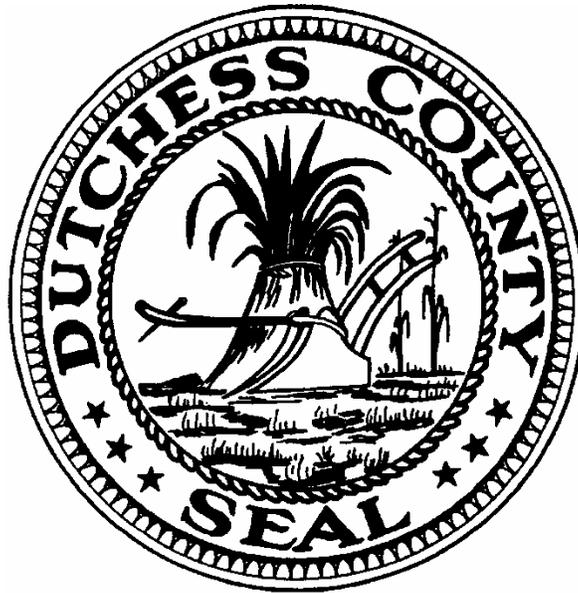


Dutchess County
BOARD OF ELECTIONS

www.elections.dutchessny.gov



POLL PRINT INSPECTOR HANDBOOK

Lisa Jessup
Democratic Commissioner

Erik J. Haight
Republican Commissioner

112 Delafield St., Suite 200, Poughkeepsie, NY 12601

(845) 486-2473

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Erik J. Haight
Commissioner



Lisa Jessup
Commissioner

DUTCHESS COUNTY BOARD of ELECTIONS
112 Delafield Street Suite 200, Poughkeepsie, New York 12601
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Message From The Commissioners

The Dutchess County Board of Elections would like to sincerely thank you for serving as an Election Inspector. To ensure that your experience is as smooth as possible, please study the following material. It has the procedures to make a successful election day.

Please note that the material in this handbook is applicable only to working on a Primary or General Election Day.

For assistance or questions, please call Araina Hutchings, Democratic Training Supervisor, at 845-486-2721 (ahutchings@dutchessny.gov) or Geno Coppola, Republican Training Supervisor, at 845-486-2474 (gcoppola@dutchessny.gov).

Again, on behalf of the Dutchess County Board of Elections, we thank you for your dedicated service. If at any time you need assistance at your poll site, please call us at 845-486-2473.

Erik J. Haight
Commissioner (R)

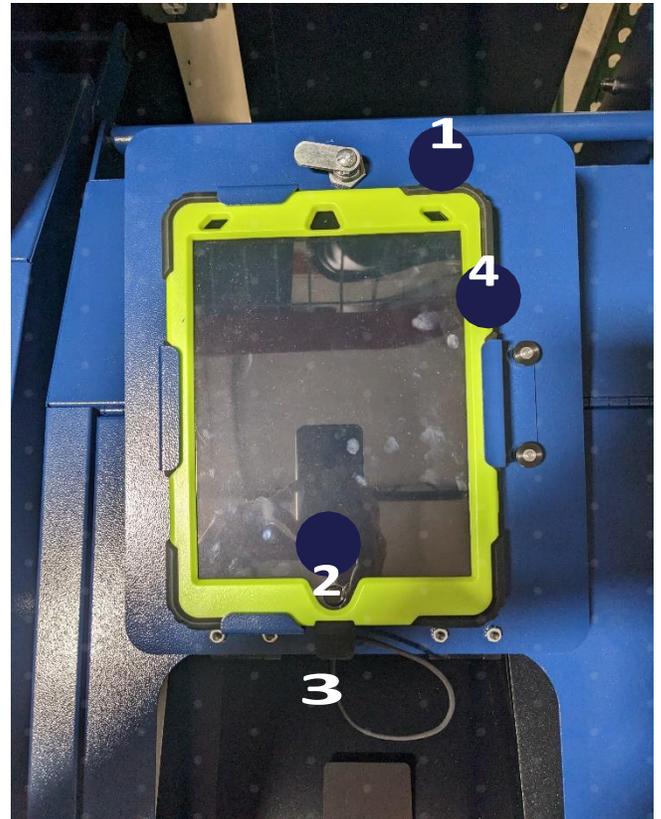
Lisa Jessup
Commissioner (D)

