



INSPECTOR CHECKLIST (EViD COMPACT)



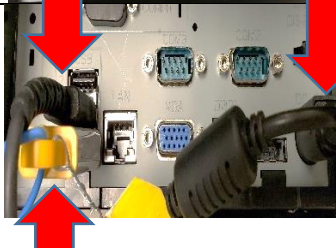
READ THIS FIRST:

THIS CHECKLIST IS TO BE COMPLETED AS A 2 PERSON PROCESS!!
SIGN ON PAGE 5 AFTER SETUP. SIGN ON LAST PAGE AFTER SHUTDOWN.
CLERK WILL ANNOUNCE WHEN INSPECTORS CAN SETUP THEIR EVIDS.






VERIFICATION OF SEALS

<input type="checkbox"/> 1. CLERK EViD machine must be setup first. Clerk will announce when Inspectors can setup their EViDs.	
<input type="checkbox"/> 2. Inspector will remove seals after Clerk verification. Clerk will retain seals in labeled Ziploc bag.	


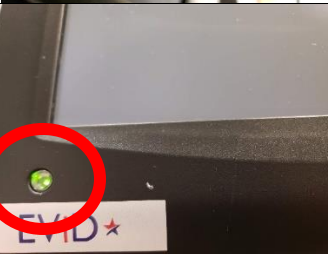
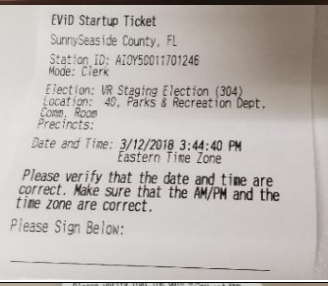
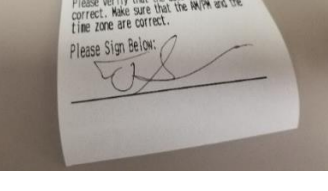
UNPACKING THE EViD

<input type="checkbox"/> 3. Open the case by unlatching the four exterior latches and removing the top of the case. Set the top aside.	
<input type="checkbox"/> 4. Lift the EViD out of its case and onto a table.	
<input type="checkbox"/> 5. Verify the signature pad cable, power cable and EViD Thumb Drive are all plugged in. DO NOT UNPLUG ANYTHING.	

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<input type="checkbox"/> 6. Set EViD up with screen facing you and signature pad facing voter.	 
<input type="checkbox"/> 7. Remove any extension cords from large green bag.	
<input type="checkbox"/> 8. Plug the power cord from the EViD power brick into a power outlet. A small green light will light up on the power brick.	 

EViD STARTUP

<input type="checkbox"/> 9. Just press and release the power button, which is located on the right side of EViD near the rear (look for the arrow).	
<input type="checkbox"/> 10. Once the EViD is powered up, a small green light lights up underneath the left side of the screen.	
<input type="checkbox"/> 11. A startup ticket prints, which shows the EViD configuration, including: <i>EViD Station ID, EViD Mode, Election, Voting Location, Date and Time</i> . Verify information is correct.	
<input type="checkbox"/> 12. Sign the startup ticket and give it to the Clerk.	

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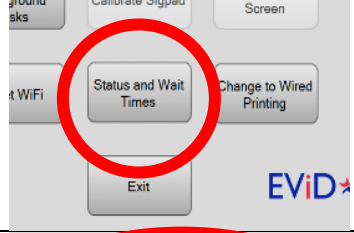
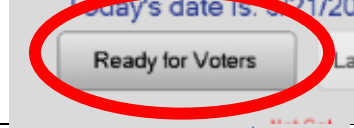
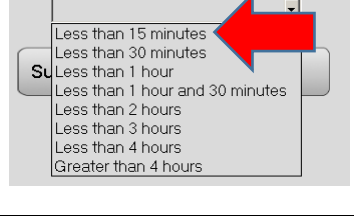
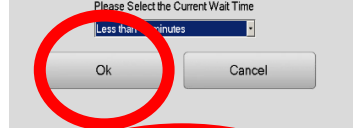
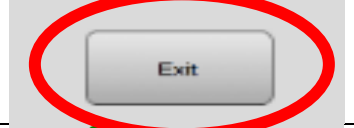
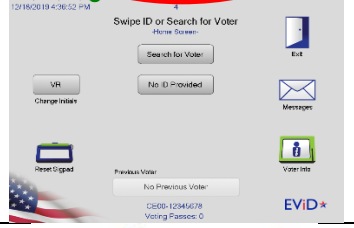

<input type="checkbox"/> 13. Enter your initials on the Initials Screen.	
<input type="checkbox"/> 14. Touch OK . <i>NOTE: Remember to ALWAYS change initials whenever you leave your EViD.</i>	
<input type="checkbox"/> 15. The EViD will display the Home Screen.	

SET THE WAIT TIME

<input type="checkbox"/> 16. Touch Search for Voter .	
<input type="checkbox"/> 17. Repeatedly type the number 5 in the Date of Birth field.	
<input type="checkbox"/> 18. Touch SEARCH .	
<input type="checkbox"/> 19. The EViD will display the Clerk Utilities screen.	

CONTINUE ON NEXT PAGE

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<input type="checkbox"/> 20. Touch Status and Wait Times .	
<input type="checkbox"/> 21. Touch Ready for Voters .	
<input type="checkbox"/> 22. Use stylus to select the current wait time by touching the drop-down arrow to select Less than 15 minutes .	
<input type="checkbox"/> 23. Touch OK to return to the Clerk Utilities .	
<input type="checkbox"/> 24. Touch Exit .	
<input type="checkbox"/> 25. You will return to the Home Screen and are now ready to check in voters.	
<input type="checkbox"/> 26. Clerk will announce "The Polls are Open" at 7 am using the time clock from the Clerk's personal cell phone.	
<p>POLLS MUST BE OPEN BY 7 AM.</p>	

REVIEW AND SIGN ON NEXT PAGE.



