

CHEAT SHEET FOR SETTING UP ELECTRONIC POLL BOOKS and ON-DEMAND PRINTERS

ONCE POLL BOOK IS ACTIVATED “PLEASE DO NOT PRACTICE WITH NAMES”

BEWARE IF PRINTER TRAY IS PULLED OUT TOO FAR THE CART WILL TIP OVER.

STORE KEY TO THE ON-DEMAND PRINTER CART IN THE DELIVERY TRUCK KEY POCKET.

Setting up ePollbooks (iPads) and on-demand printers

1. Power on the printer – The button is located on the front lower right-hand side. Watch for green light to come on. Verify that the printer is prefilled with blank ballot stock. Lift paper guide.
2. Open ePollbook and plug in with the cord on top of the cart. Do not pull cord past zip tie.
3. ePollbook should power up and you should see Apple icon.
 - If the ePollbook does not automatically turn on, press and hold the power button on the upper left side of the screen.
 - If a sideways arrow appears → press the Home button on the right side of the ePollbook.
4. Touch **BLUE** check mark icon on the bottom of the screen 
5. Touch the  settings icon in the upper left corner.
6. Look for **AirBallot Printer** and touch **Select Printer – FIND PRINTER**, be patient it may take a few minutes. Select the printer once it pops up select **SAVE**.
7. Touch the **START** button
8. Type your (INSPECTOR)First and Last name Touch **CONTINUE**
9. Type password#1 dem123 Type password#2 rep123 Touch **UNLOCK DEVICE**
10. A pop up will appear select **TEST PRINTER**. Select **PRINT**
 - Examine test ballot to make sure there are no smudges, lines or bare spots.
 - If a test ballot does not print or does not print clearly call the BOE immediately 518 761-6456.
11. Tap on screen outside pop up – **CONTINUE**

Sign in Voters:

1. TOUCH **Green** Voter Search
2. Ask the voter their full name and address
3. Last name: Type first 3 letters
4. First name: type first 3 letters
5. Hit **SEARCH** button
6. IF YOU CANNOT FIND THE VOTER THE FIRST TIME, Touch **HOME** try again or see further instructions in the ePollbook manual.
7. Read the voter’s name and address to confirm
8. Touch the correct name to highlight to choose the correct voter if you have more than one to choose from.
9. Review information Touch **GET VOTER SIGNATURE** with two hands flip the iPad towards the voter. Ask voter to sign next to the X and Touch **DONE**
10. Touch **ISSUE BALLOT**
11. After confirming signature, two inspectors initial in the two boxes – Touch **DONE**
12. Select Ballot Type – **AIRBALLOT**
13. **COMPLETE CHECK IN** ballot will print. Drop down will ask if ballot printed. **YES**
If NO see ePollbook manual. Under Hamburger Instructions.
14. **CONTINUE**
15. **PROCESS NEXT VOTER**

SSSEE INSPECTOR MANUAL FOR FUTHER INSTRUCTIONS

CHEAT SHEET FOR SETTING UP ELECTRONIC POLL BOOKS and ON-DEMAND PRINTERS

Signing out of E-Poll Book for Shift Change: (8 HOUR SHIFT or NEW ASSIGNMENT)

1. Go to “Hamburger”
2. Log Out
3. “**LOG OUT TEMPORARILY**”
4. New Inspector will go to **START**
5. Type in their name
6. Hit **CONTINUE**
7. New Inspector name should be on the bottom of the ePollbook

Close of Polls:

1. Go to “Hamburger”
2. “Log Out”
3. Yellow – “Close the Election”
4. Select “YES”
5. Type password#1 **dem123** Type password#2 **rep123** Touch **LOCK DEVICE**
6. Wait for a screen that states “Device is completely synced and is ready to be turned off” select “OK”
7. Power down by holding down power button upper left corner until you see “Slide to power off”



We have asked our delivery crew to plug in the router for you, when they delivered all of your supplies.

Please refer to your polling location diagram, so you know where your router is located.

If your ePB is not connected to the Wi-Fi – (broken heart) call BOE 518 761-6459
And follow these instructions
Home button Settings Wi-Fi Other
Name is BOEIPAD
password is BOE2019wifi