

Welcome!

# 2020 Blue Earth County Election Judge Training

## Equipment Overview: Poll Pad

Objectives:






*Introduction to the Poll Pad | Poll Pad Hotspots | Poll Pad Set-up  
Poll Pad Tear-down | Common Issues | Contact Information*

Original Presentation: 7/3/2020 2020 Blue Earth County Election Judge Training – Equip. Overview: Poll Pads 1

1

Welcome!

## Training Plan

				
<b>Poll Pad Introduction</b>	<b>Poll Pad Hotspot</b>	<b>Poll Pad Set-up</b>	<b>Poll Pad Tear-down</b>	<b>Common Issues</b>
What should I know about the Poll Pad electronic roster?	How do I set up the Poll Pad hotspot?	How do we start up the Poll Pad at the start of Election Day?	How do we close the Poll Pad at the end of Election Day?	What might go wrong on Election Day?
1 min	2 min	3 min	3 min	3 min

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2

# Poll Pad Electronic Rosters

Poll Pad Introduction

### Poll Pad Electronic Rosters

- Election Judges use device to check in and verify eligibility of voters
- Used to register new voters
- In 2020, all voting locations will use
- Manufactured by: KnowInk
- Continued use (expanded precincts)
- Specific to precinct (will be labeled)
- Remember to keep plugged in and ready for use



### What's New?

- First time use outside of Mankato, Lake Crystal, and Eagle Lake
- Updated software application for ease of use

### What's the Same?

- Same functionality to check in voters and register voters
- Step-by-step prompts and screens to complete process

Original Presentation: 7/3/2020      2020 Blue Earth County Election Judge Training – Equip. Overview: Poll Pads      3


3

# Poll Pad Hotspots

Poll Pad Hotspots

### Set-up Reminders

- **Follow Instructions**
- Attach antennas first
- Plug in to power
- Check connection and call with issues



**Basic Steps – follow detailed step-by-step instructions!**

**1**  
Read instructions included with Hotspot

**2**  
Attach antennas (if applicable)

**3**  
Plug in to power

**4**  
Press and hold power button

**5**  
Check indicator lights for connection

**6**  
Check Poll Pad for connection


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4

## Poll Pad Set-up

**Set-up Reminders**

- **Follow Instructions**
- Match color dots
- Plug in to power
- Be ready at 7am



**Basic Steps – follow detailed step-by-step instructions!**

- 1

Follow instructions in case
- 2

Match up Poll Pads and printers
- 3

Connect printer to power
- 4

Make sure Poll Pad is plugged into power
- 5

Check connections

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5

5

## Poll Pad Tear-down

**Tear-down Reminders**

- **Follow Instructions**
- Leave at least one Poll Pad fully operational until last voter has voted



**Basic Steps – follow detailed step-by-step instructions!**

- 1

Follow instructions in case
- 2

Begin packing up printer and other items
- 3

Give five minutes for data to transfer
- 4

Power down Poll Pad
- 5

Make sure Poll Pad is returned to correct case
- 6

Power down and pack up Hotspot

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6

6

## Troubleshooting and Questions

### Common Issues

**My printer won't print.**

**Answer**

Make sure it is the correct printer and that it is plugged in/powerd on. Is paper loaded correctly? Try "test print" button.

**How should I keep the Poll Pad sanitized?**

**Answer**

Clean the screen only when necessary by using the provided alcohol wipes. Pay attention to Election Judges sharing devices.

**How do I know if the Poll Pad is charging?**

**Answer**

Look on the device screen for the indicator that the Poll Pad is plugged in and charging. Always have the Poll Pad charging when at a table.

**The hotspot isn't working.**

**Answer**

Make sure the hotspot is plugged into a working power plug. Try moving the hotspot to a different location in the building to get better signal. Call the County office.

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7

## Thanks...and here's contact info...

### Thank You

**BLUE EARTH COUNTY ELECTIONS STAFF**

**507-304-4341**  
[bec.elections@blueearthcountymn.gov](mailto:bec.elections@blueearthcountymn.gov)

**Kristy Maes**  
*Programs and Services Coord.*  
 507-304-4341  
[kristy.maes@blueearthcountymn.gov](mailto:kristy.maes@blueearthcountymn.gov)

**Michael Stalberger**  
*Director*  
 507-304-4257 / 507-382-1280  
[michael.stalberger@blueearthcountymn.gov](mailto:michael.stalberger@blueearthcountymn.gov)

Original Presentation: 7/3/2020 2020 Blue Earth County Election Judge Training – Equip. Overview: Poll Pads 8

8