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# ELECTRONIC POLLBOOK: LAPTOP PREPARATION AND MAINTENANCE INSTRUCTIONS

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Proper care and maintenance of your e-pollbook laptop is important to ensure the highest functionality on Election Day. Please complete the following tasks prior to installing the EPB software for Election Day use.

- Hewlett Packard BIOS Updates
- Antivirus Software
- Windows Defender
- Printer Drivers
- Windows 7 Updates
- Batteries
- Wi Fi Connectivity

If you have any questions, please contact the QVF Help Desk at 800-310-5697.

## HEWLETT PACKARD UPDATES:

Hewlett Packard (HP) occasionally will release an update for the hardware of the laptop which can fix issues and increase performance. HP Updates are different than Microsoft Windows Operating System updates.

**If you are using a different model than provided by the State, please check for software updates from your laptop manufacturer.**

Many HP Updates can be checked and installed by using **HP Support Assistant** software that comes installed on some laptops or can be downloaded from HP's website:

- Click the Windows Start button
- All programs
- Folder: HP Help and Support
- HP Support Assistant
- If prompted allow the computer to check for and install updates automatically
- On the Home screen, click Updates and Tune-ups
- Check for HP Updates Now

\*\*\*\* Due to the age of the EPB Laptops, updates to the BIOS are **no longer necessary** if performed in 2014 or previously. **No new BIOS updates have been released for any of the EPB laptop models.**

**To check the BIOS version currently installed on your laptop**

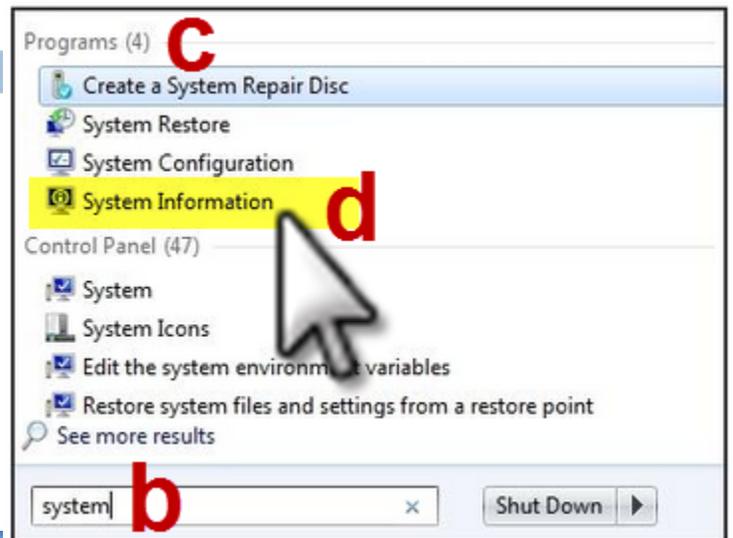
a) Click the **Windows Start button**.



b) Click in the **Search Programs Box** and type **System**.

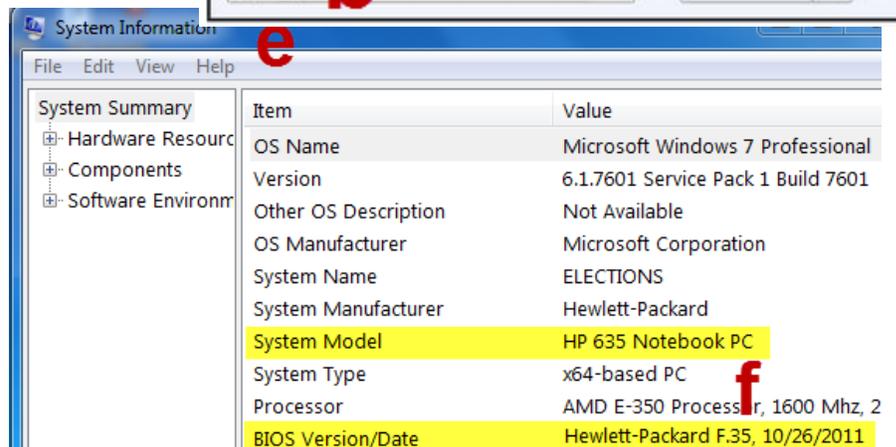
c) A list of programs will display.

d) Click on the program **System Information**. A window will open that lists information about your laptop.



e) Look for your **System Model** and

f) **BIOS Version/Date**.



