



Dallas County  
Elections

# Smart Phone Opening Checklist

## OPEN THE PHONE

- Open your Orange Case and locate the Galaxy A12 phone box.
- Hold the box with one hand and push the tray out of the box cover by pushing the end of the box.
- Remove the cardboard "Samsung" labeled cover.
- Remove the phone, charging block, and charging cable.
- Replace the cardboard "Samsung" labeled cover and slide the tray back into the box cover.
- Store the empty box in the Orange Case.

## TURN ON THE PHONE

- Plug the charging cable into the power brick and into the bottom of the phone. Plug the power brick into to a surge protector near your check-in station.
- Press and hold the lower button on the right side of the phone until the phone vibrates.
- Wait for the phone to start (about 15 seconds)
- If the screen goes blank, tap the lower button on the right side.

## FIND YOUR PHONE NUMBER

1. Place your finger on the bottom of the screen and drag it upwards to unlock the screen.
2. On the lower left of the screen, tap the green phone button.
3. On the lower right of the screen, tap "contacts"
4. Your phone number is displayed at the top of the list.
  - a. *Write this number on your curbside voter signs*

## INSIGHT TRANSLATION APP

The phone comes with an "InSight" language translation application. It will connect you to a live person who can assist voters with translations. This application is located in the center of the home screen.

1. Tap the "InSight" icon to start the application.
2. Turn the phone to the voter and have them select their language.
3. Tap the yellow "<Language Name> Video" link.
4. Wait for the translator to appear on the screen.
5. Introduce yourself as an Elections Official in need of voter translation services.
6. The LanguageLine translator will walk you through the process on screen.

## JUDGE APP (TO ASSIST WITH PROCESSING PROVISIONAL VOTERS)

The phone comes with a "Judge App" icon on the home screen. This app is an electronic version of the "Processing Voters Flowchart" and will help Judges process voters by simply answering questions and following the instructions on each screen. To start this application, tap the "Judge App" on the home screen. Follow the prompts on the screen and tap Next, Yes, or No buttons as appropriate to walk through the process.