

Pollbook Setup Pedestal Stand

- ❑ Remove the Pollbook Stand, Tablet and power cords and cables from case.
- ❑ Connect the power cord to the stand, and plug into power supply.



ExpressVote Printer Setup

- ❑ Remove the ExpressVote printer.
- ❑ Connect the round power cable to the back of the printer and plug into power supply
 - ❑ Flat side of connector facing down. Pull on connector to ensure it is seated.
- ❑ Connect the square end of USB cable to back of printer and connect flat end of USB cable to the side of stand.
- ❑ Press the round power button on the printer until the blue light is on.



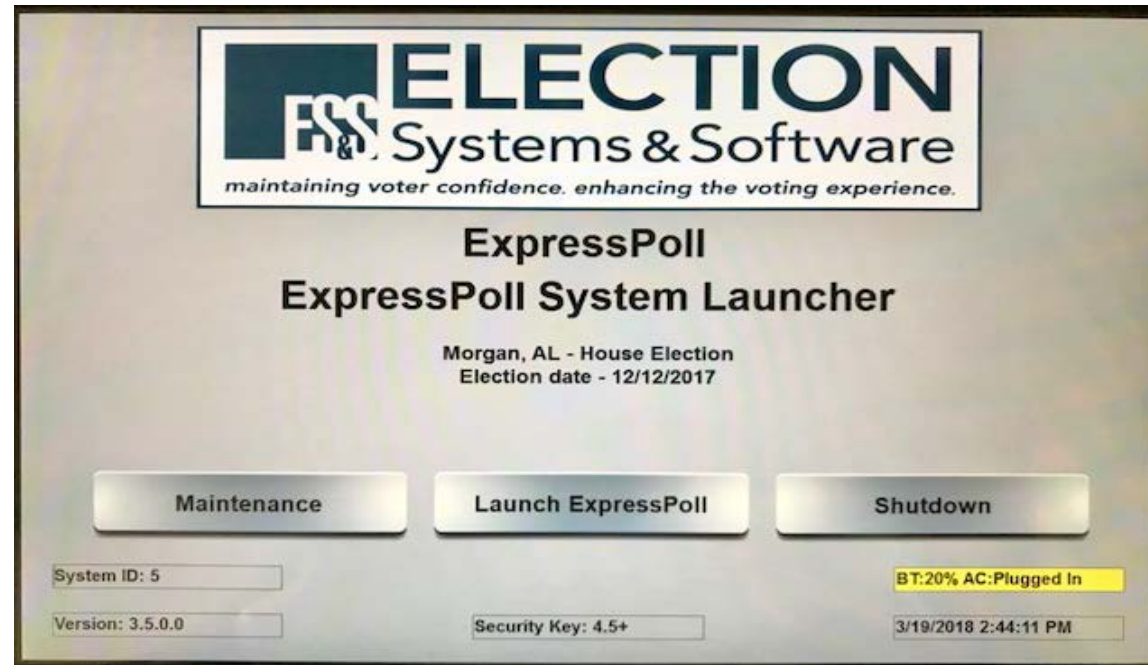
Pollbook Setup Pedestal Stand

- ❑ Connect the tablet power cord to tablet (L-shaped micro-USB cable on lower left-hand side of tablet). It is helpful to hold the tablet at an angle while plugging in micro-USB cable.
- ❑ Set tablet on stand.
- ❑ Press and hold the power button on the top-left of the tablet until the Toshiba logo appears. Release power button when logo appears on screen.

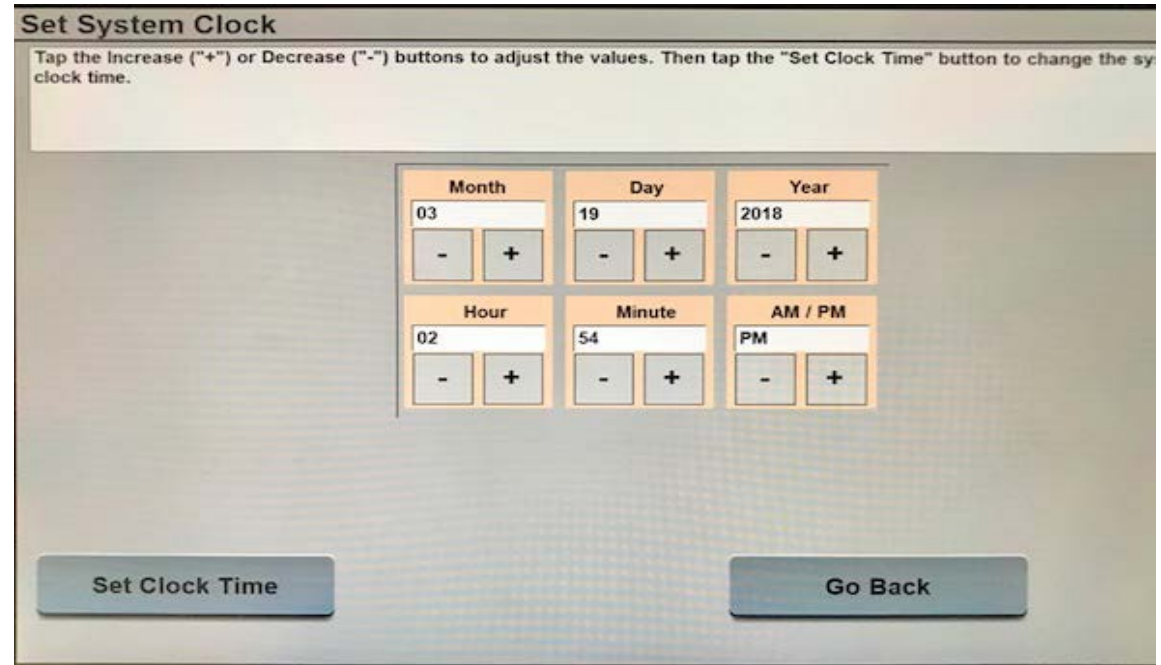


Logging into Polling Location

- ❑ Touch **“Lauch ExpressPoll”** when the above screen appears.



- ❑ Verify the date and time, make adjustments as needed.
- ❑ Touch **“Set Clock Time”** once the correct date and time is displayed



Logging into Polling Location

- ❑ Enter login credentials into the fields displayed to login into your polling location
- ❑ POLL NUMBER: Pollworker Password Sheet
- ❑ USER ID: Pollworkers 2 digit initials
- ❑ PASSWORD: **1111**

Log In 110

Tap on each box (field) before entering information. The box will be white and the cursor (vertical line) will be in the field. Use the keypad to enter the required information. Then tap the "Login" button.