## To check for all available downloads for your EPB Laptop from Hewlett Packard

On any computer go to HP Product Support <http://h20566.www2.hp.com/portal/site/hpsc/>

- Type in your Product Number (System Model from above)
  - **Probook 4535s Notebook PC**
  - **HP 635 Notebook PC**
  - **Compaq 515 Notebook PC**
- Click **GO**
- Click on **Get drivers, software & firmware**
- Select your operating system **Windows 7 Professional 64 Bit**
- This will display all available downloads; these are not necessary to install
- Click **BIOS** to verify you have the last BIOS update installed compare to your information shown in your System Information

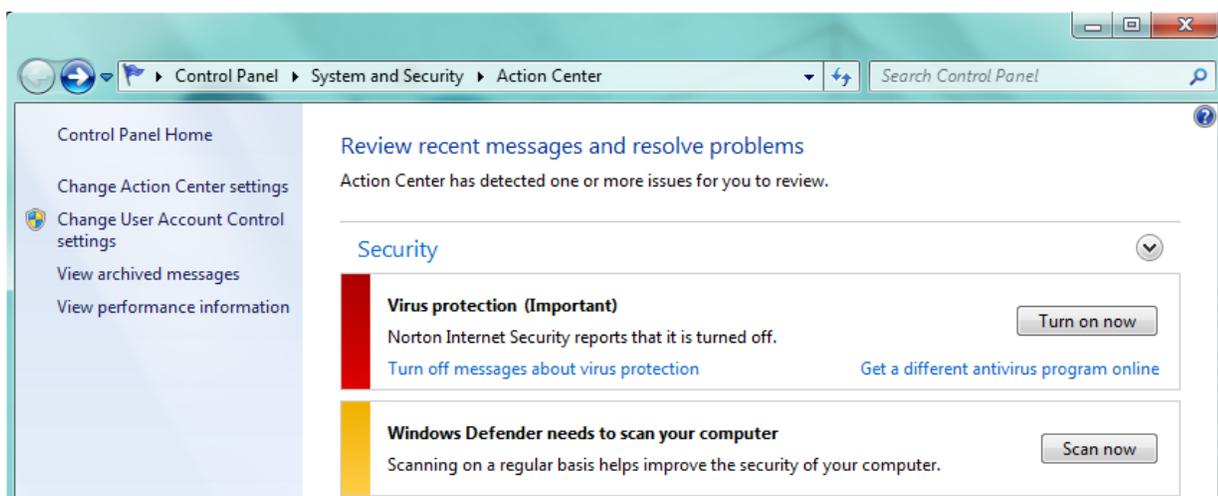
\*\*\*\* Due to the age of the EPB Laptops, updates to the BIOS are **no longer necessary** if performed in 2014 or previously. **No new BIOS updates have been released for any of the EPB laptop models.**

## ANTIVIRUS SOFTWARE:

Each EPB laptop should have antivirus program installed and updated prior to each election. Scan your laptop and flash drive at least once within a week of an election; removing any contaminations before loading the e-Pollbook software.

Your e-pollbook came with a 60 day free trial of Norton's Antivirus software installed. If you have a new laptop, you can activate this trial. You can locate this program by clicking **File, Programs**. If your trial has expired, you can install any commercially available antivirus program, like AVAST.

- *This can also be accessed through the **Action Center Icon** on the bottom task bar.*
- *By opening the Action Center, you will see messages about software that needs updating.*



## WINDOWS DEFENDER:

This is spyware protection software that comes as part of Windows 7. This is similar to your Antivirus software and works to ensure there is no malicious software on your laptop. Windows Defender can be accessed through the **Action Center Icon** on the bottom task bar. By opening the Action Center, you will see messages of any software that needs updating. (See above Antivirus Software section for print screens examples.)

