EA Pollbook™
Poll Worker Training

Setup and Use of the EA Pollbook™
Harvey County, Kansas Version - Seventh Edition
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Setup the Pollbook Box

Set Box on Table

Match Netbook from SJ to box
Ex: white strip to white strip, red to red, etc.
Open the Pollbook Box

Unlatch & Remove top

Unpack green power cord and wireless extender or power strip

Every box has a green power cord, the white strip box has the wireless extender and the red strip box has the power strip
Open the Pollbook Box - Front & Back

Open the Front Door & the Back Door with signature pad

Place Barcode Scanner in Cradle on Stand on Front Door
**Power the Pollbook Box**

**Plug green cord into Pollbook Box**
Plug female end of cord into t-plug thru hole on side of box

**Plug wireless extender into top of t-plug or power strip**
Check to be sure extender lights come on

**Check to make sure green light on t-plug in box is ON**

**Plug white power strip into outlet, plug green cords into power strip, TURN ON POWER STRIP**
Plug in & set the netbook on the Pollbook Box

Set the Netbook on the open front door and plug the Power and USB cords into the left side of Netbook.

Plug the loose **Round** ended power cord into the round hole near the back of the Netbook.

Plug the loose **Rectangular** ended USB cord into the rectangular hole near the front of the Netbook.
Set-up the Mouse

1. Remove mouse from holder on back wall of box
2. TURN ON the Mouse
   - If it has a switch
3. Set mouse on mousepad
Check Set-up

Final set-up from Pollworker side

Final set-up from Voter side
Open & Turn on the Netbook

- Open the Netbook lid/screen
- Press the power button in the upper left or right hand corner of the keyboard
**Open the EA Pollbook Software**

After the netbook boots up, double-click on the EA Pollbook icon to start the software.
Open the EA Pollbook Software

If you get a warning screen, click **YES**

The master pollbook (white strip) for each pollsite will get this security warning
The opening page is the Voter Search page.

1. Click the Program Settings tab.
2. Click the Poll Worker tab.
3. Click Test Printer.
4. Check to be sure printer printed test OK.
Click the **Voter Search** tab to return to the voter check-in page. You’re now ready to process the first voter.
Search Option Number 1

Either use the barcode scanner to scan the 2D barcode on the back of the Kansas Driver’s License/State ID OR click the text box next to Voter ID and scan the barcode on the Voter Registration Card.

DO NOT SCAN MILITARY/GOVERNMENT ID’s
Search Option Number 2

Type in voter’s last name, first name, birth date, voter id number or any combination of these. Then, click Search County or Search Precinct.
Double-click on the correct voter, to select.
Verify voter’s name and address

- Poll worker to Voter: “Please state your name and address”
- Voter to Poll worker: “Name, Address”
- Poll Worker: Verify stated information matches pollbook
Click the **Check ID** button, the **Status** field. Then, select the type of ID that the voter presented, then enter your initials in the **Initials** box (2-3 characters). Then, click **OK**.
Click the **Capture Signature** button.
Collect Electronic Signature

- Instruct the voter to sign the electronic signature pad.
- Click **Accept Signature**.
Click the “Mark As Voted” Button

Once you have captured a signature, you MUST mark this person voted. The Back to Search Results button is now disabled.
Click “Print Label”,
Then confirm that the label printed correctly
Highlight the Ballot Style on label that printed. Give label to voter to exchange for paper or electronic ballot.
You’re now ready to process the next voter in line.
Printer Troubleshooting

1. Click the **Program Settings** tab.
2. Click the **Poll Worker** tab.
3. Click **Reset Printer**.

4. Follow the on screen prompt, then click **OK** to reset printer.
5. After printer is reset, change printer preferences. Click **Start**, then **Devices and Printers**.
6. **Right click** mouse on Dymo LabelWriter printer icon, **click Printing preferences**
7. Click Advanced button in lower right of Printing preferences box
8. Scroll down paper size to “Continuous, Wide” at bottom of list
9. Click OK, then click OK, then close Control panel box using red X in upper right corner. Restart EA software and test printer.
Changing Label Roll

1. Open the label printer cover.
2. Remove the label spool spindle. Press the reverse feed button, if necessary.
3. Remove the spool guide from the spindle.
4. Remove the label roll.
5. Hold the spool spindle in your left hand and place the label roll on the spindle so that the labels feed from underneath and the left edge of the label roll is flush against the side of the spool.

6. Place the spool guide onto the right side of the spool and press the guide tightly against the side of the label roll, leaving no gap between the roll and the spool.
7. Insert the label spool into the slot in the printer cover with the labels extending from **underneath** the roll.
8. Align the left edge of the label with the left edge of the label feed slot and insert the label into the slot. The printer feeds the labels, stopping at the beginning of the first label. If the printer does not feed the labels, make sure the first label is fully inserted and then press the form-feed button (the blue button on the front of the printer).

9. Close the printer cover.
End Election

1. Click the **About** tab.

2. Click **End Election**.
Closing the EA Pollbook

1. Click the red X in the top right corner of the screen.
2. From the Start Menu, choose Shut Down.
3. Wait for netbook to shut down
4. Unplug Netbook and Box
5. Pack everything away
6. Return Netbook to case for Sj to return