

Maryland State Board of Elections



Electronic Pollbook Step-by-Step Guide 2016 Presidential Election (Monday Night)

FOLLOW THIS GUIDE ON PRE-ELECTION DAY (Monday Night)

This step-by-step guide provides Election Judges with a quick reference for the most commonly used Election Day procedures for the Electronic Pollbook(EPB).

Updated 8/17/2016

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Electronic Pollbook Set-Up Procedure

1

On Monday Night

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 *Electronic Pollbook Integrity Report*

2

Verify the outer red seal number matches the number printed on the **Electronic Pollbook Integrity Report Opening, column #1**. If numbers match, discard red seal.

Remove the outer red seal from that Pollbook case (use scissors if needed).



State of Maryland

Electronic Pollbook Integrity Report

District/Precinct: 01-01 County: Montgomery Date: November 8, 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.
- If necessary, verify and record information about having to remove the Inner Seal during the day.
- 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.

	OPENING				DURING		CLOSING	
	1	2	3	4		5	6	7
Pollbook ID #	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)		If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.	New Inner Seal #	New Outer Seal # (applied to storage case at closing)
	VERIFY	VERIFY	VERIFY	REP/ OTH	DEM	RECORD	RECORD	RECORD
1	65623	0005689	165623					
2	65625	0005689	165899					
3								

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

Election Judge who completed this report

Election Judge who completed this report

CHIEF JUDGE

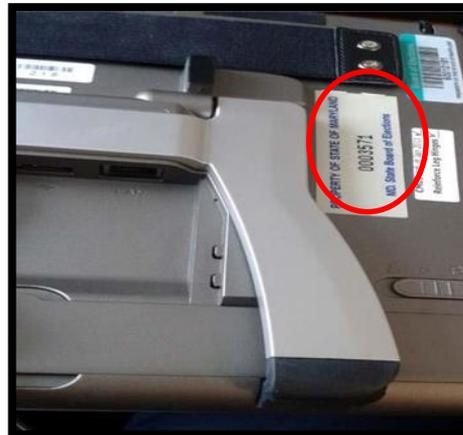
CHIEF JUDGE

Electronic Pollbook Set-Up Procedure

- 3** Detach the internal power connection (if attached) from the EPB.
- Remove EPB and power cord from case. **Do NOT grab the EPB by its legs! Use the elastic strap.**



- 4** Verify the **State Asset Tag number** on the back of each EPB matches the numbers in Column 2 of 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 numbers in Column 3 of the *Electronic Pollbook Integrity Report*



Electronic Pollbook Set-Up Procedure

6

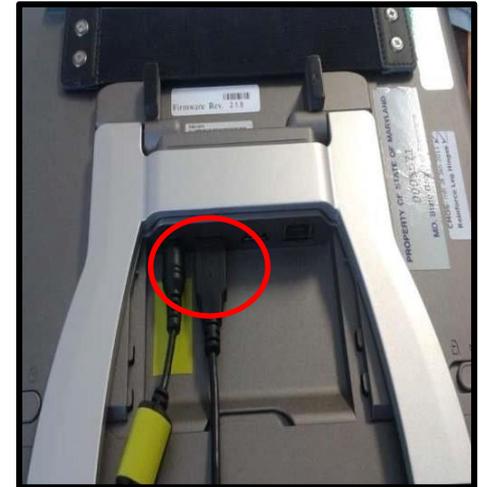
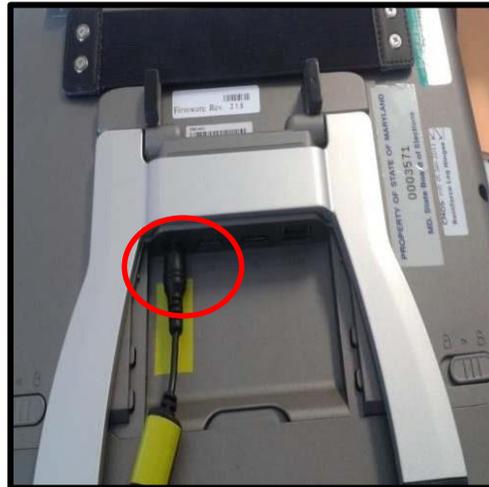
- ❑ Check that the **Power Switch** on the top is turned **OFF**.