Poll Number

User ID Tap here to enter data

Password Tap here to enter data

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Log In OK This is Correct Poll Wrong Poll Go Back

BT:85% AC:Unplugged 9/21/2018 4:00:39 PM

Logging into Polling Location

- ❑ Verify the correct polling location is listed
- ❑ If Polling Location information is Correct, touch **“OK This is Correct Poll”** to complete login process
- ❑ If Incorrect information is displayed, touch **“Wrong Poll Go Back”** button to re-enter login information

The screenshot shows a mobile application interface titled "Log In" with a page number "110" in the top right corner. Below the title is a light-colored instruction box: "Is this the correct Poll? If it is, tap OK button. If not, tap Wrong Poll to go back to Login screen." Below this are four input fields with their respective labels and values: "Vote Center Number" (15352), "Precinct Name" (AMERICAN LEGION BUILDING PC), "Precinct Number" (HD4 CD3 - 0309.001 001), and "Poll Name" (AMERICAN LEGION BUILDING POST 15, 2607 HIGHWAY 31 S, DECATUR, AL 35603). At the bottom, there are three buttons: a grey "Log In" button on the left, a yellow "OK This is Correct Poll" button in the center, and a blue "Wrong Poll Go Back" button on the right. The bottom status bar shows "BT:100% AC:Plugged In" on the left and "3/19/2018 2:54:57 PM" on the right.

Searching Voter Records

- ❑ When the Find Voters screen appears the pollbook is ready to search and process voters and issue ballots.

Find Voters 205

Swipe the voter's ID through the card reader or enter the voter's last name.

IF TOO MANY voters are found with this last name, tap on the First Name field and enter the voter's first name. If needed, tap and enter data into the Middle Initial, Zip Code, or Birth Date fields.

IF NO VOTERS are found with this name, check the spelling or widen the search by tapping the "Search Entire County" button.

To search for a voter by address, tap the "Find by ADDRESS" button and enter the voter's data.

Find by Name Find By Address

Last Name

First Name Mid. Init.

Zip Code Birth Date

Search in Precinct
 Search Entire County

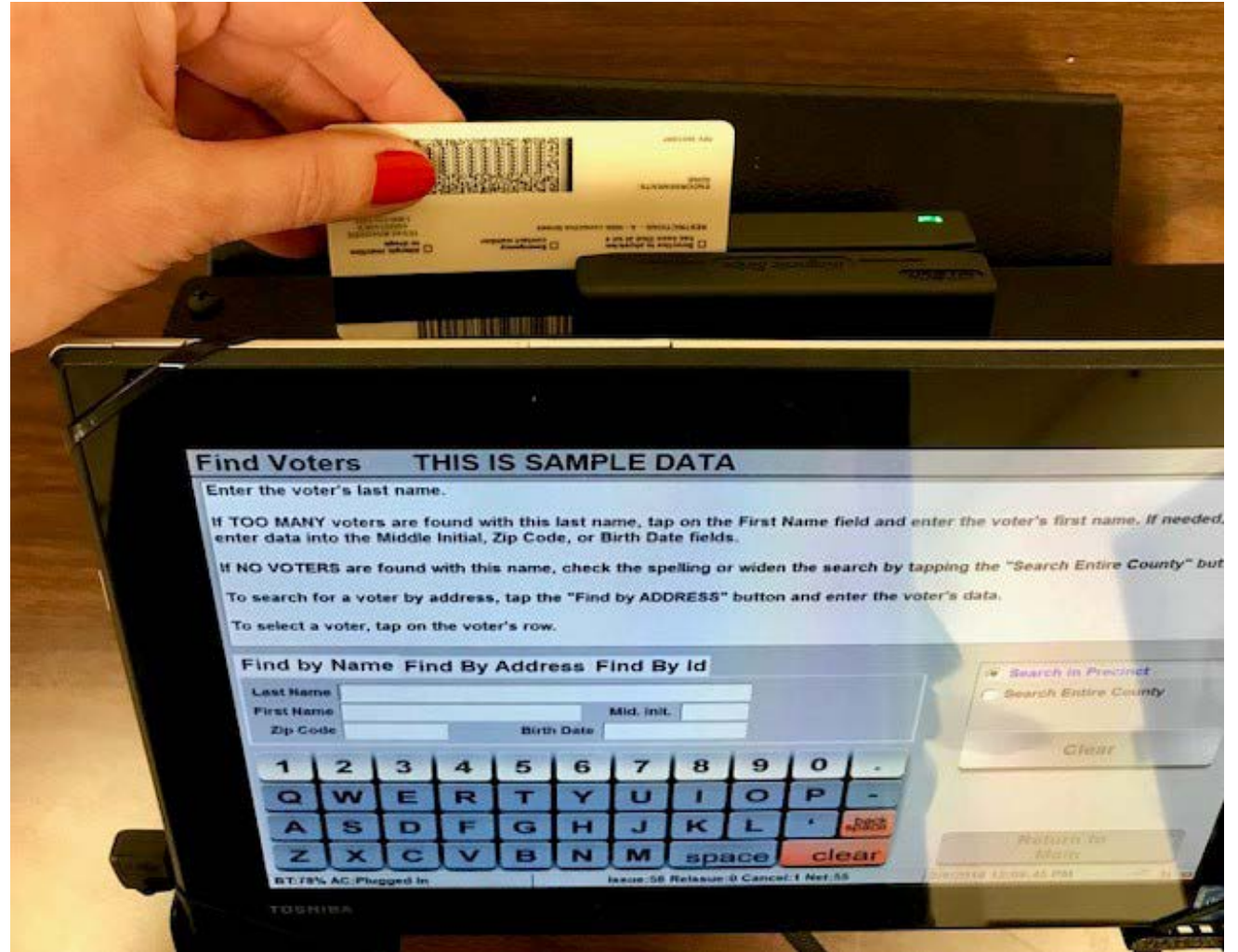
Clear

Return to Main

BT:100% AC:Plugged In Issue:0 Reissue:0 Cancel:0 Net:0 3/19/2018 2:41:42 PM

Searching Voter Records

- ❑ To search using a valid Texas DOT drivers license or ID.
 - ❑ Locate the magnetic strip reader on the back of stand
 - ❑ Hold the ID with black magnetic strip facing UP and swipe ID through reader.
 - ❑ The voters information will be populated into the search fields.



