ARS EVENT CHECKLIST v1

Every pilot goes through a checklist before they take off. You should do the same.

Hardware

☐ Receiver plugged-in & responsive (lights **ON**)

☐ Keypads have (working) batteries (lights **ON** when buttons pressed)

☐ Computer on A/C power

Operating system & other software

☐ Screen saver turned **OFF**

☐ Anti-virus turned **OFF**

☐ All unnecessary software turned **OFF**

☐ (Optional) Extended screen turned **ON**

EZ-VOTE

☐ PowerPoint auto-save turned **OFF** (File → Options → Save)

☐ "Base Connected" indicator **ON**

☐ Keypads tested (Base Manager → Test Keypads)

☐ Presenter View turned **OFF** (Slide Show → Use Presenter View)

☐ Participant List checked (or **OFF**) (Meridia → Tools → Participant List)

☐ Input Source set to "Response Devices" (Meridia → Tools → Settings)

☐ Data cleared (Meridia → Tools → Clear Data)

You're ready to fly. Have a great event!