

# BOD SPECIALIST CHECKLIST

## OPENING THE EPB's & Printer's

EPB Spec Check	Step	Description
	1	Remove all items from the EPB bag and verify contents
	2	Plug in all EPB and switch power cords into the Power Strip. Plug Ethernet cables in the switch (3 short)
	3	Make sure the power strip/surge protector is <b>ON</b> .
	4	Plug all accessories into the EPB's (mice, scanners)
	5	Unbox all Printers & Cables
	6	Plug in Printer Power Cables. Connect correct Colored Printer to each color coded EPB ( <b>USB &amp; EPB are color coded</b> )
	7	Power on all EPB's & Printer's
	8	Verify date and time on all EPB's
	9	Print <b>Ballot Test Page</b> Click on <b>ICON</b> (Call HQ if ballot is <b>NOT TWO SIDED</b> )
	10	Advocate will open automatically, click on browse
	11	Click <b>YES</b> on the Advocate POPUP Box
	12	<b>STOP:</b> At the Advocate login screen, look toward the bottom right & <b>VERIFY ALL EPB's SAY "STATUS CONNECTED: SEARCHING FOR DEVICES"</b>
	13	Enter your Advocate opening password into all EPB's: <b>usr0_ _ _</b> Click <b>Login</b> .
	14	Wait at least a (2) Two Minutes & <b>VERIFY ALL EPB's SAY "STATUS CONNECTED: Total DEVICES 3"</b>
	15	Click <b>OPTIONS</b> at the bottom left, and fill in the <b>Poll Book Summary</b> for every EPB.
	16	<b>ONE PERSON ON ONE EPB, SELECT OPEN POLLS</b>
	17	Verify at the top of each EPB, that the Checked-In line says <b>ZERO</b> on each Advocate screen.
	18	<b>EVERY HOUR</b> , check the number of voters Checked-In against the number of ballots scanned. Number should match. Use the " <b>Ballot Cast Work Sheet</b> " (Chief Binder). <b>Also, be mindful of checking paper levels in printers.</b>

## CLOSING THE EPB's

EPB Spec Check	Step	Description
	1	At the bottom Left, Click on <b>OPTIONS</b> select " <b>POLL BOOK SUMMARY</b> " Enter information into the Poll Book Summary Report for every EPB
	2	Again the bottom Left, select <b>OPTIONS</b>
	3	Select " <b>CLOSE or SUSPEND POLLS</b> "
	4	Enter the close polls password in the Judge Login Screen <b>Chief has Code</b>
	5	After Advocate closes, click <b>OK</b> on the pop-up
	6	Perform shutdown of all EPB's & Printers ( <b>for printers hold power button</b> ).
	7	<b>ALL USB Thumb Drives</b> should be placed in the EPB Thumb Drive Envelope
	8	Unplug and <b>NEATLY</b> return all equipment to the EPB Bag. <b>See example picture in clear envelope</b>