

Preparing the Poll Pads at beginning of Election Day

- ___ 1. Set up the Skyus wireless router as close to the Poll Pads as possible
 - a. Unpack the router and components from the box
 - b. Attach the two “bunny ears” to the router. If your precinct was given an antennae booster secure the connectors to the gold ports in lieu of the bunny ears.
 - c. Connect the charging cable to the router
 - d. Press and hold the power button to power on the router
 - e. To achieve optimal signal strength, the router should be near the Poll Pads and a window.

___ 2.

Mobile Network	
Green Solid	Connected, Good Signal, No Traffic
Green Blinking	Connected, Good Signal, Traffic
Yellow Solid	Connected, Medium Signal, No Traffic
Yellow Blinking	Connected, Medium Signal, Traffic
Magenta Solid	Connected, Poor Signal, No Traffic
Magenta Blinking	Connected, Poor Signal, Traffic
Red Solid	No SIM, SIM Error, SIM Lock, No Service

___ 3.

Wireless, Wi-Fi/Bluetooth	
Green Solid	Wi-Fi On (Bluetooth Off)
Blue Solid	Bluetooth On (Wi-Fi Off)
Green/Blue Alternate Blinking	Wi-Fi On, Bluetooth On
Blue Fast Blink	Bluetooth Pairing Mode

The router may need to be moved around or just outside the polling place room to find the best signal and long extension cord(s) may be needed.

- ___ 4. Remove the printers, adapters and power cords from the Poll Pad cases
 - a. Make sure the printer has a new roll of paper
 - b. Connect power cord to power adapter
 - c. Connect power adapter to printer
 - d. Plug printer into outlet
 - e. Turn on power switch on the left side of the printer
 - f. Conduct a test print
- ___ 5. Remove the Poll Pads from the cases
 - a. Connect Stand Arm to Base, then attach Poll Pad to Stand Arm
 - b. Attach Photo ID tray
 - c. Power on Poll Pad
 - d. Open Poll Pad app
 - e. Conduct a test print (click on printer icon in upper right corner)
 - f. Insert charger into Poll Pad and then into outlet to charge
 - i. Poll Pad should be plugged in to charge all day if possible
 - g. Remove stylus' from case and place next to Poll Pad
- ___ 6. Check Poll Pad Wi-Fi Connection
 - a. Press the home button (circular button embedded on the right side of the screen).
 - b. At the home screen select the “Settings” icon which should be in the upper left corner of the home screen.

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- c. Find the Wi-Fi icon on the left side of the screen. Next to this icon it should say "Pollpad Wifi Secure-Mobile2018". If it does not please follow step (d).
- d. Tap on the Wi-Fi icon which will open the setting on the right side of the screen. At the top of this screen you should have the "Pollpad Wifi Secure-Mobile2018" network selected with a blue checkmark to the left. If not, you will have to select this network in the "Choose A Network" section just below this.
- e. Once the "Pollpad Wifi Secure-Mobile2018" network is highlighted with a blue checkmark, you can select the circular home button on the right side of the screen, and from there select the Poll Pad application at the bottom center of the home screen.

___ 7. Check Poll Pad Peer-to-Peer Sync

- a. Peer-to-peer syncing icon is in the upper right corner of the Poll Pad application. The icon is an outline of two people with three dots connecting each figure.
- b. The Peer-to-Peer icon should be green, with the number of other Poll Pads in that precinct that are syncing shown below. For example, if you have 6 Poll Pads in your precinct, this icon should be green and show a 5 below it.
- c. If this icon is red or does not show all the Poll Pads are syncing, check your Wi-Fi connectivity. You can also do a manual synch by selecting the cloud icon to the left of the Peer-to-Peer icon and selecting "Synchronize Now". If this cloud icon is red the Poll Pads are not syncing, and you have a connectivity issue so refer to Step 6.

___ 8. Repeat Steps 3-7 for each Poll Pad

___ 9. Place the Proofs of Residence sheet from Voter Registration section of red binder and place on table near Poll Pads

___ 10. Remove the Voter Oath from Voter Registration section of red binder and place on table near Poll Pads