Searching Voter Records

- ❑ To search using manual entry.
 - ❑ Touch the field next to “Last Name” and input the first 3-4 letters of the last name using the onscreen keyboard.
 - ❑ Next, touch the “First Name” field and input the first 3-4 letters of first name.
 - ❑ If too many records appear, you can spell out more of the voters name to refine the search.

Find Voters 205

- PRECINCT - TOO MANY Voters were found to list. To narrow the search enter more letters of the last name and/or the first name, middle initial, zip code or date of birth.

Find by Name Find By Address

Last Name S

First Name Tap here to enter data Mid. Init.

Zip Code Birth Date

Search in Precinct
 Search Entire County

Clear

Return to Main

BT:100% AC:Plugged In Issue:0 Relssue:0 Cancel:0 Net:0 3/19/2018 4:37:41 PM

Searching Voter Records

- ❑ Once the correct voter is found, use the information from the voters ID to verify the correct voter is selected.
 - ❑ If two voters have similar names, you can verify the DOB to ensure correct voter is selected.
- ❑ After verifying the voter touch the name of the voter.

The screenshot displays a mobile application interface for finding voters. At the top, the title 'Find Voters' is shown next to the number '205'. Below the title is a table with the following data:

Name	Address	Gender	DOB	Status	Issued
RICHARDSON AN	391 DE	F	09/10/1954	Active	None
RICHARDSON D	47 D	M	04/10/0	Active	None
RICHARDSON ST	391 DEC	M	03/10/7	Active	None

Below the table, there are search options: 'Find by Name' and 'Find By Address'. The 'Find by Name' section includes fields for 'Last Name' (containing 'RI'), 'First Name' (with a prompt 'Tap here to enter data'), 'Mid. Init.', 'Zip Code', and 'Birth Date'. To the right, there are radio buttons for 'Search in Precinct' (selected) and 'Search Entire County'. Below these are 'Clear' and 'Return to Main' buttons. At the bottom, a keyboard is visible with a 'clear' button. The status bar at the very bottom shows 'BT:100% AC:Plugged In', 'Issue:0 RelIssue:0 Cancel:0 Net:0', and the date/time '3/19/2018 2:42:10 PM'.

Verifying Voter Information

- Verify the information shown on the Voter Record matches the voters ID
- ??????????????
- If Correct, touch **“Issue Ballot”**
- If Incorrect, touch **“Go Back”**

Voter Record 260

FRANCIA ROGER 1205 W 13TH AVENUE
CORSICANA 75110

Voter Details Identification History Precinct Details

Confirm that this is the correct voter using name, month and day of birth and address. If the voter's address is Confidential, use only the voter's name and month and day of birth. If this is a primary election, discreetly verify the voter's party.

Precinct DOB Age Status

BallotStyle VRN

Issued

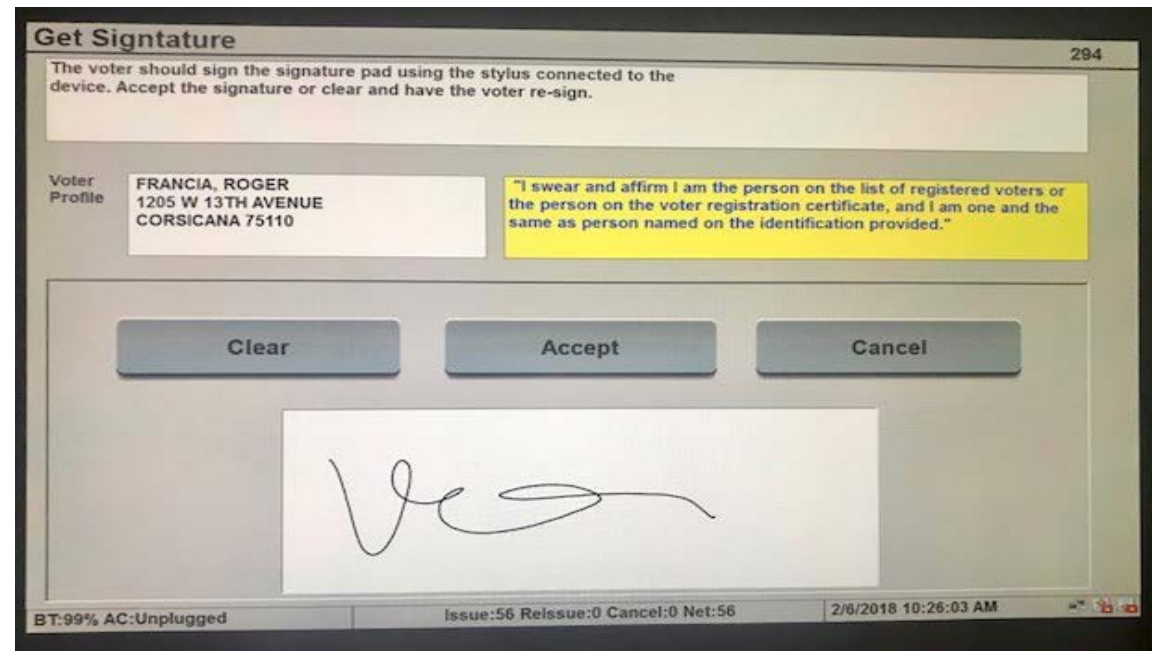
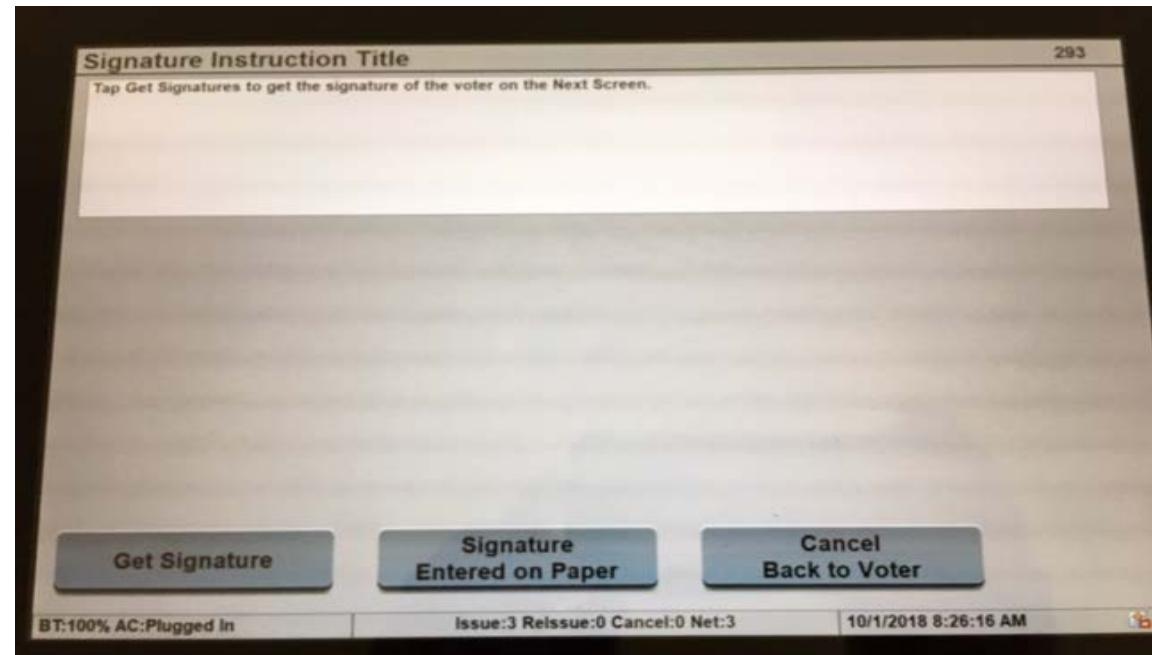
Host Status