7

- ❑ Insert the power cord (marked with yellow tape) into the first connection slot marked **PWR** and the other end into a power source. **Do NOT turn on the power switch yet!**

8

- ❑ 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. 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**.

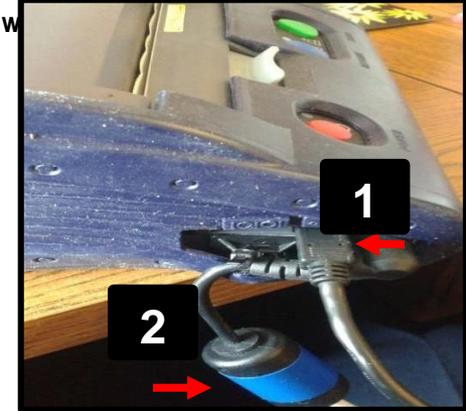


Printer Set-Up Procedure

- 1** Plug the smaller end of the USB cable into the printer.
- 2** Plug one end of the printer's power cord (marked with blue tape) into the printer and the other end into a power source

- 3** **Test the printer**(If green light is on, press red button to turn off 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.

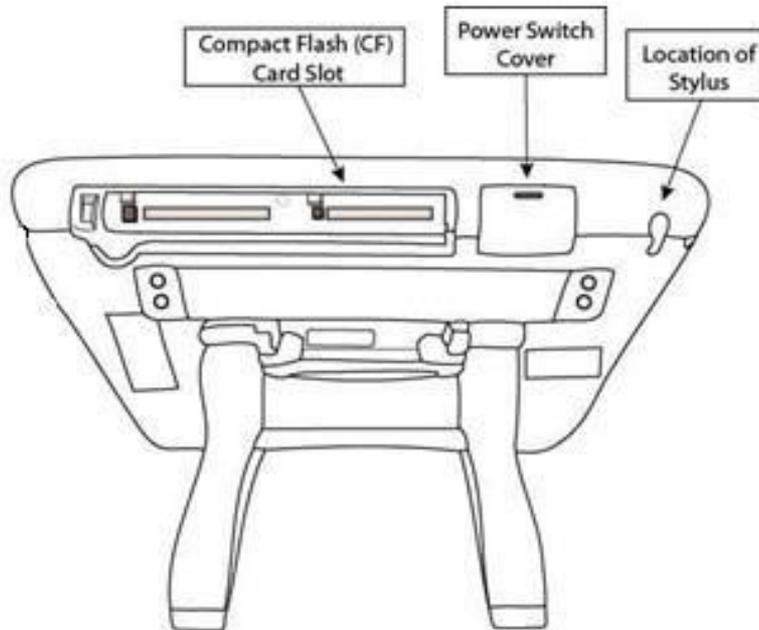
Important Note: The printer end of power cord is bent 90 degrees (elbow shaped). **DO NOT** connect an Electronic Pollbook power



Do not plug the Electronic Pollbook's power cord into the printer.
It will permantly damage the printer.

