

Vote-PAD Poll Workers' Quick Reference Guide

Setup:

Attach the page-turning aids (small red-tip clamps) to each page of the Vote-PAD booklet. Make sure the list of write-in offices and corresponding write-in cells is posted in the voting station.

For voters with visual impairments:

1. Double-check that all the bumpons are attached correctly.
2. Explain the layout of the Vote-PAD as they explore it with their hands.
3. Have them mark through the holes onto a plain piece of paper until their marks are good. Give them feedback.
4. Show them how to use:
 - the verification wand,
 - the privacy shield.
5. Insert and align a ballot. Use removable tape to tape it to the BACK of the sleeve.
6. Insert the correct tape in the player, or provide them with Braille and/or large print instructions – whichever they prefer, and encourage them to move through the ballot choices in order.
7. Give them the overview tape, Braille, and/or large-print instructions – whichever they prefer.
8. Give them a marking instrument and the verification wand.
9. **IMPORTANT:** If they choose to use the audio instructions:
 - explain the controls on the tape player,
 - turn the volume down,
 - offer them fresh ear pads for the headset
10. Give them a few write-in sheets and explain how to do a write-in candidate.
11. Ask if they have additional needs or questions.



For voters with dexterity impairments:

1. Explain the layout of the Vote-PAD.
2. Insert and align a ballot. Use removable tape to tape it to the BACK of the sleeve.
3. Place the booklet on a non-skid pad.
4. Give them a marking instrument.
5. Give them a few write-in sheets and explain how to do a write-in candidate.
6. Ask if they have additional needs or questions.