Comments

BT:99% AC:Unplugged Issue:56 Reissue:0 Cancel:0 Net:56 2/6/2018 10:25:34 AM

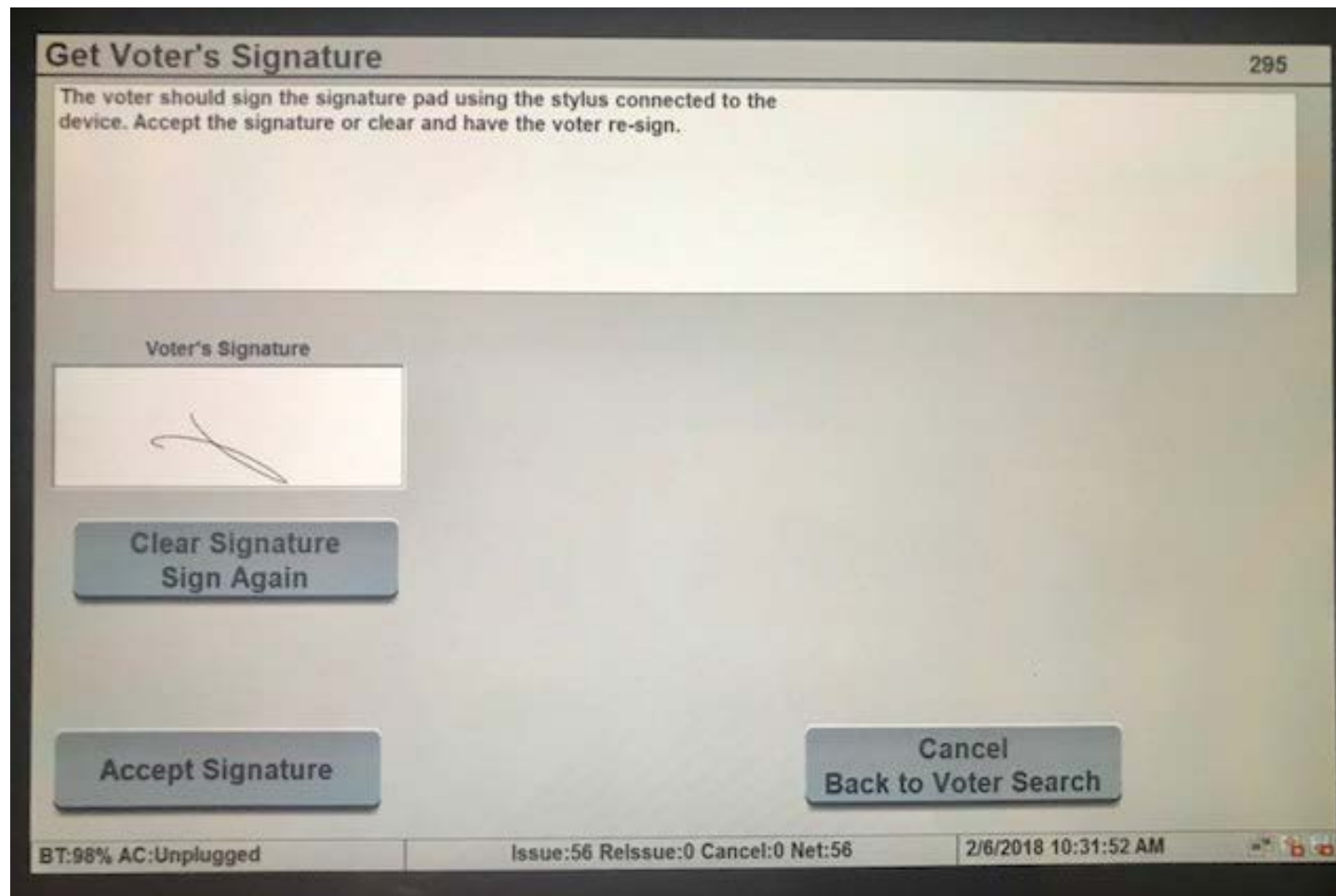
Signature Capture

- ❑ When the “Signature Instruction Title” screen appears, touch “**Get Signature**”.
- ❑ Move the pollbook stand towards the voter, and allow them to sign in the area provided, using the attached stylus.
- ❑ Once the voter has finished signing, the voter will touch “**Accept**” button to save signature.
 - ❑ If the voter needs to erase their signature and re-sign, touch “**Clear**” and re-sign.