OPENING PRINTER

CABINET

POLL PRINT Tablet

- 1 Power Button**
- 2 Home Button**
- 3 Charging Port**
- 4 Plastic Shell**



POLL PRINT Printer

- 5 Printer Power Button**
- 6 Paper Tray**
- 7 LCD Screen**
- 8 Output Tray**



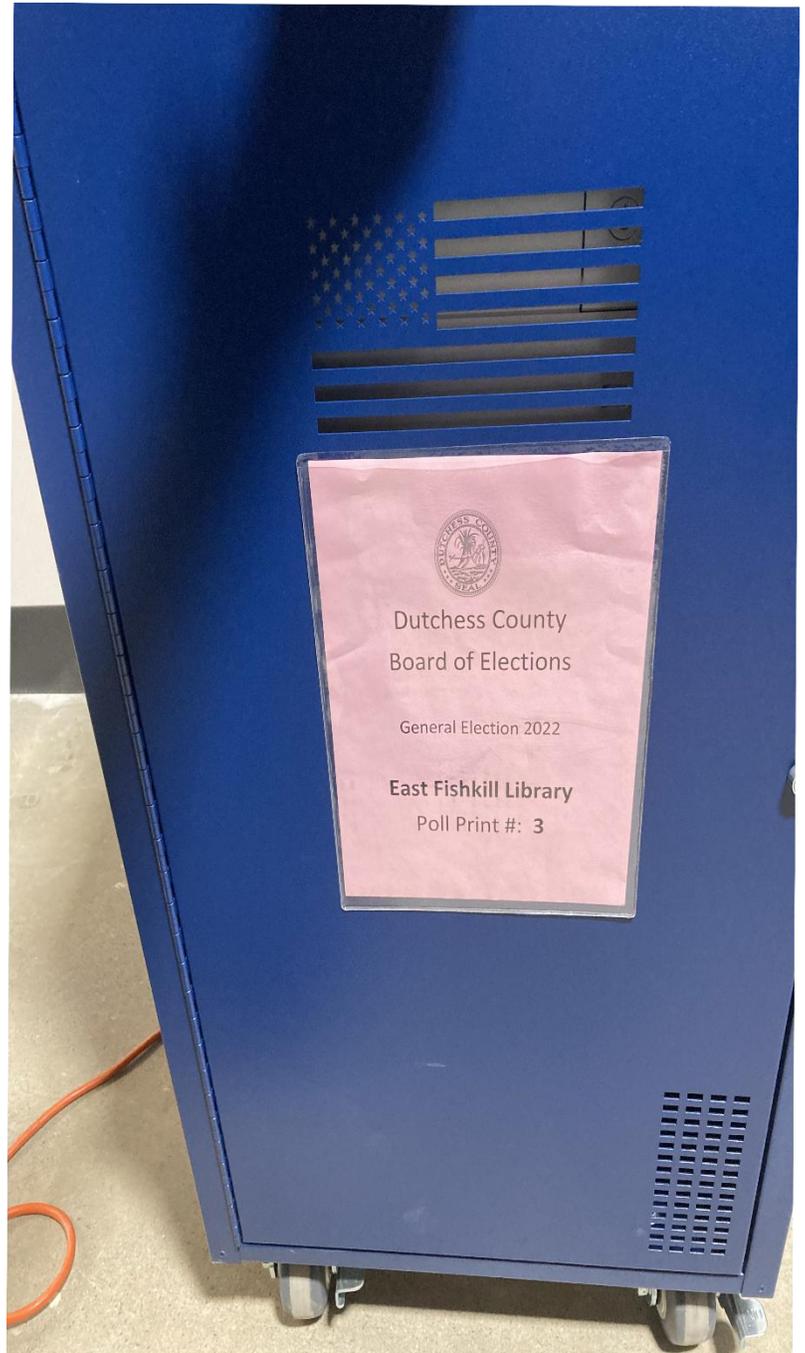
LOCATE KEYS

Keys will be in the Poll Print envelope in the Poll Bag.



CONFIRM CABINET LOCATION

There is a transport label on the front of the Poll Print Cabinet. Confirm the poll site is correct and cabinet number matches the Poll Print envelope.



UNLOCK STATION

Use the Poll Print key to unlock the two keyholes circled in the front of the cabinet and the door at the back of the cabinet.

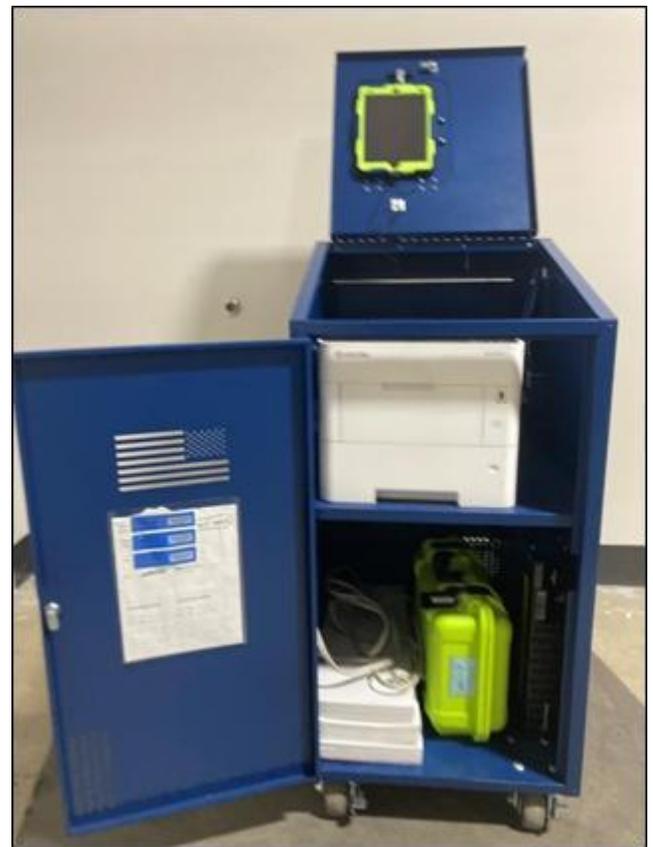


OPEN THE UNLOCKED DOORS

You will find the poll pad that will print to this cabinet on the bottom shelf. Deliver it to the intake inspectors.

You will also find backup ballots on this shelf. Do not use the backup ballots unless instructed to by the BOE.

Also on this shelf are replacement blank paper reams and an extension cord to plug the cabinet in.





POWER CORD

Find the extension cord on the cabinet's bottom shelf and plug it in to the back of the cabinet, and then into an outlet.



LOCK WHEELS

Lock the wheels of the cabinet.

LOCK STATION

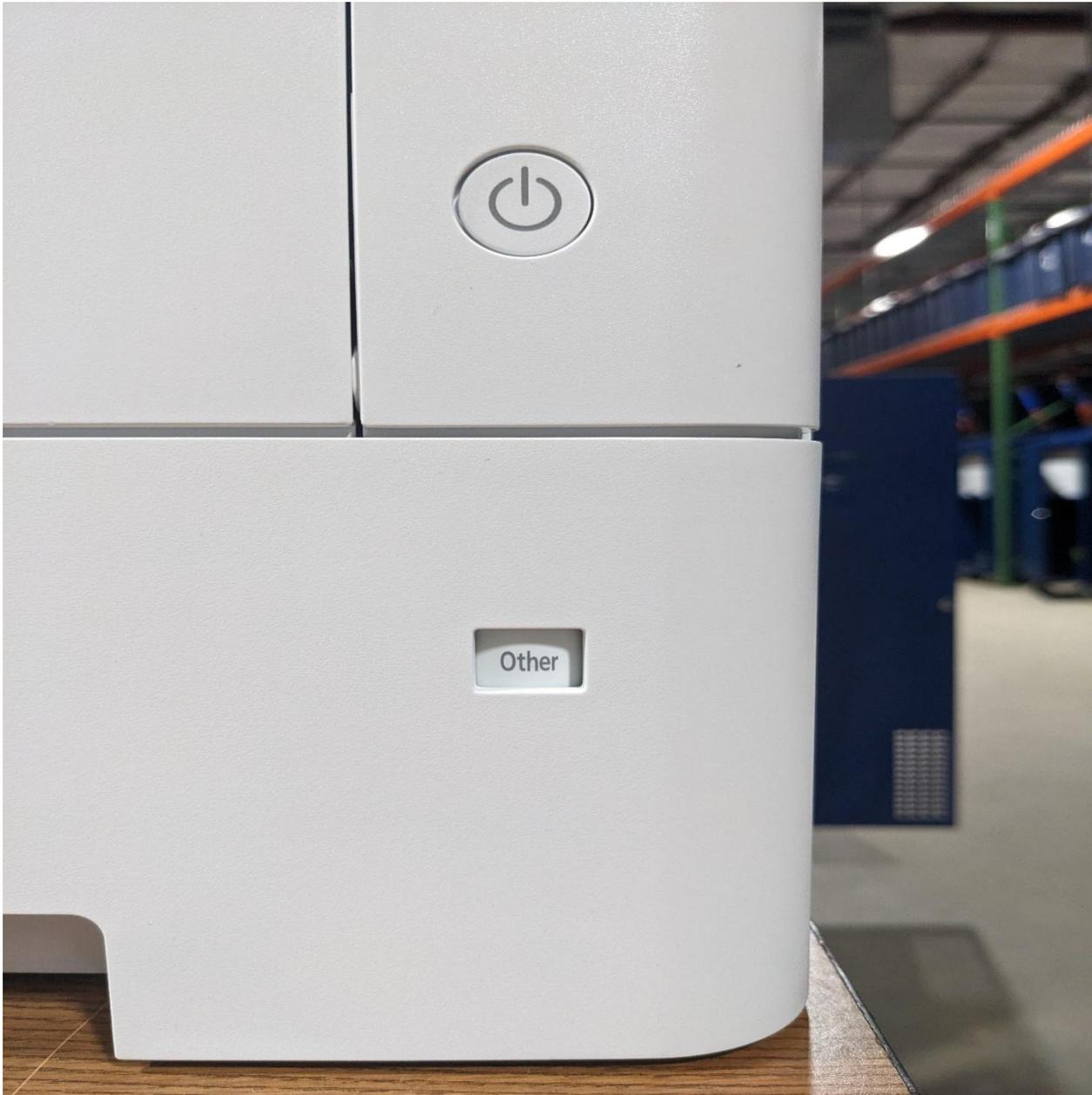
Close the front door and larger top door and lock for remainder of the day. Unlock and open the smaller top door, using stand arm to display tablet as shown.

