



Revised 2/16/16

Appendix 1

Opening and Closing the Electronic Pollbooks

Setting Up the Electronic Pollbooks and Printers.....	A1.2
Verifying the Electronic Pollbook.....	A1.7
Opening the Polls	A1.13
Networking the Electronic Pollbooks.....	A1.10
Ending the Election on the Electronic Pollbook and Printing End-of-Day Reports.....	A1.16
Packing the Electronic Pollbook and Printers.....	A1.20

Opening and Closing the Electronic Pollbook

Refer to the following checklists found at the end of this chapter to set up, verify, network and open the electronic pollbooks.

- Electronic Pollbook Set-Up Procedure
- Printer Set-Up Procedure
- Electronic Pollbook Start-Up Procedure
- Network Hub Set-Up Procedure
- How to Load Printer Paper
- Electronic Pollbook Opening Procedure

 **Do not network electronic pollbooks until after:**

- **All electronic pollbooks have been turned on individually; and**
- **The “Statistics” on the “Main Screen” are verified as zeros for the “Ballots”, “Voters”, and “SDR Counts” tabs; and**
- **After the “Consolidated Voter Counts” and “Consolidated Ballot Counts” reports are printed.**

Opening and Closing the Electronic Pollbook

Pre-Election

Setting Up the Electronic Pollbooks and Printers



1. Open the printer case(s); the printer case(s) are not sealed. Remove the Electronic Pollbook Integrity Report(s).

Opening and Closing the Electronic Pollbook

State of Maryland 

Electronic Pollbook Integrity Report

District/Precinct: _____ County: **Montgomery** Date: **April 26, 2016**

Judges must:

- Complete the Opening section below. Remember to print and sign the Zero Reports from each pollbook and attach them to this form **BEFORE** the polls open.
- Verify and record information about having to remove the Inner Seal during the day, if necessary.
- Complete the Closing section. Remember to print and sign the Totals Report from one poll book and attach it to this form.

Remember: Chief Judges must sign this form AFTER the polls close.

Pollbook ID #	OPENING			DURING		CLOSING	
	1	2	3	4	5	6	7
	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened (initial)		New Inner Seal #	New Outer Seal # (applied to storage case at closing)
	VERIFY	VERIFY	VERIFY	REP/OTH	DEM		
#1							
#2							
#3							
#4							
#5							
#6							

To the best of our knowledge the information on this report is true and correct.

CHIEF JUDGE

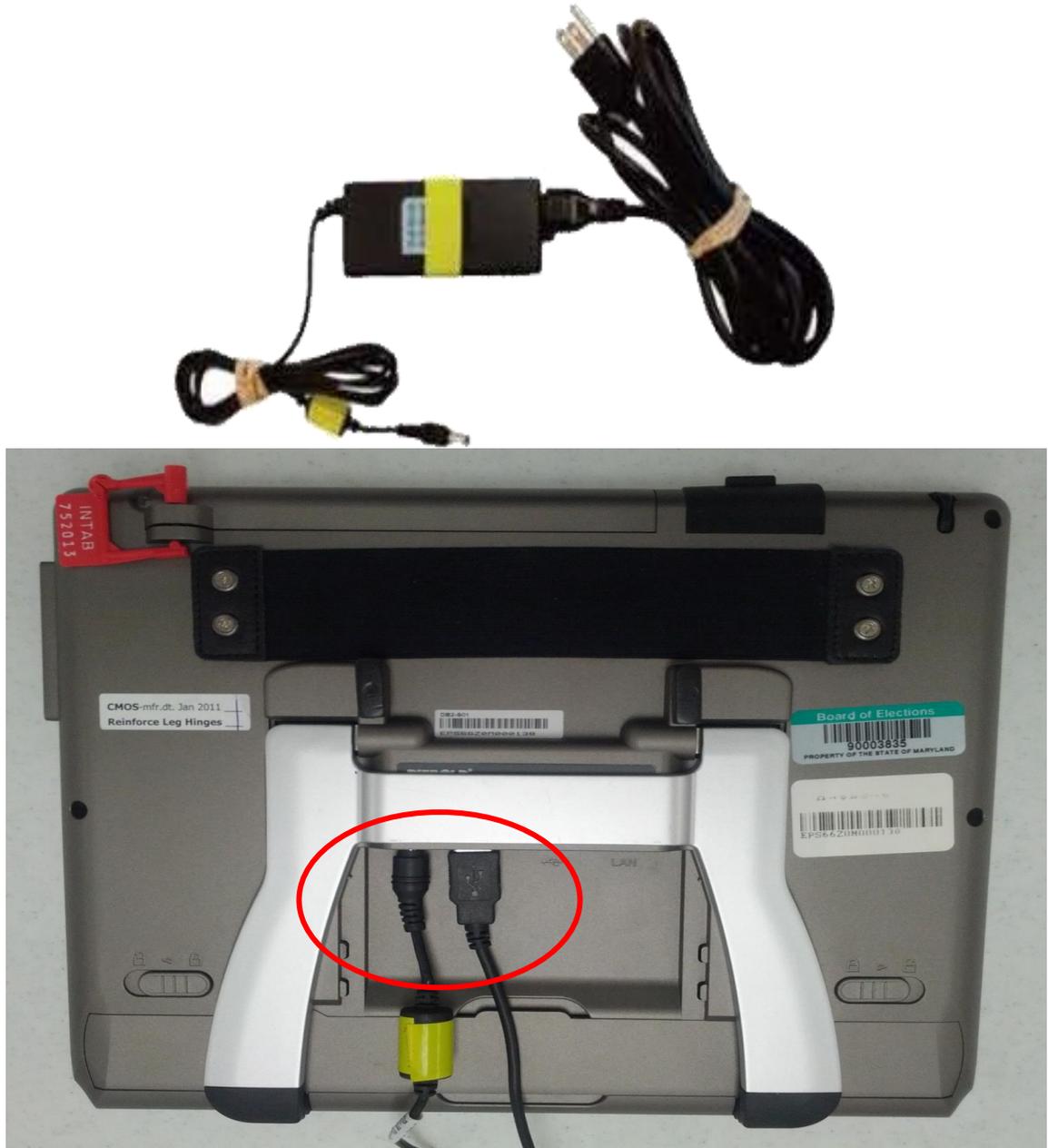
CHIEF JUDGE

Rev. 12/14/2016

2. Verify that the red outer seal number on each pollbook case matches the information printed on the *Electronic Pollbook Integrity Report*.
3. Remove the seal on the case and discard, remove the pollbook. Use the strap - **DON'T** pull up on the pollbook legs to remove the pollbook from the case.
4. Verify that the state asset tag number on the front of each electronic pollbook matches the information printed on the *Electronic Pollbook Integrity Report*.
5. Verify that the inner seal on the top of each electronic pollbook is **NOT** broken and its number matches what is printed on the *Electronic Pollbook Integrity Report*. **DO NOT REMOVE THIS SEAL.**
6. **Note:** You should have a printer for each pollbook, except the Chief Judge's pollbook.
7. The power cord is in the case with the electronic pollbook and is identified by yellow tape. Insert the cord into the first connection

Opening and Closing the Electronic Pollbook

on the electronic pollbook, and plug the other end into a power source.

