

# NEW STREAMLINED PROCESS



## VERIFY HAVA PHONE/FAX NUMBERS

IVS will email Registrars of Voters (through the Office of the Secretary of the State) a list of phone numbers for each precinct from our database of the previous election for confirmation or changes. Simply verify that each column of data in the spreadsheet associated with your town is correct.

## TEST EQUIPMENT (PHONE/FAX) AT YOUR CONVENIENCE

From the phone line you use on Election Day (HAVA line), dial 866-486-3841 for the Equipment Readiness Test.

We recommend you perform this test prior to Election Day and every time your equipment is assembled.

## EQUIPMENT READINESS TEST

The system will play the recording:

*"Welcome to the Equipment Readiness Test for the State of Connecticut. Press any key to continue."*

If the system does not detect a TONE from your telephone, the system will say:

*"We do not detect any key press. Please make sure the dial switch on the right side of the telephone is in the "T" for Tone position. When you are ready, press any key to continue."*

If the system detects a TONE from your telephone, the system will say:

*"Your fax confirmation will be sent to you momentarily. If the ballot access ID's listed on the fax are not correct, or if you do not receive this fax within 5 minutes, please contact IVS at 888-888-6952. You may hang up now. Thank you!"*

- Field Equipment Registration - ELIMINATED
- Fax Blast on Election Day - ELIMINATED

## FOUR EASY STEPS:

- STEP 1 Ballot Visual Proofing
- STEP 2 Audio Proofing
- STEP 3 Verify HAVA phone numbers
- STEP 4 Test equipment (phone/fax) at your convenience





# HELPFUL REMINDERS



## TELEPHONE SET UP

On the right hand side of the Ameriphone telephone, the Dial switch should be set to "T" (for Tone), not P (for pulse).



## FAX SET UP

(Color coding may be helpful.)

Connect the inbound telephone line (the one connected to the wall) to the **LINE** port on back of the fax machine.

Connect the **EXT** port on the back of the fax machine to the Ameriphone telephone **LINE** port on the back of the telephone.



## FAX SET UP

On the front of the fax machine, look for a RED "Auto Answer" light. If the RED light is lit, auto answer is on. If the RED light is not lit, push the Auto Answer button to turn it on.

Pictured above  
Gary Mudd, Vice President of Public Affairs  
American Printing House for the Blind

Pictured on reverse  
Maria Delgado, Field Services Representative  
American Printing House for the Blind

IVS, LLC  
502-426-7905 or 888-888-6952 Ext. 0  
[www.ivsllc.com](http://www.ivsllc.com)