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.
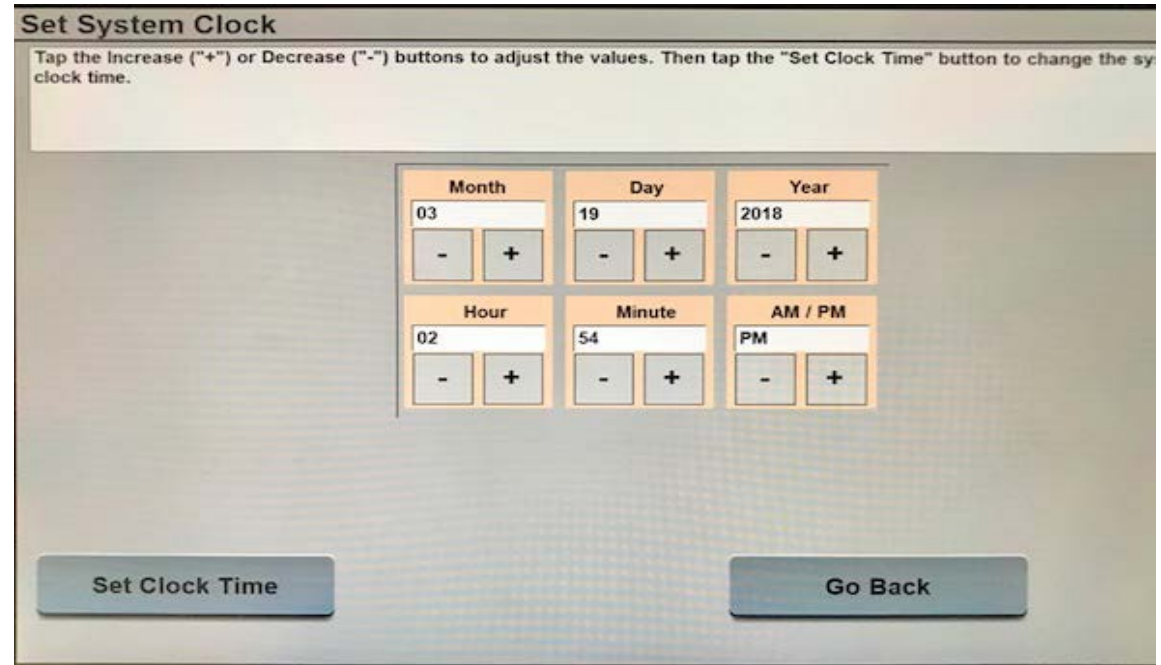
Logging into Polling Location

❑ Touch **"Lauch ExpressPoll"** when the above screen appears.
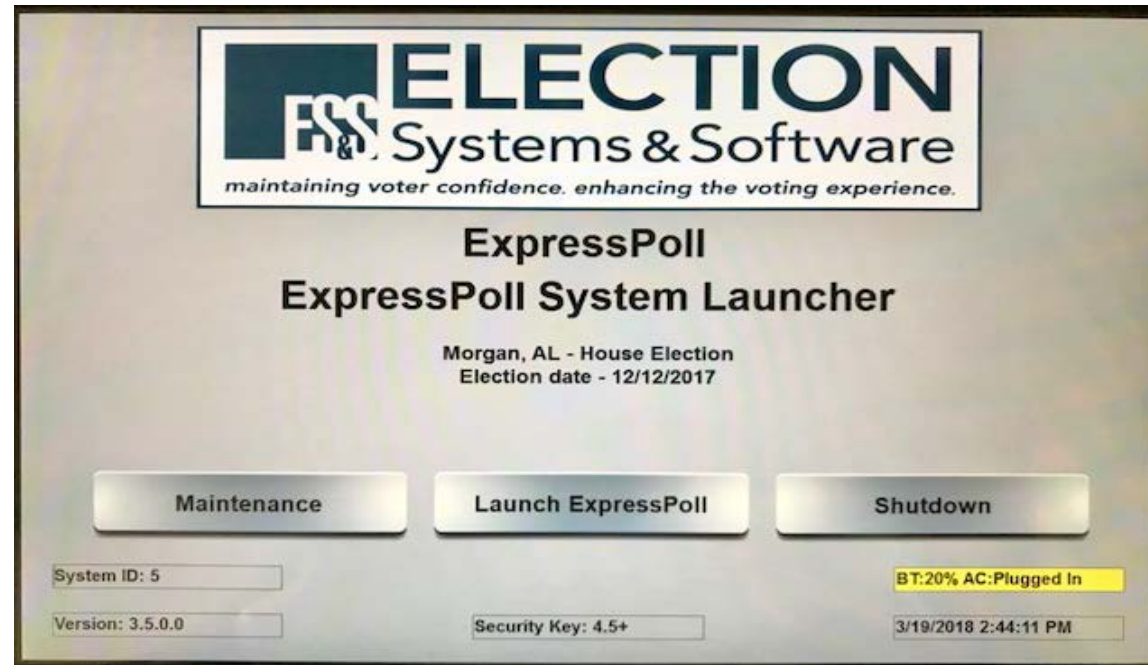
❑ Verify the date and time, make adjustments as needed.