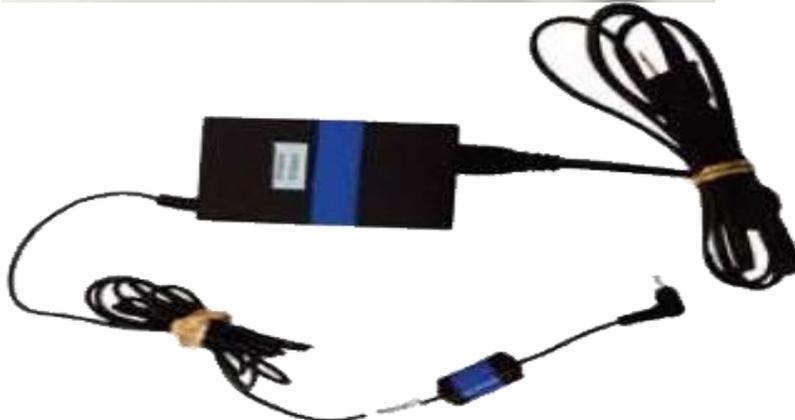


8. Take the printer's USB cable from the printer case and plug the larger end into either of the two USB ports located on the back of the electronic pollbook. Plug the smaller end into the printer.

Opening and Closing the Electronic Pollbook



9. Plug one end of the printer's power cord (marked with blue tape) into the printer and the other end into a power source. **Important Note: The printer end of power cord is bent 90 degrees (elbow-shaped). DO NOT connect an electronic pollbook power cord to the printer. It will cause severe damage to the printer.**



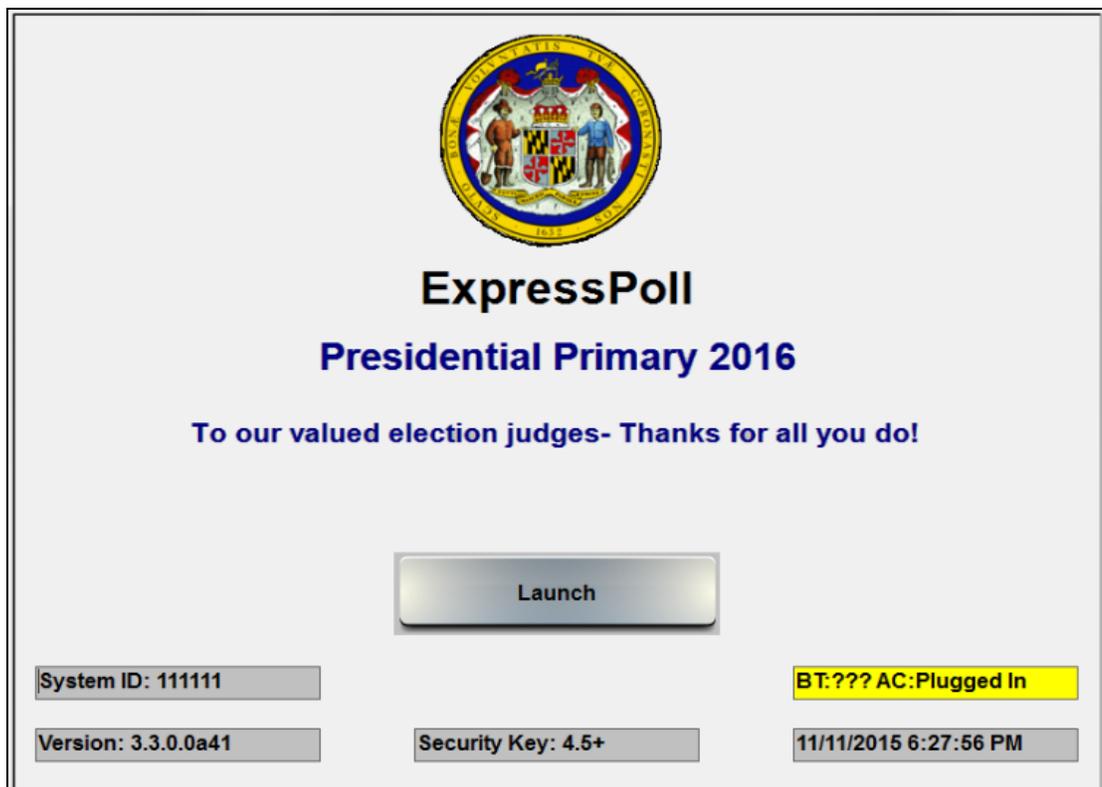
Opening and Closing the Electronic Pollbook

10. Turn the **power switch** to **ON**.



Verifying the Electronic Pollbook

1. When the pollbook switch is ON, the following screen will appear:



Opening and Closing the Electronic Pollbook

- A. Verify the date and time. If the date or time is incorrect, alert a Chief Judge.
- B. If the information on the screen is correct, tap the “Launch” button.

! Use the stylus to make selections. Do not use any other item, such as pens or pencils.

2. Verify the poll name on the left side before tapping the “OK This is Correct Poll” button at the bottom of the screen. If the precinct information is incorrect, summon a chief judge who will seek technical support.

Log In 110

Is this the correct Poll? If it is, tap OK button. If not, tap Wrong Poll to go back to Login screen.

