The Faculty Senate uses clickers to vote on Business Items and Motions during meetings.

The Chancellor, or person running the meeting, will prompt you to use your clicker.

Programmed clickers should be ready for you at the back of the room when you arrive.

However, if your clicker does not seem to be responding, use the following instructions to use your clicker:

**To Program your clicker:**
(Lights may blink during this process)

Try not to wait too long between each button press because otherwise the programming will not register.

**PRESS:** GO - 4 - 1 - GO

A Green light should appear then disappear. If a Green light does not appear or if Red light appears, try pressing the buttons again.

Clicker is now ready for use when needed. There is no need to reprogram.

**To Vote with your clicker:**

Press “1” for Yes

Press “2” for No

Press “3” for Abstain

After you press one of these options, a Green light will appear. If Green light does not appear, try reprogramming your clicker following steps 1-4 above.

If you press “1,” “2,” or “3” more than **ONE** time, only the last vote is counted.