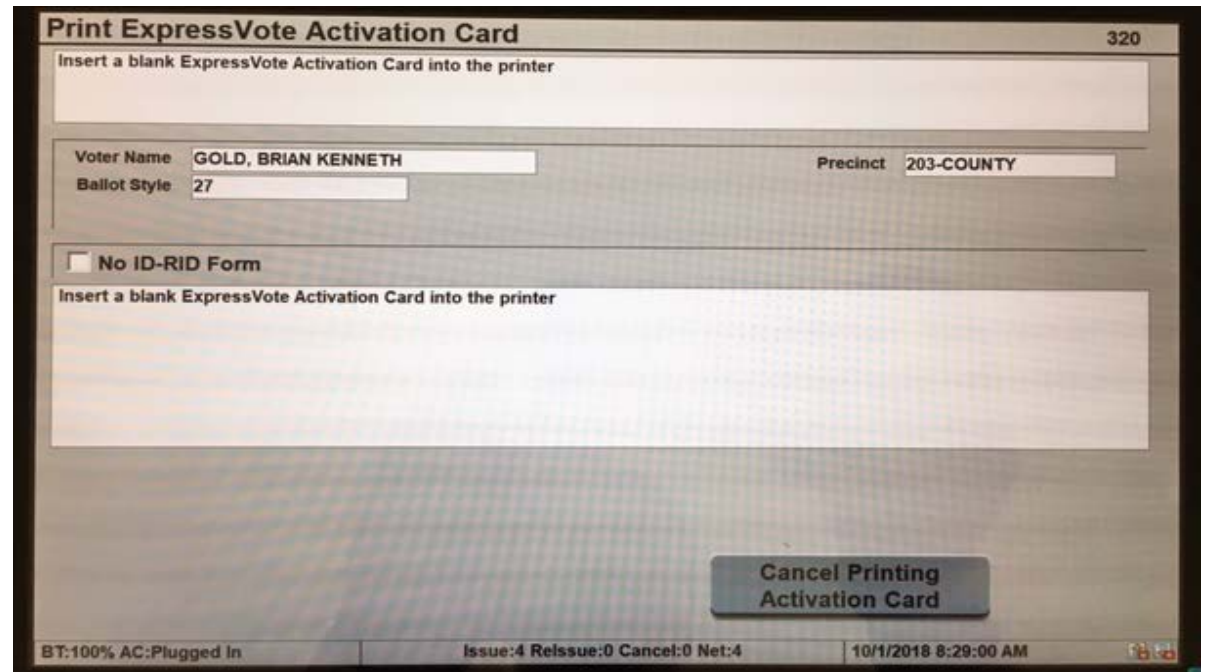
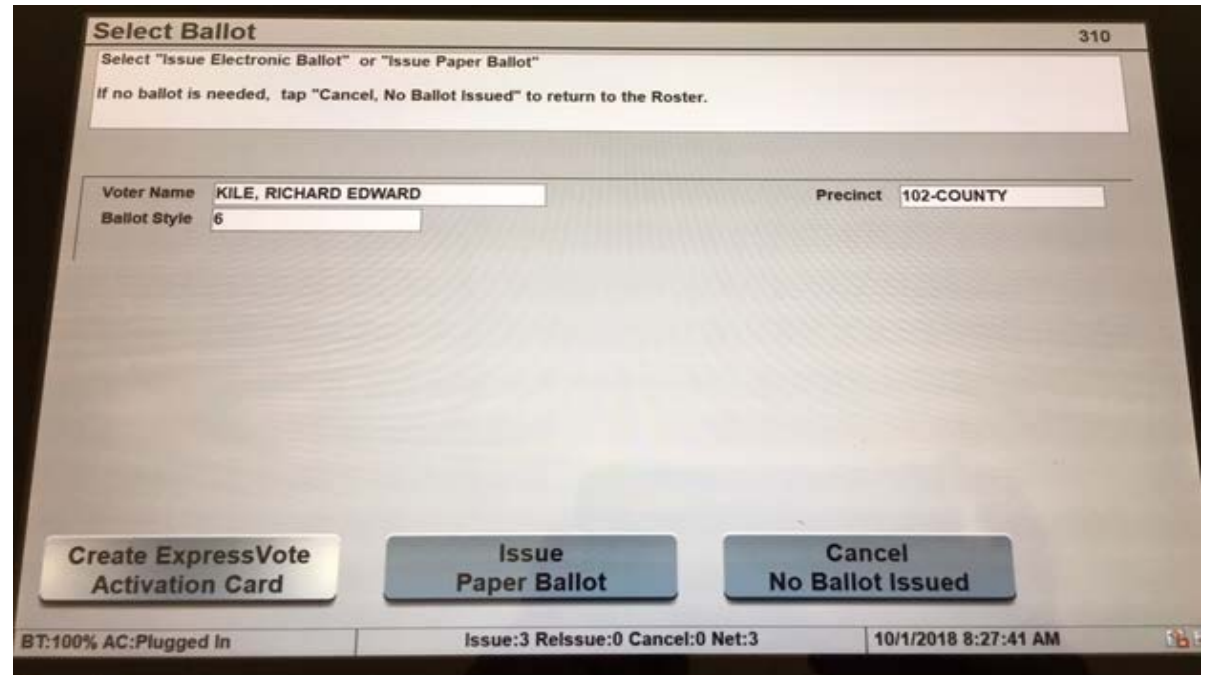
Signature Capture

- ❑ Rotate the pollbook stand back facing pollworker, and verify that the signature image is displaying in the “Voters Signature” box.
- ❑ Touch “**Accept Signature**” button to continue.



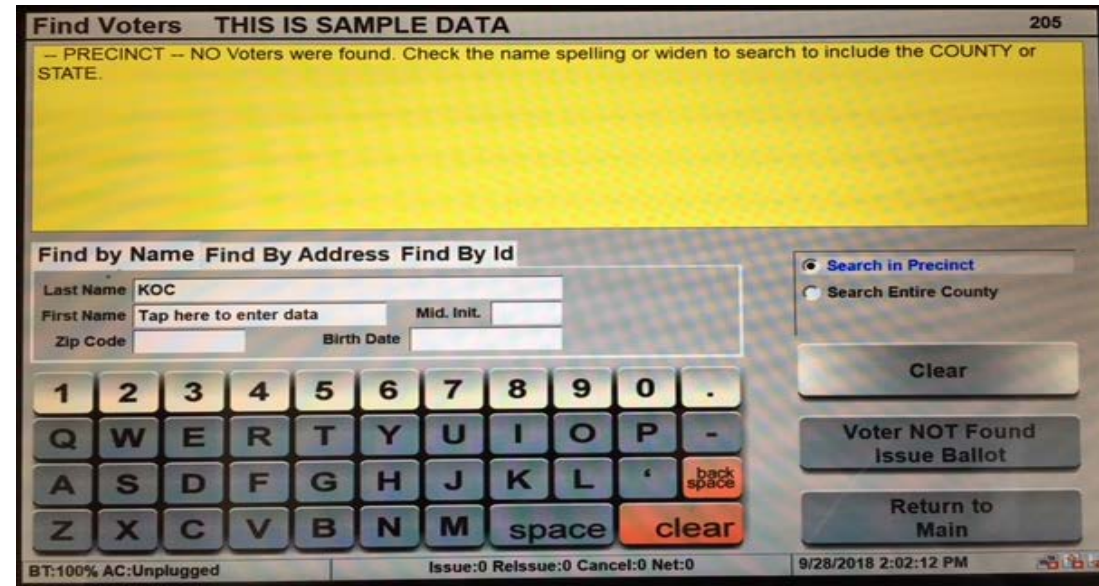
Issuing ExpressVote Ballot

- Touch **“Create ExpressVote Activation Card”**
- If voter needs a regular ballot (provisional, curbside, etc.) touch **“Issue Paper Ballot”**
- If Voter does not show proper ID and completes the Reasonable Impediment Document, check the box **“No ID-RID Form”**
- Insert a blank ExpressVote card into printer.
- After card has printed barcode and Precinct / Ballot Style information.
- Verify correct Precinct / Ballot Style is printed before handing the voter their ballot card.**