Consolidation Number
1001

Precinct Name
POLL 1

Precinct Number
1701 1

Poll Name
POLL 1
119 FIRST STREET
CITY, ST 12345
(123) 555-5555

Log In OK This is Correct Poll Wrong Poll Go Back

BT:??? AC:Plugged In 11/10/2015 7:17:22 AM

3. The “Main Screen” will appear with the “Manage Polls” tab at the top of the screen. The Poll Status will be “Closed.”

Opening and Closing the Electronic Pollbook

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

****Opening**** When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.
****Closing**** When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

Statistics

Ballots | Voters | SDR Counts

Standard BACs 0
Provisional Voter BACs 0
Standard Ballots 0
Provisional Ballots 0

Consolidation Number 09001001
Poll Status **CLOSED**
Poll Opening Time 7:00AM
Poll Closing Time 8:00PM
of Registered Voters 2601
Bulk Update Date

Open the Polls | Daily Closing Step #1 Close the Polls | Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In | Voted: TOT 0 | 11/18/2015 1:15:54 PM

4. Tap the "Ballots," "Voters," and "SDR Counts" tabs under "Statistics" to verify that all the numbers are set to zero. **Alert a chief judge immediately if any of these numbers are not zero. Do not network the pollbooks if any number is not zero.**

! Check all three tabs under "Statistics" for zeros **before** networking pollbooks.

5. Verify that the totals at the bottom of the screen are zero.

For the **primary** election:

BT:??? AC:Plugged In | Voted: DEM 0 REP 0 NON 0 TOT 0 | 12/4/2013 11:22:33 AM

For the **general** election:

BT:??? AC:Plugged In | Voted: TOT 0 | 11/18/2015 1:11:45 PM

Opening and Closing the Electronic Pollbook

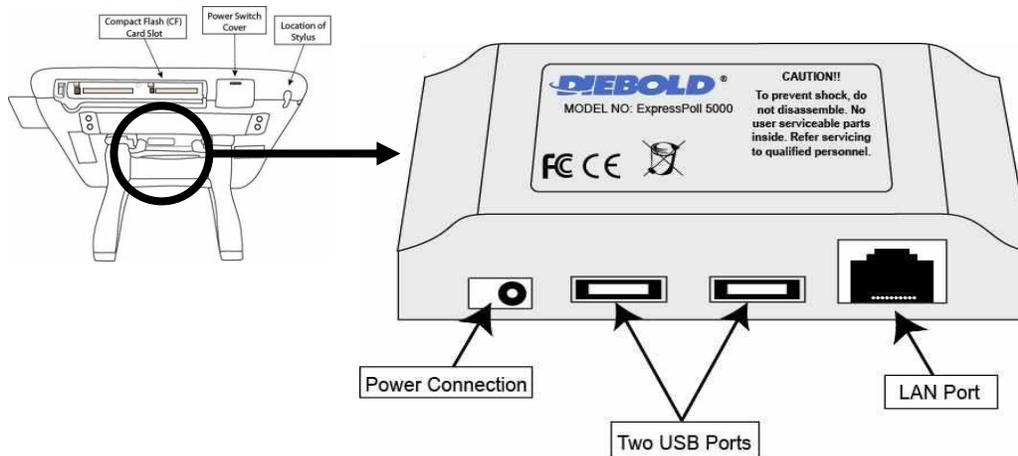
! Contact the local board of elections **immediately** if the totals are not zero when logging in.

Networking the Electronic Pollbooks

! Do not network electronic pollbooks until after:

- All electronic pollbooks have been turned on individually; and
- The “Statistics” on the “Main Screen” are verified as zeros for the “Ballots”, “Voters,” and “SDR Counts” tabs; and
- After the “Consolidated Voter Counts” and “Consolidated Ballot Counts” reports are printed.

1. There are four connections located on the back of the electronic pollbook: from left to right, the first is for power, the middle two are USB ports for the printer, and the fourth one is for the Ethernet cable (LAN Port) that connects all the electronic pollbooks in the same polling place together.



2. Precincts with 2 Pollbooks:

- a. Locate red cross-over LAN cable (each end has a telephone-like plug) in printer case.

Opening and Closing the Electronic Pollbook

- b. Plug an end of the LAN cable into a LAN port on the back of each Pollbook.



3. Precincts with 3 or more Pollbooks:

- a. Remove the Multi-Port Network Hub, LAN cables, and power cord from printer case.

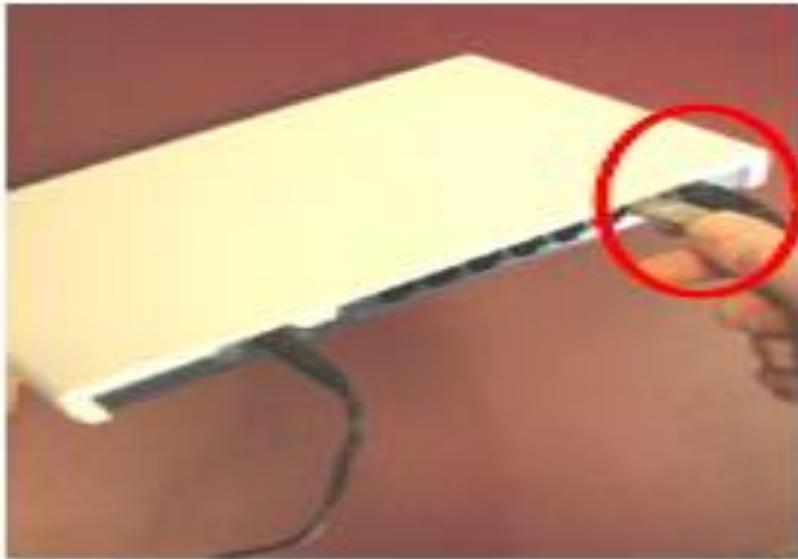


- b. Turn off power strip for check-in area if it is on.
- c. Connect small round connector of power cord into Hub and other end into power strip.

Opening and Closing the Electronic Pollbook



- d. Plug an end of a LAN cable (telephone-like plug) into the Multi-Port Network Hub and the other end into LAN port on the back of a Pollbook.

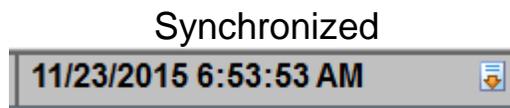
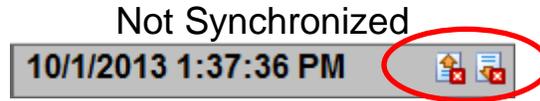


Note: Do not use the Uplink slot in the Network Hub

- e. Repeat steps C through E for each Pollbook.
- f. Turn on power strip.
- g. LED light on the hub will come on.