Ballots will come out of this smaller door when printed.



VERIFY PAPER TRAY SETTING

The window on the front of the paper tray **MUST** show "OTHER". If it's on any other setting, turn the dial behind it until it reads correctly.



POWERING DEVICES

The battery backup powers the printer and tablet, and is located on the station's bottom shelf. Press the power button (1), then press the enter button (2) to turn on the battery backup.



Press the printer power button.



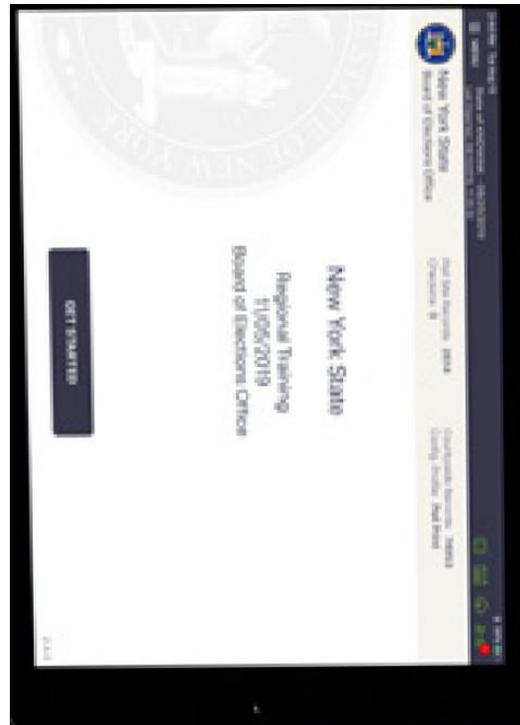
If the tablet has not yet turned on, press the power button on its top right.



HOME SCREEN

Once you are on the Home Screen, **verify** that the tablet is set for your poll site and election. Also make sure the PollPrint tablet is charging.

NOTE: Poll Print tablet's orientation will automatically adjust when entering the Poll Print module.



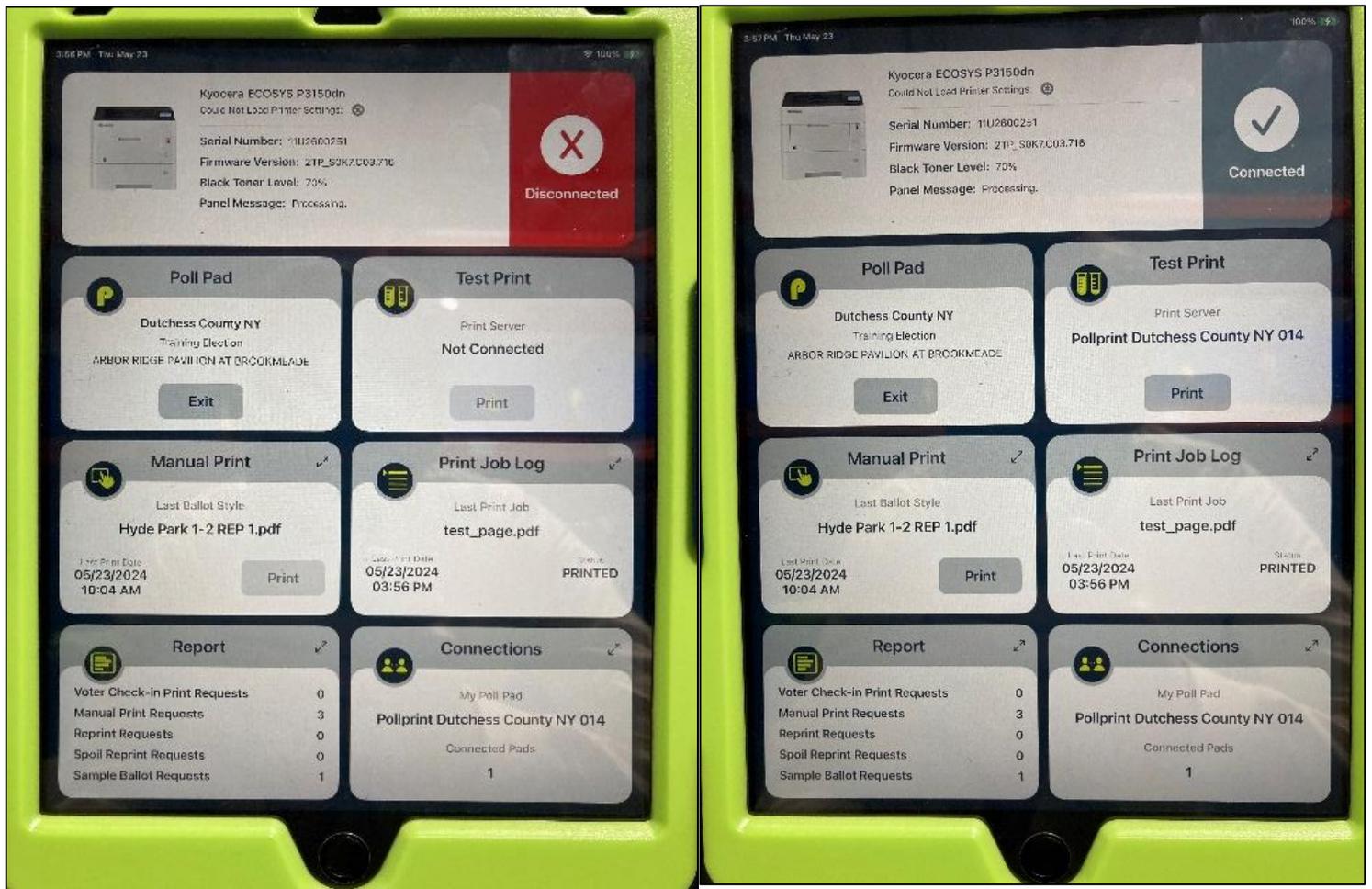
POLL PRINT MENU

Press the **Menu** button at the screen's top right. From the **Menu** select the orange Poll Print icon to launch the Poll Print module.