❑ 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**

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

Searching Voter Records

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

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.
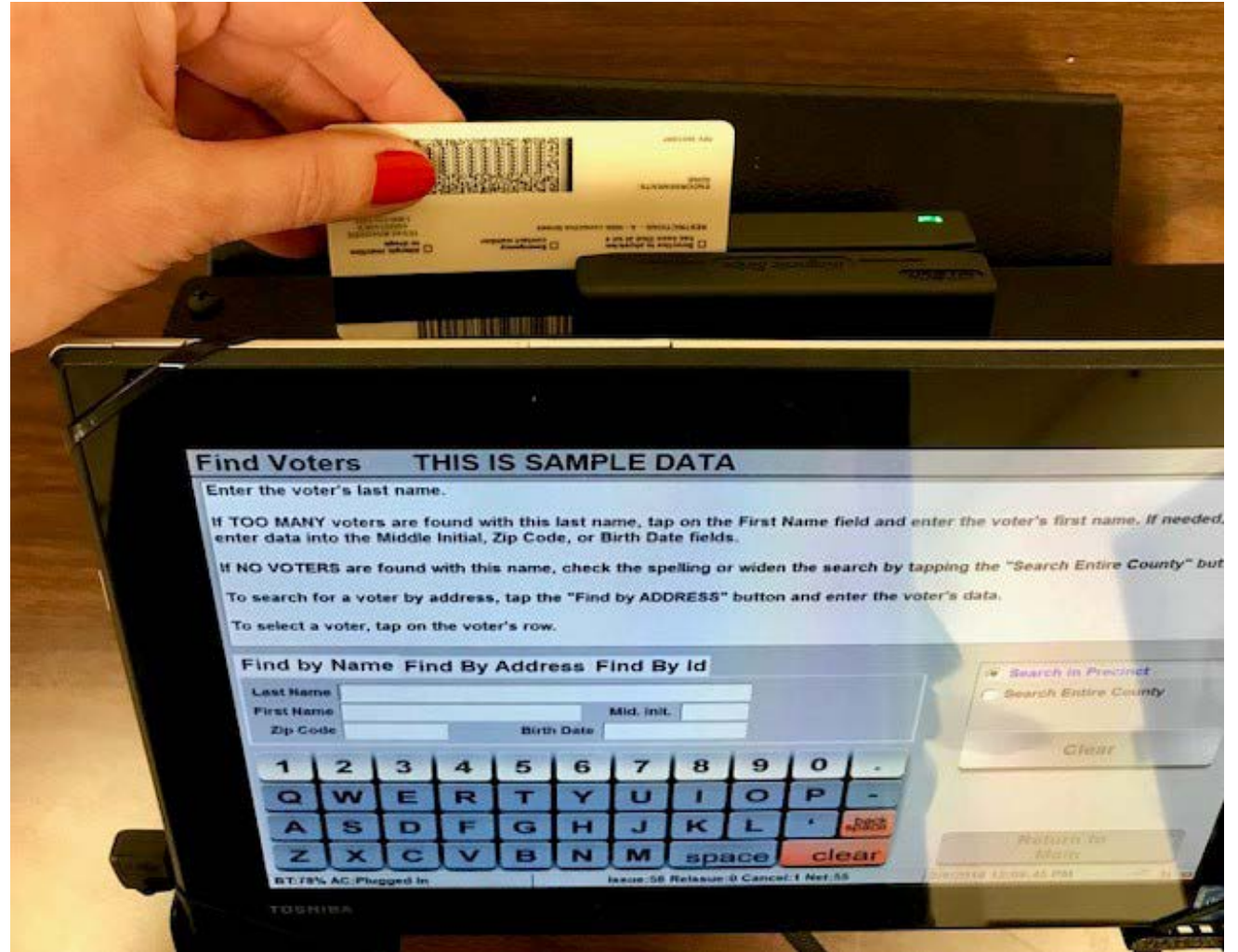
Searching Voter Records

❑ 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.