Opening and Closing the Electronic Pollbook

4. Check that the electronic pollbooks are synchronized with other pollbooks. This is indicated by a pair of icons in the lower right corner of the screen. If the electronic pollbooks are not synchronized, check to ensure that all connections between the pollbooks and the hub are intact. If the pollbooks will not synchronize, call for a chief judge who will seek technical assistance.



5. To initialize the network synch, tap the “Status” tab on the upper far right of the “Main Screen”. Tap the “Network” tab on the left.
6. Look on the screen to confirm there is a line entry for each Pollbook, identified by its State Tag Number.
7. Look at the “Synch” column for each Pollbook. All Pollbooks should show “complete” except the one you are using. It will show “N/A”.

Election Morning - Opening the Polls

⚠ Do not check in voters prior to 7:00 a.m. on Election Day. Steps 1 through 7 should be performed at 6:50 a.m.

1. Turn off the network hub by disconnecting its power cord.
2. Tap the “Open the Polls” button at the bottom left.

Opening and Closing the Electronic Pollbook

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

****Opening**** When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.
****Closing**** When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

Statistics

Ballots	Voters	SDR Counts
Standard BACs	0	
Provisional Voter BACs	0	
Standard Ballots	0	
Provisional Ballots	0	

Consolidation Number: 09001001
Poll Status: **CLOSED**
Poll Opening Time: 7:00AM
Poll Closing Time: 8:00PM
of Registered Voters: 2601
Bulk Update Date:

Open the Polls (circled in red)

Daily Closing Step #1: Close the Polls
Daily Closing Step #2: Archive & Close Down

BT:??? AC:Plugged In | Voted: TOT 0 | 11/18/2015 1:15:54 PM

! If either of the following messages appears when attempting to open the polls, alert a Chief Judge immediately:

- "The polls cannot be opened because a bulk update has not been performed."
- "The polls cannot be opened because the date on this unit's clock does not match the Election Date."

3. A pop-up menu with a list of reports will appear. Make sure both reports have check marks and tap "Continue."

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

Tap Continue to print reports.

Print Ballot Counts
 Print Voter Counts

Continue (circled in red)

Open the Polls | Daily Closing Step #1: Close the Polls | Daily Closing Step #2: Archive & Close Down

BT:??? AC:Plugged In | Voted: TOT 0 | 11/18/2015 1:19:33 PM

Opening and Closing the Electronic Pollbook

- Two reports will print, the pop-up menu will disappear and the “Poll Status” on the right side of the screen will change from red “Closed” to green “Opened.”

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

****Opening**** When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.
****Closing**** When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

Statistics		Consolidation Number
Ballots	Voters	09001001
Standard BACs	SDR Counts	Poll Status OPENED
Provisional Voter BACs		Poll Opening Time 7:00AM
Standard Ballots		Poll Closing Time 8:00PM
Provisional Ballots		# of Registered Voters 2601
		Bulk Update Date

BT:??? AC:Plugged In Voted: TOT 0 11/18/2015 1:24:21 PM

- Verify that all totals on the “Consolidated Voter Counts” and “Consolidated Ballot Counts” reports are zeros as shown below. Alert a chief judge if the totals are not all zeros.

Consolidated Ballot Counts Report					Consolidated Voter Counts Report			
Consolidation: # 20005001 EPB Number: 999					Consolidation: # 09EV01 EPB Number: 035979			
Poll Description: 05-1 Mt Vernon Fire Dept					Poll Description: Charles County Board of Elections			
Report Date: 04/01/2010 13:05:31					Report Date and Time: 11/17/2015 09:52:54			
*****					*****			
	TOT	DEM	REP	NON	Party	Total	Reg	Provisional
Issued	0	0	0	0	REP	0	0	0
Reiss	- 0	- 0	- 0	- 0	DEM	0	0	0
Canc	- 0	- 0	- 0	- 0	GRN	0	0	0
Net	0	0	0	0	LIB	0	0	0
Prov Issued	0	0	0	0	UNA	0	0	0
Prov Reiss	- 0	- 0	- 0	- 0	OTH	0	0	0
Prov Canc	- 0	- 0	- 0	- 0	TOT	0	0	0
Net Prov	0	0	0	0	*****			
Net Ballots	0	0	0	0	-----			
*****					-----			
DEM Judge					DEM Judge			
REP Judge					REP Judge			

- Sign both reports and attach the reports to the *Electronic Pollbook Integrity Report*.

Opening and Closing the Electronic Pollbook

7. Reconnect the network hub's power cord and verify network synchronization status.
8. **At 7:00 a.m.**, Tap the "Issue Ballots" button and begin checking in voters.

Ending the Election on the Electronic Pollbook and Printing End-of-Day Reports

After providing all necessary voter turnout numbers to the chief judges, and **upon authorization from the chief judges**, the check-in judges are to:

1. Return to the "Main Screen" and tap the "Manage Polls" tab.
2. Tap on the "Daily Closing Step #1 Close the Polls" button at the bottom-center of the screen. A pop-up screen will appear.

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

****Opening**** When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.
****Closing**** When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

Statistics

Ballots	Voters	SDR Counts
Standard BACs	0	
Provisional Voter BACs	0	
Standard Ballots	4	
Provisional Ballots	0	