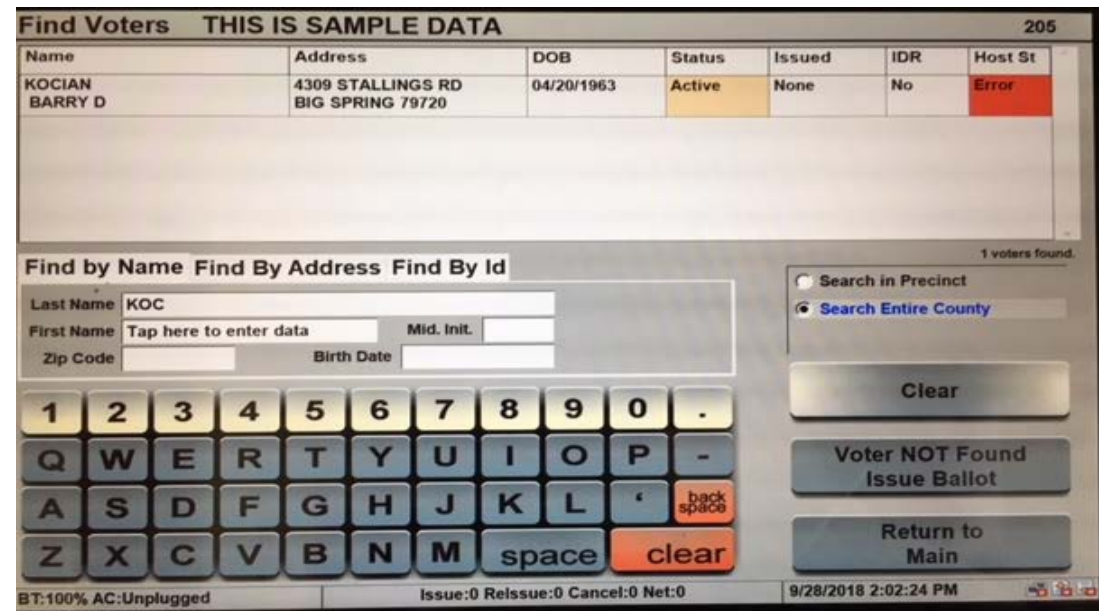


Voter not Found

- ❑ If Voter is not found by swiping ID, or typing voters name, you can search the entire county to ensure voter is at the correct location.



- ❑ Enter voters Last and First name.
- ❑ Touch the circle next to **“Search Entire County”**, on right side of screen.
- ❑ If voter is found, touch the voters name.



Voter not Found

- ❑ Touch **“Precinct Details”** tab to identify the correct polling location for the voter.

Voter Record THIS IS SAMPLE DATA 260

KOCIAN BARRY D 4309 STALLINGS RD BIG SPRING 79720

Voter Details Identification History Precinct Details

Voter's registration is not at this polling place. See Precinct Details (above tab) to find correct polling place, or continue issuing a ballot.

Precinct 304 DOB 04/20/1963 Age 55 Status Active
VRN 1157753102 Absentee None
Party Unaffiliated Issued None
Ballot BS3 Host Status Error

Comments
Wrong Poll - Please see instructions above.

Go Back

BT:100% AC:Unplugged Issue:0 ReIssue:0 Cancel:0 Net:0 9/28/2018 2:02:36 PM

- ❑ Direct Voter to their correct polling location.

Voter Record THIS IS SAMPLE DATA 260

KOCIAN BARRY D 4309 STALLINGS RD BIG SPRING 79720

Voter Details Identification History Precinct Details

Poll Number 3
Poll Name FIRST BAPTIST CHURCH
Precinct Number 304
Poll Details FIRST BAPTIST CHURCH
705 W FM 700
BIG SPRING, TEXAS 79720

Print

Go Back

BT:100% AC:Unplugged Issue:0 ReIssue:0 Cancel:0 Net:0 9/28/2018 2:02:48 PM

Reissuing Ballot

- Search for Voter in Roster and touch voters name
- Touch **“Re-issue Ballot”**
- Enter Supervisor Password: **3141**
- Capture voters signature
- Touch **“Issue Reason”** and select a reason for re-issuing ballot.
- If exact reason is not available, select **“Other”**.
- Touch **“Create ExpressVote Activation Card”**
- Insert a blank ballot card into printer.
- Verify correct Precinct / Ballot style is printed before handing to voter

Voter Record THIS IS SAMPLE DATA 260

JOLLY STACEY DEE 2908 HUNTERS GLEN BIG SPRING 79720

Voter Details Identification History Precinct Details

This voter has already been issued a card ballot. If the ballot is defective or has not been voted you may re-issue another card. Otherwise you may issue a provisional ballot.

Precinct 24 DOB 03/14/1982 Age 36 Status Active
Absentee None
VRN 1011867165
Party Unaffiliated Issued **Ballot issued**
Ballot BS5 Host Status **Error**

Comments

Re-issue Ballot **Go Back**

BT:91% AC:Unplugged Issue:3 Reissue:0 Cancel:0 Net:3 9/28/2018 12:15:26 PM

Cancelling a Issued Ballot

- Search for Voter in Voter roster, and select voter.
- Touch **“Identification”** tab, near center of screen.
- Touch **“Update Status Absentee or ID”**.
- Enter Supervisor password: **3141**
- Check box next to **“Remove Ballot Issued”**.
- Touch **“Save Changes”**.
- Touch **“Yes”** to confirm cancelling ballot issued.
- Touch **“Go Back”** to continue searching for voters.

Voter Record THIS IS SAMPLE DATA 260

JOLLY STACEY DEE 2908 HUNTERS GLEN BIG SPRING 79720

Voter Details Identification History Precinct Details

Verify whether or not the voter must provide ID. To update a voter record, hit the button below.