Repeat Steps 1-9 for all Electronic Pollbooks

Top View of The Electronic Pollbook

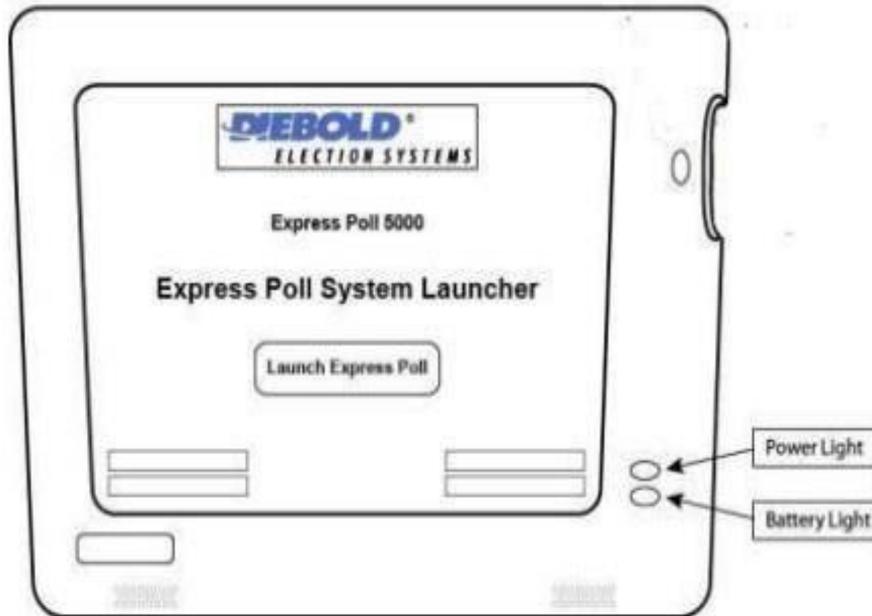


The **Compact Flash (CF) Card Slot** contains a compact flash card, a device used in the electronic pollbook for storing election information and a list of eligible voters. The protective cover for the Compact Flash Card Slot is to remain closed and sealed during an election.

The **Power Switch Cover** can be opened to access the on/off power switch.

The **Stylus** is the pen-shaped instrument with a hard point stored in the top of the unit to be used to navigate the electronic pollbook. You use the stylus to “tap” commands on the screen.

Front View Of The Electronic Pollbook



The **Power Light** is green when the unit is in use.

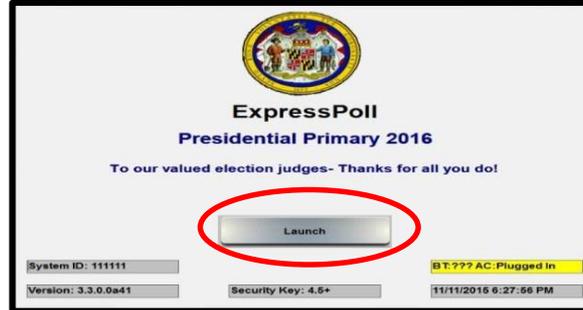
The **Battery Light** will flash green when the unit is plugged into an electrical power source and is charging. The light is off when there is no electrical power.

Electronic Pollbook Start-Up Procedure

- 1 Turn the power switch to ON. DO NOT NETWORK THE POLLBOOKS YET.



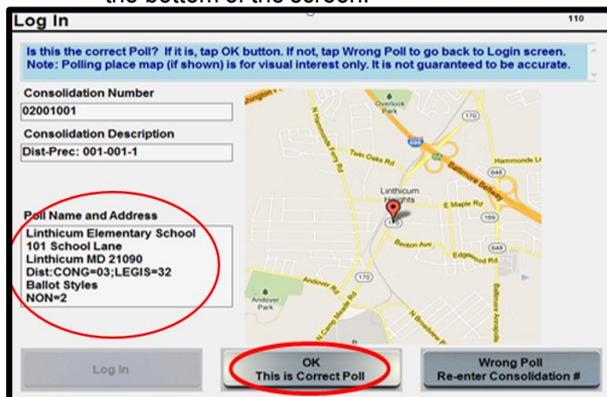
- 2 When the pollbook switch is ON, the "Launch" screen will appear



A. Verify the date, time and, that there is a date in the **Bulk Update Date** field. Notify the Chief Judge if any discrepancies arise.

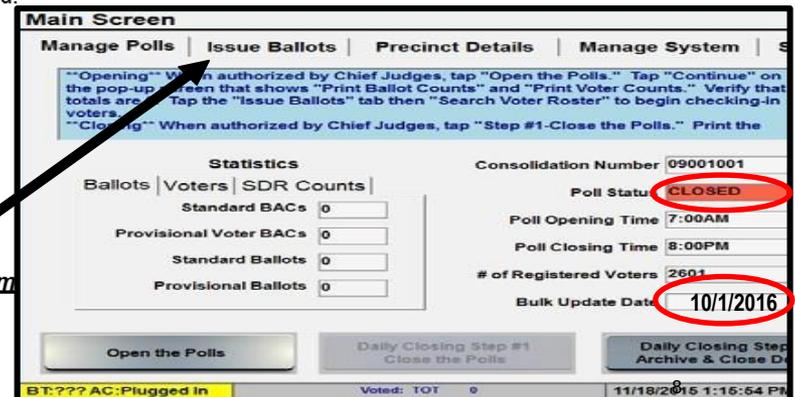
B. If the information on the screen is correct, tap the "Launch" button.