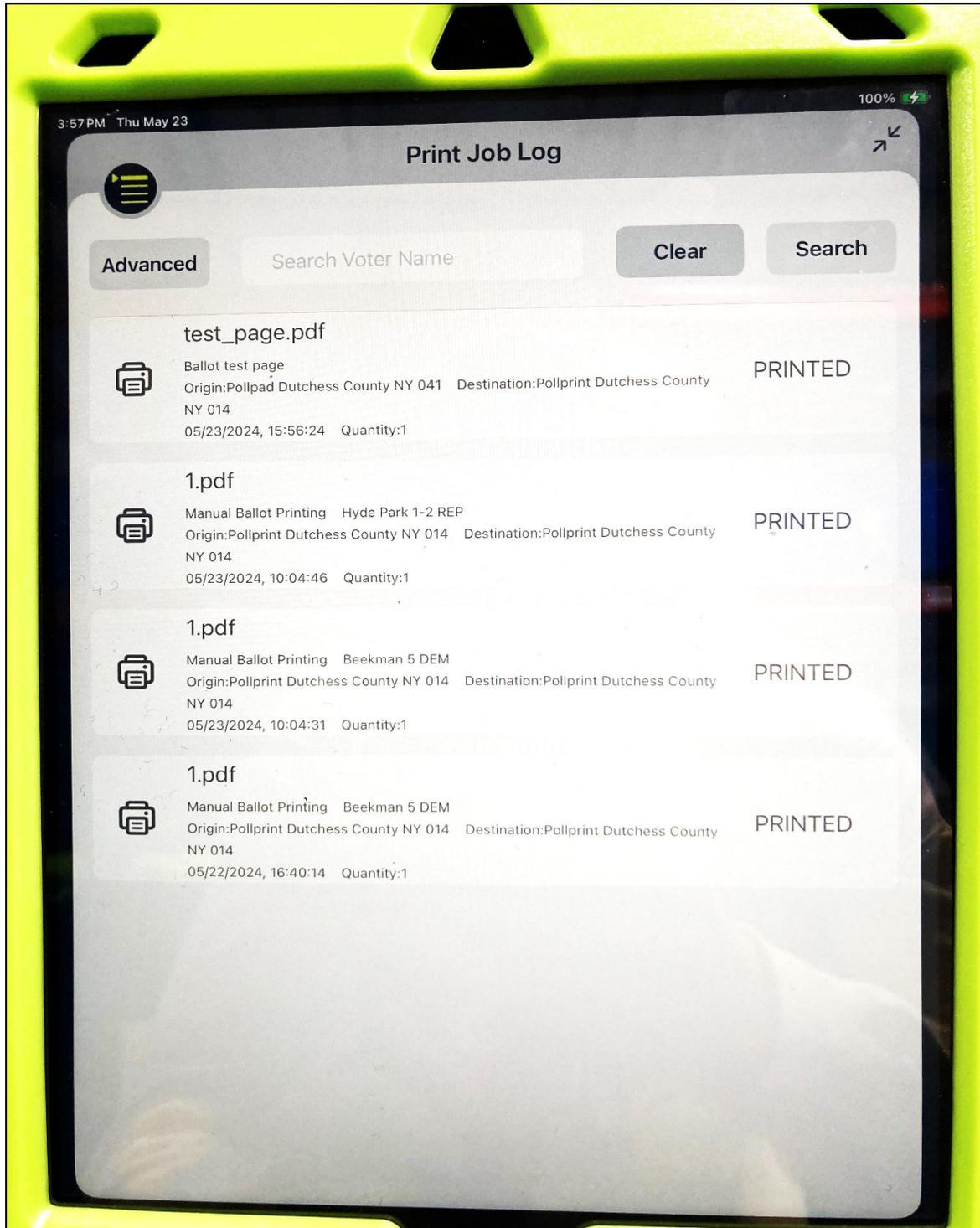
POLL PRINT MODULE SCREEN

When the poll print module is first opened, a red X will be shown at the top of the screen (see picture on the left). After a few seconds, the X will be replaced by a grey checkmark (right). This means the poll print tablet has recognized the printer in its cabinet.



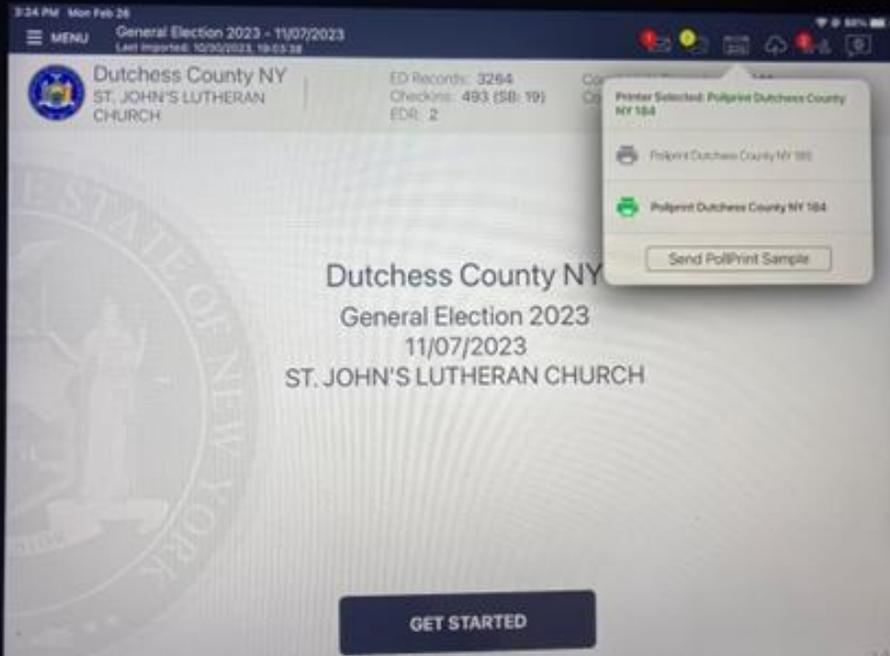
OPEN PRINT JOB LOG

Tap the “Print Job Log” tile. This will bring up a screen that displays ballot types as they print.



TEST PRINT

Using the intake Poll Pad(s) connected to the PollPrint tablet, press the printer icon and verify that correct Poll Pads are communicating with the printer. Press **Send PollPrint Sample**.



VERIFY TEST

Verify that a sample ballot has printed from each Poll Pad at your site to its assigned printer.

An image of an official ballot for the General Election of the State of Knowink, November 3, 2020. The ballot includes instructions to voters and several initiatives with radio button options. The initiatives are: Provisional Ballot Initiative, Vote Center Initiative (Vote for One), On-site Visit Initiative (Vote for All that Apply), and Acquisition Initiative (Vote for All that Apply).

OFFICIAL BALLOT
GENERAL ELECTION
THE STATE OF KNOWINK
NOVEMBER 3, 2020

INSTRUCTIONS TO VOTERS
A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: ●
B. Follow directions as to the number of issues to be marked.