Consolidation Number: 09001001

Poll Status: **OPENED**

Poll Opening Time: 7:00AM

Poll Closing Time: 8:00PM

of Registered Voters: 2601

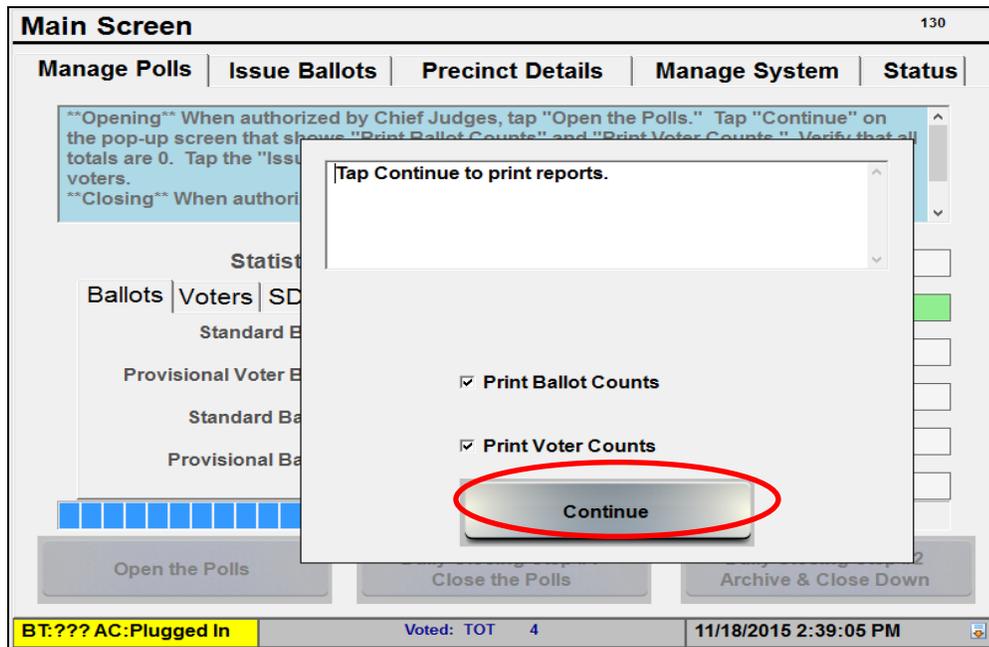
Bulk Update Date:

Open the Polls | **Daily Closing Step #1 Close the Polls** | Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In | Voted: TOT 4 | 11/18/2015 2:37:09 PM

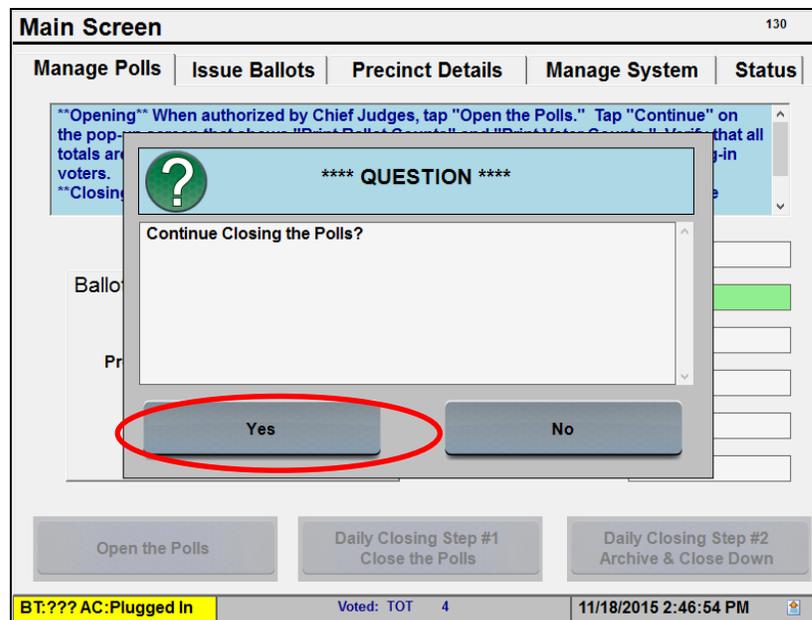
Opening and Closing the Electronic Pollbook

3. Tap the “Continue” button to print the “Ballot Counts” and “Voter Counts” reports:



⚠ After the “Continue” button is tapped, the “Poll Status” changes from “Opened” to “Closed”.

4. “Continue Closing the Polls?” Tap “Yes.”



Opening and Closing the Electronic Pollbook

5. After the "Ballot Counts" and "Voter Counts" reports are printed, tap the "Daily Closing Step #2 Archive & Close Down" button.

The screenshot shows the 'Main Screen' of the electronic pollbook system. At the top, there are navigation tabs: 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below the tabs is a blue instruction box. The main area is divided into 'Statistics' and 'Consolidation Number' sections. The 'Statistics' section has tabs for 'Ballots', 'Voters', and 'SDR Counts', with input fields for 'Standard BACs', 'Provisional Voter BACs', 'Standard Ballots', and 'Provisional Ballots'. The 'Consolidation Number' is '09001004'. The 'Poll Status' is 'CLOSED', which is circled in red. Other fields include 'Poll Opening Time' (7:00AM), 'Poll Closing Time' (8:00PM), '# of Registered Voters' (2601), and 'Bulk Update Date'. At the bottom, there are three buttons: 'Open the Polls', 'Daily Closing Step #1 Close the Polls', and 'Daily Closing Step #2 Archive & Close Down'. The status bar at the very bottom shows 'BT:?? AC:Plugged In', 'Voted: TOT 4', and the time '11/18/2015 2:50:07 PM'.

6. If the Polling Place is closed for the day, **and** if the end of day "Ballot Counts" and "Voter Counts" reports have been printed, tap the "Yes" button.

This screenshot shows the same 'Main Screen' as the previous one, but with a confirmation dialog box overlaid. The dialog box has a question mark icon and the title '**** QUESTION ****'. The text inside reads: 'IMPORTANT! This will ARCHIVE the activity from today's voting and log out this pollbook from the system. You should answer "Yes" ONLY if both these statements are true: 1) The polling place is now CLOSED for the day 2) You have already printed the end-of-day "Ballot Counts" and "Voter Counts" reports from this pollbook. If either of these statements is NOT true, or if you are not sure, answer "No" and consult a Chief Judge.' At the bottom of the dialog box, there are two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red. The background shows the same interface as the previous screenshot, but the 'Daily Closing Step #2 Archive & Close Down' button is now highlighted in blue. The status bar at the bottom shows 'BT:?? AC:Plugged In', 'Voted: TOT 4', and the time '11/18/2015 2:52:36 PM'.

Opening and Closing the Electronic Pollbook

- The pollbook will return to the “Launch” screen. Turn the power switch to off.



- Sign the “Ballot Counts” and “Voter Counts” reports and attach them to the *Electronic Pollbook Integrity Report*.

Consolidated Ballot Counts Report

Poll Description: 05-1 Mt Vernon Fire Dept
Report Date: 04/12/2010 14:49:00
.....

