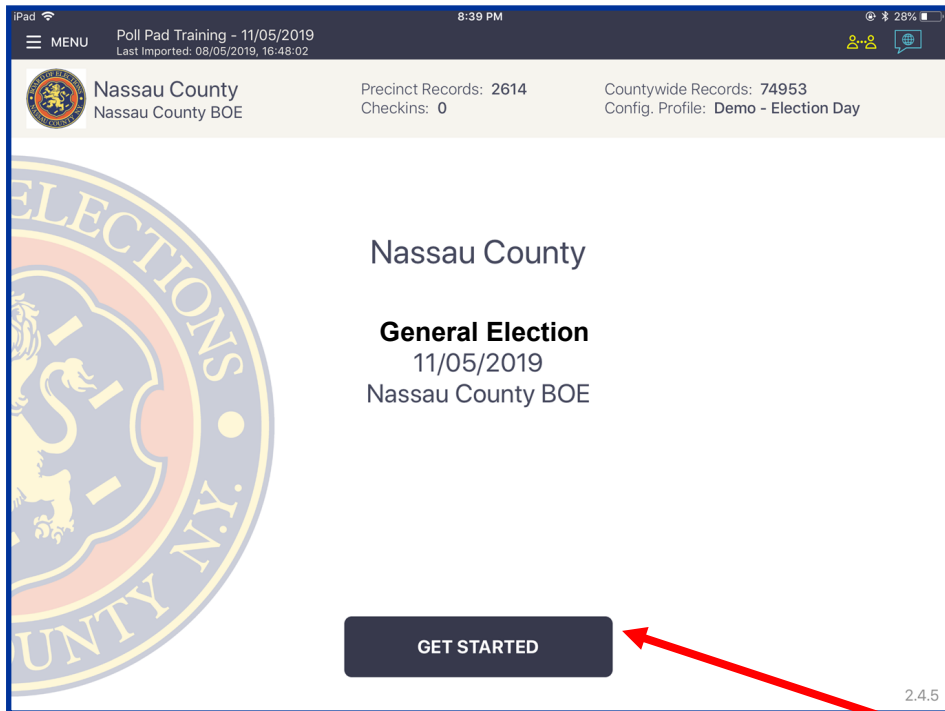
# POLL PAD START UP



Once on the  
Menu options,

*Use the stylus* to click  
on the **red** icon  
marked  
**'Home.'**

# THE POLL PAD IS READY



Your Poll Pad is now ready to open.


Take your stylus and press:

**GET STARTED**



# YOU ARE READY TO LOCATE VOTER

11:42 AM Wed Aug 28 Poll Pad Training 2019 LTE 100%  
**TRAINING MODE** Last Imported: 11/05/2019 Reset

 **Nassau County**  
Nassau County BOE

Precinct Records: 2614  
Checkins: 0

Countywide Records: 74953  
Config. Profile: Demo - Election Day


**NOTICE OF ELECTION**

BOARD OF ELECTION COMMISSIONERS  
12345 STREET, SAMPLE STATE, 12345

YOU ARE REGISTERED IN  
WARD - PRECINCT - ELECTION DATE

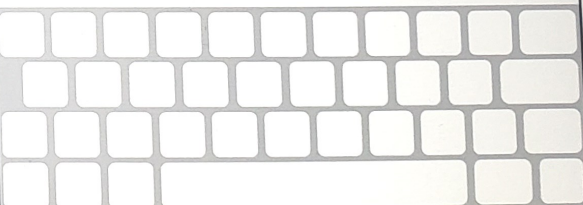
YOUR PRECINCT PLACE IS  
SAMPLE ELECTION

TYPE OF ELECTION  
SAMPLE ELECTION





**SALLY SAMPLE**  
5000 MAIN ST.

**MANUAL ENTRY**



Voter Postcard

 **SCAN BARCODE**

 **MANUAL ENTRY**





***SUCCESS!***

You have successfully **OPENED**  
and prepared the Poll Pad for  
Voters.

# CLOSING PROCEDURES



After closing the DS200, get your Poll Pad Case from the **RED** Supply Cart.

# CLOSING PROCEDURES

5



***\*Scissors are not provided***

Take your scissors\*  
and cut the seal off  
the Poll Pad case.

Open the case.

***Place the used seal  
in the Red Data Bag.***

# CLOSING PROCEDURES



Remove the stylus,  
and pack it back in  
the Poll Pad case.

# CLOSING PROCEDURES



Remove the Barcode tray and place back into the Poll Pad Case.

# CLOSING PROCEDURES



Unplug white  
“lightning cable” from  
the Poll Pad.



# CLOSING PROCEDURES



Unplug the cube from the power supply.

Unplug white “lightening cable” from the White cube.



**DO NOT POWER OFF THE  
POLL PAD  
IT IS TO REMAIN ON**

# CLOSING PROCEDURES



Wrap the white cable around the power cube and return it to the Poll Pad Case.

# CLOSING PROCEDURES



Unplug the power supply from the outlet



Return the power supply to the **Blue** Tote Bag.

# CLOSING PROCEDURES



Remove the Arm from the Poll Pad base.

**Do not use the Poll Pad to lift the Arm.**

# CLOSING PROCEDURES



Gently place the Poll Pad face down.

Remove the Arm by pressing in the Green tabs and lifting it off the Poll Pad.

# CLOSING PROCEDURES



Fold the Arm with the flat side facing up.

Place in the bottom of the Poll Pad Case.



# CLOSING PROCEDURES



Poll Pad Base is placed in the bottom of the Poll Pad Case with flat part of base facing up.

# CLOSING PROCEDURES



Gently place the  
Poll Pad,  
**screen facing up,**  
on top of the Poll  
Pad Base.

*Return the Poll Pad Screen  
Cloths to the Poll Pad case.*

# CLOSING PROCEDURES



Close the Poll Pad Case tightly.

Pushing down on the gray buttons, lift the black latches up and then push down to lock, similar to the latches on the DS200 lid.

## CLOSING PROCEDURES



Take 2-strap seals from the **Red** Data Bag and Affix to each side of the case.

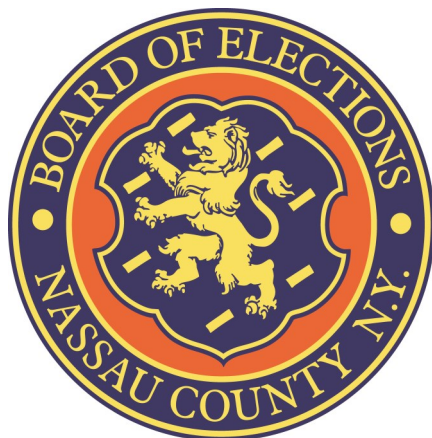
***Record the seal numbers on the Return of Canvass.***

# CLOSING PROCEDURES



Return the  
sealed Poll Pad  
Case to the  
**Red**  
Supply Cart.





***THANK YOU FOR A JOB WELL  
DONE!***

**Continue packing up your  
supplies.**

***Blue Tote Bag and Red Data Bag are to be returned to  
the Police Precinct listed on the Red Data Bag.***