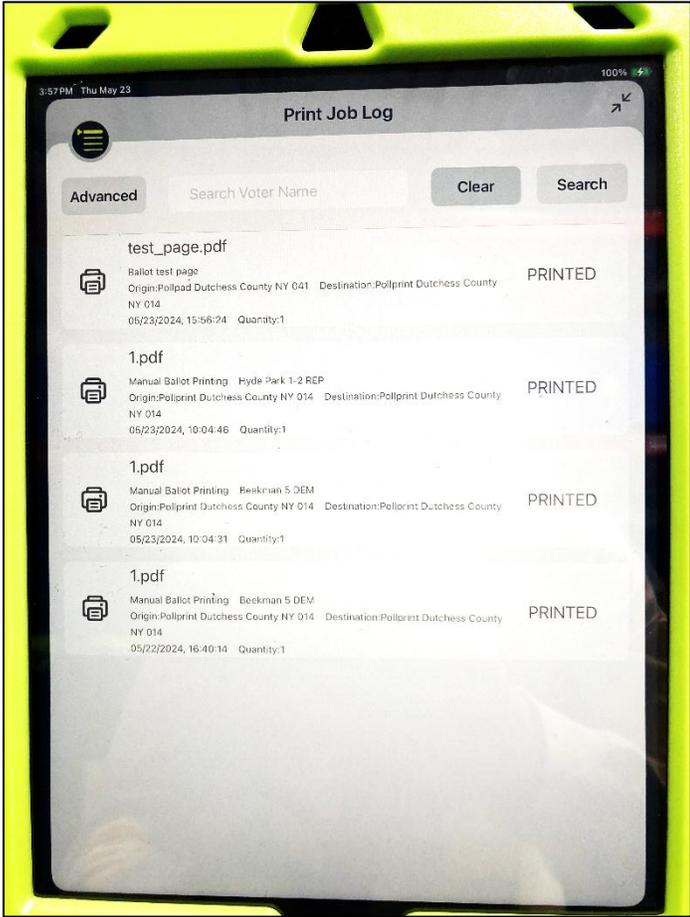
PROVISIONAL BALLOT INITIATIVE:
A yes vote indicates that my jurisdiction would like to reduce the number of Provisional Ballots issued at the polls.
 YES
 NO

VOTE CENTER INITIATIVE (VOTE FOR ONE):
 My jurisdiction plans to move to or include Vote Centers prior to 2020
 My jurisdiction plans to move to or include Vote Centers in 2022
 My jurisdiction has no plans to move to Vote Centers at this time

ON-SITE VISIT INITIATIVE (VOTE FOR ALL THAT APPLY):
 I would like KNOWINK to visit my jurisdiction and conduct an indepth demonstration of the Poll Pad & ePulse solution.
 I would like Apple to join KNOWINK on a visit to my jurisdiction to discuss security of the platform.
 I am interested in learning more about the capabilities of Poll Print.

ACQUISITION INITIATIVE (VOTE FOR ALL THAT APPLY):
 My jurisdiction would be interested in learning about a state agreement for iPad acquisition.
 My jurisdiction plans to issue an RFP for electronic poll books within the next 90 days.
 My jurisdiction would be interested in leasing versus buying a solution.

DISTRIBUTING **BALLOTS**



PRINT JOB LOG

Once the voter checks in on the Poll Pad, their ballot is automatically sent to the designated printer. Once the printer gets the signal to print a ballot, the Poll Print tablet will display the voter's ballot on the Print Job Log.



COLLECT BALLOTS

Collect the ballots from the printer and **verify** you have the correct ballots by checking the voter's receipt tape or affidavit card that was given to them by the intake inspectors.

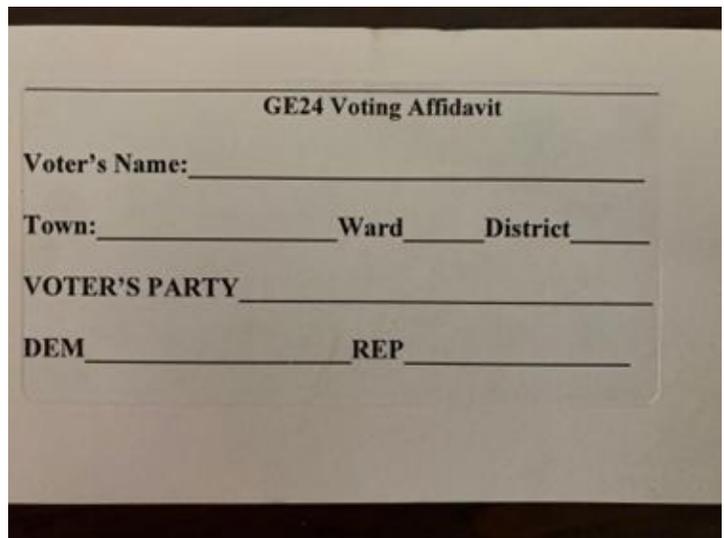
Compare Information to Ensure Correct Ballot is Given

Once the ballot is printed, confirm that it is correct for the voter.

There are 3 pieces of information to match to the receipt or card:

1. Whether the ballot is a regular ballot or affidavit ballot
2. Election district (or 4-digit ballot ID number for affidavits)
3. Party (during primary elections only)

After confirming the ballot is correct, give it to the voter and place the receipt or card in plastic baggie.



Office Oficina	Town Supervisor Supervisor Municipal Vote for one/ Vote por uno	
Republican	<input type="radio"/> Joseph D Cavaccini	<input type="radio"/> Richard L Thurston
Write-In	WRITES-IN/POR ESCRITO	

Party (primaries only)

Ballot type: Regular ballots will say "OFFICIAL BALLOT." Affidavit ballots will say "OFFICIAL AFFIDAVIT BALLOT."

