

Setting up the Electronic Poll Books (EPBs)

1. Verify case seal numbers on Seal Envelope and remove seals.
2. Remove equipment from case (EPB, printer, cords, white charging block). One case will contain a MiFi device to serve all EPBs.
3. Plug in each device to a power outlet.
 - a. 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.
4. Connect printer to EPB using the printer cable. You will see a green printer icon on the EPB screen if the printer is properly connected.
5. Press power button on MiFi device to power it on.
6. Power on printer by holding down orange button until you hear a beep.
7. Power on EPB by pressing orange button at the top.
8. Position EPB to voter’s right since most voters are right-handed. Position EPB so “Scan Here” is facing you. You will rotate the screen between yourself and the voter. Grasp the screen on each side and turn. The screen rotates in either direction.
9. Wave your hand under the barcode scanner to activate it. Tilt the screen up or down to ensure the red dot projects to the center of the “Scan Here” box.
10. On the screen, touch “Launch.” When prompted, enter the Pollbook Qualification Code (PQC) provided by your county office, then touch “Submit.” This takes a few seconds to process.
11. Select your polling place. Begin typing in the name of your polling place until options appear and choose your polling place. Touch “Save.”
12. Enter the username and password provided by the county office and touch “Sign In.”
13. Make sure your polling place is correct.
14. Make sure EPB is connected to MiFi. The EPBs 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.
15. Touch “Open Poll.”
16. Rotate the screen toward the voter. You are ready to process your first voter.