## PRINTER DRIVERS:

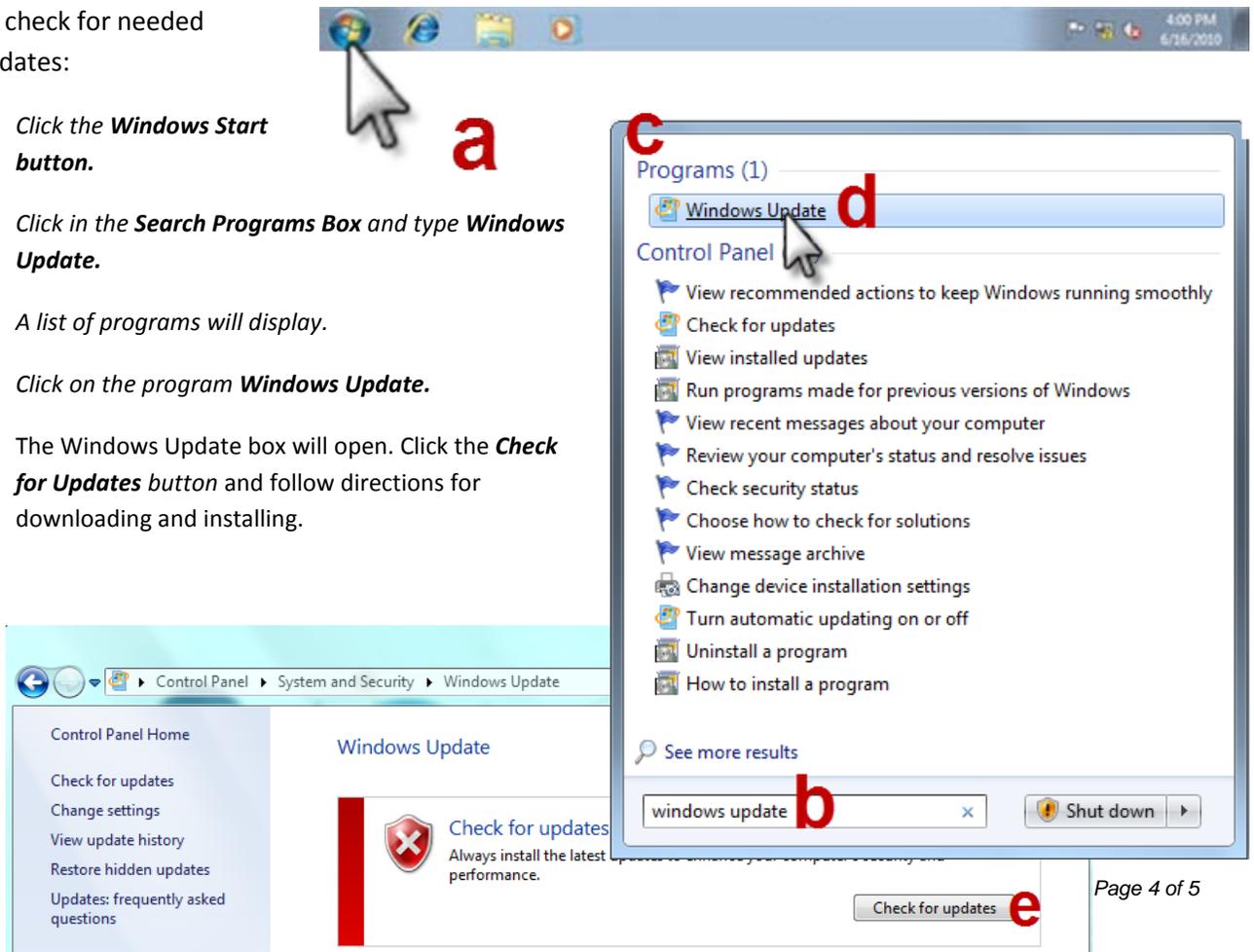
If you will be printing reports from the EPB laptop, you must install the proper printer drivers on the laptop prior to Election Day. For laptops that do **not** have CD drives, the software will have to be installed through an internet connection or by saving the software to a flash drive and copying it to the EPB. Your printer documentation will have instructions on where to find the driver software. Any standard printer should work with the laptop and EPB software. Be sure to print a test document using the printer and EPB before Election Day.

## WINDOWS 7 UPDATES:

The Windows 7 Professional 64 Bit software is also updated by Microsoft on a regular basis. These updates may be lengthy to download and install. You need to have your laptop directly connected to the internet for this process.

To check for needed updates:

- Click the **Windows Start button**.
- Click in the **Search Programs Box** and type **Windows Update**.
- A list of programs will display.
- Click on the program **Windows Update**.
- The Windows Update box will open. Click the **Check for Updates** button and follow directions for downloading and installing.



## BATTERIES:

Plan to run your laptop plugged in to an electrical outlet while in use on Election Day. But be sure to fully charge all EPB laptops prior to use on Election Day. Save the battery for power outages or unforeseen circumstances.

After the election, if storing your laptop for an extended period, it is best to remove the battery from the laptop and store separately to prolong the life of the battery.

To verify that the AC power supply is functioning properly for charging, follow the steps below.

- Verify that all power cord connections are secure. 2 part chargers must be connected firmly.  
Depending on the model, the battery charging indicator near the power cord (also called the power LED) may be white, green, or amber when AC adapter is connected and is providing power to the notebook.
- Verify that the AC power supply adapter is the correct type. Older adapters were rated at 60 watts, but newer notebooks require AC adapters with 90 or 130 watts of power. The notebook was shipped with the correct AC adapter; however some people have multiple adapters and mistakenly connect the wrong power supply.

## WI FI CONNECTIVITY:

The laptop may be connected to the internet up until the antivirus software has been updated for Election Day. Locate the button with the wireless icon on the keyboard. A white or blue light means the wi fi access is available. An orange light indicates the wireless connectivity is disabled.

***The wireless connectivity must be off (or orange) on Election Day.***



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