Instructions for Introducing the use of the Keypads

Orientation for use of the Keypads will start with the following slide:

Read the Following Instructions:

- **Simply press the button you choose as your answer: 1/A – 0/J**
- **Look for a Green light when you vote**
- **To change your answer – select & press another button**
- **To vote for more than 2 or more, press 1st selection, then 2nd, etc.**
- **Don't press "Go" or "?" (ignore these buttons)**

Important to Stress:
1. After pressing your button selection, you will only get a green light when the voting is open.
    a. If the voting is closed you will get a red or orange light.
2. On a vote where you are instructed to make two selections:
    a. The system is programmed to take the last two selections you make. In other words, if you want to change your answer while the voting is still open, simply redo your two vote process.
    b. Wait for the green light to go out between your first and second vote.

After the Instruction slide above. We will move to the first of four orientation questions:
    Create a Question to allow people to practice with the keypads

During the Voting Process when the voting slide is up on the screen – the person conducting the vote should say the following:
1. *"We are now voting on _____ "*
2. *"If you are voting for _____ Press 1, for _____ Press 2, etc."*
3. Then say *"Vote Now"*

When the Technician give the thumbs up – the votes have stopped coming in and you should say something like:
"We are now closing the voting"

After the second test question the following slide will be shown:

Clicker Instructions

**If at any time you do NOT get a GREEN
Light after you pressed a key:
You need to Exchange your Clicker.
Go to the Back of the Meeting Room to
Get a Replacement.**

Please announce that throughout the convention this will be the procedure for handling a Keypad that is not working properly. (Someone from the staff should be in charge of this exchange process.)

After this Instruction Slide, ask two other Test Questions to use in the orientation.

"This concludes the Keypad Orientation"