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.

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"**

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.
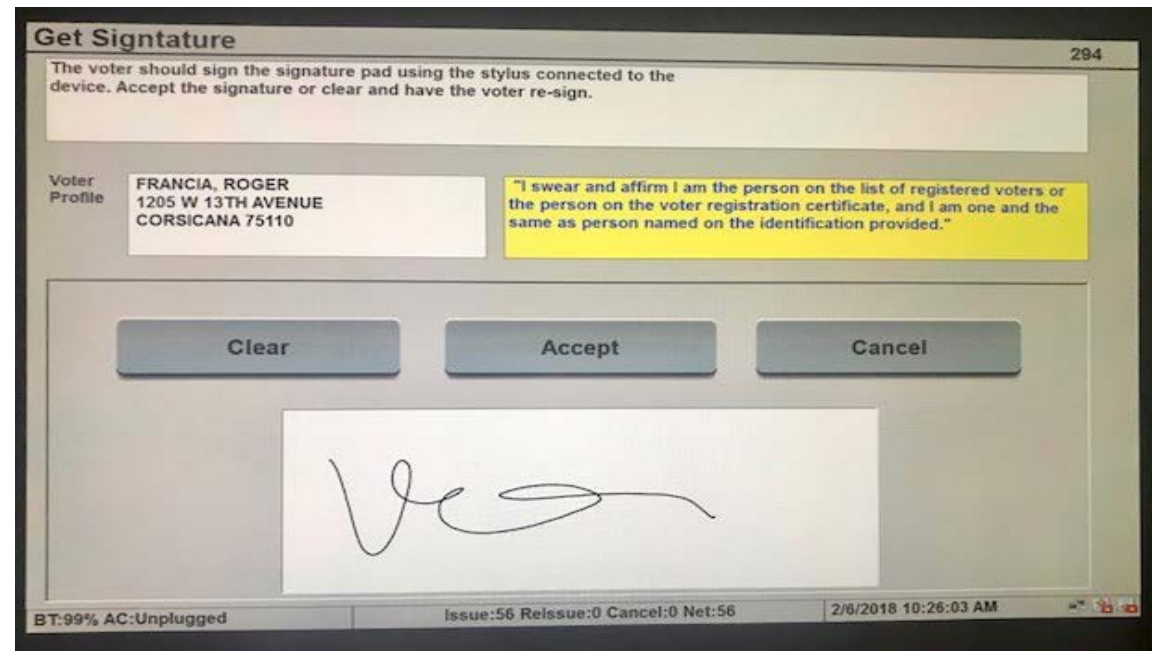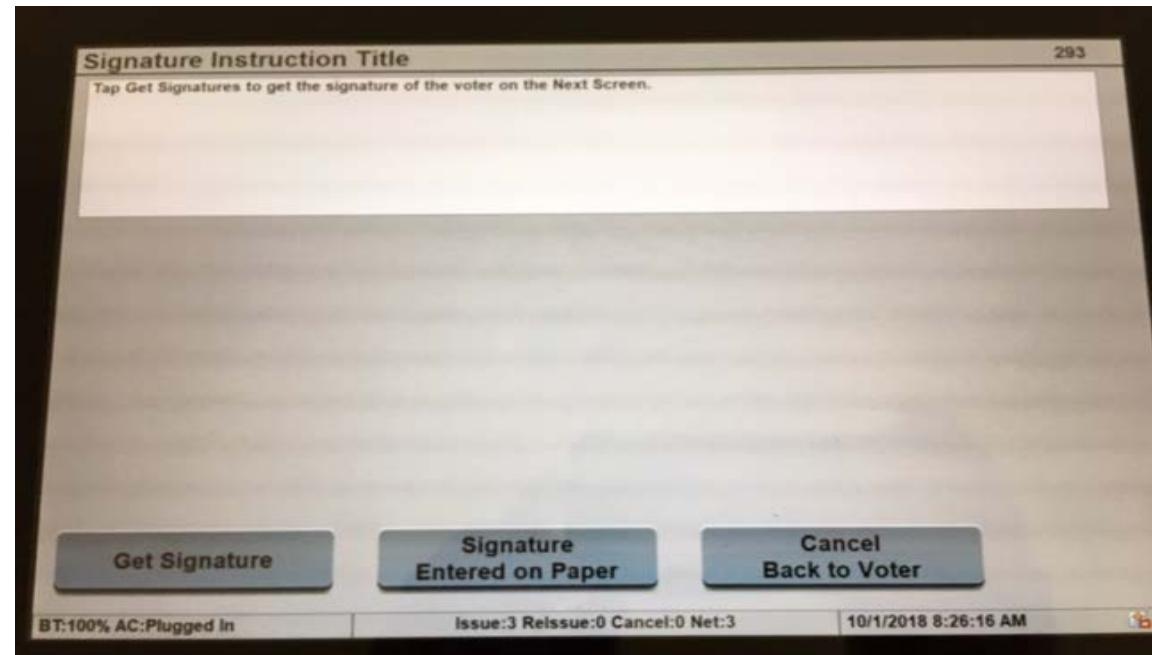
Signature Capture