Elections District(s) and Ballot ID

OFFICIAL BALLOT FOR THE PRIMARY ELECTION - June 27, 2023

STATE OF NEW YORK, COUNTY OF DUTCHESS

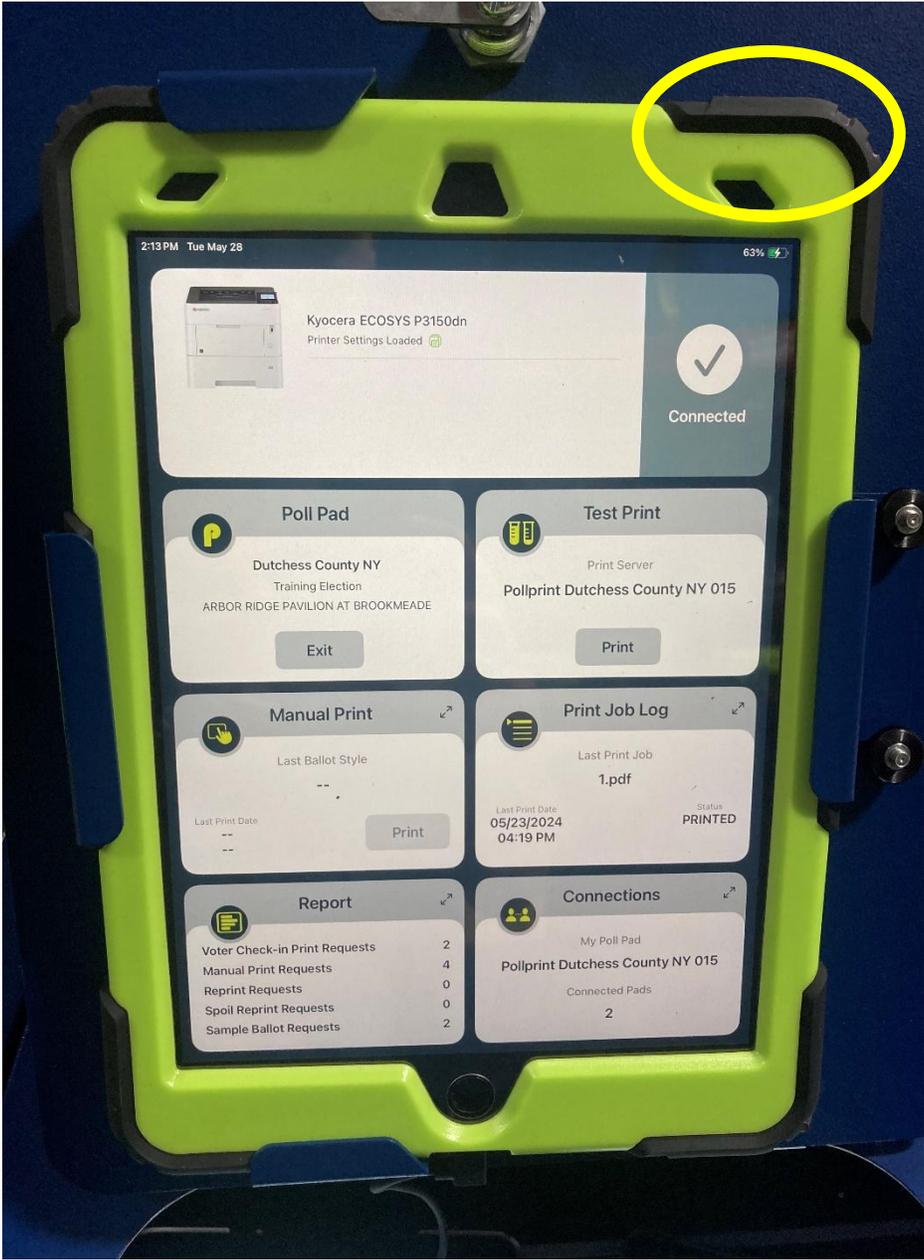
Ballot ID: 2216
Wassinger
E.D.(s): W1 ED 1,2,3,4, W2 ED 1,2

CLOSING PRINTER

CABINET

POWER OFF

Turn off poll print tablet screen by pressing power button (circled).





POWER OFF PRINTER



POWER OFF BATTERY BACKUP

On the bottom shelf of the cabinet, locate the battery backup.

Press the power button, then the enter button.

UNPLUG POWER

Unplug the extension cord and place on the bottom shelf of the cabinet. Also place poll pad and poll bag(s) back in cabinet(s). Remember to keep 1 poll print key outside of the poll bag to lock the cabinet(s). Keep backup ballots in cabinet.



PLASTIC BAGGIE

Place plastic baggie with receipts into poll print envelope.

Record blue sticker seals on seals report/log. Sign and place the report/log in plastic sleeve.

CLOSE DOORS

Close and lock all cabinet doors. Place 3 blue stickers seals on cabinet as shown.

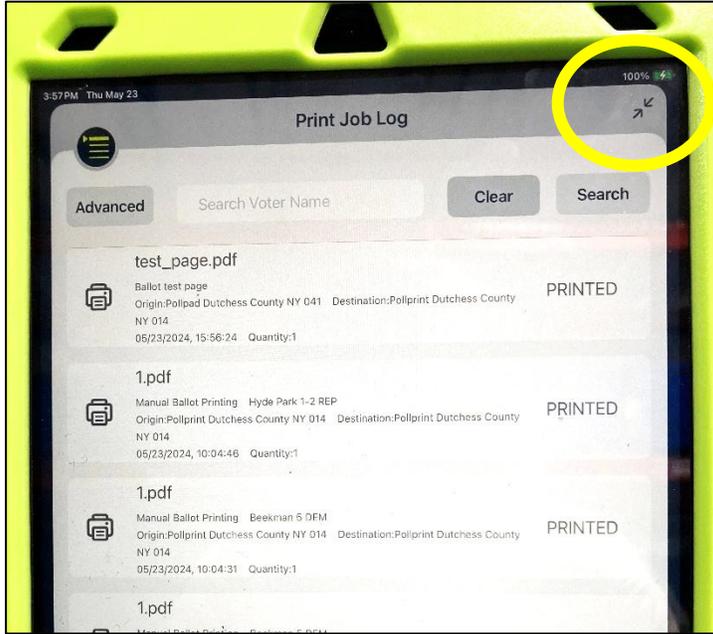


PLACE REMAINING POLL PRINT KEY INTO LOCK BOX

Find lock box in Blue Rubbermaid Tote.
Find lock box code on poll print seals report/log. Open lock box and place remaining poll print key in.



MANUAL BALLOT **PRINTING**

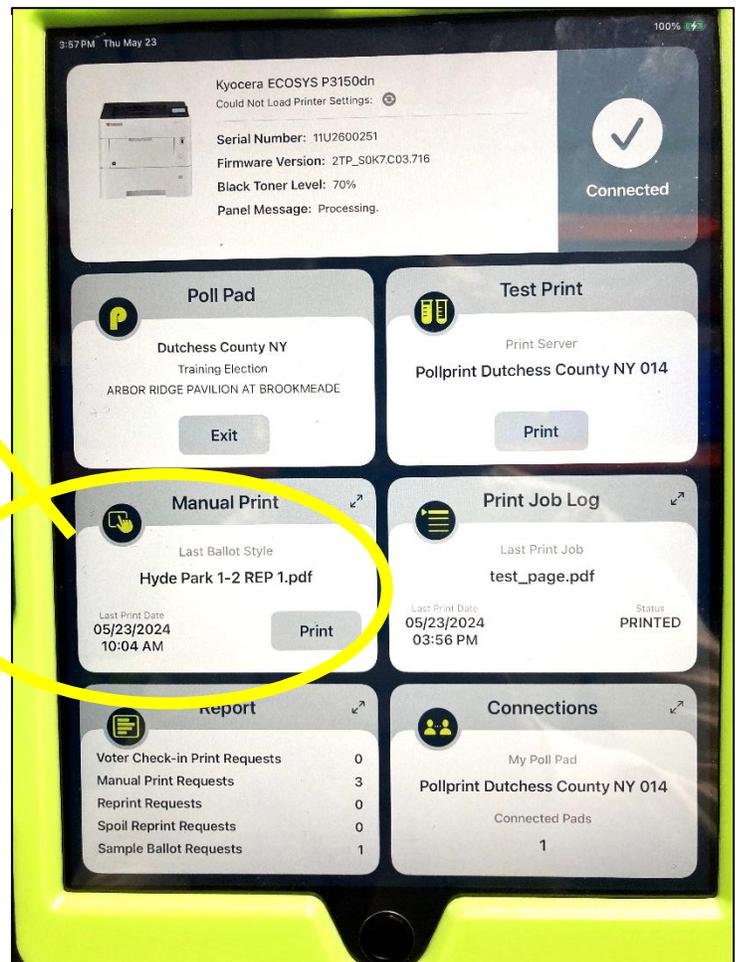


MANUAL PRINTING

If the ballot does not print out immediately, first give the printer a chance to print. Keep in mind that a printer that has been idle will take longer to print the ballot.