- 3 Verify the poll name on the left side before tapping the "OK This is Correct Poll" button at the bottom of the screen.



- 4 The "Main Screen" will appear with the "Manage Polls" tab at the top of the screen. The Poll Status will be "Closed."

Important Note: Almost everything you will need to know about using the EPB is in the on-screen instructions. Please read them



Electronic Pollbook Start-Up Procedure

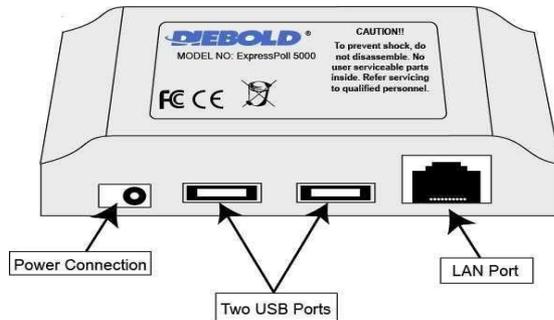
- 5 Tap the "Ballots," "Voters," and "SDR Counts" tabs under "Statistics" to verify that all the numbers are set to zero. **Alert a chief judge immediately if any of these numbers are not zero. Do not network the pollbooks if any number is not zero.**

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 these is a scrollable area with instructions for 'Opening' and 'Closing' the polls. The 'Statistics' section is highlighted with a red circle and contains sub-tabs for 'Ballots', 'Voters', and 'SDR Counts'. Under 'Ballots', there are four input fields: 'Standard BACs' (0), 'Provisional Voter BACs' (0), 'Standard Ballots' (0), and 'Provisional Ballots' (0). To the right of the statistics are fields for 'Consolidation Number' (09001001), 'Poll Status' (CLOSED), 'Poll Opening Time' (7:00AM), 'Poll Closing Time' (8:00PM), '# of Registered Voters' (2601), and 'Bulk Update Date' (10/1/2016). 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'. A status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the time '11/18/2015 1:15:54 PM'.

- 6 Verify that the totals at the bottom of the screen are zero.

This is a close-up of the status bar from the screenshot above. It shows a yellow section on the left with the text 'BT:??? AC:Plugged In', a grey section in the middle with 'Voted: TOT 0' circled in red, and a white section on the right with the time '11/18/2015 1:11:45 PM' and a small icon.

Network Hub Set-Up Procedure



A. The four connection ports



B. The cables plugged in correctly

- A. The back of the electronic pollbook has four ports, from left to right:
 1. Power connection
 2. Two USB ports
 3. LAN port
- B. All cable connectors are unique and fit only one way. Insert USB plug with USB icon facing up. Insert LAN plug with locking tab facing up. If a cover is used, make sure all connectors are properly set before covering.



C. The protective cover in place

- C. (Optional) The back may remain covered during the election to help prevent disconnection.

Important: Networking 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.**

Network Hub Set-Up Procedure

- 1** Connect one end of the red crossover cable into the LAN port of a Electronic Pollbook.

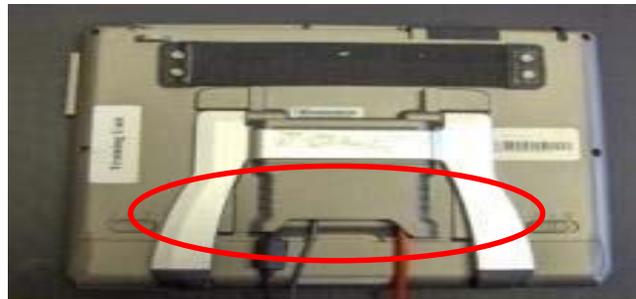


- 2** Connect the other end of the red Crossover Cable into the other Electronic Pollbook LAN Port



Networking Two Electronic Pollbooks

(Optional) Install protective cover as shown below to help prevent disconnection.

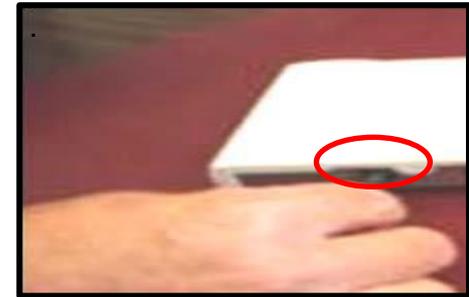


Network Hub Set-Up Procedure

- 1** 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.