❑ 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.
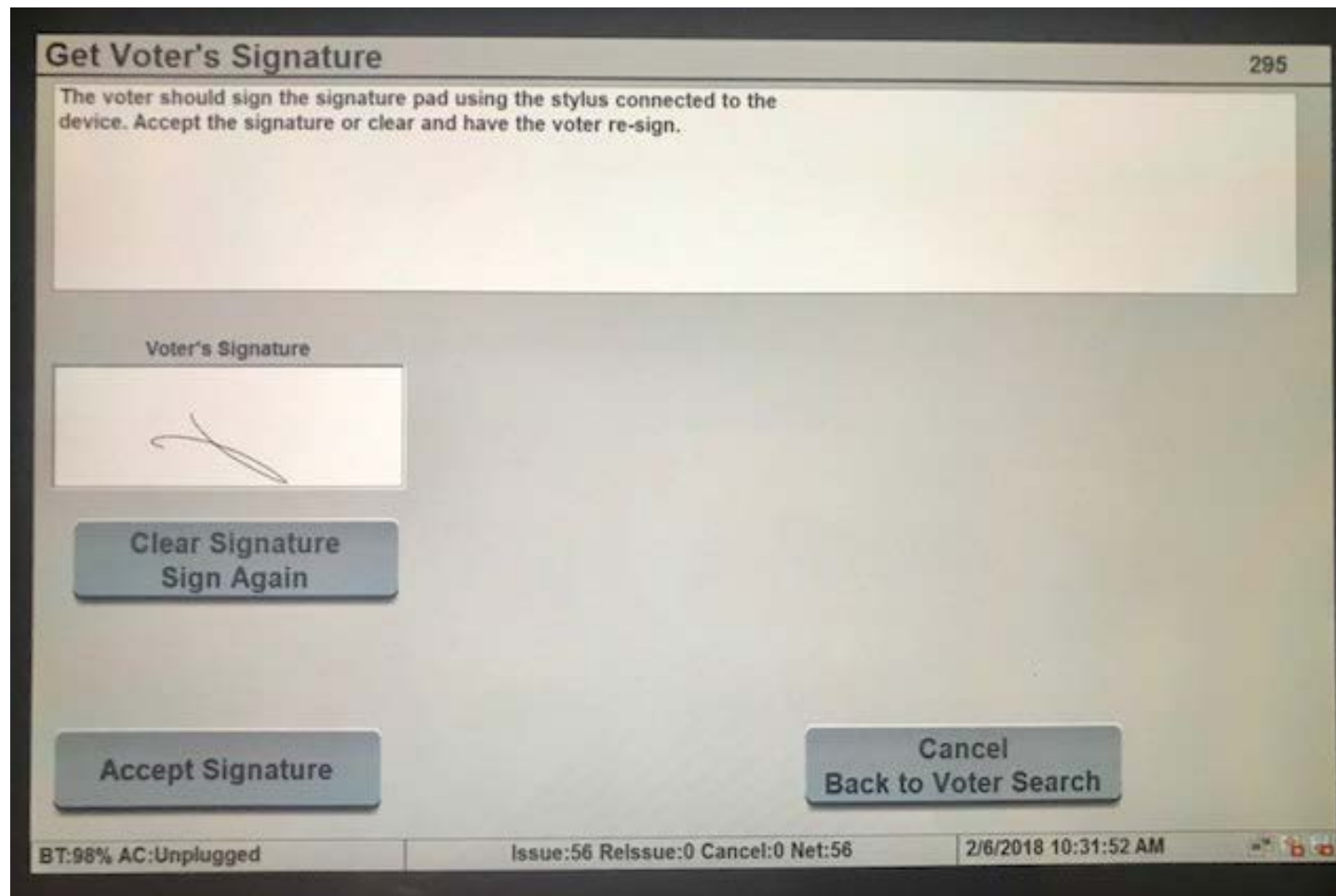
Issuing ExpressVote Ballot