Voter ID 1011867165
SSN
Affidavit Number *1011867165*
Show ID
Drivers License
Telephone
Email
City BIG SPRING

Reprint Voter Document Update Status Absentee or ID Go Back

BT:90% AC:Unplugged Issue:3 Reissue:0 Cancel:0 Net:3 9/28/2018 12:16:44 PM

Curbside Voting or Voting a hand marked ballot

- Search for voter.
- Verify voters Address and DOB in Voter Record screen.
- Touch **“Issue Standard Ballot”**.
- Touch **“Signature Entered on Paper”**.
- Touch **“Issue Paper Ballot”**.
- If voter did not show proper ID and completed the Reasonable Impediment Document, touch check box next to **“No ID-RID Form”**.
- Obtain a full size paper ballot according to Precinct / Ballot Style number at top right.
- Touch **“Issue Paper Ballot”**.

Voter Record 260

FRANCIA ROGER 1205 W 13TH AVENUE
CORSICANA 75110

Voter Details Identification History Precinct Details

Confirm that this is the correct voter using name, month and day of birth and address. If the voter's address is Confidential, use only the voter's name and month and day of birth. If this is a primary election, discreetly verify the voter's party.

Precinct: 202 DOB: 07/20/1990 Age: 27 Status: Active
BallotStyle: 41 VRN: 1211250904 Absentee: None

Issued: None
Host Status: Done

Comments

Issue Standard Ballot Go Back

BT:99% AC:Unplugged Issue:56 ReIssue:0 Cancel:0 Net:56 2/6/2018 10:25:34 AM

Select Ballot 310

Select "Issue Electronic Ballot" or "Issue Paper Ballot"

If no ballot is needed, tap "Cancel, No Ballot Issued" to return to the Roster.

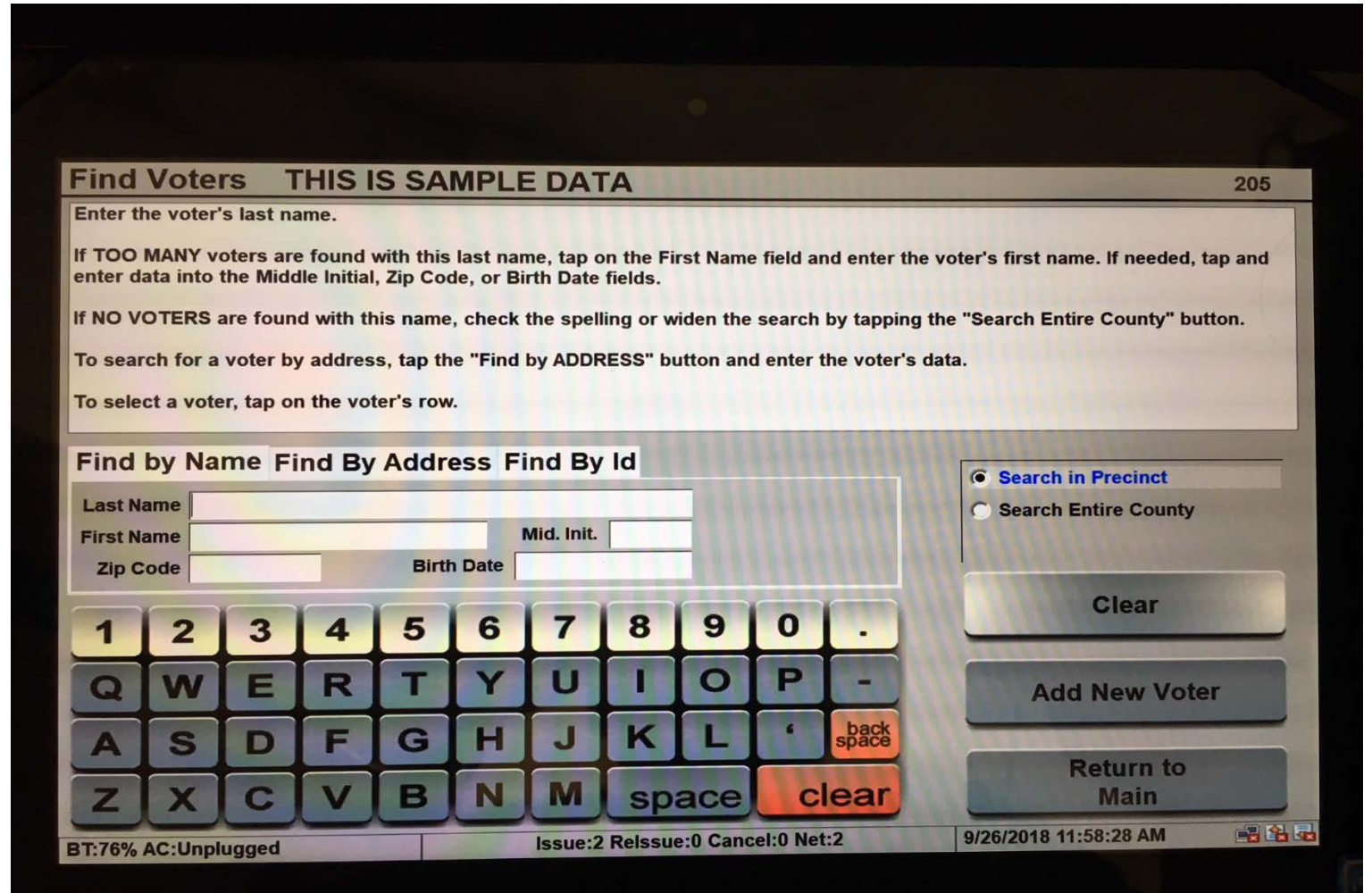
Voter Name: KILE, RICHARD EDWARD Precinct: 102-COUNTY
Ballot Style: 6

