

REFERENCE ONLY

CELL PHONE QUICK REFERENCE Basic Operation

1. Press and hold the **RED END** button to turn the phone on/off.
2. To make a phone call: Enter the phone number (include the area code if needed) and press the **GREEN SEND** button.
3. To receive a phone call: When the phone rings press the **GREEN SEND** button to answer. Press **END** to end the call.
4. To charge the phone: Insert the charging plug into the phone's charging port on the side of the phone.

Icons At Top of Screen

5. **Battery Strength Indicator: Indicates battery charge level.**



6. **Signal Strength Indicator:** The strength of signal received by the phone is indicated by the number of bars displayed.

SOE STAFF – Pre-Election Manager Pickup Confirmation			SITE # _____	
(CESD/JCQAD Reads)				
1. Handled Ziploc Bag with Supplies enclosed.			Manager Initials	
2. I have received a list of Election Workers for my site.				
3. I understand how to deal with a jammed ballot.				
4. I understand how to change VCS Printer Paper Roll.				
5. I understand that if the modem fails, I must call phone bank.				
6. I understand that I must leave the polling place no later than 1 Hour after closing (Unless a line exists at closing causing the time for last voter to cast ballot to be affected.)				
7. I was issued Equipment Keys:	<input type="checkbox"/> (1) Black Barrel Key DS 200 Unit/ExpressVote Unit <input type="checkbox"/> (1) Gold Key/ Security Cage	<input type="checkbox"/> (1) Yellow Key Ballot Counting System <input type="checkbox"/> (1) Blue Key - Blue Security Cart	Record Site #	
8. I was issued a Polling Place Key or Security Code	Record Security Code	Record Site #		
9. I understand that I am responsible for allowing only the proper use of the election equipment keys (and polling place key if issued).				
10. I understand Florida law prohibits solicitation within 150 feet of the entrance to a polling place or a polling room.				
11. <u>You Must Call Phone Bank 248-8650 before you allow any EXIT polling inside 150 ft (F.S 102.031(4)(a))</u> ▪ Stating a Candidate’s Name or Issue is NOT allowed. Allowed: “Who did you vote for?” NOT Allowed: “Did you vote for <u>Candidate’s Name</u> ?”				
12. SOE staff confirmation that, Manager understands responsibilities.			Staff	Staff
				Manager

STARTUP PACKAGE HANDLED ZIPPER BAG INVENTORY

(Size 9 x 15)

Requirements to Supply and Confirm:		Staff	Staff	Manager
1. Discuss/answer questions regarding Site Specific Room Layout provided for review.				
2. Polling location Google Map printed from our office web precinct finder.				
3. VR Election Workers Report for designated site				
4. Form 16217 Poll Watcher List (check box if not applicable)	N/A			
5. Form 16432 Poll Watcher Requirements (check box if not applicable)	N/A			
6. Special Notices or Instruction from SOE (check box if not applicable)	N/A			
7. SOE Staff & Manager confirmation inventory is correct.				
8. SOE STAFF – Pre-Election Manager Pickup Confirmation stays with the SOE office for record of Pick-up.				