- ❑ 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.**
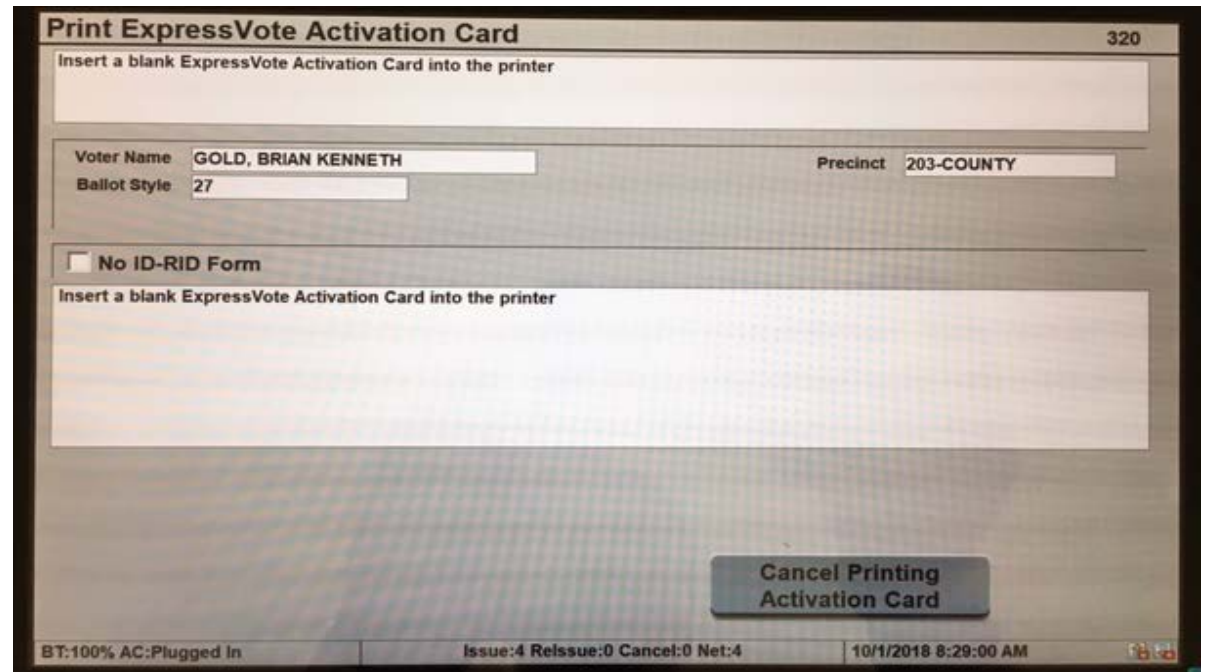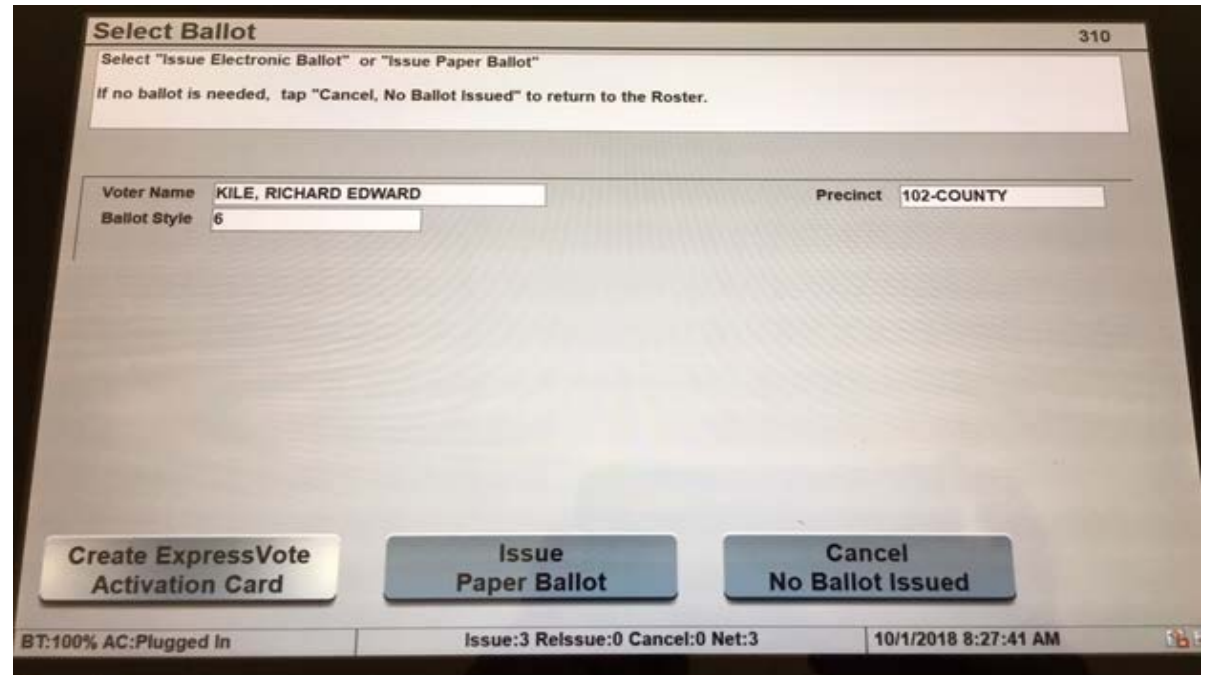
Voter not Found

