

VVPAT- DOs and DONTs, Checklist

DOs:

1. Read the manual carefully before operating the VVPAT Unit
2. Press the latches gently and in the manner specified
3. Protect the VVPAT from dust, heat, rain , fire and other such hazardous environments
4. Use the battery supplied by BEL
5. Inform ECI and BEL in case of any problem
6. Remove battery from VVPAT while storing for longer periods
7. Ensure that the connector of the interconnecting cable mates properly with the connector of the VVPAT before pressing in. This will mate in one direction only.
8. Ensure the

DONTs:

1. Do not exert undue pressure on latches.
2. Do not keep VVPAT near heater or other hot objects.
3. Do not open by force the cover or doors of various compartments
4. Do not hit/smash the connector fixed at the end of interconnecting cable against any hard surface/object.
5. Do not replace VVPAT battery without switching OFF THE CU.
6. Do not replace VVPAT Unit without switching OFF THE CU.
7. Do not connect cables without switching OFF THE CU.

Checklist:

SI No	Description	Remarks (Yes/No)
1	Battery is installed in VVPAT	
2	Paper roll is installed in VVPAT	
3	Interconnecting Cable are connected	
4	Candidate Symbols as per 7A is loaded into VVPAT	
5	Number of candidates set in CU and VVPAT are same	
6	Printed paper slips are removed after mock poll, shown to candidates/agents and tallied with CU results	
7	After mock poll, ballot slips compartment is emptied , CU results are cleared in front of candidates/agents	
8	Ballot slips compartment are sealed before the actual poll.	

EVMs- DOs and DONTs

DOs:

1. Read the EVM Manual carefully before operating the EVM
2. Press the latches gently and only in the manner specified
3. Protect the EVM from dust, heat, rain, fire and other such hazardous environments
4. Use Power pack specially supplied
5. Ensure that the covers of the compartments / Sections in the Ballot Unit and the Control Unit rest properly on the plain surface when opened
6. Ensure that the Connector of the Interconnecting Cable mates properly with the connector of the Control Unit before pressing in. This will mate in one direction only

DONTs:

1. DO NOT Open the screws of CU / BU as it will activate the tamper switch rendering the unit non-functional.
2. DO NOT Keep EVM near heater or other hot objects
3. DO NOT Allow molten lac/sealing wax to fall on the EVM while sealing
4. DO NOT Force open the covers or doors of various sections
5. DO NOT Remove the Strip Seal until the Control Unit is on counting table
6. DO NOT Exert undue pressure on latches, hinges etc.
7. DO NOT Remove power pack from the Control Unit used for taking poll.
8. DO NOT Force the connector fixed at the end of the Interconnecting cable into the connector of Control Unit in the reverse direction
9. DO NOT Pull the Interconnecting cable while disconnecting it from the Control Unit without pressing the spring type clips on the hood of the connector