	TOT	DEM	REP	NON
Issued	303	149	110	44
Reiss	- 3	- 1	- 2	- 0
Canc	- 10	- 3	- 6	- 1
Net	290	145	102	43
Prov Issued	19	8	5	6
Prov Reiss	- 1	- 0	- 0	- 1
Prov Canc	- 1	- 1	- 0	- 0
Net Prov	17	7	5	7
Net Ballots	307	152	107	50
.....				

DEM Judge _____

REP Judge _____

Note: Reissued and cancelled ballots are **subtracted** from “Issued” ballots to arrive at “Net Ballots” totals for regular and provisional ballots.

Opening and Closing the Electronic Pollbook

Consolidated Voter Counts Report			
Consolidation: # 20005001 EPB Number: 999			
Poll Description: 05-1 Mt Vernon Fire Dept			
Report Date and Time: 04/12/2010 16:58:56			

Party	Total	Reg.	Prov
DEM	152	145	7
REP	105	102	3
NON	50	43	7
TOT	307	290	17

DEM Judge _____			
REP Judge _____			

Note: The total (“TOT”) of the Voter Counts Report should equal “Net Ballots” on the “Consolidated Ballot Counts Report.”

9. Give the *Electronic Pollbook Integrity Report* (with the attached reports) to the chief judges.

Packing the Electronic Pollbook and Printers

1. Store the stylus in its slot at the top of each electronic pollbook.
2. Disconnect all cables and cords.
3. Check-in judges must verify that the inner seal on the top lid of each electronic pollbook is intact and its number matches the number verified earlier on the *Electronic Pollbook Integrity Report*.
4. Pack the electronic pollbooks in their cases.
5. The chief judges will provide new seals to seal each case. Record the new outer seal numbers on *Electronic Pollbook Integrity Report* and have both chief judges sign where indicated.
6. Pack all printers, cords, cables, and hub (if issued).

Opening and Closing the Electronic Pollbook

Checklists

Electronic Pollbook Setup Procedure

Note: A bipartisan team of judges must complete the following steps

Monday Night	
STEP	ACTIVITY
1	<p>Locate the Pollbook and printers:</p> <ul style="list-style-type: none"> ➤ Verify luggage tags on Pollbook cases have correct District and Precinct number. ➤ Verify the outer red seal on each Pollbook case is intact. (There is no lock on printer case(s).) ➤ Open the printer case. Remove the <i>Electronic Pollbook Integrity Report</i>.
Complete steps 2 -3 one Pollbook at a time	
2	<p>Completing the <i>Electronic Pollbook Integrity Report</i>:</p> <ul style="list-style-type: none"> ➤ Verify the outer red seal number matches one of the number printed on the <i>Electronic Pollbook Integrity Report</i> (Opening, column #1). If numbers match, discard red seal. ➤ Remove the outer red seal from that Pollbook case (use scissors if needed). ➤ Verify the State Asset Tag number on the front of that Pollbook matches the number printed on the <i>Electronic Pollbook Integrity Report</i> (Opening, column #2) on the same line as its red seal. ➤ Verify the number of the inner red seal (top upper right on the back-side of the Pollbook) matches the number on the <i>Electronic Pollbook Integrity Report</i> (Opening, column #3) on the same line as its red seal. ➤ DO NOT REMOVE the inner red seal on the memory card compartment. ➤ Each judge: If numbers match initial in column #4. If numbers do not match, notify a Chief.
3	<p>Assembling the Pollbook:</p> <ul style="list-style-type: none"> ➤ Remove the Pollbook, power cord, and power brick from the case. ➤ Ensure the power switch on the top of the Pollbook under the black flap is OFF. ➤ Lay the Pollbook face down on the table (legs facing towards you). ➤ Plug the power brick's cord (identified by a YELLOW tape stripe) into the Pollbook slot marked "PWR". ➤ Obtain a power strip for the check-in area. Do not plug into the wall outlet until step 5. ➤ Plug power cord into the power brick and the power strip.
4	<ul style="list-style-type: none"> ➤ When all Pollbooks are assembled, plug power strip into the wall outlet and turn on.
5	<ul style="list-style-type: none"> ➤ Give the <i>Electronic Pollbook Integrity Report</i> to a Chief. ➤ Report each discrepancy, if any, to a Chief.

Opening and Closing the Electronic Pollbook

Printer Setup Procedure

Monday Night	
STEP	ACTIVITY
1	<ul style="list-style-type: none">➤ Remove one printer, a power brick (identified with a blue stripe), a power cord, and a Universal Serial Bus (USB) cable from the printer case.
2	<ul style="list-style-type: none">➤ Plug the larger end of the USB cable into a USB port  on the back of the Pollbook.➤ Pull open the flap on the left side of the printer and connect the smaller end of the USB cable into the USB port .
3	<ul style="list-style-type: none">➤ Plug the power brick cord into left side of the printer above the label "DC In".➤ Plug the 2-pronged power cord plug into the power brick and the other end into the power strip for the check-in area.
4	<ul style="list-style-type: none">➤ Check the printer for paper by pushing up on the gray lever to release the paper cover.➤ Verify the paper is feeding from the bottom.➤ Pull on the paper to verify paper is feeding correctly.➤ Close the printer firmly until it latches (listen for the click).➤ Note: if paper needs to be replaced, see the "How to Load Printer Paper" Procedure.
5	<ul style="list-style-type: none">➤ If green light is on, press red button to turn off printer.➤ Test the printer by firmly holding down the power (round red button) and the paper feed (triangular green button) at the same time. After a short delay; the light near power button will flash.
6	<ul style="list-style-type: none">➤ Release the buttons. Test strip will automatically print.➤ Tear off and discard the test strip.
7	<ul style="list-style-type: none">➤ Turn printer off by pressing red button.
8	<ul style="list-style-type: none">➤ Follow Steps 1-7 to attach remaining printers to Pollbooks.