If the ballot does not print, **close the Print Job Log** by pressing the icon in the top right.

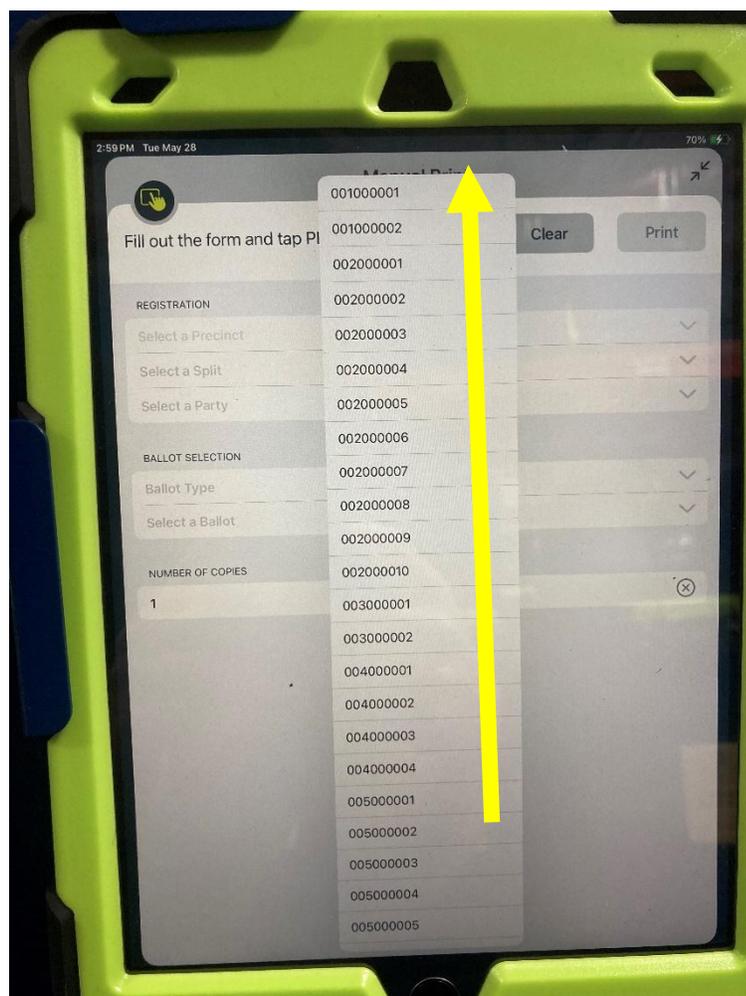
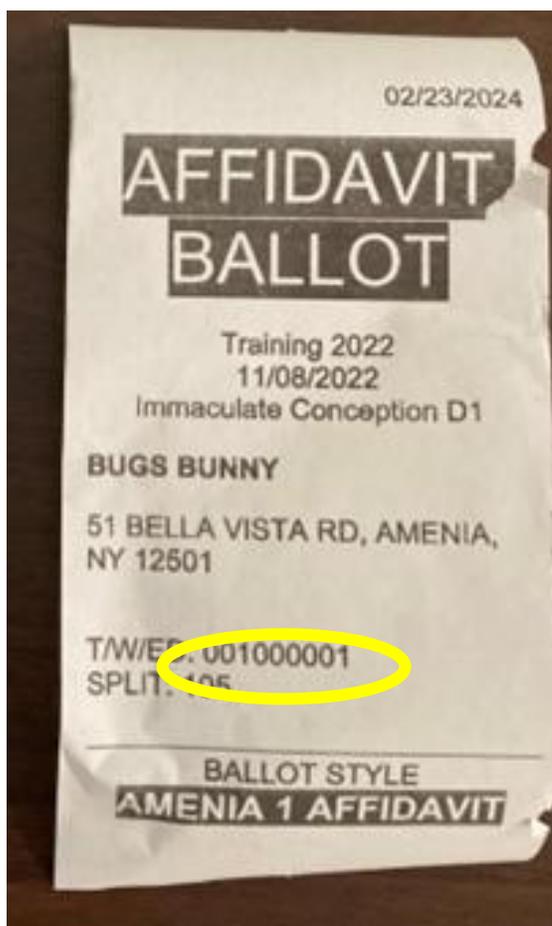
SELECT MANUAL PRINT TILE



SELECT VOTER'S PRECINCT (Election District)

From their receipt, locate the voter's **9-digit precinct code** (circled). Tap the **"Select a Precinct"** field on the Poll Print Tablet. Swipe up across the numbers (if necessary) until you find the code that matches the voter's receipt. Tap the correct code. The tablet will then auto-fill the split field.

Note: You may also use the code sheet found in your poll print envelope to find the precinct code.



SELECT PARTY AND BALLOT TYPE

If the election is a primary, choose the voter's party.

Tap in the "Ballot Type" field. Select **Regular** if receipt does not indicate an affidavit ballot. If the receipt does indicate an affidavit ballot, choose provisional.

4:16 PM Thu May 23 100%

Manual Print

Fill out the form and tap PRINT

REGISTRATION

002000004

105

Democratic

BALLOT SELECTION

Ballot Type

English Provisional

Select a Ballot Regular

NUMBER OF COPIES

1

4:16 PM Thu May 23 100%

Manual Print

Fill out the form and tap PRINT

REGISTRATION

002000004

105

Democratic

BALLOT SELECTION

Regular

English

Beekman 4 DEM 1.pdf

NUMBER OF COPIES

1

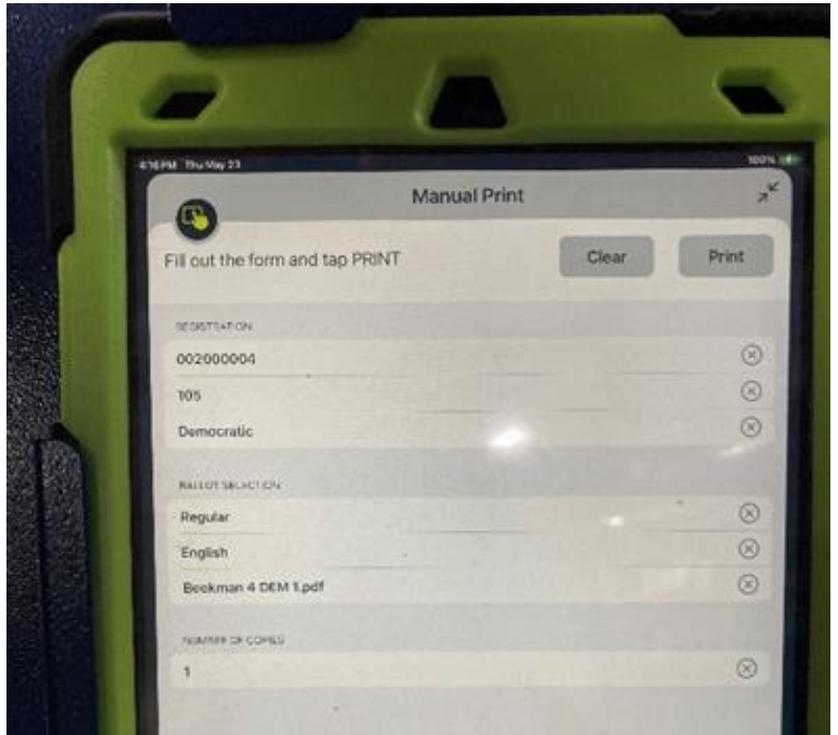
CONFIRM BALLOT

NOTE: Please confirm the correct ballot style is listed in the **Select a Ballot** field.