❑ If Voter is not found by swipping ID, or typing voters name, you can search the entire county to ensure voter is at the correct location.
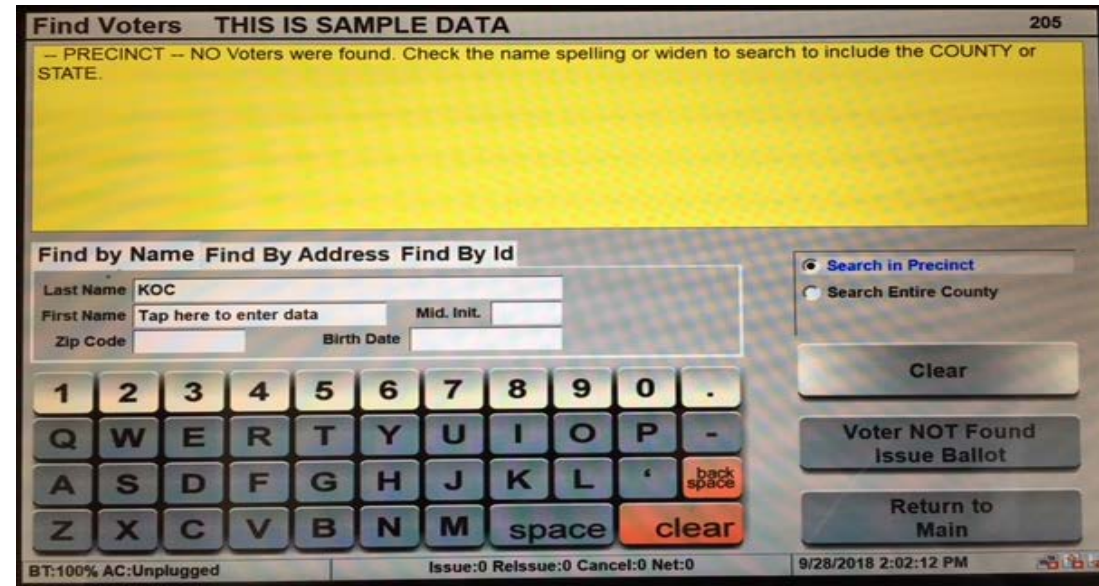
❑ Enter voters Last and First name.

❑ Touch the circle next to **"Search Entire County"**, on right side of screen.

❑ If voter is found, touch the voters name.
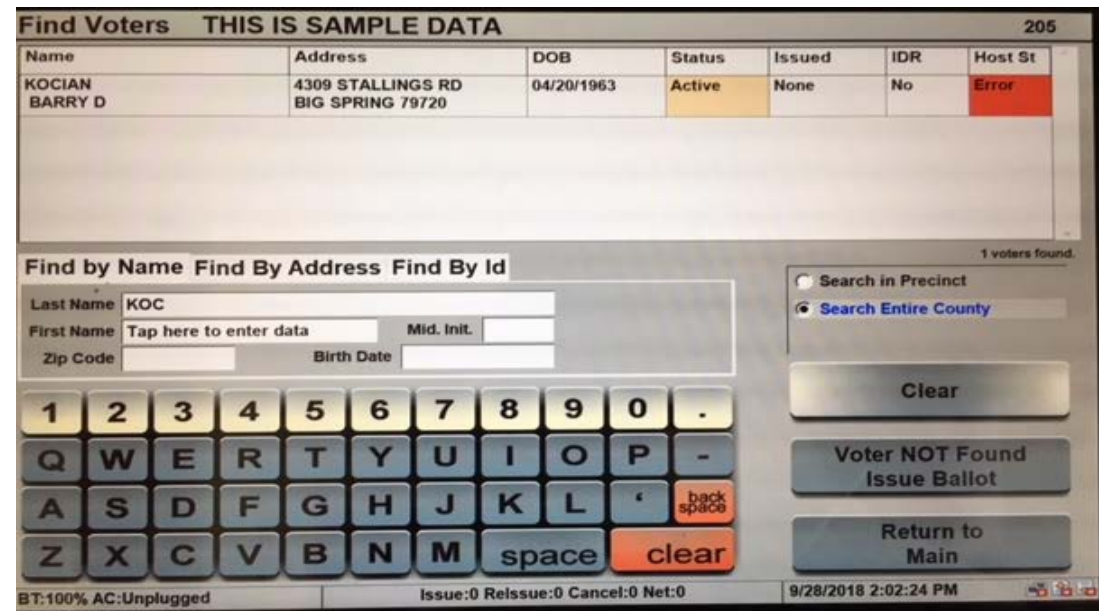
Voter not Found