Create ExpressVote Activation Card Issue Paper Ballot Cancel No Ballot Issued

BT:100% AC:Plugged In Issue:3 ReIssue:0 Cancel:0 Net:3 10/1/2018 8:27:41 AM

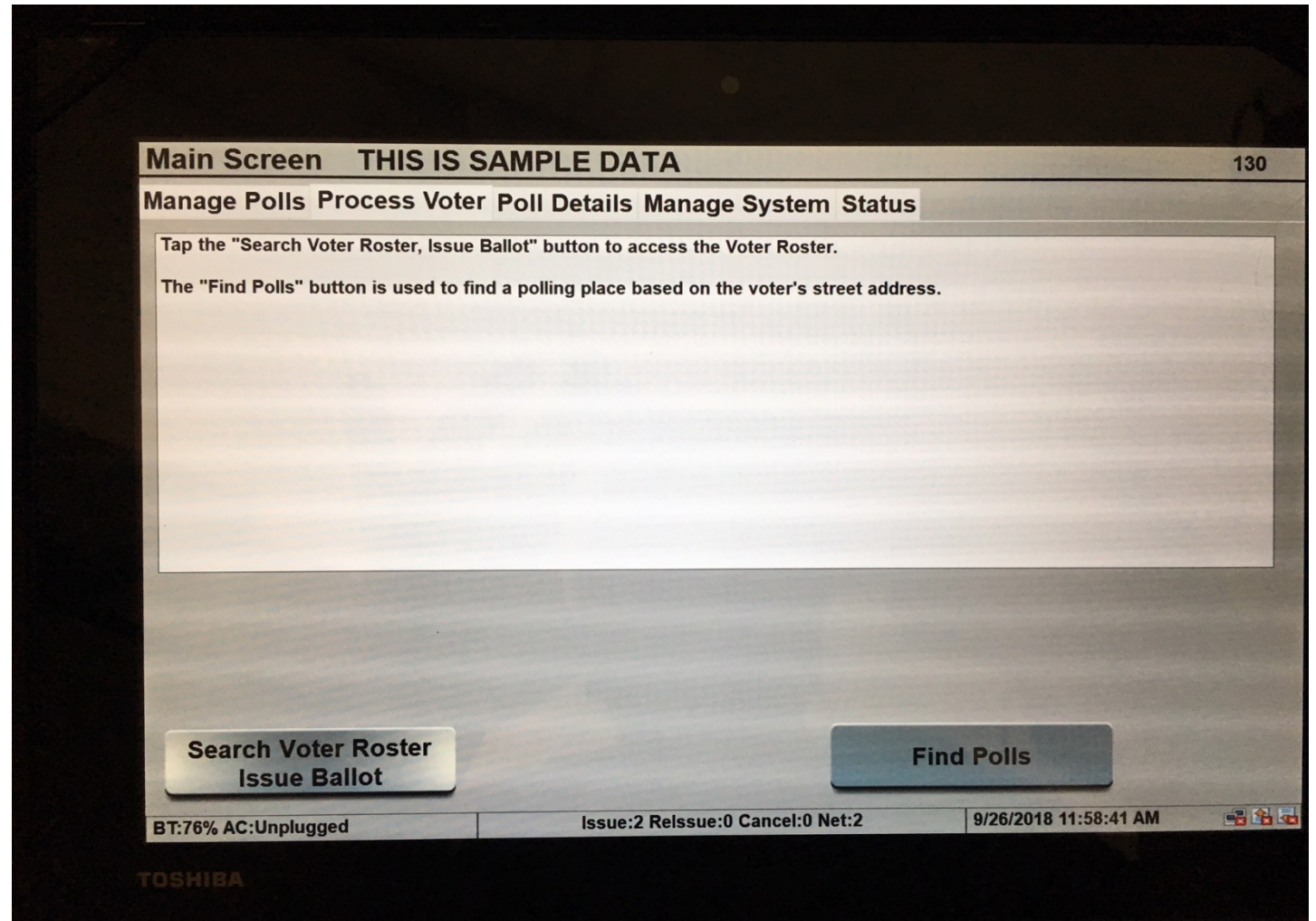
Closing Pollbook

- ❑ Touch “Return to Main”



Closing Pollbook

- Touch **“Manage Polls”** at the top left of screen
- Touch **“Close the Polls”**
- Touch **“OK”**
- Touch **“Yes”** to continue closing polls



Logging out of Pollbook

- ❑ Touch “Log Out”
- ❑ Touch “Yes” to confirm
- ❑ Touch “Yes” to shutdown the tablet

The screenshot displays the 'Main Screen' of the Pollbook system, which is a tablet interface. At the top, it reads 'Main Screen THIS IS SAMPLE DATA' and '130'. Below this is a navigation bar with 'Manage Polls', 'Process Voter', 'Poll Details', 'Manage System', and 'Status'. A warning message states: 'Before opening the polls, verify that all information on the screen is correct. Verify that all "Statistics" are zeroes. If the information is not correct, notify an Election Official immediately. If everything is zero, select the "Open the Polls" button and then select the "Process Voter" tab.' The 'Statistics' section is divided into 'Ballots' and 'Electronic Voters'. Under 'Ballots', there are four rows: 'Electronic' (0), 'Provisional Electronic' (0), 'Paper Ballots' (2), and 'Provisional Paper' (0). Under 'Electronic Voters', there are four rows: 'Poll Number' (1010), 'Poll Status' (CLOSED), 'Poll Opening Time' (7:00AM), 'Poll Closing Time' (7:00PM), and 'Roster Count' (30426). At the bottom, there are three buttons: 'Open the Polls', 'Close the Polls', and 'Log Out'. The bottom status bar shows 'BT:76% AC:Unplugged', 'Issue:2 Relssue:0 Cancel:0 Net:2', and '9/26/2018 11:59:02 AM'. The Toshiba logo is visible at the very bottom.

Statistics	
Ballots	Electronic Voters
Electronic	0
Provisional Electronic	0
Paper Ballots	2
Provisional Paper	0

Poll Number	1010
Poll Status	CLOSED
Poll Opening Time	7:00AM
Poll Closing Time	7:00PM
Roster Count	30426

Buttons: Open the Polls, Close the Polls, Log Out

Status Bar: BT:76% AC:Unplugged | Issue:2 Relssue:0 Cancel:0 Net:2 | 9/26/2018 11:59:02 AM

TOSHIBA

Updating Absentee Status

- ❑ Search Voters name in roster and select voter.
- ❑ Touch **“Identification”** tab.
- ❑ Touch **“Update Status Absentee or ID”**.
- ❑ Enter Supervisor password: 3141
- ❑ Touch **“Absentee”** field to toggle between, Absentee None, ABS Issued and ABS Voted.
- ❑ Touch **“Save Changes”**.
- ❑ Touch **“Go Back”** to continue searching for voters.

To change the status in any of the three fields below, click on the field. Each click will move to the next possible value. When finished, click the Save Changes button.

Name JOLLY, STACEY DEE

Status	Absentee	ID required
Active	ABS Issued	No

Remove Ballot Issued

Save Changes Cancel

Issue:3 Reissue:0 Cancel:1 Net:2 9/28/2018 12:17:18 PM