If necessary, type "1" in the number of copies field.

PRINT BALLOT

Press **PRINT**.



COLLECT BALLOT

Collect the ballot from the printer. Confirm the ballot against the receipt as normal, making sure the ballot has the same election district, party, and type as what is listed on the receipt.

Inspectors must ensure that the correct ballot is given to the voter.

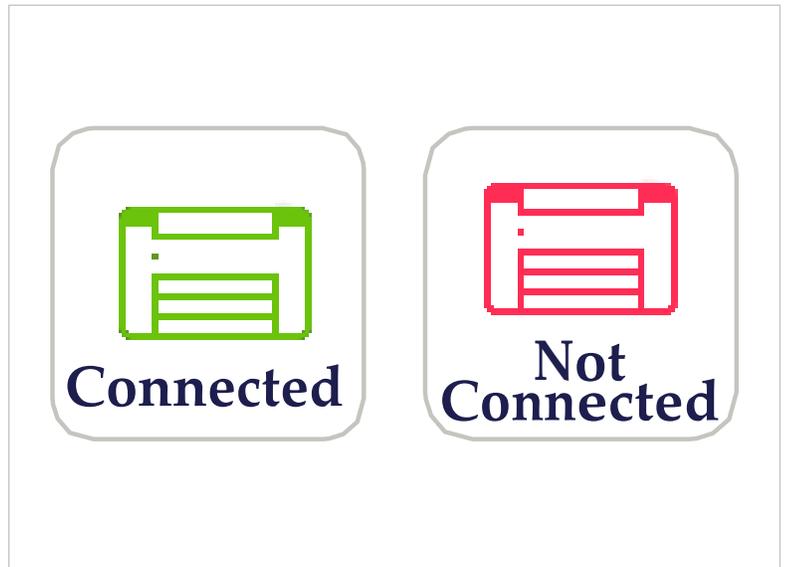
Once printer is automatically printing ballots, close the manual print module and re-open the print job log.

TROUBLESHOOTING

LOST CONNECTION

If the poll printer stops printing ballots, tell the intake inspectors to pause checking in voters until they have connected their poll pad to a different printer.

Verify that the poll pad's printer icon is **GREEN**. If the icon is **RED**, please check the tablet's adapter connection to ensure the connection is secure.



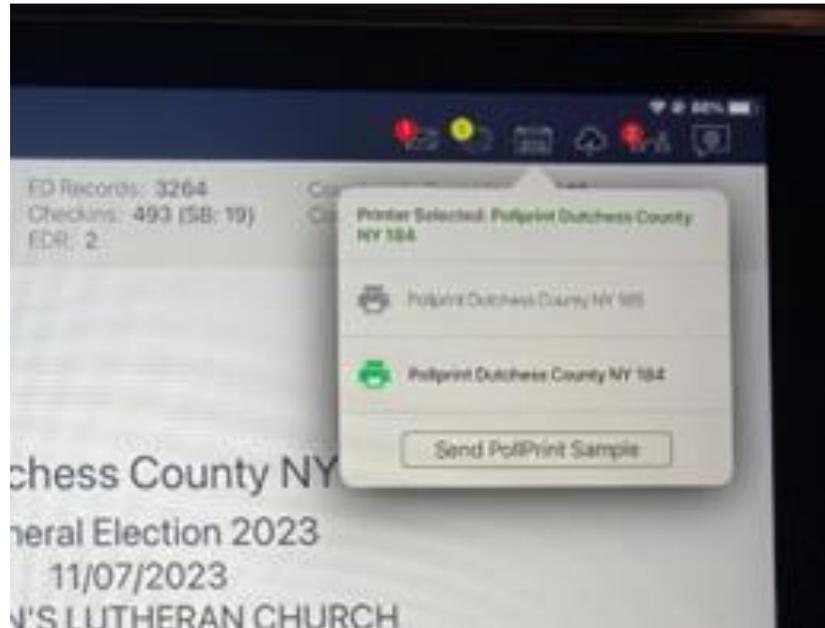
CONTACT BOE

- If you are unable to get the Poll Print cabinet back up and running, call the board of elections at 845-486-2473
- If you only have one printer cabinet at your site, you may be instructed to open the backup ballot books located in the bottom of your cabinet. **DO NOT OPEN THESE BALLOT BOOKS UNLESS INSTRUCTED BY THE BOE.**
- Poll print inspectors are still responsible for handing voters backup ballots. You must still take the voter's receipt or affidavit card and confirm ballot information.

SWITCHING PRINTERS

If an intake poll pad needs to switch printers, have the intake inspectors tap the **GREEN** printer icon on their pad.

Select which poll print tablet you would like to connect with and it will automatically pair. The paired poll print tablet will be bolded.



TEST PRINT

After switching, conduct a test print by tapping on the **GREEN** printer and selecting **Send PollPrint Sample**.



ADDING PAPER

First, unlock and **FULLY OPEN** cabinet's front door.



OPEN TRAY

Slide out paper tray about halfway, as shown. Then lift slightly on the tray to pull out fully. Insert ballot stock into the paper tray. Slide tray back into printer.

Close and lock front cabinet door.



PAPER JAM ERROR

If the Poll Print printer encounters a paper jam, the LCD display will show

“PAPER JAM”

NOTE: There are two possible areas where a paper jam could occur; rear or front.



REAR PAPER JAM

To check the rear opening of the printer for a paper jam, open the door on the backside of the cart by unlocking the door.



OPEN PRINTER

Push down on the door marked push.



REMOVE PAPER JAM

Remove the paper jam and close compartment door.



FRONT PAPER JAM

Open front door completely.

Raise top portion of printer from handle as shown.



OPEN FRONT DOOR

Pull down front door with two hands to provide better access to jam.



REMOVE TONER

Remove the toner cartridge by releasing the blue latch to access the paper jam.

Check for paper under cartridge.



REMOVE PAPER JAM

From front of printer, lift from the blue tab marked D to check for the jam.

Remove the paper jam, replace and secure toner, then close the printer hatch.



TONER ERROR

If the Poll Print printer encounters low or no toner, the LCD display will show an error message.

Lift from the slot circled to access the toner cartridge.



LOCATE TONER

Locate the replacement toner cartridge.



REMOVE TONER

Remove the old toner cartridge by sliding the blue latch toward the front of the cabinet, then lift.

REPLACE TONER

Place new cartridge in place and ensure blue latch is secured. Place the old toner cartridge in the black bag and into the empty toner box. Store in the cabinet for the remainder of the day.

