

# VOTING EVENT CHECKLIST

*It's good to prepare. We help you 'check all the boxes'*

## Hardware

- Receiver plugged-in & responsive (lights **ON**)
- Keypads have (working) batteries (turns **ON** when buttons pressed)
- Computer A/C power **ON**

## Operating System & Other Software

- Screen saver turned **OFF**
- Anti-virus turned **OFF**
- All unnecessary software turned **OFF**
- (Optional) Extended screen turned **ON**
- (Optional) Airplane Mode **ON**

## TownVOTE

- "Base Connected" indicator **ON**
- Keypads tested (create a test topic/article with Participant Grid)
  - Test for range (every far corner)
  - Test for speed (how quickly does "OK" show on the display)
    - If needed, replace the standard antenna with a booster
- Participant List checked (you **MUST** have one and it **MUST** match your keypad range)
- Remove any keypads from the Participant List that should be excluded (i.e., are missing)



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