- 2** Connect small round connector of power cord into Hub and other end into power strip.



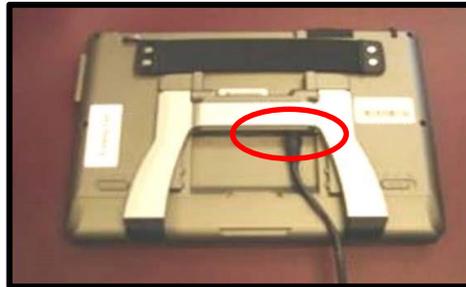
Networking Three or more Pollbooks

The Network Hub(or switch) connects the Electronic Pollbooks and allows them to synchronize data when more than two Electronic Pollbooks are being used. There several models used and their appearance may vary

- 3** 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.



Do **not** use the Uplink slot in the Network Hub



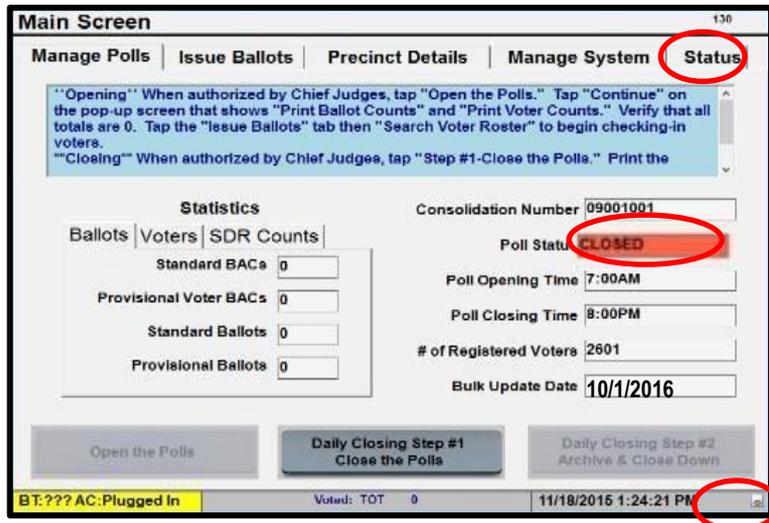
Follow Step 3 for each Pollbook. Turn on power strip.

LED light on the Network Hub will come on.

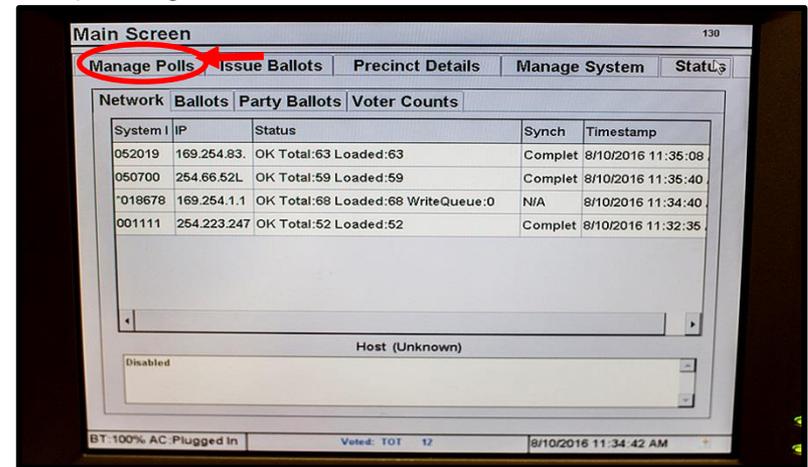


Network Hub Set-Up Procedure

- 1 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.
- Tap the **“Status”** tab on the upper far right of the “Main Screen”, to verify that the network is synched.



- 2 Under 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”**. After verifying that all EPB’s are synced.
- Tap **“Manage Polls”** to return to the Main Screen of the EPB



- 3 Replace the stylus in the top left compartment of the Pollbook
Turn off Pollbooks and printers .
Leave the power strip on so the Pollbooks and printers can charge overnight(**In Preparation for Election Day**).