Opening and Closing the Electronic Pollbook

Electronic Pollbook Start-Up Procedure

Monday Night	
STEP	ACTIVITY
1	<ul style="list-style-type: none"> ➤ Extend the legs and stand the Pollbook as if it were a picture frame. ➤ Turn on the Pollbook. (Power rocker switch is under the flap at the upper left top.)
2	<ul style="list-style-type: none"> ➤ The prompt  will be displayed on the Pollbook screen. ➤ Use the stylus (found at the top left back of the Pollbook) to tap this prompt.
3	<ul style="list-style-type: none"> ➤ When the “Log In” screen appears, verify the precinct information displayed is correct. ➤ If the correct precinct is not shown, notify a Chief immediately. Do not proceed with a Pollbook that does not display the correct information.
4	<ul style="list-style-type: none"> ➤ Tap the  button ➤ If a prompt appears that reads “The printer is not connected or powered up. Check printer power and USB cable connections,” ensure your printer is ON and connected to a power source as well as to the Pollbook.
5	<ul style="list-style-type: none"> ➤ The Main Screen with Manage Polls tab (upper left tab on the screen) will appear. ➤ Verify the “Poll Status” on the right side displays “CLOSED” in a red box. ➤ On the left side, the “Statistics” section has three tabs: Ballots, Voters, and Same Day Registration (SDR) Counts. ➤ The “Ballots” tab will be displayed. Verify the numbers are all set to zero. ➤ Tap the “Voters” tab and verify those numbers are all set to zero. ➤ Tap the “SDR Counts” tab and verify those numbers are all set to zero. ➤ If any number is not set to zero, notify a Chief immediately. Do not proceed with a Pollbook that does not display zero for every entry under Ballots, Voters, or SDR Counts.
6	<ul style="list-style-type: none"> ➤ Check the date and time displayed in the lower right corner of the Pollbook. ➤ If the date is wrong or the time is off by more than 5 minutes, see a Chief for instructions to reset the Pollbook clock.
7	<ul style="list-style-type: none"> ➤ Follow steps 1-5 for each Pollbook.
8	<ul style="list-style-type: none"> ➤ Using the Network Hub Setup Procedure checklist, network only Pollbooks set at zero for every entry under Ballots, Voters, or SDR Counts tabs (Step 5 above).

Opening and Closing the Electronic Pollbook

Network Hub Setup Procedure

Monday Night	
STEP	ACTIVITY
Note: Network ONLY Pollbooks set at zero (Electronic Pollbook Start-Up Procedure , Step 5)	
1	<p>Precinct with 2 Pollbooks:</p> <ul style="list-style-type: none"> ➤ Locate red cross-over LAN cable (each end has a telephone-like plug) in printer case. ➤ Plug an end of the LAN cable into a LAN port on the back of each Pollbook. <p>Precinct with 3 or more Pollbooks:</p> <ul style="list-style-type: none"> ➤ Remove the Multi-Port Network Hub, LAN cables, and power cord from printer case. ➤ Turn off power strip for check-in area if it is on. ➤ Connect small round connector of power cord into Hub and other end into power strip. ➤ Plug an end of a LAN cable (telephone-like plug) into the Multi-Port Network Hub and the other end into LAN port on the back of a Pollbook. ➤ Note: Do not use the Uplink slot in the Network Hub ➤ Follow Step 1 for each Pollbook. ➤ Turn on power strip. ➤ LED light on the hub will come on.
2	<ul style="list-style-type: none"> ➤ Check the Pollbook network status: a blinking up arrow and a blinking down arrow will appear at the bottom right if the Pollbooks are correctly networked. Note: May take a few seconds. ➤ To initialize the network synch, tap the “Status” tab on the upper far right of the “Main Screen”. ➤ Tap the “Network” tab on the left. ➤ Look on the screen to confirm there is a line entry for each Pollbook, identified by its State Tag Number. ➤ Look at the “Synch” column for each Pollbook. All Pollbooks should show “complete” except the one you are using. It will show “N/A”.
3	<ul style="list-style-type: none"> ➤ Turn off Pollbook at the upper left under the flap. ➤ Replace the stylus in the top left of the Pollbook.
4	<ul style="list-style-type: none"> ➤ Leave the power strip on so the Pollbooks can charge overnight.
5	<ul style="list-style-type: none"> ➤ Tidy the check-in area by moving cables/cords/bricks out of the way. ➤ Ensure safety of voters and poll workers by using Velcro straps, rubber bands, and tape to secure cables/cords/bricks and other equipment. ➤ Use only the blue painter’s tape on walls and floors.
6	<ul style="list-style-type: none"> ➤ Make sure all cases and bags are properly stored.
7	<ul style="list-style-type: none"> ➤ Ensure that the check in area has a sufficient number of <i>Voter Assistance Forms</i> and <i>Voter Update Forms</i>. ➤ Check that there are sufficient numbers of pens, pencils, scratch paper pads and extra rolls of printer paper.

Note: Make sure all judges know where the extra rolls of printer paper are stored.

Opening and Closing the Electronic Pollbook

How to Load Printer Paper

Anytime	
STEP	ACTIVITY
1	➤ Turn the printer off.
2	➤ Locate and open a new roll of paper. ➤ Un-wrap the roll past the glue point and tear off excess paper.
3	➤ Facing the printer, push up the gray cover release slide. ➤ The top latch will release.
4	➤ Lift up the cover to the fully open position.
5	➤ Using right hand, pinch the paper release lever (blue-gray, on the right side of the paper cradle) down and forward and hold it in pinched position. Put thumb on inside of paper cradle. Hold the pinch. ➤ Hold the left side of the paper cradle, with thumb to inside of cradle. ➤ While pinching both sides, use both hands to slide each side of the paper cradle apart with your thumbs ➤ Paper roll will fall from its cradle. Remove roll.
6	➤ Place the new paper roll onto the left paper guide post, with paper feeding from the bottom. ➤ Continue to hold the paper roll on the guide post with the left hand. (Try to hold paper roll with thumb and two fingers, and place other fingers on outside of paper cradle.)
7	➤ Pinch the paper release lever (right side) with the right hand. ➤ With both hands, slide sides of paper cradle together toward the center. ➤ When almost closed, aim the right side of the paper spool onto its guide post.
8	➤ Pull the paper forward several inches to ensure it rolls freely. ➤ Close the cover. Make sure it latches. ➤ Tear off excess paper.
9	➤ Test the printer by firmly holding down the power (round red button) and the paper feed (triangular green button) simultaneously. After a delay; light near power button flashes.
10	➤ Release the buttons. Test strip will automatically print. ➤ Tear off and discard the test strip.