INSPECTOR CHECKLIST (EVID COMPACT)

OPERATION REMINDERS

<p>For manual searches, remember to always use voter's date of birth followed by touching the SEARCH button.</p>	
<p>For swipe searching with voter's driver's license, have mag stripe facing down and to the right and swipe downward from the top.</p>	

I HEREBY CERTIFY that I have completed this checklist as a two-person process with the utmost accuracy.

SIGNATURE	SIGNATURE

THANK YOU FOR BEING PART OF THE LAKE COUNTY ELECTIONS TEAM!! LET'S MAKE IT A GREAT ELECTION DAY!



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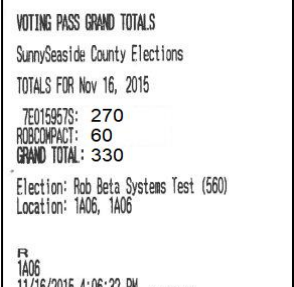

INTENTIONALLY

LEFT

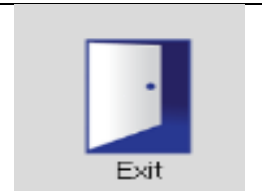
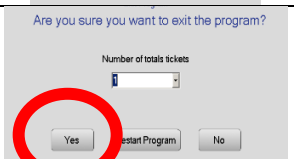
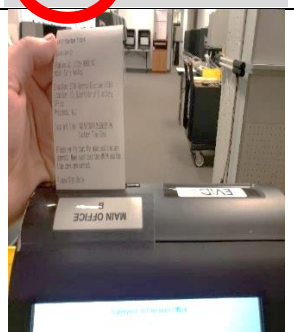
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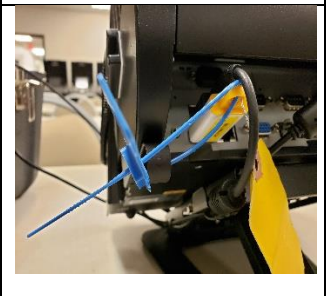

CLOSE OF POLLS

<input type="checkbox"/> 1. Clerk will announce “The Polls are Closed”.	
<input type="checkbox"/> 2. The Clerk will need to print out the Voting Pass Grand Totals before Inspectors can shut their EViD down.	
<input type="checkbox"/> 3. Inspectors must wait until Clerk announces “Inspectors can shut down their EViDs”.	




EViD SHUTDOWN

<input type="checkbox"/> 4. On the Home Screen touch Exit .	
<input type="checkbox"/> 5. A shutdown screen appears. Touch Yes .	
<input type="checkbox"/> 6. A Voting Pass Totals ticket for the election will print from your EViD. <i>NOTE: Give all EViD Voting Passes to Clerk after voting pass totals ticket has printed.</i>	







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<p><input type="checkbox"/> 7. After the totals ticket prints, the EViD will power itself off.</p> <p style="text-align: center;">IMPORTANT: DO NOT TOUCH POWER BUTTON AFTER SHUTDOWN.</p>	
<p><input type="checkbox"/> 8. When the power is off, remove seal and EViD Thumb Drive and give it to the Clerk.</p> <p style="text-align: center;">IMPORTANT: DO NOT REMOVE THE EViD THUMB DRIVE UNTIL EViD IS COMPLETELY POWERED OFF.</p>	
<p><input type="checkbox"/> 9. Once the EViD is powered off, seal is removed, and EViD Thumb Drive is removed, you can unplug from the electrical outlet and begin repacking the EViD.</p>	

REPACKING THE EViD

<p><input type="checkbox"/> 10. Place the EViD case on a secure, flat surface.</p>	
<p><input type="checkbox"/> 11. Open the case by unlatching the four exterior latches and removing the top of the case. Set the top aside.</p>	
<p><input type="checkbox"/> 12. Pick up the EViD, turn it on its side, with stylus facing up, and gently slide it into one of the slots in the case.</p>	
<p style="text-align: center;">LEAVE ALL CABLES PLUGGED IN – REPACK WITH CABLES STILL PLUGGED INTO EViD.</p>	

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<input type="checkbox"/> 13. Attach the pen to the signature pad and insert the signature pad into the slot provided.	
<input type="checkbox"/> 14. Slide the power supply (brick) into the slot provided and tuck the attached cord into the adjacent slot.	
<input type="checkbox"/> 15. Place any power cords and back into large green bag.	
<input type="checkbox"/> 16. To close the EViD container, match the symbols on the top and bottom of EViD case.	
<input type="checkbox"/> 17. Snap the exterior latches shut. The EViD is now ready for transportation and storage.	
<input type="checkbox"/> 18. Place the closed EViD container back on pallet.	



INSPECTOR CHECKLIST (EVID COMPACT)

CLEANUP OF POLLING PLACE

19. Assist with the teardown of equipment, packing of supplies and general cleanup.



20. Remain onsite until dismissed by the Clerk.



I HEREBY CERTIFY that I have completed this checklist as a two-person process with the utmost accuracy.

SIGNATURE	SIGNATURE

THANK YOU FOR BEING PART OF THE LAKE COUNTY ELECTIONS TEAM!!

RETURN THIS SIGNED DOCUMENT TO THE CLERK'S BINDER.