

OPENING THE ELECTRONIC POLL BOOK

Step-by-Step Setup Instructions

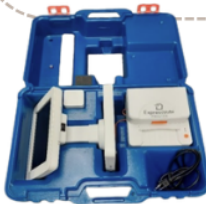


Step 1

- Verify that the carrying case seal numbers on the case(s) match those listed on the seal log. Then remove the seals. Place the cut seals inside the container provided by the county.

Step 2

- Plug in the MiFi device and press the power button.



Step 3

- Remove the equipment from the case(s) (EPB, printer, cords, and white charging block). Verify the EPB asset number/device name using the seal log.

Step 4

- Plug each device into a power outlet.
 - When connecting the charging block to the EPB, ensure the EPB is completely plugged in. (The silver charging port should not show, and you should hear a click.) This will ensure the EPB stays charged all day.



Step 5

- Connect the ballot printer to the EPB using the printer cable.



Step 6

- Power on EPB by pressing orange button at the top.



Step 7

- On the screen, select "Launch." When prompted, enter the Pollbook Qualification Code (PQC) provided by your county office, then select "Submit."



Step 8



- Select the polling place. Begin typing in the name of the polling place until options appear and choose the correct polling place. Select "Save."

Step 9

- Enter the username and password provided by the county office and select "Sign In."



Step 10



- Make sure the EPB is connected to the MiFi. The EPB should automatically connect. If all three icons beside the date and time are green, the EPB is connected. If all three icons are not green, contact the county office or your polling location technician (PLT).

Step 11

- Select "Open Poll."



Step 12



- Power on the ballot printer by holding down the orange button until you hear a beep. You will see a green printer icon on the EPB screen if the printer is properly connected.

Step 13

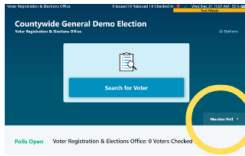
- **YOU ARE READY TO PROCESS YOUR FIRST VOTER.**



CLOSING THE ELECTRONIC POLL BOOK

Step-by-Step Shutdown Instructions

Step 1



- Touch "Monitor Poll" from the voter search screen.

Step 2

Voters Checked In	
J	Electronic Pollbook (EPB)
K	Paper Poll List
Include provisional ballots NOT entered in EPB	
Do NOT include the curbside poll list	
J + K = Total #	

- Record the number of voters who "checked-in" on line J "Electronic Poll Book" of the Ballot Reconciliation Sheet.

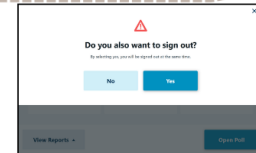
Step 3



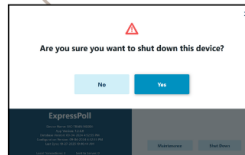
- Touch "Close Poll," then "Yes."

Step 4

- Touch "Yes" when asked if you want to sign out.



Step 5



- Touch "Shut Down," then "Yes."

Step 6

- Return equipment to the EPB case being careful to keep the cords from being pinched or tangled by the equipment or the case itself. Verify that the EPB is returned to its corresponding carrying case.



Step 7



- Seal the EPB cases, ensuring the seal numbers are recorded on the seal log.

Step 8



- THE ELECTRONIC POLL BOOK IS NOW CLOSED.