Opening and Closing the Electronic Pollbook

Electronic Pollbook Opening Procedure

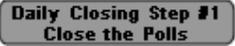
Tuesday Morning Election Day	
STEP	ACTIVITY
1	➤ Verify that the Power Strip is plugged into a wall outlet and turned on.
2	➤ Turn off the network hub by disconnecting its power cord.
3	➤ Obtain <i>Electronic Pollbook Integrity Report</i> from a Chief.
4	➤ Turn on Pollbooks and printers.
5	➤ Use the stylus to tap the prompt  displayed on the Pollbook screen.
6	<ul style="list-style-type: none"> ➤ Verify the precinct information displayed when the “Log In” screen appears is correct. ➤ If the correct precinct is not shown, notify a Chief immediately. Do not proceed with a Pollbook that does not display the correct information.
7	<ul style="list-style-type: none"> ➤ Tap the  button. ➤ If a prompt appears that reads “The printer is not connected or powered up. Check printer power and USB cable connections,” ensure your printer is ON and connected to a power source as well as to the Pollbook.
8	<ul style="list-style-type: none"> ➤ The Main Screen with Manage Polls tab (upper left tab on the screen) will appear. ➤ Verify the “Poll Status” on the right side displays “CLOSED” in a red box. ➤ On the left side, the “Statistics” section has three tabs: Ballots, Voters, and Same Day Registration (SDR) Counts. ➤ The “Ballots” tab will be displayed. Verify the numbers are all set to zero. ➤ Tap the “Voters” tab and verify those numbers are all set to zero. ➤ Tap the “SDR Counts” tab and verify those numbers are all set to zero. ➤ Verify the “Voted” totals at the bottom of the screen are zero. ➤ If any number is not zero, notify a Chief immediately. Do not proceed with a Pollbook that does not display zero for every Ballots, Voters, or SDR Counts entry.
9	<ul style="list-style-type: none"> ➤ Check the date and time displayed in the lower right corner of the Pollbook. ➤ If the date is wrong or the time is off by more than 5 minutes, notify a Chief for instructions to reset the Pollbook clock.
10	<ul style="list-style-type: none"> ➤ At 6:50 AM, tap the button . ➤ If either of the following messages appear after attempting to open the polls, notify a Chief immediately: <ul style="list-style-type: none"> - “The polls cannot be opened because a bulk update has not been performed.” <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - “The polls cannot be opened because the date on this unit’s clock does not match the Election Date.”
11	➤ Answer Yes or No to the following prompt, “Is the time displayed on the clock on this unit accurate?”

Opening and Closing the Electronic Pollbook

Tuesday Morning Election Day	
	<ul style="list-style-type: none">- If the time is accurate tap “Yes” and proceed to the next step. <p style="text-align: center;">OR</p> <ul style="list-style-type: none">- If the time is not accurate tap “No”. Notify a Chief Judge to input correct date and/or time from their cell phone.
12	<ul style="list-style-type: none">➤ A pop-up window will appear. Make sure “Print Ballot Counts” and “Print Voter Counts” boxes are both checked and tap “Continue.”
13	<ul style="list-style-type: none">➤ Both the “Consolidated Voter Counts” and “Consolidated Ballot Counts” reports will print. Verify that all numbers are zero.➤ A bi-partisan team must sign both reports and attach them to the <i>Electronic Pollbook Integrity Report</i>.
14	<ul style="list-style-type: none">➤ Reconnect the network hub’s power cord.➤ Verify Pollbook networking status: check for blinking up/down arrows on the lower right.
15	<ul style="list-style-type: none">➤ Tap the “Issue Ballots” tab.
16	<ul style="list-style-type: none">➤ Tap  button. A keyboard screen appears.
17	<ul style="list-style-type: none">➤ At 7:00 AM, after the Chief Judge announces that the “polls are now open,” start checking voters in following the Check-In Job Guide.

Opening and Closing the Electronic Pollbook

Closing the Electronic Pollbook

After the Election, Tuesday Night	
STEP	ACTIVITY
A bipartisan team of judges must complete the following steps together.	
Follow Step 1 for all Pollbooks	
1	➤ From the “Find Voters” screen tap  button.
Print the Closing Totals Verification Reports from one Pollbook.	
2	<ul style="list-style-type: none"> ➤ Tap the “Manage Polls” tab. ➤ Tap the  button. ➤ A pop-up window will appear. Make sure “Print Ballot Counts” and “Print Voter Counts” boxes are both checked and tap “Continue.” ➤ The “Poll Status” changes from “Opened” (green) to “Closed” (red). ➤ A bi-partisan team must sign both reports and attach them to the <i>Electronic Pollbook Integrity Report</i>. ➤ Save reports for Step 5.
3	<ul style="list-style-type: none"> ➤ Tap the  button; prompt appears on the screen. ➤ Tap the  button. ➤ The Pollbook will return to the “Launch” screen. Turn off Pollbook.
Complete Closing Paperwork	
4	<ul style="list-style-type: none"> ➤ Obtain the <i>Closing Summary Report</i>, the <i>Electronic Pollbook Integrity Report</i>, and new red lock seals from a Chief. ➤ Use the <i>Consolidated Voter Counts Report</i> to complete the Ballots Issued section of the <i>Closing Summary Report</i>. Instructions are on the form. ➤ Paperclip both reports printed from the Pollbook to the <i>Electronic Pollbook Integrity Report</i>.
5	➤ Unplug and disconnect each Pollbook, printer, network hub, cable, and cord.
6	<ul style="list-style-type: none"> ➤ For each Pollbook: <ul style="list-style-type: none"> • Record the number of a new red lock seal on the <i>Electronic Pollbook Integrity Report</i> under Closing column # 7 “New Outer Seal #”. (Match state asset tag number on report to number on Pollbook.) • Place the numbered red lock seal with the Pollbook. ➤ Give the <i>Electronic Pollbook Integrity Report</i> (with attached reports) to a Chief.
Pack Equipment	
7	<ul style="list-style-type: none"> ➤ For each Pollbook: <ul style="list-style-type: none"> • Replace the stylus. • Place Pollbook in its case with its yellow taped and labeled power cord and brick. • Lock the Pollbook case with the red lock seal. ➤ Place printers in the printer case along with the blue taped power bricks, cords, and USB cables.

Opening and Closing the Electronic Pollbook

After the Election, Tuesday Night	
STEP	ACTIVITY
8	➤ Place the Network Hub in its printer case along with its power cord and the power strips.
9	➤ Place Pollbook and printer cases with the election materials to be returned to the Board of Elections.