❑ Touch **"Precinct Details"** tab to identify the correct polling location for the voter.

❑ Direct Voter to their correct polling location.

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

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.

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.

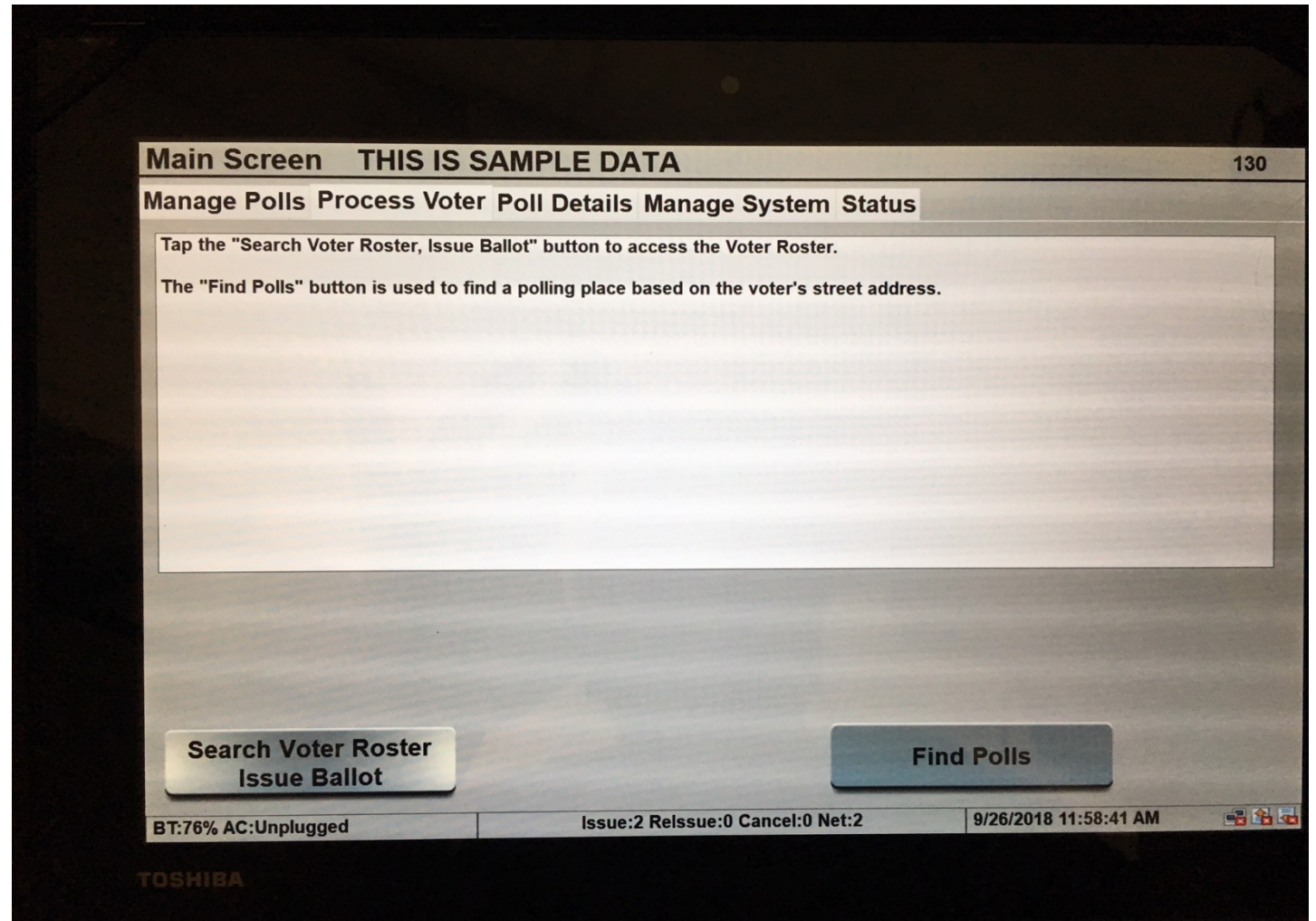❑ Touch **"Issue Paper Ballot".**

Closing Pollbook

❑ Touch **"Return to Main"**
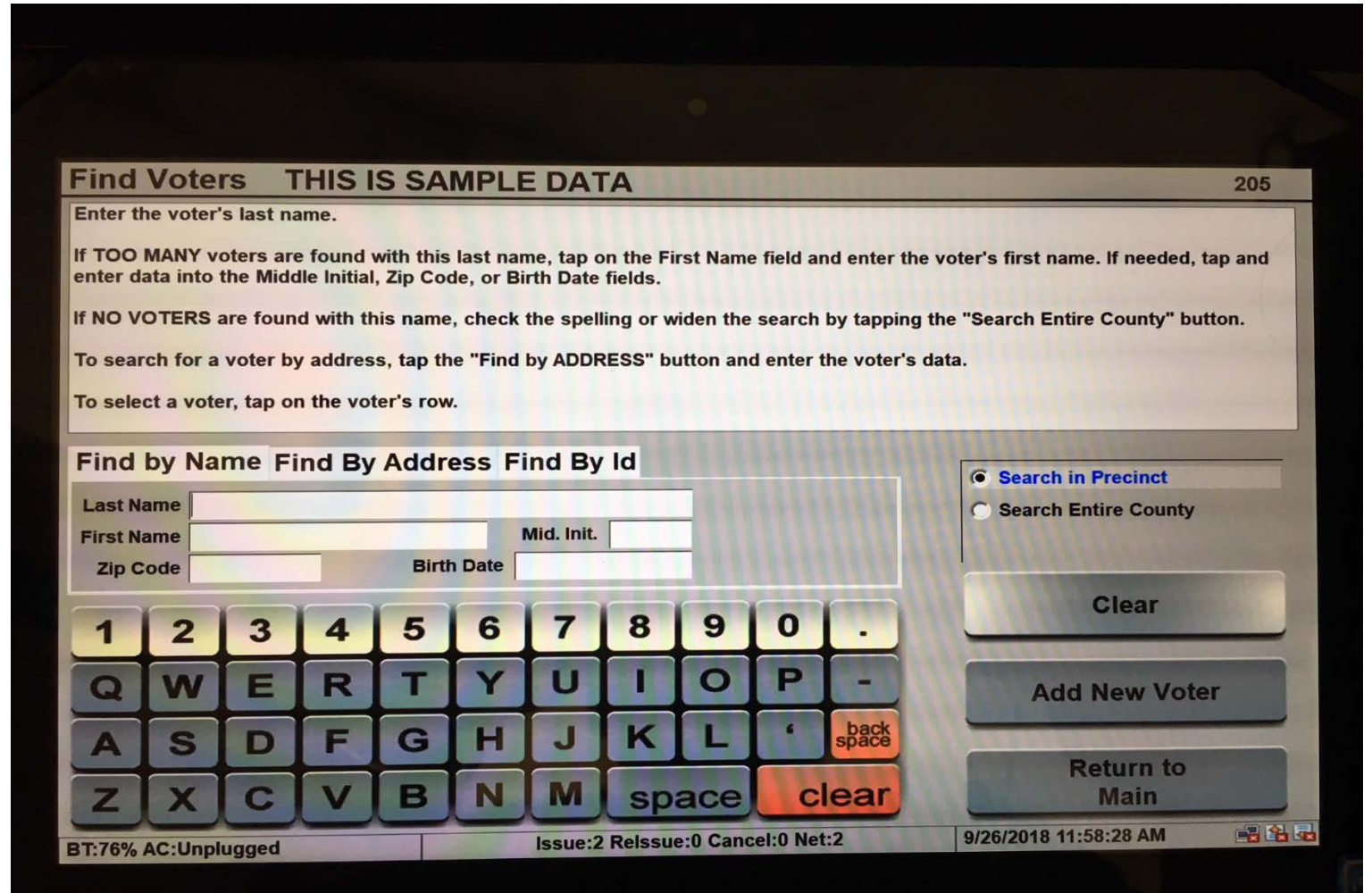
Closing Pollbook

❑ 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

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.